Using Ebsco Discovery:
simple searching

OpenAthens

What is Ebsco Discovery?

A quick and easy way to search nearly 7,000 academic and business journals as well as electronic books, national newspapers and the INTO Manchester catalogue.

Ebsco Discovery is good for a wide range of research, including politics, economics, marketing, management and the sciences; it also provides access to company information with detailed company profiles and also an image bank.
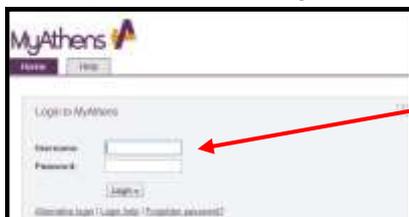
How do I access Ebsco Discovery?

You need your **OPENATHENS password. To get this password, you need to COME INTO THE LEARNING CENTRE to fill in a form. It is important that you do this as soon as possible.** Once you have your OpenAthens password, go to **http://intolearningcentre.co.uk/online-resources/** and click on the tab **Open Athens & E-Resources** (also on the side menu bar)
 Click on the **OpenAthens** logo

This will open the following screen:

Use your **OpenAthens Username** and **Password** to log in.
*If you do not have
a username/ password,
come into the Learning Centre
and ask staff.*

Once logged in, the following screen appears with a "Google style" large box.
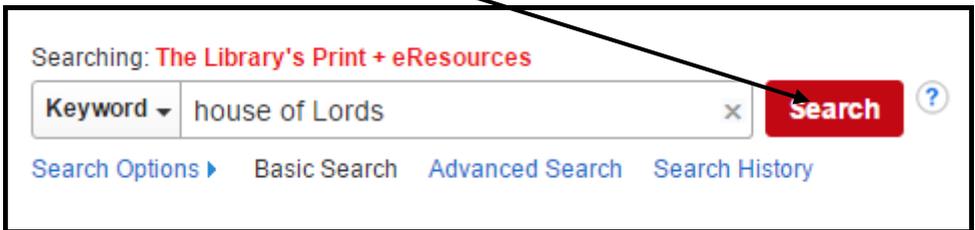
DO NOT TYPE ANYTHING IN THIS BOX UNTIL YOU HAVE THOUGHT ABOUT YOUR SEARCH TERMS!!!

Choosing your search terms

You need to give careful thought to this *(preferably before you start!)*. If your term is **too general** (vague) you run the risk of getting far too many items to read. For example, if you are writing a politics assignment about *reform of the House of Lords* and use the general term "politics" to search, you will get over 600, 000 results! **Far too many to read!**

Try and select the major key search terms - in this example, "House of Lords" then press Search

Searching: The Library's Print + eResources

| Keyword ▾ | house of Lords | ✕ | **Search** | ? |

Search Options ▸   Basic Search   Advanced Search   Search History

Here we get 12,728 results *(search carried out September 2016)*

The first result is called "**Research Starter**" and is usually from the Encyclopædia Britannica/ other encyclopaedia. This will give you an overview of your topic and makes a great starting point.
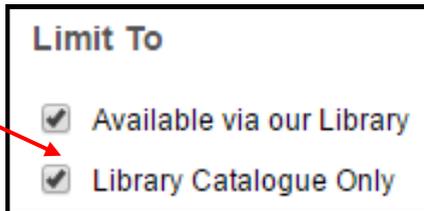
Research Starter.
House of Lords.
Lords: House of the upper chamber of Great Britain's bicameral legislature. Originating in the 11th century, when the Anglo-Saxon kings consulted... More
Encyclopaedia Britannica, 2014

The Encyclopædia Britannica is a well-known source of Information and is a far better starting point than Wikipedia!

You can "limit" the results you find by using the menu on the left-hand side to make sure you find the type of material you need for your assignment. For example, are you looking for books in the Learning Centre library? Or electronic books to read on screen? Or for articles written by experts?

Selecting your results

For example, you can chose to find only books in the library by selecting **Library Catalogue** only

Limit To
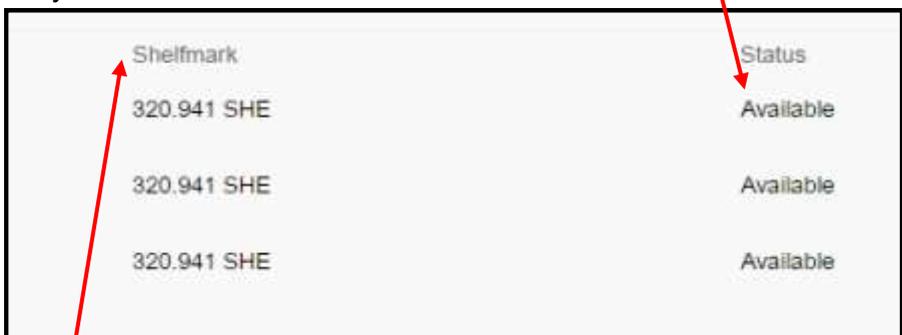
☑ Available via our Library

☑ Library Catalogue Only

This will then only bring up items on your topic that **are in the Learning Centre library**. Select **Retrieve Catalogue Item**

1. The House of Lords
   By: Shell, Donald. UK : Manchester University Press, 2007. Language: Undetermined. Database: Library Catalogue
   Retrieve Catalogue Item

Book

Location	Shelfmark
Learning Centre	320.941 SHE

This opens the following screen of information; "**Available**" tells you the book is on the shelf; if it says "**On Loan**" ask Learning Centre staff about reserving the book so we can save it for you when it comes back to the library.

Shelfmark	Status
320.941 SHE	Available
320.941 SHE	Available
320.941 SHE	Available

The "**shelfmark**" tells you where the book will be in the library - all textbooks in the library are in number order; in this example, you would go to the shelf that has the books with the label **320.941** on the bottom of the book and look through the books to find **320.941 SHE.** Here will be the book you want!
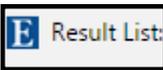
If the library record says e-book:
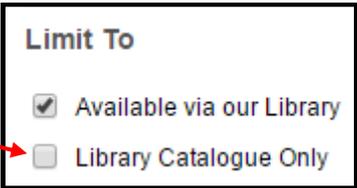
New British Politics (E-BOOK)

This means that you can read the full book via the **Myilibrary** system. There is a separate leaflet on how to access this (**Using electronic books/ E-books, Simple Guides 17 –18)**

To return to the full list of results, select the tab on your browser marked **Result List**

E Result List:

Then "untick" the box by **Library Catalogue Only** to get your full list of results again:

Limit To
- ☑ Available via our Library
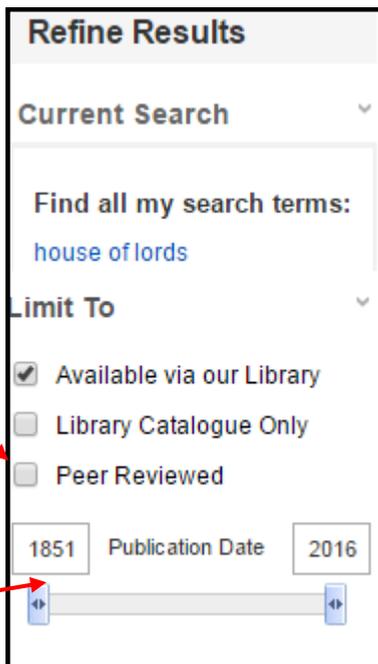- ☐ Library Catalogue Only

Controlling your results

There are many different ways you can control the results you find by using the left-hand menu to "**Refine Results"**

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For example,
a) read only items that have been judged as of a high standard by other experts; select "**Peer Reviewed**"

b) you can chose the **date** items were published; search over recent years to get the most up-to-date information. Change the date using the handles on the bar.

Refine Results

Current Search

Find all my search terms:
house of lords

Limit To

- ☑ Available via our Library
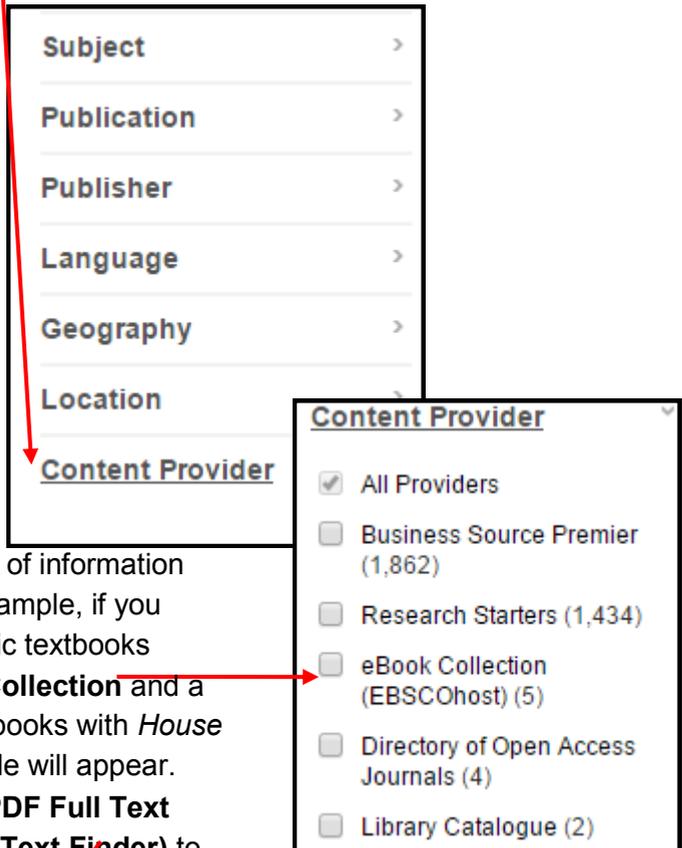- ☐ Library Catalogue Only
- ☐ Peer Reviewed

| 1851 | Publication Date | 2016 |

Controlling your results

You can also choose to limit your results by type of content. For example, selecting only to read electronic books from the **eBookcollection** or articles that are part of the **Directory of Open Access Journals** (gives access to some very useful "peer reviewed" journals)

Here, you select "**Content Provider**", then choose which content you are interested in (*if you cannot see Content Provider, "uncheck" Peer Reviewed if you chose it before!*)

Subject	>
Publication	>
Publisher	>
Language	>
Geography	>
Location	>
Content Provider	

Content Provider

☑ All Providers

☐ Business Source Premier (1,862)

☐ Research Starters (1,434)

☐ eBook Collection (EBSCOhost) (5)

☐ Directory of Open Access Journals (4)

☐ Library Catalogue (2)

Decide what sort of information you want: for example, if you want an electronic textbooks choose **eBook Collection** and a list of electronic books with *House of Lords* in the title will appear. Simply click on **PDF Full Text** (sometimes **Full Text Finder**) to read the book online

2 A History of Elections to the House of Lords in the United Kingdom From 1707 to the 2010 General Election
By: Phillips, Michael James Lewtster Edwin Mellen Press, 2013, eBook, Database: eBook Collection (EBSCOhost)
The purpose of this book is to investigate the working of the 1999 Act of Parliament in relation to the electoral process put in place for the purpose o
Subjects: POLITICAL SCIENCE / Political Process / Campaigns & Elections, POLITICAL SCIENCE / Political Process / General; Voting; Elections;
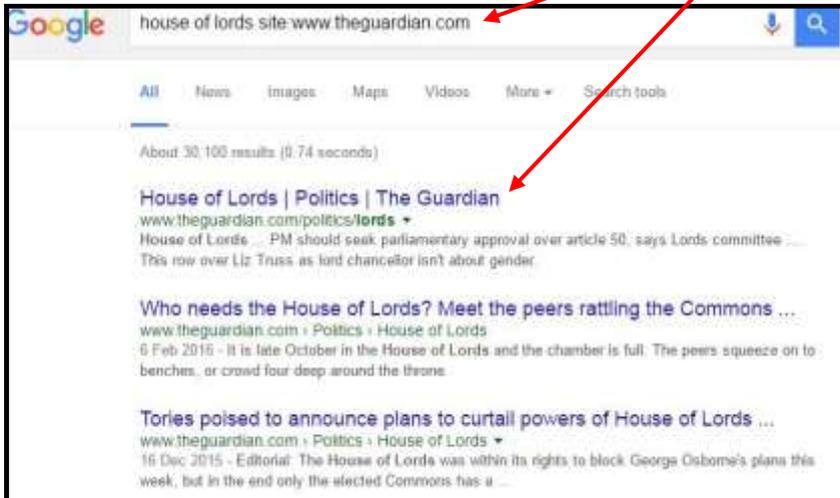📄 PDF Full Text

eBook

More Search Options

Ebsco Discovery also offers you the opportunity to search in the national newspapers such as *the guardian* and the *INDEPENDENT*.

Look on the right hand side menu and click on the newspaper you are interested in

Your search is then automatically "run" in that newspaper. In this example, we selected ***theguardian*** and the results on House of Lords from the newspaper appear.

This is a great way of getting up-to-date results from a national newspaper.

Ebsco Discovery is also the gateway into other high quality resources such as **Ebook Central** (the INTO Manchester special e-books collection) Simply check the menus on the top menu bar

You can also access **The Reviews** (was called **Philip Allan database)** (online access to copies of *A Level Law Review*, *Biological Sciences Review, Business Review, Chemistry Review, Economic Review, Physics Review* and *Politics Review*)

 and **Issues Online** (database of hundreds of high-quality articles on today's social issues) Look for the menu on the right-hand side of the page

There are separate leaflets to help you use these databases:

a.   **Using the Reviews (*was called Philip Allan) (Simple Guides 11 - 16)**

b.   **Using *ISSUES Online* (Simple Guide 19)**

c.   **Using electronic books/ E-books (Simple Guides 17 –18)**

Further help

Ebsco Discovery is a very powerful tool.
 If you are interested in using the **high-level academic databases** available via Ebsco Discovery pick up the leaflet: **Using Ebsco Discovery: advanced searching (Guide 7b)** or ask Learning Centre staff for more information.