Information skills 1: Searching using Discovery – Evidence and Knowledge - June 2020

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Discovery – Evidence and Knowledge is a system produced by EBSCO and configured by CSP Library and Information Services. It brings together all the Library online resources through a single search interface. The search includes information from bibliographic databases, e-journals, ebooks, e-theses and much more. It presents the results as a single list of references.

Discovery – Evidence and Knowledge Search. Is a merger of several digital resources with different structures so using text words is the most effective way of searching. Find out more: in Information skills 2: Getting more out of Discovery and Information skills 3: Keeping up to date. If you prefer to learn via video tutorials there are a number produced by EBSCO. Find out more: Information skills 4: Video Tutorials

A search in Discovery can be as simple or as complex as you need.

**Doing a New Search**

The New Search page has 3 sections, at the top is the banner and the toolbar, in the middle is the search box and at the bottom are Helpful links on the left, the EBSCO ebook carousel in the middle and Databases to the right.
1. Links back to CSP website – opens the linked page in a new window
2. Link to e-portfolio – opens the e-portfolio launch page in a new window

3. Publication Finder – this allows you to browse journals.

4. EBSCO a/c sign in – access your personal folder

5. Folder – When searching Discovery you can add items to the Folder as a holding area for items of interest. The Folder is currently unassigned and will be deleted when you leave Discovery. You can create a personal Folder use ‘Sign In’ and create an account. See Folder

6. Preferences – Having set up an account you can define your preferences including Language, Format, Results per page, Email options and Export settings.

**Search box**

Select whether you want a Keyword, Title or Author search, enter a term relevant to your topic in the Search box. Discovery will try to autocomplete – you can accept an offered term or ignore it.
You can use the dropdown list to change the default **Keyword** search to either a Title or an Author search
Under the search box you can pre-set your search limiters etc.; move directly to an Advanced Search; or, if you have already run a search in this session, you can see you Search History

**Bottom of the page**

7. Helpful Links – opens specific library service pages in a new window
8. EBSCO ebook carousel - browse thumbnails of some of our ebooks that are available for reading or downloading
9. Access to an individual database and other databases not included in Discovery
10. Refine Results – set limiters e.g. date coverage, language, full text, etc.
11. Search terms used
12. The total number of results found
13. The results in relevance order
14. Change order to date order latest to oldest or the reverse
15. Change your page options
16. Share – add results to folder, add the search to the folder, create an alert, set up an RSS feed, Permalinks or send to social media
17. Folder
18. Recent CSP publications
19. Detailed Record
20. Add to folder

Folder

The ‘Folder’ operates as a holding area for items of interest.

As you do searches and find items of interest, click on the blue folder icon to the right of the title to add items.

When you click on the blue folder icon it will turn yellow.
You can add as many items to the ‘Folder’ as you wish.

Click on the ‘Folder’ icon on the top toolbar or in the ‘Folder view’ on the right panel.
Initially the ‘Folder’ is generic; it will be available to you for throughout your session but will disappear when you leave Discovery and will not be available next time you use Discovery.

If you want to save the items in the ‘Folder’ you need to make it a personal ‘Folder’ - that will then be saved and can be accessed next time you use Discovery. Click on ‘Sign In’ on the tool bar, or the link to ‘Sign In to My EBSCOhost’ at the top of the screen.

Next to the Login is the option to ‘Create a new Account’ – this is an account within EBSCO, it is not a CSP account. You need to complete a short form and choose your user name and password.

If you already have items in your generic ‘Folder’ these will not be lost when you create your own account.
Your ‘Folder’ is also where you set up Journal Alerts and Search Alerts, Save Searches and find details of EBSCO’s ebook loans.

**Find out more:** [Information skills 3: Keeping up to date](#) for more information about alerts.

From your folder, on the right-hand side, you can Print the references, E-mail the references to yourself or other people, Save them to a file or Export them to a bibliographic software link e.g. EndNote, ProCite or RefWorks.
Searching

As you enter a term, Discovery will try to autocomplete. It will also offer synonyms.

You can either stay with the term you have entered or pick another term or group of terms from the list. Currently the search is in a field called ‘Select a Field (optional)’. If you want to choose a specific field you can do so.
Note: It is not recommended to use ‘SO Journal Title/Source’, instead, use ‘Publication Finder’ on the toolbar.

On the right of the search boxes are the Boolean operators, AND / OR / NOT. Generally it is helpful to enter each concept separately and then combine them.

Find out more: Information skills 2: Getting more out of Discovery
Some concepts retrieve a very large numbers of results but when the lines are combined with ‘AND’ the numbers will be fewer.

**Search History**

The Search History shows each search you have made, what expanders or limiters were applied, and the number of hits retrieved. If you want to change a line use the Revise Search link on the far right, and this will open the search for that particular search line and let you change how you searched.

To the left of the search lines is a search number e.g. S1 and to the far left is an empty tick box.

To combine the lines tick each line you want to include and then use **Search with AND** or **Search with OR**.
You can still apply limiters to the results of this search for example Linked Full text, 2006-2017, English etc. These will reduce the number further.
Saving a search

If you want to return at a later session to continue work on a search, under the Search History/Alerts is the option to Save Searches.

Name the Search, add a description if you wish, and chose either to save temporarily (24 hours) or save permanently. When next you want to access the search go into your folder, find the search and use ‘Retrieve Save Search’.

The search will appear in Discovery but under ‘Actions’ it will say Rerun. This is because additional relevant items may have been added.
Results

Results come in with a number of attached icons and options.

Media type  Author(s)  Journal details  View details  Add to Folder

**Title** - Click on the Title to open the Detailed Record

**PDF Full Text**  Full Text is provided as a PDF.

Other possibilities are:

*Request a copy – charges may apply* – we do not have full access to this journal but we may be able to obtain a copy. Click the hypertext link to request a copy. Charges are available from the link on the toolbar; we always use the cheapest source.

*Retrieve Catalogue Item Request a copy – charges may apply*. The left hypertext link will take you back to the Library Catalogue where you can reserve this item for borrowing. Use the right link for short papers etc.

**Full Text Finder**  The link takes you to the full text on the publisher’s website via the Publication Finder. If a yellow bar comes up it is better to use the right link – ‘open the page in a new window’

**Linked Full Text**  The link will take you directly to the publisher’s website.

**View record in .....**  The type of link will take you to an open access journal directory
**View record in EThOS** The link will take you to the British Library EThOS database of theses, many of which can be downloaded.

**HTML Full Text PDF Full Text** The left link will take you to an audio version; the right to a PDF.

**Ebooks**

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- **Ebooks from EBSCO**

Ebooks obtained from EBSCO, the supplier of the Discovery system, look like this:

![Ebook Example](image)

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**PDF** - is an image of the book. At the bottom of the screen is the page number and two opposing arrows which will move you forward or backward through the ebook. On the left you can see the Table of Contents, click on a chapter to go straight to that part.

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