

# FirstSearch

## (Includes WorldCat and Books in Print)

### What is FirstSearch?

- FirstSearch provides access to numerous databases, mostly journal indexes, covering a wide array of topics. It provides citation information and, in some cases, abstracts. **It is not a full-text database.**
- It is often a good idea to begin your search process with Academic Search Premier or other database before moving on to FirstSearch. Ask a Librarian for suggestions about choosing an appropriate database.
- FirstSearch groups databases by **Topic Areas** that contain a number of databases in that subject category. Each topic area also contains the following:
  - WorldCat: the ultimate library catalog, containing over 39 million records from libraries worldwide.
  - ArticleFirst: an index of articles from a multidisciplinary collection of 12,500 journals
  - ContentsFirst: containing tables of contents for over 12,500 journals
  - Books in Print

### How to access FirstSearch

1. Begin at the Libraries' homepage: <http://library.stkate.edu>
2. With your cursor on Find Articles, select databases and indexes
3. Using the *alphabetical* list of databases, go to **F** and select **FirstSearch**.
  - To access **WorldCat**, click on the link from the list of **CSC Favorites**. You will not need the authorization to use WorldCat.
4. To use FirstSearch from on or off campus you will need to enter **your Gateway login or computer account** to access to the FirstSearch *authorization* and *password*. Write down or copy the authorization and password, then click **Connect now**
5. Type in the authorization and password and click **Start**

### Searching FirstSearch Databases

The screenshot shows the FirstSearch search interface. At the top, there are navigation tabs for 'Home' and 'Databases', and links for 'Staff View' and 'My Acc'. Below these are three buttons: 'List All Databases', 'List Databases by Topic', and 'Suggest Best Databases', followed by a 'Go to' button. A secondary row contains 'Intro', 'News', and 'Help' buttons. The main search area includes a 'Search for:' text box, an 'In:' dropdown menu with the text '- Select a Topic or Database -', and 'Search' and 'Clear' buttons. Below this is a 'Jump to Advanced Search:' section with another dropdown menu labeled '- Select a Database to Search -'. Annotations with arrows point to the search input box and the dropdown menu, with text boxes explaining their use. An 'OR' box is also present between the two annotations.

Enter your search terms and choose a database or topic.

OR

Choose a database before beginning your search.


Jump to Advanced Search: - Select a Database to Search -

### Basic Searching (for more complicated searches, see the **Advanced Searching** options, below)

- Choose a database or topic. (See below for information on **Selecting a Database**.)
- Type your search terms in the **Search for** box.
- Click on the **Search** button to begin.

## Selecting a Database

There are several ways to select databases for searching.

- 1) If you know which database(s) you want to search select the database from the drop-down menu and begin your search.
- 2) If you don't know which database(s) you want:
  - Type your search terms in the **Search for** box. Simple terms or phrases work best.
  - In the **Select a Topic or Database** drop-down box, choose the **topic area** that best matches the subject of your search.
  - Click on the **Search** button. This brings up a screen with the number of results in various databases in the topic area you selected.
  - Choose up to 3 databases to search by clicking in the box before each database title, then click the **Select** button
- 3) If you have an author or journal source, use the  button.
  - Type your search term(s) in the box next to **Must contain**
  - Select whether you want to search keywords, authors, or sources (journal titles)
  - In the **Limit to topic** box, choose the topic area that best matches the subject category of your search
  - Click on the **List** button. This brings up a screen of databases in that topic area that match your search terms. The databases with the most matches are listed first.
  - Choose up to 3 databases to search by clicking in the box before each database title and clicking the **Select** button.


## Jump to Advanced Search

To use the Advanced Search option (for example, to look for an article on a **subject** by a certain **author** in a particular **journal**) you will need to select a database from the drop-down menu.

- Enter your word or phrase in the **Search for** box. Select a connector (and, or, not) in the next line, using the drop down menu to the left. Repeat with additional terms if desired.
- You may place **Limits** on your search including limiting by year, article type and others.
- Click on **Search** to enter your search

## Displaying results

Search results are listed with the title and basic citation information.

- Use the **Next** and **Prev** buttons to move between the results lists.
- Click on the record **title** to see more detail, including abstract, if available. Click on **List of Records** to return to the title list, or on the **Next** button to go directly to the next item
- FirstSearch indicates whether the St. Catherine Libraries owns the journal or book. Click on the link to see the status of the CSC library. 
- To find out if a library nearby owns this title, click **Libraries Worldwide**. Locations in Minnesota will appear first in the list, with St. Kate's at the top. Holdings information will give the dates that the title is available for most locations.


**Remember!** FirstSearch is *not a full-text database*. You can use the **Periodical Cat** or **CLICnet** to find out if the library has a particular item. You may need to use **InterLibrary Loan** to obtain items not available at CSC.

## Marking records and printing

You may select and mark records that interest you, then print out just those records.

- From the title list, click in the check box before each record
- When you have finished marking items, click on the **Marked Records** button. This will create a new list, containing only those items you marked. Click on **Detailed Record** if you wish to see the complete record included with the list, as available
- To print your marked records, click on the **Print** button near the top left portion of the screen. This displays your records on the screen, ready for printing. Click on **File** and then **Print** from your browser's menu bar at the top of the screen.  
**NOTE:** If you print without marking any records, you will receive a printout of exactly what you see on the screen: a listing of the title list without the full records
- You can also email your marked records; click on the **E-mail** button provided.

## Getting Help

- Look for the Question Mark symbol to find out more. 
- Clicking on the **Help** button near the top right of the screen will open a help screen in a new window; minimize or close this window to return to your search.