

Gale Databases

Introduction

The databases covered by this helpsheet use the Gale interface. The databases using this interface include the following services:

- Academic OneFile
- Computer Database
- Expanded Academic ASAP

Access

Gale databases are available both on- and off-campus. To search from off-campus, you will need to use your network username and password.

To access the Gale databases:

- Go to the Library Homepage at <http://www.library.mmu.ac.uk>
- Click on the **Electronic Library** link.

Next, you will need to find the link into your chosen database from the Electronic Library page:

- Click on the **Databases by title** link.
- Select the first letter of the database you wish to use, eg letter **A** to access Academic OneFile
- Scroll down the list until you locate the entry for the database and select the access option most appropriate to your physical location.

Basic/Keyword Search

The basic or keyword search screen is displayed when the database is opened. Enter your search terms in the box provided.

Using the selection buttons below you can search for words appearing in the subject, keyword or anywhere in the document.

Searches can also be limited to search for full text articles, for peer reviewed articles or documents with images.

Browse subjects

When you perform a Browse Subjects search, the Subject Guide is displayed. The Subject Guide lists all indexed subjects in which the words you searched for occur, as well as any related topics and terms. The Subject Guide, with its hyperlinked terms, is a powerful search tool that lets you easily broaden or narrow your search or take it in a different but related direction simply by selecting terms.

Browse publications

Use Browse Publications to look for a source by title and then get a listing of the editions, volumes, and/or issues within that publication. Selecting a specific edition/volume/issue will retrieve all available documents. The types of publications you can browse for may include magazines, journals, newspapers, reference works, and other source materials, depending on the database(s) you are searching.

Advanced search

Clicking on the **Advanced search** tab enables you to refine your search options.

Refining your search

In Gale databases, the asterisk (*) is used as the truncation symbol, which can be used after the stem of a word, eg **drug*** will search for **drug, drugs, drugging** and **drugged**.

A question mark (?) can be used as a wildcard within a word to pick up alternative spellings, eg **organi?ation** will find **organisation** and **organization**.

Combining keywords

You can combine keywords to narrow or broaden your search. The **OR** operator can be used within a search box. Words entered in different rows allow you to use the **OR**, **AND** and **NOT** operators to be combined in a number of ways.

AND narrows a search to find references containing all of your keywords. eg **drugs AND prison**

OR broadens a search to include one or more keywords entered. eg **drugs OR alcohol**

NOT excludes specified words, thus narrowing your search.

Viewing results

A successful search results in a list of citations for matching articles. Either click on the title or thumbnail image to view the full citation or text.

The tabs above your search results organise them into different kind of results according to source.

A letter **C** within the thumbnail indicates citation only and **A** indicates article summary (abstract) only.



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Findit!@MMU gives you the option to search the MMU Library resources for access to the article if it is not available via the Gale database.

Marking Records

Click on the box to the left to set aside the citations for later action. To view the marked items click on the **Marked items** tab above your search results. You can select as many as 50 items. To remove the selections click on the box again.

Printing Records

To print marked items click on the printer icon at the top right of your list. Select your print options and the items you wish to print, then click on the green **Print** button at the bottom of the page.

Emailing Records

To email marked items click on the envelope icon at the top right of your list and enter your details in the options provided. Then click on the green **Send** button.

Help

This helpsheet is by no means a comprehensive guide. Online help is available by clicking on the **Toolbox** link at the top of the screen.

For more information regarding Gale databases in your subject area, please contact your site library.

HW November 2009

Library Contact Details:

Library	Phone number	Email
All Saints	0161 247 6106	scieng-lib-enq@mmu.ac.uk humsocsci-lib-enq@mmu.ac.uk artdesign-lib-enq@mmu.ac.uk
Alsager	0161 247 5356	alsager-lib-enq@mmu.ac.uk
Aytoun	0161 247 3093	aytoun-lib-enq@mmu.ac.uk
Crewe	0161 247 5002	crewe-lib-enq@mmu.ac.uk
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