

Search Tips and Special Features

For more precise control over searches, you can use the **AND** and **OR** search operators, e.g.

Cars **AND** Pollution-- return only articles containing both Cars and Pollution, in any order and anywhere in the article.

Cars **OR** Vehicles -- return only articles containing either Cars, Vehicles, or both, in any order and anywhere in the article.

The advanced search option has two search boxes with drop-down lists of fields to which search term can be applied. It is also possible to narrow a search by timeframe, or to enter a custom date. Also, you can choose to return [Most recent matches first](#), [Oldest matches first](#), or [Best matches first](#). The advanced search form defaults to two boxes, but you can add extra boxes (up to a limit of five) by clicking the "Add Field" link.

Click new search to clear the search boxes. Click basic search to switch to basic search options.

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

NewsBank Newspapers UK

This leaflet will help you to start using Newsbank.

Newsbank is an electronic database which provides access to eight national dailies and Sunday papers, plus *The Economist* and many local papers including the Lancaster Guardian.

IMPORTANT:

- **Newsbank provides full-text newspaper articles**
- A username and password are required for off-campus access - the [login details](#) are only available on the College intranet. If you are off-campus, please e-mail the library (library@ucsm.ac.uk) for the username.

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).

Scroll down the page and click on the link to *NewsBank*.

Step 3

If you are off campus you will need to enter the username and password.

Step 4

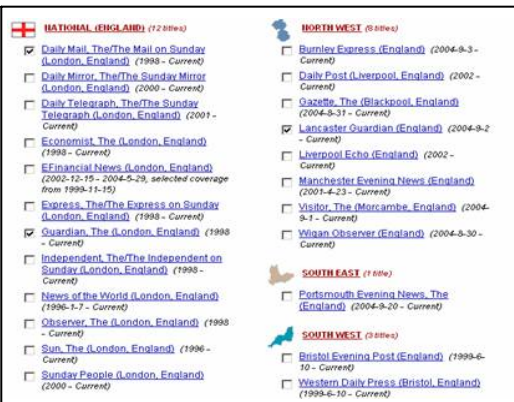
Click on *Access UK and Ireland newspapers*.

Step 5

Enter your keywords in the search box.



Choose the newspapers that you'd like to search within.



Step 6

Press *Search*

You will now see a list of results.

Click on the *Title* of the article to read it in full.



Step 7

You will now be able to view article in full and all the citation details that you will need for your bibliography.

You can send the article to yourself by email to save it or you can click on the *Printer Friendly* link to print.

