

## HEALTH SYSTEMS MANAGEMENT *E-RESEARCH VIA CAYAN LIBRARY*

### SEARCHING FUNDAMENTALS

There are two ways to search for information: to search by word (keyword) and to search by idea (subject). In keyword searching you choose your search terms; you have greater flexibility but you must try multiple searches using different spellings and synonyms in order to match all the variations authors *could* use. You will get results not related to your topic. Alternatively, subject searching is very organized and uses only librarian-determined terms; you find your terms -- usually called Subjects or Descriptors -- and you search using them to get fewer, more relevant results. Try using this procedure:

1. Perform a search using important terms that define your topic
2. Find a good result and look at its Subject / Descriptor
3. Perform a subject search using the Subject / Descriptor you find

### RESEARCH IS A TWO-STEP PROCESS

You should divide your research into two stages:

Stage 1: Use the library databases to identify a source, e.g., a journal article

Stage 2: Use various resources to obtain the source, including:

- SFX / List of E-journals – a list of magazines & journals available via our databases
- List of Print Journals – a list of our print serials; the list is available in print & online
- Librarians – always feel free to ask a librarian to help you locate material
- Interlibrary Loan – fill out an online ILL form to obtain material we do not own

### INTERLIBRARY LOAN (ILL)

Our library shares its materials with other libraries, and those other libraries share their materials with us; this sharing is called interlibrary loan. You must register to use ILL. You can do this at the library's webpage. You will need your *U number* and *SITnet ID* to create an ILL account. If you want a journal article **which we do not own** then fill out an online ILL form. Many libraries will be able to send the articles electronically to your ILL account. You will need to check your *SUNYIT email account* to see if you have received any articles. Other email accounts may block the files and bounce the information back to the source. If you are in need of a book(s) you will want to use *WorldCat* to locate information about the book(s) and your local public library to order the book(s) through ILL. This makes it easier for you to pick up and return the book(s). We will be working on our policies regarding Interlibrary Loan and Document Delivery this summer in order to provide better service for distance learners. Please check our webpage for updated information.

## **HEALTH SYSTEMS MANAGEMENT** ***E-RESEARCH VIA CAYAN LIBRARY***

### RECOMMENDED SUNYIT DATABASES

**Proquest** - Full-text articles including **ABI Inform**, a business database

**CINAHL (Cumulated Index to Nursing and Allied Health Literature)** - Provides indexing to nursing and allied health journals and full text for journals, legal cases, clinical innovations, critical paths, drug records, research instruments and clinical trials

**Health Reference Center** - Full-text health information from journals, magazines, and reference books

**Academic Search Premier** - Scholarly multi-disciplinary database designed specifically for academic institutions

**Business Source Premier** - Covers virtually all subject areas related to business

**JSTOR** - A complete archive of core scholarly journals starting with first issues as far back as the nineteenth century, including business, economics, and health sciences titles

**Medline** - Abstracts of articles in all areas of medicine from the National Library of Medicine

**Science Direct** - Full-text journal articles in science, technology, and medicine

### WHERE TO FIND FREE FULL-TEXT ARTICLES ON THE INTERNET

**Free Medical Journals** – Promotes free access to medical journals.

<http://www.freemedicaljournals.com>

**Highwire Press** - “largest archive of free full-text science on earth.”

<http://highwire.stanford.edu/lists/freeart.dtl>

**Pubmed Central** - Full-text archive of life science journals

<http://www.pubmedcentral.nih.gov>

### EVALUATING WEBSITES

Always evaluate your web results for their:

Accuracy	does the site misstate, misrepresent or exaggerate facts? are there errors?
Authority	who created the site and what are their affiliations and credentials?
Bias	does the site offer a point of view or opinion?
Coverage	how much information is there?
Currency	when was the site last updated?

### DOCUMENTING YOUR WORK

- Official manuals for APA and MLA are on Reserve and in Ready Reference
- Citation handouts are available online through the Library's *Research Guides* page
- Make A Citation -- <http://citation.sunyit.edu>