

Search Tips and Special Features

If you are getting too many results, *easy search* will allow you to limit your searches by publication year and publication type.

Enter terms or phrases without 'Stop Words' (the, a, in, and, with, etc), e.g. 'children special needs' not 'children with special needs'.

Remove all punctuation from search terms such as apostrophes and hyphens, e.g. 'Cadbury' instead of 'Cadbury's'

Use the \$ symbol to perform **truncation** searches, e.g. Employ\$ retrieves: "employee", "employees", "employed", "employment", "employer", etc.

Please read AEI's *Search Tips* for detailed tips on using AND, OR and NOT search operators.

Further Help

Please contact a member of LIS staff if you need any help using E-Resources.

We are very happy to spend time helping you with your information searching needs.

You can make an appointment to see a Learning Advisor for your subject area, below is a link to the staff contact page of the LIS web site:

<http://www.ucsm.ac.uk/lis/libinfo/contacts/facultyliaison/index.php>

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Getting Started with E-Resources

AEI (Australian Education Index)

This leaflet will help you to start using the Australian Education Index.

AEI is an electronic database which contains information relating to education research, policy and practice.

IMPORTANT:

- **AEI does not provide full-text journal articles**
- You will need your ATHENS passwords to access AEI.
- Please check your college email for your ATHENS passwords.
- Please contact a member of LIS staff if you can't access your ATHENS passwords.

This guide is available in other formats on request.

Step 1

Go to the Library and Information Services Website:

<http://www.ucsm.ac.uk/lis>

Step 2

Click on the link to *eResources* (on the left of the page).

Step 3

Scroll down the page and click on the link to AEI.

Step 4

Enter your ATHENS username and password and click on *login*.

Step 5

Tick the box next to AEI and click on *easy search*.

Step 6

Read the *Search Tips* for advice on using *easy search*.

Enter your keywords into the search boxes.

Using **AND** between each keyword tells AEI to only find documents which contain ALL of the keywords.

Choose which document field you want your keywords to appear in, e.g. Whole document, Title and Abstract or Title.

Click *search* when you are ready.

Step 7

You will now see a list of results.

Click on the *Link to abstract/database record* of any documents that look interesting.

Step 8

You will now be able to view all the citation details for the document, including an abstract outlining the content of the document, the journal title, the date of publication and the page numbers.

You can save or print this information by using the *save* or *print screen* buttons at the top of the screen.

Step 9

You can now use the library catalogue to see if we subscribe to the particular journal that the document appears in.