

# OCLC FirstSearch

(ATLA Religion Database, Philosopher's Index, RILM Abstracts of Music Literature, WorldCat)

**OCLC FirstSearch** is a collection of databases including the following:

**ATLA Religion Database:** Index to over a million journal articles, book reviews and essays in the subject of religion and theology. Also includes the full text of over 70 journal titles dating back to 1924.

**Philosopher's Index:** Contains author-written abstracts covering scholarly research in the fifteen fields of philosophy published in books and journals since 1940.

**RILM Abstracts of Music Literature:** Index of music literature resources including articles, books, bibliographies, discographies, dissertations, and videos. Most citations include abstracts.

**WorldCat:** Union catalog of over 9,000 libraries worldwide, containing over 61 million records.

## ACCESS

To access these OCLC FirstSearch databases, go to the AMU Library's electronic resources page (<http://insideavemaria.org/library/resources.asp>) and click on any of the four OCLC FirstSearch databases listed above. The authorization is . The password is .


On the main screen of OCLC FirstSearch, click on the **Databases** tab to select one or more databases to search (up to 3).

Please note: Ave Maria University does not subscribe to all of the databases listed. The four above are the ones you will most likely wish to use. However, we subscribe to the following: ArticleFirst, ATLA Religion, ATLAS, Clase Periodica, Ebooks, ECO, ERIC, Florida Cat, GPO, MEDLINE, Papers First, Philosopher's Index, Proceedings, RILM Music Abstracts, World Almanac, WorldCat, and WorldCat Dissertations.

## SEARCH

**Basic Search** is the default mode for OCLC FirstSearch. Simply enter one or more search terms in the search boxes marked **Keyword**, **Author**, and **Title**. You may also choose to limit the results to items with full text. Click the **Search** button when you are ready to see the results.



Within the **Advanced Search** mode, use the boxes to construct a search using a combination of keyword, author, title, subject, or any of the other more than two dozen options. Notice to the left of the search box that you can select the Boolean operators AND, OR, NOT in your search (see the separate handout on Boolean Operators for more on how they work). You may also limit your search by year, language, document type (article, book, review, etc.), or full text only. You may choose to rank the results by either relevance or date. Click the **Search** button when you are ready to see the results.



**SEARCH TIP:** To the right of the search options box in which you choose keyword, author, title, etc. is a black symbol with arrows and lines on it that looks like this: . This is the browse button. If you are unsure of what term to enter into the search box, or would like to use a more precise term, click on this button for ideas.

You can browse through a list of terms for any search option (author, title, or subject). By clicking on the term you wish to use, the database will automatically include that term in your search. In this way you may build a search piece by piece and finally click the **Search** button when you are ready to see the results.




**SEARCH TIP #2:** Included among the dozens of search options (keyword, author, etc.) are ones that include the word “phrase” (subject phrase, author phrase, etc.). If your search term contains more than one word, it is VITAL that you select the appropriate “phrase” search option rather than the single word search option, especially if you use the browse button.

## **RESULTS**

After you click the **Search** button, you will see a list of results. If the list is long, there are several options available to you at the top of the screen. Among these options, two are particularly useful. You may **Sort**  the results by year, date, title, author, or source (journal or book title). Or you may **Limit**  the results by author, subject heading, year, language, or document type.

Click the box next to any articles you wish to **Mark** and come back to after more searching. Click on **Marked Records** to view the complete list of records you have marked. To e-mail an article citation or list of citations, click on the **E-mail** button  and fill out the form. To print a citation or list of citations, click on the **Print** button .

## **OPTIONS ONCE YOU HAVE FOUND AN ARTICLE**

To see more information about an article, simply click on the title. If the article is available in full text, it will say  [View Full Text in GIF format \(ATLA\)](#). Use the arrow buttons   to move between the pages of the article. To **Print** a full text article, click on **Display/print multiple pages** and select the pages you wish to print (Note: you have to remember which pages the article is on and type them in manually). Click the **Display** button and then the **Print** button to print.

**Search Tip #3:** Once you have found an article on the subject you are looking for, click on the **Subject Descriptors** for a list of other articles on the same topic.

**\*\*\* If an article is not available in full text, the library can order a photocopy of the article for you from another library. Ask at the reference desk for more information about this service (interlibrary loan).**

*For more information or assistance with any of the OCLC FirstSearch databases, call or visit the reference desk (xt. 2557) or e-mail Brian Sullivan (brian.sullivan@avemaria.edu).*