

A Handy Guide to Databases

Although databases can all look different on the screen, there are four basic techniques that apply to all databases:

Use **ONE OR TWO** keywords (**not** whole sentences).

Searching: Academic Search Premier, Show all | Choose Databases

EBSCOhost

coffee Select a Field (optional) Search

AND health effects Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History ▶

If your first search does not work, try some other similar keywords. Keep trying different combinations of keywords.

Try **phrase searching** by placing a phrase within speech marks.

Searching: Academic Search Premier, Show all | Choose Databases

EBSCOhost

"project management" Select a Field (optional) Search

AND Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History ▶

Use the Boolean operators (**AND, OR, NOT**) to refine or enhance your search.

Searching: Academic Search Premier, Show all | Choose Databases

EBSCOhost

"project management" Select a Field (optional) Search

NOT health Select a Field (optional) Clear ?

AND Select a Field (optional) + -

NOT Select a Field (optional) + -

Advanced Search Search History ▶

Use the limiters (on the left hand side of the screen) such as:

Year of publication, language, scholarly peer reviewed journals, major subject headings, etc.



Found an article that does not have a full-text option?

Click on full-text finder.

Try each of the options below to see if you can access the article.

The screenshot shows the UCOL Full Text Finder interface. At the top, the article title is displayed: "Do Partners in PPPs view Public and Private Management Differently? : Re-examining Boyne's Hypotheses in the Context of Collaboration" by Reynaers, Anne-Marie. Below the title, the search results are categorized into several sections, each with an orange arrow pointing to it:

- UCOL Link Results**: Links for finding Full-Text via UCOL.
- UCOL Databases**: A message states "There are no Full-Text links available in the UCOL databases. Please try the Library Catalogue for any Free/Open Access titles."
- UCOL Library Catalogue Search**: A link to "Search the library catalogue for this journal".
- Web Search Engines**: Links to "Search for this title in Google Scholar" and "Search Google for this title".
- UCOL Inter-Library Loan Form**: A link to "Submit an ILL request for this item".

If you have no luck, click on UCOL Inter-Library Loan Form (last option above). Fill in your details and click on submit.

If it is possible to access the article from another library, you will then receive a pdf of the article in your email or an email asking you to collect the printed copy from the library. (Note: this can take a few days.)

Please enter the information below in order to send an Interlibrary Loan request to your Library. The request will be sent via e-mail.

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Staff/Student ID#	<input type="text"/>
*Campus	Palmerston North <input type="button" value="v"/>
*E-mail Address	<input type="text"/>
*Phone	<input type="text"/>
Date Needed	<input type="text"/>
Comments	<input type="text"/>

* Indicates required field.

Item Details

Article Title	Do Partners in PPPs view Public and Private Management Differently? : Re-exa
Author	Reynaers, Anne-Marie

FINAL WORD: If you get stuck, come and see us in the library.