

# EBSCO Discovery Service Search Guidelines



# **EBSCO Discovery Service**

# http://discovery.upol.cz or https://ezdroje.upol.cz

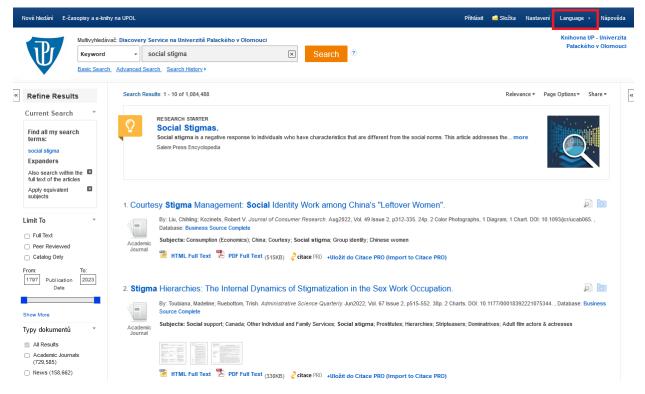
**EBSCO Discovery Service** (from now on referred to as EDS) is a system that allows you to search and retrieve content from the electronic information resources of the Palacký University Library from a single location. It includes university-wide subscription databases, the Palacký University Library catalogue, and freely available resources. Although the resulting collection of sources searched by EDS is extensive, the central index ensures speedy response times.

### **Basic Search**

On the home page of the e-resources portal, enter keywords, the title of the document you are looking for, or the author's name in the search window.

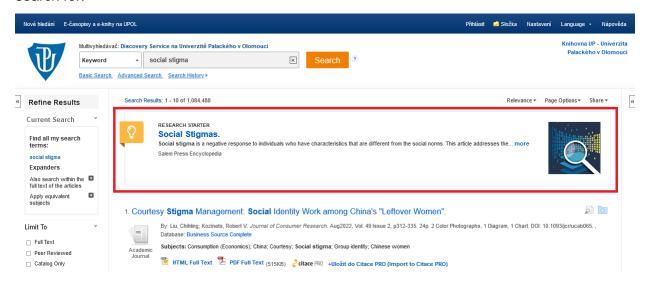


The search results are then displayed directly in the EDS environment and can be further edited, as detailed in the advanced search on page 3. In the upper right corner, you can select the language version of the system.



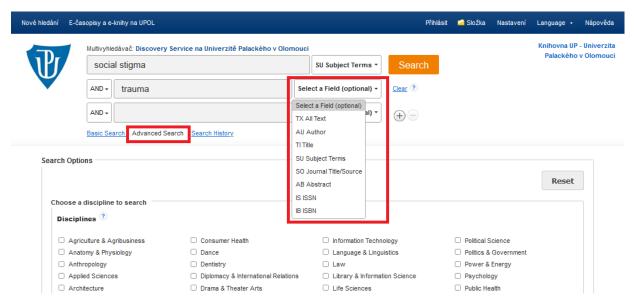
### **Research starters**

For some terms, so-called Research starters appear at the beginning of the search results. These are used to understand the topic and may contain additional valuable keywords to search for.



### **Advanced Search**

Because the results of a basic EDS search are usually very numerous (sometimes in the hundreds of thousands to millions), it is often preferable to select **Advanced Search**. When searching, you can combine multiple keywords with different fields such as *Author*, *Title*, *Abstract*, *ISSN*, *ISBN*, *Subject Terms*, etc.



To combine multiple keywords or phrases (technical terms), use the Boolean operators **AND**, **OR**, **NOT**:

**AND** – guarantees the occurrence of all entered keywords; the found records will contain all entered terms at the same time: *chronic disease AND quality of life* 

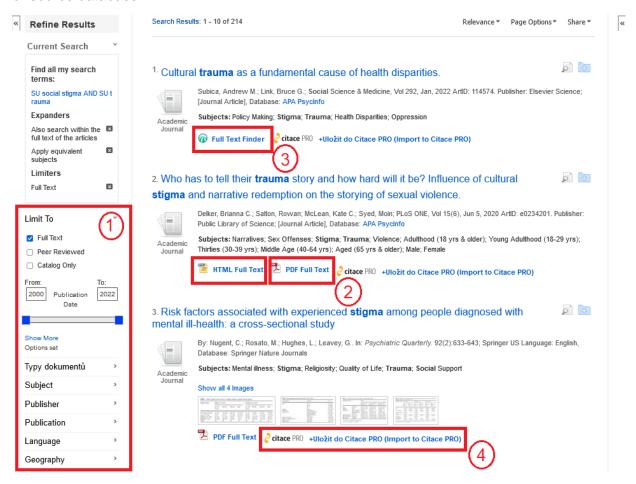
**OR** – used for synonyms, acronyms, and semantically similar keywords; the found records will contain at least one of the following terms: *chronic disease OR chronic illness* 

NOT – used to exclude a word or term: chronic disease NOT chronic pain

- " " the search engine will consider words enclosed in quotation marks as the exact phrase that must appear exactly like this in the results, for example: "patient attitude"
- \* the right-hand extension of the keyword, i.e., an asterisk after the root of the word allows searching for the word and its other forms: alcohol\* → alcohol, alcoholic, alcoholics, alcoholism, ...

## **Specification of results**

You can further edit (filter) the search results on the left side of the screen. In the **Refine Results** section (1), you can move the timeline and check that you want only peer-reviewed journals, full-text articles, or only those records available in the library collection. Further restrictions are possible by document type, topic, publisher, language, geographic destination, or source database.

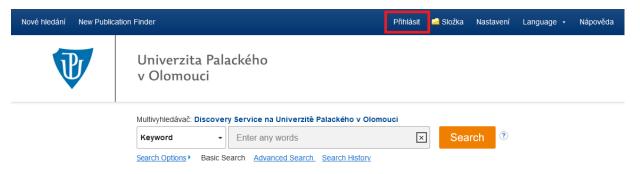


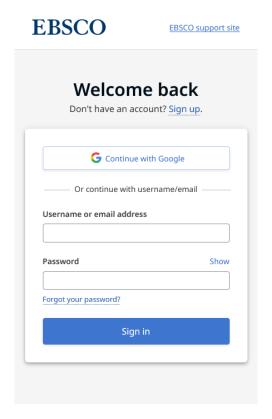
If full text is available for a record, you can click on the **HTML** or **PDF** icon (2) to view it or use the **Full Text Finder** (3) to link to the database where the full text should be available. Click on the **citace PRO** link (4) to view the record's citation according to the ISO 690 standard (or log

in to your account in the Citation Manager Citation PRO Plus and save the source. You can find more information on the manager <u>here</u>).

You can also sort the results (by relevance or date), customize their display on the page, save them to a folder or share them.

You can create your free account in EDS by clicking on **Přihlásit** on the right side of the top bar, followed by simple registration.





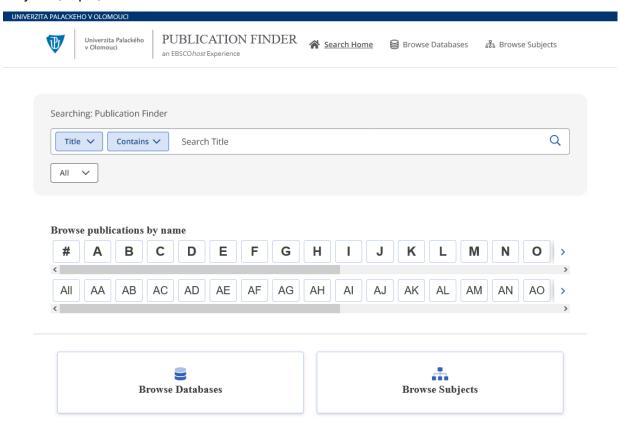
After logging in, it is possible to permanently save found records by clicking on the icon or the current search and return to them. It is also possible to set an alert (automatic notification) for a searching query or a specific magazine (see drop-down menu **Share**). Then you will receive notifications about new records that match the set alert to the specified email according to the selected frequency. You can manage and edit the saved alerts in the folder.

After the full text of the article is displayed, you can work with it further – download it, print it, save it to a folder, generate a citation, and a permanent link (see icons on the right in the following picture).



### **Publication Finder**

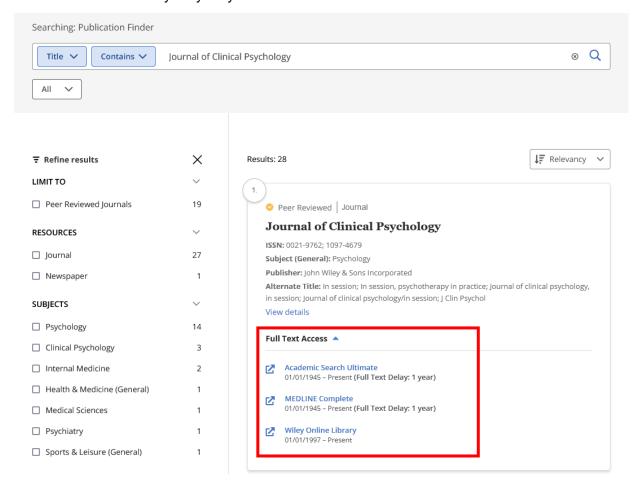
In the page's top menu, select item **New Publication Finder** to search for specific publications – by title, topic, or ISSN/ISBN.





After searching for the title, the link *Full Text Access* will appear. Clicking on it will display all databases that provide access to the full text of a particular publication.

The extent of availability may vary from database to database.



### Access outside the UP network

You can work with the EDS search engine in the university network (at individual faculties, in the Palacký University Library, in dormitories) or as **a guest** with limited possibilities, e.g. access to full texts. You will have to log in institutionally when trying to obtain full texts.

Remote access (from home, abroad) is possible via:

- Institutional Login (Shibboleth), you only need to enter your login name and password for the UP Portal here:
  - http://search.ebscohost.com/login.aspx?authtype=shib&custid=s7108593&profile=eds
  - Then you have the full texts available, except for a few databases that don't support Shibboleth.
- VPN connection (you can find the instructions for setting up a VPN <a href="here">here</a>); once you configure the computer, you can work with EDS as if you were on the UP network.