



# Getting Started with Research

## Embry-Riddle Worldwide 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.

The following instructions 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 **Embry-Riddle Worldwide > 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 **Embry-Riddle Worldwide > 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:

<http://library.erau.edu>

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- Type in: *pilot\* and fatigue and performance*
- Click **Search**

[Basic](#)
[Advanced](#)
[Topics](#)
[Publications](#)
[My Research](#)
0 marked items

[Databases selected:](#) Multiple databases...

## Basic Search

Tools: [Search Tips](#) [Browse Topics](#)

Database: 
[Select multiple databases](#)

Date range:

Limit results to:
  Full text documents only
  Scholarly journals, including peer-reviewed
 [About](#)

[More Search Options](#)

### ◆ 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**

[Logout](#)
[Quick Search](#)
[Advanced Search](#)
[Search Tools](#)
0 Marked Records | [Search History](#)

[Help & Support](#)

[Search Tips:](#) All Fields are being searched.  
 For best results, use AND between terms, wildcard\*, or "exact phrase"

**Now Selected:** Multiple Databases ( [Hide](#) )

- Aerospace & High Technology Database
- NTIS

**Change:**  or [Specific Databases](#)

**Date Range:**

[Create Desktop Shortcut to Quick Search](#)

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Interface

- ◆ 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.

## 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

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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 **Embry-Riddle Worldwide > 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 **Embry-Riddle Worldwide > 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.

◆ **Library Basic Training**

- Students wanting further instruction in using the library can take the online **Library Basic Training** course. Library Basic Training is designed to provide Worldwide students with library instruction opportunities similar to the classroom instruction provided to Daytona Beach students. The online course is available through Blackboard and introduces students to the services available to off-campus students, teaches them how to use Voyager, and demonstrates how to access our online databases as well as request books and articles from the Hunt Library. More information on Library Basic Training is available by following these steps:
  - Go to <http://library.erau.edu> and then click **Embry-Riddle Worldwide > Library Basic Training.**

**Ask a Librarian**

Reference Librarians are also available by email or telephone to help you with your research needs. 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:

**Worldwide Reference Services**

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

Phone: 1-800-678-9428 (United States) (Monday - Friday 8 am – 5 pm ET)  
386-226-7657 (International)

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