



Wichita State University Libraries

NTIS

Available through **Cambridge Scientific Abstracts (CSA)** which is an Internet Database Service for searching the following databases:

AEROSPACE DATABASE— “This database provides bibliographic coverage of basic and applied research in aeronautics, astronautics, and space sciences. The database indexes journals, NASA documents, AIAA meeting papers, conference proceedings, and reports from U.S. government agencies, international institutions, universities and private firms from 1986 to the present.”

ENGINEERED MATERIALS ABSTRACTS—This database provides bibliographic coverage of research, manufacturing practices, properties, and application of polymers, ceramics, and composites. The database indexes 1300 journals, in addition to dissertations, government reports, conference proceedings, and books from 1986 to the present.

NTIS—“This database consists of summaries of U.S. government-sponsored research, development, and engineering, plus analysis prepared by federal agencies, their contractors, or grantees from 1964 to present. Some state and local government agencies now contribute summaries of their reports. NTIS also provides access to the results of government-sponsored research and development from countries outside the U.S.”

ACCESSING CSA DATABASES--Each CSA database can be accessed individually on campus or remotely:

- From the Library’s homepage <<http://library.wichita.edu>> click on *Databases* to access the *Subject List of Databases*. Click on *Engineering* to access the CSA databases.
- When accessing remotely enter the last ten digits of your Shocker id. Your password is set up to be your birth date as a six-digit number (ex. 010173).
- The introductory screen will ask you to select a subject. Click on the circle that corresponds to a subject from the list on the right side of the screen.
- Two types of searching are available in CSA. On the left side of the screen select either the **Quick Search** or the **Advanced Search** option.

ON-LINE HELP—Detailed Help screens can be displayed at any time by:

1. Clicking on the blue “i” icons found throughout the databases.
2. Clicking on *Help* at the top right-hand corner of the screen.

QUICK SEARCH allows **title**, **author**, or **keyword** searching as well as searching specific journals within a date range.

- Select the database/databases to search in. It is possible to search all three databases at once.
- Clicking on *search subfiles* next to **Engineered Materials Abstracts** allows you to search the three subfiles that make up the database, either individually or in any combination:
 - **Advanced Polymers Abstracts**
 - **Composites Industry Abstracts**
 - **Engineered Materials Abstracts, Ceramics**
- Enter term/terms in textbox under **Find**.
- Truncate words using a * to search for alternate endings.

For example: **Toxi*** will search for toxin, toxic, toxicology.

- In the next textbox select which fields you wish to search. Use the drag down arrow to select **keyword** (searches in the title, descriptor, and abstract fields), **title**, **author**, **journal name**, or **anywhere** (searches all fields).
- Next, you must choose how the terms you have selected are to be combined:
 - *Exact Phrase* locates records that contain all the words, in the exact order entered.
 - *Any of the words* locates records that contain one or more of the words entered. This is like using “or” to connect terms. It works to broaden a search. It is useful when searching for synonymous terms.
 - *All of the words* locates records that contain all the words entered, but they can be in any order, anywhere in the record. This is like using “and” to connect terms. It works to narrow the search to items that contain ALL the chosen terms.
- Select a range of dates.
- Choose how you want the results arranged by clicking on the down arrow next to **Sort by**.
 - *Publication date* sorts citations in reverse chronological order (the most recent item listed first).
 - *Relevancy* sorts citations according to which documents best match the query entered.
- At **Show**, choose how you want results displayed: *citation only*, *citation and abstract*, or *full record* (shows all fields of record, NOT fulltext of document). Note: Not all records include abstracts.
- Click on *search*.
- Search results are listed on the right side of the screen. Scroll through records using the scroll bar to the far right. The total number of items matching your search is in bold at the top right. Only 250 records will be displayed.
- To refine or narrow your results, edit *Your Search* on the left side of the screen and click on *Search again*.
- Click on **View Record** to see the full citation, abstract, and all fields.
- See **PRINTING/EMAIL OPTIONS** below for instructions on printing or emailing results.

ADVANCED SEARCH allows for more precise searching than Quick Search. There are two methods for constructing an advanced search. **Building a Search Strategy** uses a series of drop-lists to aid in creating a search command. **Command-Line Searching** allows for more flexibility.

□ **Building a Search Strategy**

- At the **Advanced Search** Screen, use the drop-lists to select which fields of the record you wish to search. The fields available vary depending on the database being searched. A complete list of fields with example searches is available by clicking on *Fielded Search* from the list of **Help** options on the left side of the screen.
- Type the terms you wish to locate in the textboxes to the right.
- Between each term choose from the drop-list a word to connect the chosen terms (Boolean operators).
- In addition to the Boolean operators “*and*” and “*or*” that are used in the Quick Search the operator “*not*” has been added. “*Not*” narrows a search. Only records that contain the first term, but do not contain the term in the following text box will be retrieved.

For example: “*composite* and fracture not fiber reinforced*” will retrieve records that discuss *composites* and *fractures*, but eliminates items that include *fiber reinforced composites*.

- Select a *date range*, *sort method*, and *record format* just as in the **Quick Search**.

□ **Command-Line Searching** allows the search command to be typed manually for more flexibility in grouping phrases. Command Line may be used in combination with the text boxes.

- Use Boolean operators, field codes, and parentheses to group words into phrases to create a search command. Parentheses combine terms into phrases:

For example: *py=(1999 or 2000) and kw=(pitch or inclination) and wind tunnel**
Results will include items published in either *1999 or 2000* containing the word *pitch* and/or *inclination*. All entries will include the term *wind tunnel* or *wind tunnels*.

- Use textboxes in combination with the typed **Command-Line** to indicate the following:
 - ◆ Searching a range of years (1994 thru 1999).
 - ◆ Selecting *sort method*.
 - ◆ Selecting *record format*.

The following tools are available on the left side of the screen to aid in building or refining a search:

- **Review Search History**—Lists each search command entered and gives results totals.
- **Serial Source List**—The type of information available about the serials varies for each database.

PRINTING/EMAIL OPTIONS—To mark records, click on the box to the left of the record. Whole sets of records from your results (up to 500 records) can be marked and then printed, saved to disk or emailed to your home computer.

- ❑ From the *results* screen, click on **Save/Print/Email**.
- ❑ Select to print only the *marked records* or *all results*.
- ❑ Choose desired format: *citation*, *citation and abstract*, or *entire record*.
- ❑ Type any comments you want added to the records.
- ❑ To **Email** records enter the address you want records sent to. You must type in something in the “from” textbox. Click on *Email*.
- ❑ To **Save** select *PC* and click on *save*. Insert disc (you may use your own or purchase one from circulation). Change drive to a:. Name the file and click on *save*.
- ❑ Clicking on **Print** button will display records. Click on printer icon, click o.k. and name print job.

LOCATING DOCUMENTS

- ❑ **Journal Articles**—The CSA databases will automatically link to WSU’s *Online Catalog* and initiate a search for the selected journals from individual citations:
 - Note the volume and issue number before continuing.
 - Click on **Locate Document**.
 - Click on the **Go** button next to “Your Local Library Collection.” A new window will open with the results from searching the *Online Catalog*.
 - If a message in green appears on the screen then the library does not subscribe to that journal.
 - If the library has the journal the record for the item will appear. Scroll down to check the library holdings to make sure we have the desired volume.
 - After closing or reducing the Catalog window, use your browser’s back button to return to the results list.
- ❑ **Conference Proceedings**—To find out if the Library has a conference proceeding you may follow the procedure using the **Locate Document** link described above. This option does not always work well for Proceedings, however. Several searches in the catalog may be necessary before determining that the library does not own the item. Do a title search in the *Online Catalog* using the name of the conference (often begins “proceedings of...”). You can also do a *Guided Keyword Search* using two or three terms from the conference title or the sponsoring organization. Note: AIAA Meeting Papers from 1985 to the present are available in the Reserve area on Microfiche 2436. 1999 to the present are also available on CD-ROM at the Reference desk.
- ❑ **NTIS Documents**—To find out if the Library has a NTIS Document do a title search in the *Online Catalog*. The Library owns very few items from the NTIS. You may request any items the library does not own through the Interlibrary Loan Office.