



Universität St.Gallen

# How to search and find in electronic databases



Universität St.Gallen

# Content of this presentation

- Overview of our information databases
- General research tips

## Information resources

### How to access:

- Web-based information resources
  - >Access through the library homepage
  
- Several financial databases are only available at dedicated computers (e.g. in dataroom 01-U206)
  - >Access through the standard applications of the HSG
    - Use the icon of the respective programme
    - Databases: Bloomberg, Datastream, Thomson Reuters Eikon

## Web-based databases:

- A to Z list
- Classification by subject:
  - Business administration
  - Economics
  - Law
  - Political Sciences
  - Philosophy
  - History
  - Psychology
  - Sociology
  - Information Technology/Computer Science
  - Education
  - Linguistics and Literature
  - Reference Works

# Starting your search with the **Metasearch**:

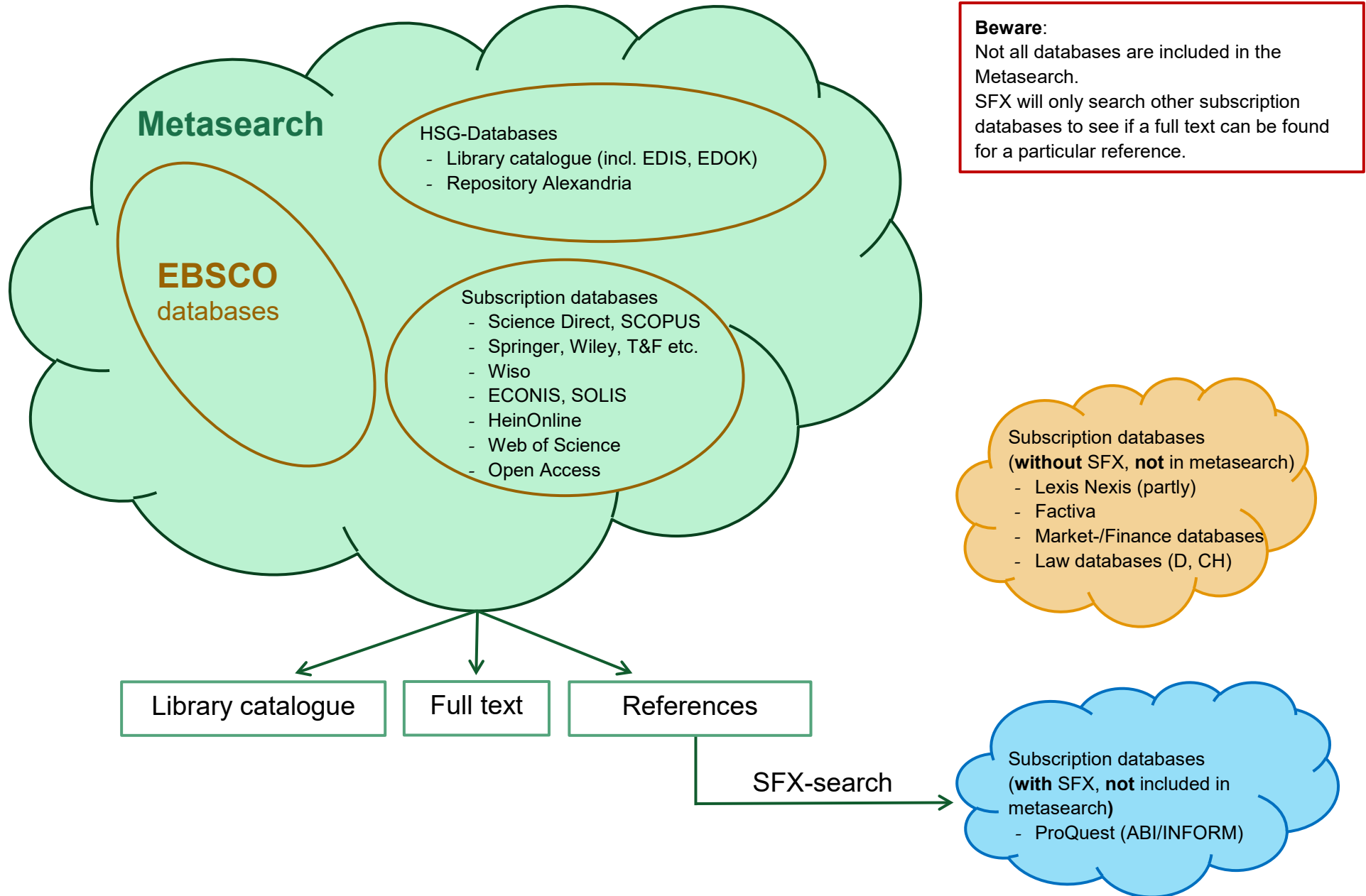
The Metasearch contains:

- All printed library holdings as well as e-books
- All EBSCO databases
- Both citation databases:  
    Web of Science / Scopus
- Fulltext or metadata of journal articles from a multitude of academic journals
- HSG-databases: EDIS, EDOK, Alexandria

Unfortunately there is also some **content** lacking:

- Industry reports / Financial data
- ProQuest-databases
- German language law resources
- International press and media resources (Factiva and LexisNexis)
- German language business and social sciences resources are only partially covered

# Information Cloudscape



## In addition to our Metasearch:

Please consult other databases by using:

- [A to Z list](#)
- [Classification by subject](#)

# General research tips

## Checklist

- Preparing your search
- Boolean operators / Connectors
- Truncation / Wildcards
- Proximity operators
- Parentheses
- Field limiters
- Index
- Help functionality
- Electronic journals
- Search and Find Service



# Preparing your search

## Designing your search strategy:

- What information do you need? Known item or exploratory search?
- Identifying search terms
- Alternative terms (synonyms, professional terminology, spelling variations)
- Structure your keywords in terms of content
- Aids: index-list, thesaurus, specialised dictionaries, bibliographies, review articles etc.

**NOTE: The search engine will only look for the exact characters – no intelligent search system!**

# Boolean Operators / Connectors

The Boolean search operators can be used to create a broad or narrow search.

Boolean operators: AND OR NOT

AND	each result contains <b>all</b> search terms
OR	each result contains <b>at least one</b> search term
NOT	Results <b>do not contain</b> the specified term

NOTE: AND NOT or ANDNOT are used in some search systems for NOT

## Truncation / Wildcard

Use the truncation symbols to create searches where there are unknown characters, multiple spellings or various endings, e.g. \* # ? \$

- Example: comput\* will look for computer, computers, computing, computation etc.

Truncation can also be used to match either zero or one letter, e.g. #

- Example: colo#r will find color or colour

The question mark (?) matches exactly **one** letter.

- Example: organi?ation will find organization or organisation

**NOTE:** Truncation can vary from search system to search system. Please check with the Help information!

## Proximity operators

You can use a proximity search to search for two or more words that occur within a specified number of words (or fewer) of each other in the database

- Example: Lean n10 management will look for "lean" and "management" within a maximum distance of ten words from each other

**NOTE:** Not all databases allow proximity operators to be used and even if they do, the symbols for these operators may differ!

## Parentheses

By using a combination of operators and parentheses, you can increase the complexity of your search and build 'nested' queries.

You can enclose search terms and their operators in parentheses to specify the **order** in which they are interpreted. Information within parentheses is read **first**, then information **outside** parentheses is read next.

- Example: (lean OR efficient) AND (management\* OR produ?tion) AND (chem\* OR bank\*)

## Field limiters

To narrow your results you could also limit your search to particular **fields**, e.g. title, author or abstract

Often it makes sense to limit the search to a specified **date** range, e.g. publication year

# Index

Most databases provide an index. This means that you can browse through a list of names or you can search within the index

Often, you will find an index with all author/company names or with subject terms

Using an index could save you a lot of time if you are not certain about the correct spelling of your search term

## Help functionality

All electronic databases offer a help-function on their website. These pages usually provide a comprehensive overview of all the available features

Take your time to walk through the instructions and consult them if you are uncertain about your search strategy

If there are any changes in the set-up or functionality of the database system, this is the place to get more information



## Electronic journals

Most academic publishers are now offering online versions of their journals. You will gain access to full-text articles from around 31'000 journals by going to our homepage and select:

Search and Find → [Journals → E-Journals](#)

## **Search and Find Service**

Our Search and Find service supports you on working with the various databases.

[Support hours and courses](#)

**Best of luck with your  
research!**

Your HSG Library team