

# Getting Started with Research

## Daytona Beach Campus Online Instructions

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**IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.**

Welcome to the **Hunt Library!** The Hunt Library is here to provide you with the resources and assistance you need to successfully meet your research goals. The purpose of this guide is to acquaint you with the basic library research process and the different types of information resources the Hunt Library has to offer.

This guide will tell you how to:

- A. Define Your Research Topic
- B. Find Books Using Voyager, the Hunt Library's Online Catalog
- C. Find Articles and Documents Using the Hunt Library's Subscription Databases
- D. Supplement Your Research with Internet Sources
- E. Obtain Help from the Hunt Library

### A. Define Your Research Topic

- ◆ Selecting a viable research topic is the first big step towards beginning your research. There are several factors to be considered when choosing a research topic. These include:
  - Research assignment requirements
  - Personal interests
  - Availability of supporting material
  - Time frame
- ◆ Once your topic has been selected, state it in the form of a question. For example, "How does fatigue affect a pilot's performance?" This should make it easier to pick out the terms and keywords to use in your searches. In this example, the keywords would include:
  - Fatigue
  - Pilot
  - Performance

### B. Find Books Using Voyager, the Hunt Library's Online Catalog

- ◆ To search for books on your topic, use **Voyager**, the Hunt Library's online catalog. Voyager provides access to the Library's collection of books, conference papers, DVDs, CD-ROMs, vertical files, theses, and technical reports.
- ◆ Instructions for accessing and using Voyager can be found in the **Using Voyager** guide, which is available by following these steps:
  - Go to <http://library.erau.edu> and then click **Daytona Beach Campus > Find Books (Catalog) > Using Voyager (Online Instructions)**.
- ◆ For books on the example topic, search in Voyager by following these steps:
  - In the first **Search for:** box, type in: *pilot? fatigue performance*
  - Click **Search**

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<http://library.erau.edu>

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- ◆ The question mark (?) in the search above is being used as a truncation symbol. **Truncation** is used to retrieve variant word endings, i.e., the different word endings of a root word. In the example above, *pilot?* will retrieve records containing the words *pilot*, *pilots*, *piloting*, etc. Whereas Voyager uses the question mark as its truncation symbol, most databases use the asterisk (\*). Consulting the Online Instructions for a particular database or a database’s Help pages will often help determine the appropriate truncation symbol.
- ◆ How your search terms relate to each other is another important consideration in developing a successful search. For example, if you want all of your search terms to be present in each of your results, you must use **and** to connect the terms. In this case, “and” is an example of a Boolean operator. Using Boolean operators can help control whether all or only some of your search terms appear in the results. Phrase searching is a related technique and is used to search for terms in the exact order they are given. These concepts are summarized in the table below:

Type of Search	Operator for use in Databases	Operator for use in Voyager	Effect on your Search
AND Searching	AND	All of These	All search terms must be present in each result.
OR Searching	OR	Any of These	At least one search term must be present in each result.
Phrase Searching	Quotation Marks (“”)	As a Phrase	Search terms appear in exact order.

### C. Find Articles and Documents Using the Hunt Library’s Subscription Databases

- ◆ To find articles and other documents on your topic, use the Hunt Library’s subscription databases. These databases are available through ERNIE and can provide access to many full-text journal articles, journal article citations, full-text reference books, company information, technical reports, and more.
- ◆ The **Online Instructions** for accessing and using the Hunt Library’s subscription databases are available by following these steps:
  - Go to <http://library.erau.edu> and then click **Daytona Beach Campus > Find Articles (Databases) > Database Online Instructions and Tutorials.**

## Searching for General Articles

- ◆ For general articles on the example topic, search in the ProQuest database by following these steps:
  - Type in: *pilot\* and fatigue and performance*
  - Click **Search**

The screenshot shows the ProQuest search interface. At the top, there are tabs for 'Basic', 'Advanced', 'Topics', 'Publications', and 'My Research'. Below the tabs, it says 'Databases selected: Multiple databases...'. The main search area is titled 'Basic Search' and includes a search bar with the text 'pilot\* and fatigue and performance', a 'Search' button, and a 'Clear' button. Below the search bar, there are dropdown menus for 'Database: Multiple databases...' and 'Date range: All dates'. There are also checkboxes for 'Limit results to: Full text documents only' and 'Scholarly journals, including peer-reviewed'. A 'More Search Options' link is visible at the bottom left of the search area.

## Searching for Technical Articles

- ◆ For more technical articles on the example topic, search in the Aerospace & High Technology Database/NTIS by following these steps:
  - Type in: *pilot\* and fatigue and performance*
  - Click **Search**

The screenshot shows the ProQuest search interface for technical articles. At the top, there are tabs for 'Logout', 'Quick Search', 'Advanced Search', and 'Search Tools'. Below the tabs, it says '0 Marked Records | Search History'. The main search area is titled 'Advanced Search' and includes a search bar with the text 'pilot\* and fatigue and performance', a 'Search' button, and a 'Clear' button. Below the search bar, there is a 'Search Tips' link and a note: 'All Fields are being searched. For best results, use AND between terms, wildcard\*, or "exact phrase"'. Below the search bar, there is a 'Now Selected' section with a dropdown menu for 'Multiple Databases (Hide)' and two options: 'Aerospace & High Technology Database' and 'NTIS'. There is also a 'Change' section with a dropdown menu for 'Subject Area' and a link for 'Specific Databases'. Below the search bar, there is a 'Date Range' section with a dropdown menu for 'Earliest to Current'. A 'Create Desktop Shortcut to Quick Search' link is visible at the bottom center of the search area. The footer contains copyright information: '© 2009 ProQuest All rights reserved. | Privacy Policy | Terms and Conditions of Use | Contact Us' and an 'Interface' section with a dropdown menu for 'English' and a 'Go' button.

- ◆ The two databases searched above are examples. The Hunt Library now has over 60 databases available for use. For database recommendations, use the **Need Help Choosing a Database?** link at the top of the Databases page or consult a Reference Librarian using the contact information in **Section E** below.

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## D. Supplement Your Research with Internet Sources

### ◆ Recommended Websites

- After searching through Voyager and the Hunt Library's databases, it may also be useful to try using the Internet to find information on your research topic. You need to be careful about verifying the source of any information you locate on the web. To assist you in finding reliable Internet sources, the Hunt Library's Reference Department has compiled a collection of useful links in the **Recommended Websites** section of the Library homepage. This collection is available by following these steps:
  - Go to <http://library.erau.edu> and then click **Daytona Beach Campus > Recommended Websites.**

### ◆ Online Full-Text Resources

- In addition, the Hunt Library's **Online Full-Text Resources** collection provides full-text access to NTSB Reports, FAA Aviation/Aerospace Medicine Reports, and other technical reports and documents. The Books Online section contains full-text versions of several widely-requested books and legal resources, such as *Aerospace Facts & Figures* and the *Federal Aviation Act of 1958*. This collection is available by following these steps:
  - Go to <http://library.erau.edu> and then click **Daytona Beach Campus > Online Full-Text Resources.**

## E. Obtain Help from the Hunt Library

### ◆ Online Instructions

- There are several forms of assistance you can turn to if you need some help with your research. As mentioned previously, the Hunt Library provides Online Instructions for most of our databases. We highly recommend that you review the Online Instructions for a database BEFORE you perform your search. The Online Instructions will provide you with step-by-step directions and tips for performing a search and for letting us know which items you want if they do not appear in full-text format within the database.

### Ask a Librarian

Reference Librarians are available to help you with your research needs by phone, by email, or in person at the Reference Desk. We can assist in making your research more effective and efficient by helping you develop a search strategy, identify databases, and locate the full text of articles.

If you require any assistance, please contact:

### Hunt Library Reference Department

Email: [dbref@erau.edu](mailto:dbref@erau.edu)

Phone: 386-226-6604 (Phone service is provided during the desk hours below.)

Reference Desk Hours:

Days	Hours
Monday - Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 6:00 pm (8:00 am - 5:00 pm during Summer Term)
Saturday	Noon - 6:00 pm (Closed during Summer Term)
Sunday	2:00 - 10:00 pm

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