Novant Health's library resources: quick facts

Novant Health library services are available to all affiliated physicians and team members; our goal is to make accessing information resources faster and easier for you, the library user.

Library services page

For details on all resources, to access online collections, or to request assistance from library services staff, go to any computer on the Novant Health network and follow the steps below:

- Open 'I-Connect', Novant Health's intranet.

- Once on I-Connect hover at the top of the page over 'corporate departments', then choose 'library services' from the resulting list of options; you can use the **Ask a librarian link** found on this page to contact library staff for assistance. A list of physical library locations is also available on this page.

To find a book (print or online)

- Once on the library page, look for and click on 'Online Catalog'. If a book is available online at Novant Health, a link is provided; if in print, the call number and library location will be listed.

- Check under 'special searches' to generate lists of books on topics or formats of interest -- such as all books available electronically, business/management books, nursing certification titles, and so on.

- Print books may be checked out from most library services locations.

To find a journal title (print or online)

- Once on the library page, look for and click on 'Journal Finder'. If a journal is available online at Novant Health, a link is provided; if in print, the library location will be listed.

- If a journal is not owned by library services, the library team can obtain copies of articles for you in most instances; use the '**Ask a librarian' link** to place requests.

Databases

For detailed 'how to' guidance on searching these visit the library page and click on the link on the left for 'Research Help', then look under 'Online guides & tutorials':

- ClinicalKey

- CINAHL Complete

- MEDLINE (OVID interface)

- MEDLINE (PubMed interface)

- To access a guide listing all library services databases, click **here** or visit the 'Research help' section of the library page and look under the heading 'Guides to library resources and and database searching'. Under this same heading, you can also access a handy two-page 'tip sheet' on database searching.

- Databases also usually have a 'help' button within them to aid searchers.

Remote access options (accessing resources from home/outside the office)

- Visit the library services page on I-Connect and click on the link on the left called 'Remote Access'.

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Contact us anytime you need assistance: use the *'Ask a Librarian' form* or email us at *nhlibraries@novanthealth.org*

Database searching: tips and tricks

Most of the databases offered by Novant Health library services are designed to search for **journal articles on a topic**. Below are search tips that should work across most databases.

"Basic" search versus "Advanced" search

Basic search is more like a Google search in which a simple word or phrase is entered (i.e. a search using your own words). It is great for a quick overview of a topic; some users prefer it.

Advanced search typically relies on a more structured approach, such as drawing on a formal set of subject headings and sub-headings. Advanced search also offers buttons for searching by author, journal title, as well as for words or phrases found in the title of the article.

> Some topics may be so new (or obscure) that subject headings do not yet exist for them. If that is the case, you can try searching for the occurrence of words or phrases in just the title of the article (in advanced search mode).

Narrowing down results to save time

You can narrow results in a number of ways; learning to use these steps can save time and result in a more focused set of references – commonly referred to as 'limiting' or 'editing' the initial results.

 Some best practices for narrowing results include:

- When first choosing a subject term, you may want to restrict the results by clicking 'focus' when selecting it. This helps limit the results to articles whose major focus is on that particular subject and eliminates those items that only refer to it in a minor or secondary way.

- Next, you can use <u>sub</u>-headings to further restrict subject heading results into an even more focused set. Example: using the subheading 'drug therapy' with the main subject heading 'heart failure' narrows results to just that one aspect of 'heart failure'.

- Once you have created several results sets, you can combine (or cross-reference) those using the Boolean operator '**AND**'. **Example**: to find articles on the use of music therapy in stroke, you could use **'AND'** to combine the subject heading for 'stroke' with the one for 'music therapy': STROKE **AND** MUSIC THERAPY.   On the other hand, the Boolean operator '**OR**' broadens results. **Example:** NURSES **OR** NURSING STAFF, HOSPITAL.   To explore 'Boolean logic' in greater detail please visit:
  https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/020_350.html

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- As a final step in narrowing your results, you can use the 'check box' limiters; it's a good idea to always use these:
  - o Year (**Note:** the MEDLINE and CINAHL Complete databases go back several decades; most searchers in a clinical setting don't want older literature, only the most recent).
  - o Language (**Note:** Not all articles in databases are in English; use of this check-box allows you to weed out non-English items from your results).
  - o Human or animal subjects (**Note:** in MEDLINE in particular, many articles describe research using animals; most searchers in a clinical setting such as ours don't want those).

  Take a look at all the 'check box' limits - you may discover others that are helpful.

> **Scope notes** (which appear off to the right of some subject headings) help define what is meant by that particular heading. If in doubt about what a subject heading means/covers - click on the scope note for an explanation.

Managing and tracking results

- **Printing or emailing results:** Databases may differ in how they handle the printing or emailing of results – MEDLINE (from OVID), MEDLINE (via PubMed), and the CINAHL Complete databases all have slightly different procedures. Refer to the 'Help' button within a database if you need assistance with this.

- **Saving results (personal accounts):** Most databases allow you to set up a 'personal' account which is essentially space reserved for your search results on the server of the database producer. This allows you to save search strategies and results over time, so you can return to them later. Otherwise, your results are erased as you exit the database. To set up a personal account, look for the link within the database asking you to 'sign in' or 'register', and follow the instructions provided.

How to learn more about databases

- To access a guide listing all databases provided by library services, click **here** or visit the 'Research help' section of the library page and look under the heading 'Guides to library resources and database searching'. For detailed 'how to' guidance on searching, on the same 'Research Help' page scroll down to 'Online guides & tutorials'. Databases also usually have a 'help' button within them to aid searchers.

- **Contact us:** You may want to set up an individual session with a librarian to learn more about searching. Contact Novant Health library services for this and any other assistance needed by using the Ask a Librarian' form on the library services page, or by emailing **nhlibraries@novanthealth.org**

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Library Services:
Make us your starting point

Don't just 'Google it', make Novant Health library services your starting point instead.

We offer the most current and reliable information in the health sciences:

- Reference assistance and literature searches
- Help locating journal articles
- Print and electronic books and journals
- Databases and other research resources
- Access to resources from outside work
- And more…

To access resources or to learn more:
Open I-Connect → hover over corporate departments → click library services.

To contact library services:
Use the Ask a Librarian' form found on that page or email us at nhlibraries@novanthealth.org

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