- 1. To Access the UNO Library Databases begin on the library homepage: library.uno.edu
- 2. Once you have landed on the UNO Library Homepage, in the middle of the screen you will see the OneSearch search bar. Just above the search bar are a series of tabs. Find and click the "Databases" tab.

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3. Once you click the "Databases" tab, you will see that our databases are organized alphabetically (A to Z) OR by subject area. So, for example, if you are an Accounting major, you can hover over "Business" and it will reveal a drop down menu, from which you can then click "Accounting." The Subject databases tell you which databases are best to use for accounting research.

QUICK TIP: If you are just beginning your research, it may be best to start with a database that contains thousands of peer-reviewed journals, so that you have access to as much information as possible. Academic Search Complete contains nearly 4,500 peer-reviewed journals in nearly every discipline. We recommend beginning with Academic Search Complete. This database is located under A, as well as underneath every subject area database.

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- 4. Click Academic Search Complete.
- 5. If you are Off-Campus, you will now be prompted to enter your credentials for Off-Campus library database use. Your user ID number is your student or faculty ID number, with the addition of 00 at the end. (Example: 123456700) If you have never setup a PIN number or cannot remember your PIN, you will have to click reset PIN. You will then be prompted to enter your user ID (123456700) and this will generate and send an email to your UNO email account. Follow the instructions in the email. Your PIN number must be numeric and can be as many characters as you like, but don't make it too long, you need to remember it!

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The UNO Library makes every effort to ensure seamless access to information for our users. Please help us ensure that we can continue to provide remote access to subscription databases by adhering to the following guidelines:									
User accounts shall <u>not</u> be shared with others, and all account passwords will be kept secret.									
Users are expected to change their password after first-time login in order to prevent account theft.									
Users shall <u>not</u> attempt to gain unauthorized access to library databases.									
The use of automated download programs or systematic downloading of information is prohibited.									
A first violation will result in temporary suspension of access privileges. Additional violations will lead to permanent suspension of privileges.									
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6. After successfully logging in with your PIN number, you will be taken to the Advanced Search Page of Academic Search Complete. This is where you can begin entering the keywords you have developed for your research. If you need assistance organizing or developing keywords for your search, please check out the Library's Information Literacy Lib Guide on "Search As Strategic Exploration" for videos and worksheets!

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- 7. Much of your research will require that you find scholarly (also known as peerreviewed) articles. You can click the box next to "Peer Reviewed Journals" located on the Advanced Search Page (See image above) OR you can Search and refine your results to "Peer-Review Only" on the next page.
  - "QUICK TIP:" You see the word "AND" in between every search box. This is called a Boolean operator. These operators help you limit, narrow, or expand your search. The three most commonly used are "AND," "OR," and "NOT".
    - AND Narrows your search, all of your search terms will be retrieved, but must appear in the same article together. i.e., A search for "Air pollution" AND "women's health" will only retrieve articles that contain BOTH of the terms.
    - OR Broadens your search by connecting two or more synonyms (keywords); the database will retrieve all unique records containing one term, the other term, or all terms. i.e., air pollution OR smog OR ozone pollution. Your search will retrieve all of the terms whether or not they appear together in the article.
    - iii. NOT Use to EXCLUDE terms from your search. So, if you are researching fruit, but you do not care about apples your search you look like fruit NOT

apples. Or, if you are only researching air pollution, you want to make sure your search doesn't yield results about water pollution. i.e., "air pollution" NOT "water pollution"

8. Once you click Search, from the Advanced Search page, you can continue to "Refine Results" from the next page. The "Refine Results" ribbon in located on the left-hand side of the page. From here you can do many things, but importantly, you can limit to "Peer-Reviewed Journals" if you forgot to do so before. You can also limit the dates of the search. So, if you only want to look at research from the last 10 years, you can adjust those dates. Likewise, if your research is focusing on the United Kingdom, you can click "Geography" on the "Refine Results" section, and it will allow you to limit your results by geographic location.

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9. The number of Search Results that your search terms yield is located at the top of the page, just above your first result.

"QUICK TIP:" One way to quick a summary of the article is to click the symbol to the right of the title of the result that looks like a piece of paper with a magnifying glass. This icon will open up an abstract (short summary) of the article without have to click fully into the result.

10. Once you find an article that you think may work for your research, you may see a few different options. Click the result that you want to view. On the left-hand top corner, if our library has access, you will see the options for viewing or download. If our library does not have access, you will see "Request through Interlibrary Loan" link. That means that we can request the article from another library. If you have not yet setup an Interlibrary Loan account using your UNO email, you can do so by <u>clicking here</u> or visiting the library homepage and click the Interlibrary Loan Icon. Below are images of the three different viewing prompts you may see:

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11. If you need further assistance navigating databases, our librarians are very happy to help! Please email <u>libref@uno.edu</u> for assistance OR open a reference chat box from our library webpage!