INDIANA LIBRARIES

Volume 23, Number 3, 2004

INDIANA LIBRARIES

Journal of the Indiana Library Federation & the Indiana State Library

Volume 23 Number 3, 2004

CONTENTS

This special issue acknowledges the role of INSPIRE, also known by its fuller name, **IN**diana **SP**ectrum of **I**nformation **RE**sources, and more simply as Indiana's Virtual Library on the Internet, in Indiana libraries. This collection of databases is available to all Indiana residents, both in their libraries and their homes. INSPIRE offers Hoosiers a wealth of resources: full-text online articles from a diverse collection of popular and academic publications, Midwestern tree identification materials, Spanish-language resources, current biographical information, and more.

What do our libraries and our library users make of all this electronic information? What are the possibilities for use of this resource? How can we improve search effectiveness? These matters are discussed by the authors of articles in this issue of *Indiana Libraries*.

Debora Shaw and Kathryn LaBarre examined the way libraries throughout Indiana promote – or fail to promote – use of INSPIRE through links and information provided via their Web sites. Examples of strategic Web presentation of the databases conclude this analysis.

From the offices at INCOLSA, which serves as administrator for INSPIRE, we are offered three sets of ideas about the database. First, Howard Trace provides a recent history of the database suite. Next, Margaret Mohundro announces plans for a new INSPIRE inter-face. Additionally, INCOLSA has made available what might be called talking points, or a short collection of highlights about use of INSPIRE.

Jean Rodgers sees INSPIRE as a golden opportunity for instructional work in school media centers, and she has written all about the ways this resource supports her students' work.

Best use of electronic resource depends not only on contextual knowledge but on specifics that will guide users through the in's and out's of database searching. Two articles offer such search guidance. Adele Hoskin provides instruction in the use of the databases overall, including the ability to set up alerts and other specialty functions. Marian Corya and David Dyer offer perspective on the use of *Lit*Finder, one of the individual components of the INSPIRE database suite.

Finally, Marissa Priddis overviews library literature on effective database searching in The Well-Read Librarian. The articles she recommends can be found using INSPIRE.

We hope that this collection of articles supports your use of INSPIRE, enabling all Indiana residents to take advantage of this resource.

Jennifer Burek Pierce (jenpierc@iupui.edu)
Editor, *Indiana Libraries*

THE LINKS TO INSPIRE

by Debora Shaw
&
Kathryn La Barre

BACKGROUND AND INTRODUCTION

Jay Conrad Levinson (2001), the marketing guru who created the Marlboro Man, says, "A website is an island. Advertising is a bridge to that island." Any public institution must choose carefully whether to build one or many bridges from its website.) Moreover, a library, and by extension a library's website, is "a good association for just about anybody," A. Paula Wilson (2004, p. 9) observes.

Most discussion of when and how to link from a library's website treats this as a collection development issue. In a survey of college libraries (presumably conducted about 1999) over 40% mentioned resource evaluation and selection criteria as issues addressed in their website policies (Traw, 2000, p. 19). For example, the Otterbein College policy includes the statement:

> The web links selection is part of the library collection development. The selection criteria specified in the Library's Collection Development Policy should apply to the web links selection. These links are to be maintained by the page designer or by the responsible unit. Authors should check their pages to make sure links are operational, the information is up to date and appropriate to the Library's mission (Traw, 2000, p. 35).

Northwest Missouri State University's Owens Library included instructions for writing annotations "to describe entries in bibliographies and webliographies." Among other points, these annotations should:

> Provide a link to the authority responsible for the page content in the case of annotations for Internet links on a webliography page (Traw, 2000, p. 74).

Latham (2002) discusses some of the potential legal liabilities lurking in link-making decisions. One approach, she notes, is to include only links to (other) government agencies – a practice she contends would turn a library's website into "an electronic brochure" (Latham, 2002, p. 21). The University of Virginia (2002) makes a distinction between sponsorship and advertising; they quote the University of Arizona's definition of sponsorship:

'Sponsorship' means the provision of money, goods or services by another party to support a University of Arizona project or activity without promotion of that party or its goods or services being the principal purpose. Acknowledgment of such support may or may not be a condition of the support (University of Virginia, 2002, p. 4).

Wilson (2004, p. 77) recommends a link on the home page to subscription databases 1) because of their value, as a percentage of the library's budget, and 2) as a way to encourage their use.

How, we wondered, do Indiana libraries handle the question of linking to INSPIRE (INdiana SPectrum of Information REsources), which provides access to commercial databases and other online resources? While the cost of INSPIRE does not affect the budget of each library, the potential utility of the resources is considerable. If libraries choose to link, do they describe INSPIRE as "the Indiana Virtual Library," a service of INCOLSA and its member libraries? Is any mention made that the databases are funded by the Indiana General Assembly on behalf of the residents of Indiana, and by federal LSTA grant funds from the Indiana State Library? (http://www.inspire.net/statement.html).

OUR SURVEY

In May of 2004 we visited the websites of the academic libraries listed as INSPIRE libraries (http://www.inspire.net/aclib.html) and all public libraries in Indiana (http://www.statelib.lib.in.us/www/isl/ldo/LIBDIR.HTML). For each library we noted both links to and descriptions of INSPIRE using the following scheme:

Links to INSPIRE
- links from homepage
- links from sub page
- no links
- unavailable pages (no website was listed, database listing could not be loaded from outside the institution, etc.)

Descriptions of INSPIRE
- mention state funding
- "Indiana's virtual library" is only description

- link directly to inspire.net (no other description) more extensive description, no mention of funding
- can't tell (link to INSPIRE is password protected)

Of the 91 academic libraries listed, five websites were unavailable. Almost two thirds of the remaining 86 had links to INSPIRE; 12 of these also mention state funding. Tables 1 and 2 give details from our review of academic libraries.

Of the 187 public library sites, five were unavailable. Some 80% of the sites we could visit did link to INSPIRE; 11 libraries (8% of those making links) mentioned state funding and 33 (23%) gave some description of INSPIRE but did not mention funding. Tables 3 and 4 provide more information on the public library links.

Links	Number	Percentage
link from home page	5	6%
link from sub page	59	68%
no link to INSPIRE	22	26%
page unavailable	0	0
Total	86	100%

Table 1. Academic libraries' links to INSPIRE.

Description	Number	Percentage
mention state funding	12	19%
"Indiana's Virtual Library" only	7	11%
link directly to inspire.net (no other description	36	56%
can't tell (link to INSPIRE is password protected)	9	14%
Total	64	100%

Table 2. Academic libraries' descriptions of INSPIRE.

In a practice we did not observe among the academic libraries, some 33 public libraries described INSPIRE but did not mention state funding. For example, the Hamilton East Public Library description read:

The Indiana Virtual Library offering electronic magazines, encyclopedias, and other resources to all Indiana residents.

INSPIRE - magazine index with resources such as a biography index and Medline access.

The Westfield Public Library presented this description:

Welcome to INSPIRE, the Indiana Virtual Library. INSPIRE offers electronic magazines, encyclopedias, and other resources to all Indiana residents for your information needs. Research current events, science, business, health, notable people, hobbies, and much more from your library, school, home or office.

Links	Number	Percentage
link from home page	90	48%
link from sub page	55	29%
no link to INSPIRE	37	20%
page unavailable	5	3%
Total	187	100%

Table 3. Public libraries' links to INSPIRE.

Description	Number	Percentage
mention state funding	12	19%
"Indiana's Virtual Library" only	7	11%
link directly to inspire.net (no other description	36	56%
can't tell (link to INSPIRE is password protected)	9	14%
Total	64	100%

Table 4. Public libraries' descriptions of INSPIRE.

DISCUSSION AND CONCLUSION

Some libraries made a special effort to draw attention to INSPIRE while leading readers to databases of interest, rather than simply linking to the INSPIRE site and letting users find their way around. In general, academic libraries provided more of this support than did public libraries; but there is room for improvement, both in terms of acknowledging and publicizing support for INSPIRE and from a service standpoint. This is particularly important for off-site users, whose frustrations cannot be noticed by helpful reference staffers. These examples are certainly worth consideration:

This information was provided by Hussey Mayfield Memorial Library, Zionsville, http://www.zionsville.lib.in.us:

INSPIRE (INdiana SPectrum of Information REsources) is a collection of commercial databases. These databases can be accessed 24 hours a day, free of charge by any Indiana resident through any computer with an Internet connection and a Web browser such as Netscape or MS Internet Explorer. Your Zionsville Library has multiple computers with dedicated access to this important research tool.

Access for Indiana is provided through a project of the Indiana State Library and INCOLSA. In the next general assembly (January to April 2003), requests will be made to continue the funding for this project. To further understand the situation, please read this page: INSPIRE information.

The Anderson Public Library (http://www.and.lib.in.us/reference/databases) lists INSPIRE databases by name and other databases with for in-library use by name with annotations.

The Franklin D. Schurtz Library at Indiana University South Bend (http://www.iusb.edu/~libg/) lists databases by name, with the INSPIRE icon next to those this project provides. Databases and categorized and annotated.

The Jackson Library at Indiana Wesleyan (http://www.indwes.edu/library/Reference/) allows databases to be searched by subject, vendor, and title. Each view lists the vendor or source of the database plus an annotation.

Manchester College's Funderberg Library (http://www.manchester.edu/OAA/Library/files/libper.htm) lists annotated databases; those provided through INSPIRE are indicated by an asterisk.

INSPIRE use in 2003 approached 10 million searches (INCOLSA, 2004). If these were distributed equally among the libraries we surveyed, just over one fifth of the searchers would not know the source of funding for the INSPIRE databases. Consequently: 1) searchers may not value the INSPIRE resources if they are seen as equivalent to what is freely available on the Web; 2) Indiana taxpayers and voters may not see their "tax dollars at work" and be less inclined to support continued funding for INSPIRE.

It is possible to speculate on why libraries have created and annotated INSPIRE links in such a variety of ways. Wilson's (2004, p. 76) observation may explain one consideration: "Unfortunately, some vendors have titled databases in a manner that does not promote awareness and understanding of these resources." The name "INSPIRE," even with the tag "Indiana's Virtual Library," does relatively little to encourage awareness or understanding; hence the felt need to write extensive annotations.

An alternative response to this potential confusion would be to elide INSPIRE from the picture and concentrate on connecting "every reader to his database" (to give Ranganathan a contemporary spin). This has the unintended consequence of leaving users in the dark about funding and support for INSPIRE, but, one might argue, most library users are unaware of the funding (or costs) of most library resources.

We doubt that Indiana libraries refuse to mention or link to INSPIRE because this would be seen as

improperly advertising a commercial or non-mission-related organization.

In May 2004 the Google search engine identified 1,270 links to the www.inspire.net site; nearly all are from libraries in Indiana. There is, however, the occasional exotic, such as a report from Fulbright scholars (Gaudet & Lieber, n.d., online) who describe INSPIRE as "composed of a bouquet of databases and other digital resources." We might wish more people would be encouraged to stop and smell the roses.

REFERENCES

Gaudet, F., & Lieber, C. (n.d.). *Les ressources electroniques dans les bibliotheques americaines: L'offre, les services, les usages*. Retrieved May 28, 2004, from http://www.sup.adc.education.fr/bib/Info/coop/Fulb/GudetLieber.htm

INCOLSA. (2004). *INSPIRE database usage*. Retrieved May 26, 2004, from http://www.inspire.net/dbuse.html

Latham, J. M. (2002, Spring). To link, or not to link. *Library Journal NetConnect*, 20-22.

Levinson, J. C. (2001). *The new power of advertising*. Retrieved May 26, 2004, from http://www.ksinclair.com/Article305.htm

Traw, J L. (2000). *Library web site policies* (CLIP Note 29). Chicago: College Libraries Section, Association of College and Research Libraries, American Library Association.

University of Virginia. (2002). *Web site advertising policy position paper*. Retrieved May 18, 2004, from http://www.itc.virginia.edu/oit/org/committees/nbis/misc/webadpolicy.htm

Wilson, A. P. (2004). *Library web sites: Creating online collections and services*. Chicago: American Library Association.

ABOUT THE AUTHORS

Debora Shaw is a Professor at the Indiana University School of Library and Information Science; Kathryn La Barre is a Doctoral Candidate at the Indiana University School of Library and Information Science.

INSPIRE IN THE NEW MILLENNIUM

by Howard Trace
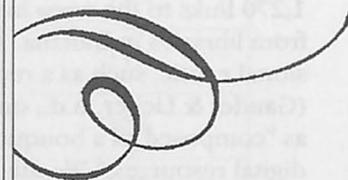
In January of 2004, INSPIRE, the Indiana Virtual Library, celebrated six years of providing Hoosiers with library catalogs, web links, and thousands of full text magazines, newspapers, reference books, pamphlets, and encyclopedias (see Appendix 2). This article updates a previous article, "The Once and Future INSPIRE" by Mike Williams. Williams' article describes INSPIRE development from initial meeting in 1996 through early 2000. Since 2000, INSPIRE has continued to grow and evolve to provide Hoosiers with an even wider range of information products.

A significant event occurred for INSPIRE in 2000 when INSPIRE ceased to be a project of INCOLSA and became a permanent program of INCOLSA. This change demonstrated the commitment of Indiana libraries to INSPIRE and the spirit of cooperation that INSPIRE had been fostering for four years.

In 2001 INSPIRE issued its third Broad Agency Announcement (BAA) to determine if the databases being offered were the best value both in price and content. After an exhaustive process that reviewed the database offerings of over a dozen vendors, the offerings of EBSCO and Gale were again selected as the best mix for the information needs of the residents of Indiana. 2001 also saw the initiation of the INSPIRE Database Fund. This fund emerged from a suggestion that INCOLSA develop a fund from within the library community to purchase databases in addition to those purchased with state monies through the BAA process. Over 100 libraries graciously offered to participate in the database fund, and contributed over $60,000. This allowed INCOLSA to purchase the Poem Finder, Story Finder, and Essay Finder databases from Roth Publishing in early 2002. These new databases were made available on INSPIRE to all residents of Indiana as if they had been acquired with state money. Indiana libraries showed the depth of their generosity through the database fund.

Unexpectedly, as INSPIRE was rolling out three new databases the state rolled up the database funds for INSPIRE. The Build Indiana fund, which included INSPIRE database funds, was re-appropriated by the governor in March of 2002 to reduce the state budget deficit. In order to fund the INSPIRE databases during 2003 alternative means of funding needed to be found. This was accomplished, and the funding crisis averted, through a combination of sources, including: INCOLSA, LSTA, and State Library funds, as well as INCOLSA member support. Funding through 2005 was also secured with the allocation of $1.25 million per year by the Indiana General Assembly for INSPIRE databases in the 2004-2005 state budget. This allocation was only possible through the support of hundreds of libraries across Indiana who contacted their legislators to make them aware of the value of INSPIRE to all the residents of Indiana.

Meanwhile, 2002 saw a number of database and interface changes for INSPIRE. The INSPIRE interface was streamlined by removing many of the buttons and images to allow for simpler navigation. In order to assist users in choosing the appropriate database(s) a brief synopsis of each of the database was added to the INSPIRE interface. EBSCO and Gale also updated their interfaces with the release of Biography Resource Center 2.0 from Gale and EBSCOhost 6 from EBSCO. On the database side, the Dun and Bradstreet Company Directory was replaced by Datamonitor Company Profiles while other databases, like TOPICsearch and Regional Business News, were expanded.

To assist libraries with the INSPIRE database and interface changes INCOLSA began offering INSPIRE workshops. The offerings began with a single half-day overview, but the schedule has since been expanded to include workshops on both interfaces and subject content with new topics always being considered for inclusion. In addition to the workshops, a one hour demonstration of INSPIRE is available for groups that simply need an introduction to the Indiana Virtual Library.

The most important INSPIRE development of 2002 was the unveiling of INSPIRE password accounts in September. INSPIRE passwords replaced digital certificates as the method of authentication and access to the

INSPIRE databases for those users that cannot be authenticated using IP addresses. Passwords have proved much more popular with users than digital certificates. 24,000 digital certificates were downloaded during the four years they were used, while over 30,000 passwords were requested in their first 18 months (See Appendix 1).

2003 saw the funding crisis for INSPIRE averted through a combination of sources, including: INCOLSA, LSTA, and State Library funds, as well as INCOLSA member support. Funding through 2005 was also secured with the allocation of $1.25 million per year by the Indiana General Assembly for INSPIRE databases in the 2004-2005 state budget. This allocation was only possible through the support of hundreds of libraries across Indiana who contacted their legislators to make them aware of the value of INSPIRE to all the residents of Indiana.

Due to the funding crisis, the 2003 BAA was not issued. Instead, the contracts with the existing INSPIRE vendors were renewed resulting in significant savings and no interruption in access. New information continued to be added with medical and business databases being added by EBSCO, and the expansion of the Essay Finder database from Roth to include speeches and plays.

One of the most common questions encountered by the INSPIRE help desk staff is regarding the availability of genealogical material through INSPIRE. Although there is little genealogical material within the INSPIRE databases, a new feature of INSPIRE, Hoosier Heritage (http://www.hoosierheritage.net/), was added with links to digitized genealogical and local history collections from libraries across Indiana. Watch for Hoosier Heritage to be expanded with more capabilities and more sites.

The future for INSPIRE is full of possibility. Current trends in digitization, portals, OPACs, reference, and ILL offer plenty of opportunities for additional services to be added to the Indiana Virtual Library.

Appendix 1: INSPIRE Database Use Statistics

	Logins	Searches	Full Text Articles
1998(est)	400,000	3,124,383	1,572,000
1999(est)	800,000	6,248,768	3,602,685
2000	1,255,932	9,523,093	4,297,156
2001	1,411,229	7,750,225	4,686,123
2002	2,035,586	7,114,520	5,140,652
2003	2,492,788	9,930,421	6,806,872
Totals	8,395,535	43,691,410	26,105,488

Appendix 2: INSPIRE Resources

Currently INSPIRE consists of 27 databases covering topics such as education, business, health, biographical information and Spanish language resources along with a variety of web links from across Indiana and around the world. The resources offered are:

- **Academic Search Elite** – Covering the general sciences, the humanities and the social sciences with over 2,000 journals available in full text with some coverage as far back as 1985.

- **Biography Resource Center** – Nearly 415,000 full text biographies on over 320,000 people from more than 790 volumes of over 130 Gale Group sources along with full text articles from more than 250 magazines.

- **Business Source Premier** – Covering topics such as accounting, management, economics and international business, with over 3,500 full text journals.

- **Clinical Pharmacology** – Providing drug information in both lay and professional language, including all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products and new and investigational drugs.

- **Corporate ResourceNet** – Designed to meet the diverse information needs of today's companies, this database contains full text articles from more than 1,300 magazines and journals.

- **Datamonitor Company Profiles** – Thousands of in-depth full text reports on companies from around the world.

- **EBSCO Animals** – Providing in-depth information with full text and images on a wide variety of animals and animal related topics.

- **ERIC** – Indexing and abstracts for over 900 education related journals.

- **Funk & Wagnall's New World Encyclopedia** – Providing the full text to over 25,000 records.

- **Health Business FullTEXT** – Nearly 130 well-known administrative journals critical for hospital administrators and managers

- **Health Source Consumer** – Offering full text for 146 books, 1,065 pamphlets and nearly 300 periodicals covering consumer health information topics including nutrition, sports medicine, exercise, self-care and drugs.

- **Health Source: Nursing/Academic Edition** – Provides nearly 600 scholarly full text journals focusing on many medical disciplines and features abstracts and indexing for nearly 850 journals.

- **Hoosier Heritage** – A collection of links to the digital collections at Indiana libraries.

- **¡Informe!** –With over 200,000 full-text articles from the most popular Spanish-language and bilingual periodicals, it provides quality Hispanic reference material — not simply Spanish translations of English-language materials. Searchable with either a Spanish or English interface.

- **Knight Ridder Collection** – A 90-day archive, updated daily, of approximately 100 newspapers from the Knight Ridder wire service.

- **Links** – INSPIRE's own collection of websites providing access to resources from across Indiana and around the world.

- **Lit Finder** – Thousands of full text poems, short stories, essays, speeches and plays.

- **MAS Ultra** – School Edition – Designed specifically for high school libraries, this database provides full text for nearly 550 periodicals, over 500 pamphlets, 281 reference books, and thousands of biographies, and primary source documents.

- **MasterFILE Premier** – Full text from over 1,900 general reference, business, consumer, health, science and multi-cultural periodicals with nearly 400 full text reference books, 84,074 biographies, and 86,132 primary source documents.

- **MEDLINE** – Created by the National Library of Medicine to provide authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, and pre-clinical sciences, *MEDLINE* allows users to search abstracts from over 4,600 current biomedical journals

- **Middle Search Plus** – Offering nearly 150 full text magazines geared toward Middle School research covering general reference, health and science topics along with thousands of biographies, and primary source documents.

- **Military & Government Collection** – With full text for more than 300 journals and periodicals this database offers current news pertaining to all branches of the military and government.

- **Newspaper Source** – Daily updating from over 200 major U.S. and international newspapers including full text from *The Chicago Tribune, The Christian Science Monitor, The New York Daily News,* and *USA Today.*

- **Primary Search** – Providing full text from over 60 magazines for elementary school research as well as 40 reference books and over 100 pamphlets.

- **Professional Development Collection** – Featuring full text for nearly 600 journals targeted toward librarians and educators.

- **Regional Business News** – Comprehensive full text coverage for 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

- **TOPICsearch** – Searching by topic, keyword or current event provides access to 78,000 documents selected from 3,000 sources on social, political, economic and scientific issues of interest in today's classrooms.

- **What Tree Is It?** – Answering the perennial question using leaves and fruit to identify over 60 common trees.

REFERENCES

Williams, M.A. (2000). The once and future INSPIRE. *Indiana Libraries,* 18, 29-32.

ABOUT THE AUTHOR

Howard Trace (howard@incolsa.net) is INSPIRE Specialist at INCOLSA.

GO WHERE THE EXPERTS GO

by Margaret Mohundro
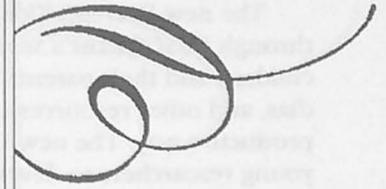
ndiana residents have searched INSPIRE more than 51 million times since INCOLSA began the service in 1998. Beginning in 2005, INSPIRE users will be able to search more effectively and efficiently when the new INSPIRE Website is launched.

Throughout INSPIRE's history, INCOLSA has worked with its partners at the Indiana Library Federation on public awareness activities to educate and to promote the service.

The newest ILF public awareness campaign, funded through the Indiana State Library with a federal LSTA grant, continues its focus on INSPIRE users at colleges and universities, libraries, and schools. Yet the campaign reaches beyond those audiences to address the needs of the business, biomedical, life sciences, and other high-tech audiences. These potential INSPIRE users will be encouraged to "Go Where the Experts Go" and use INSPIRE, "Indiana's Online Research Library."

ILF continues its work with the Indianapolis-based public policy advertising and marketing firm, Issues & Advocates, on this new campaign.

The goals are to position INSPIRE as a statewide resource for economic development, job creation, and job growth; create strategic alliances in business, government, and education; prove INSPIRE's value to Indiana quality of life; and create more visibility of INSPIRE in libraries statewide.

This public awareness campaign reaffirms INSPIRE as a resource, a touchstone, and an inspiration for Hoosiers to reach a little higher. It establishes INSPIRE as the foundation of a statewide information infrastructure for business and education. It encourages Indiana residents to become participants in the information economy of the 21st century.

INCOLSA's role in this campaign is to develop a new INSPIRE Website designed to help achieve these goals and complement the activities and materials designed by the ILF. INCOLSA Executive Director Michael Piper assembled the INSPIRE Team of Margaret Mohundro, Howard Trace, jan gillespie, Marla Ruther-

ford, and Larry Baerveldt to develop, test, and launch the new Website

The Team has been reviewing statistics and user feedback; investigating emerging technologies; and working within the parameters of available technologies, user authentication issues, Web Accessibility Initiative (WAI) guidelines, and budgetary concerns. After much analysis and discussion, the Team determined a new organizational structure for presenting the databases and searching the databases was of primary importance.

Currently, when users enter INSPIRE, they are asked to select a search interface – INSPIRE Interface (SiteSearch), EBSCOHost, or others. This can be confusing to searchers, and immediately puts up a boundary for new users – "Which interface do I choose? What's the difference? What is an interface, anyway?"

The new INSPIRE Website will present search options by subject and streamline the search process. Users will go to the INSPIRE Website and choose among categories including Business, Medical, Literature, Biography, Current Events, and more. This will assist the user in three ways. First, it will direct the user immediately to topics of his or her interest. Second, it will enable the user to receive more targeted and appropriate results. Third, it will enhance the user's perception of the value of INSPIRE resources by showcasing the wealth of information available on a particular subject.

Users will also be able to search by audience – Academic, Kids, Spanish Language, and more.

For more experienced users, there will be an option on the new INSPIRE Website to search by individual database.

Along with the new INSPIRE Website in 2005, users can look forward to a new option for students in elementary and middle schools. INCOLSA will launch a new INSPIRE Kids Website in 2005, which will run concurrently with the existing INSPIRE Kids Website through the end of the school year. Students, teachers, and media specialists will have the opportunity to

experiment with the new INSPIRE Kids interface while at the same time maintaining access to and use of the existing INSPIRE Kids interface through June 2005.

The new INSPIRE Kids will provide searching through EBSCOHost's *Searchasaurus,* and will enable children and their parents to search articles, encyclopedias, and other resources online in an exciting and productive way. The new INSPIRE Kids will encourage young researchers to develop basic search methodologies, and will offer Lexile limiters (reading level), making it easy for young users to read and research appropriately challenging materials. Additionally, the Team is investigating a special INSPIRE Website for teen users, which INCOLSA expects to test in Spring 2005.

Along with the launch of the new INSPIRE Website, INCOLSA staff will update all training and demonstration materials as well as the FAQ pages and other information about INSPIRE that appears on the site. INCOLSA also will work with the various agencies and individuals that have contributed training and informational materials to the INSPIRE Clearinghouse to help those groups with updates.

INCOLSA will continue to provide INSPIRE training at no charge through June 2005, thanks in part to an LSTA grant. Classes include *Overview of INSPIRE, Advanced INSPIRE Searching, INSPIRE EBSCOHost Training, Finding Business Sources on INSPIRE,* and *Using INSPIRE with Kids.* Materials and exercises in these classes will incorporate features of the new INSPIRE Website.

ABOUT THE AUTHOR

Margaret Mohundro (Margaret@incolsa.net) is Director of Marketing and Publications at INCOLSA.

INSPIRE TALKING POINTS

by INCOLSA

INSPIRE to Build Indiana's Future

INSPIRE is an innovative, high-tech service with 26 databases designed to meet the information needs of all the citizens of Indiana. Through INSPIRE, Indiana residents have access to 10,000 magazines, encyclopedias, almanacs, and other materials for research, school projects, business information, and lifelong learning. INSPIRE is used by students doing course assignments; business people planning for future developments in their companies; and citizens seeking information on government, health, finance, travel, and business and educational opportunities. INSPIRE is the foundation for a statewide information infrastructure for business and education for the 21st century.

Indiana Leads the Nation

Indiana was the first state to provide this kind of groundbreaking and innovative INSPIRE database service directly to ALL its residents — from Internet at home, office, school, and library. Indiana is leading the way in making this type of information access and technology available to all its residents.

INSPIRE Statewide Access

INSPIRE databases serve all Indiana residents from their homes, schools, offices, and libraries. INSPIRE meets the needs of everyone from sophisticated scholarly researchers, entrepreneurs, and scientists, to students, retirees, and those pursuing lifelong learning. INSPIRE's statewide accessibility allows all our residents - urban and rural, rich and poor - access to a vast array of the most current information on a variety of subjects.

Indiana Downloads 150 Million+ Pages

Indiana's INSPIRE users have downloaded more than 150,000,000 pages from magazines, encyclopedias, almanacs, newspapers, and other resources since INSPIRE's inception in 1998.

INSPIRE Searches

Indiana residents performed close to 10 million searches on the 26 INSPIRE databases in 2003.

INSPIRE Value for Indiana

A $1.5 million investment has a value of more than $10 million. Currently, $1.25 million in state funding pays for INSPIRE databases. If libraries in Indiana were to purchase these databases on their own, the cost would be more than $10 million. INCOLSA is about libraries sharing resources to produce the greatest benefit for Indiana's citizens. The cooperative statewide effort of INSPIRE maximizes the impact of tax dollars for library services and information.

Library Cooperation Pays Off

Cooperative statewide library activities like INSPIRE, funded in part by the state of Indiana, show cost-efficient, cost-effective, responsible use of taxpayer investment. INCOLSA, the state library network, operates INSPIRE.

INSPIRE for Education

INSPIRE delivers current, accurate, and safe information over the Internet for Indiana's children. INSPIRE levels the educational playing field for children in all Indiana schools by providing equal access to information regardless of the school's budget or student population. INSPIRE provides tomorrow's information economy workers access to a diverse set of quality information resources today.

INSPIRE for Kids

INSPIRE Kids, a unique interface developed for children, ensures our youngest citizens learn Internet and research skills to enhance their schoolwork and to better prepare them for college and careers. Indiana's leadership in developing the INSPIRE service extends to INSPIRE Kids. It is one of the first interface developed just for children and has become a national model for other states to emulate.

INSPIRE, The Indiana Virtual Library, is a service of INCOLSA

GOLD RUSH! GOLD RUSH!

by Jean Rogers
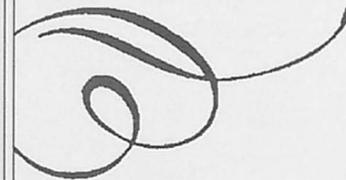
The special ed teacher looked harried. This was her first full year of teaching. She held only a provisional license, and, in addition to teaching and taking care of her family (a husband and two elementary-school children), she was taking classes two nights a week at a state university, 45 minutes away, to earn her certification.

"I just need a few more articles," she explained in a voice that hinted of desperation. "My paper is due tomorrow." Here in the library, the staff was desperate as well. The school day had ended. We were in the middle of setting up the coaches' hospitality room for an Academic Super Bowl meet. Seventy-one hungry mouths would be arriving within the hour.

"Have you used INSPIRE yet?" I asked.

"What's that?" She looked puzzled.

"This is a gold mine. Just log on. There's a link from our home page," I explained. She typed away as we arranged trays of food. The teacher soon was holding the full-text copies she needed. She had found the mother lode.

"Wow! I'm thrilled," she blurted. So were we. We managed to fill her request and have the spread ready for the coaches on time. The rest is history. A new, dedicated INSPIRE user.

A few days later, the athletic director came to see us. A smart fellow, he is our reference source for all sorts of sports info. "I'm applying for a grant. I need to read all of these articles for background." He showed us a bibliography of at least 12 items. "Can you round them up for me?"

"Well," I replied, "I think we can find all of these on INSPIRE. Sit down, please. I'll show you how to use it." Another convert. In truth, we ended up finding all the articles *for* him. It was early March and the middle of Indiana basketball tourney time. We all know how *that* is. Still the process turned out to be brief, and he was impressed to have some rather obscure periodicals so readily available.

We *all* love INSPIRE at Western . . . students from all grades, at all levels of research . . .staff preparing lessons or studying for a college class. Those doing historical reports involving people are enthusiastic about the *Biography Resource Center*. A cook in the school kitchen studies articles on brain damage after her daughter was badly injured in an automobile accident. One student is excited to find an informative piece on Mark Cuban, Indiana University graduate and millionaire owner of the Dallas Mavericks basketball team. Another is happy to find factual gems on Jason Kidd of the New Jersey Nets or presidents from George Washington to George Bush (both of them). Using the periodical databases, a student in an advanced British literature class finds helpful an article treating Churchill's speaking ability and use of metaphor.

We value the feature in the databases where the user can isolate a single periodical title. Invariably, anxious students with incomplete citations will rush in when the *Works Cited* page is due. They type in an author's name or part of a title. Amazement breaks across their faces to see the needed nuggets magically appear with INSPIRE.

We tell our students and staff members that INSPIRE is a gold mine, and mine it, they do. The middle school students can find the rich ore of articles geared to their level. So can the elementary students. On the other hand, high-level journal articles or research pieces from such databases as the Educational Research Information Center (ERIC) are as precious as chunks of gold. Detailed health and pharmaceutical information can be excavated. The INSPIRE user can dig out articles from newspapers exclusively. Spanish speakers can seek the *oro* using the *¡Informé!* section. No pyrite in INSPIRE.

A gold mine indeed! INSPIRE is worth its weight in gold. The state legislature has staked a valuable claim for the residents of Indiana!

ABOUT THE AUTHOR

Jean Rogers (JMILLER@western.k12.in.us) is Director of Media Services at Western High School in Russiaville.

DATABASE SEARCHING ON INSPIRE

by Adele Hoskin

INTRODUCTION

Have you ever searched a database, received a set of answers that were OK but felt that more information was available if only you had the key? Many times a word or a phrase will produce interesting information but not exactly the information that is needed. Efficiently searching databases requires the separation of the search language and the database content. The purpose of this article is to discuss some searching skills to help separate the two and increase your precision. This paper will review basic searching, advanced searching , and some special features.

BASIC SEARCHING

INSPIRE offers several databases. The content of these databases covers all subjects for all audiences ranging from scholarly research journals to children's magazines. Once **INSPIRE** is opened, two interface choices appear. This article will discuss the **Ebscohost** interface. To produce a successful search, you will need to match your subject interest and intellectual level. Once you've decided on the database, the next step is to learn the search language. While each database has a specific subject and audience orientation, the search interface, the method of searching, is the same for all of the databases. When a database is opened, the **Basic Search** screen appears.

Figure 1 shows the opening screen. There are three tabs: the green one, **Basic Search**, is the active window. The other tab, **Advanced Search**, provides more search options, and the third tab, **Choose Databases**, allows for switching databases.

BASIC SEARCHING

The most important step in searching is to read the help screens.

Figure 1

These help screens provide descriptions of the database structure, search language capabilities, and useful shortcuts. In this window, you can see three kinds of help links available. They are **Database Help, Help**, and **Search Tips**.

The first link – **Database Help** – describes the database content and scope; provides some simple searching tips; defines the fields in this database; and copyright usage. Use this information to verify that the audience level and subject matter is consistent with the information needed.

The system help or **Help** link in the upper right hand corner contains the instructions for searching using the Ebscohost search language. This information is database independent. All of this information applies to the Ebscohost search language regardless of the database. The information is organized for both browsing and searching. In the opening screen the information is organized in chapters that may be opened and read. There are tabs to activate both the index and the search mode. Also this **Help** has a glossary that defines the terms used within the program. A quick introduction to seaching Ebscohost is available under the subject **searching Ebscohost**.

The third help link is to **Search Tips**. This varies with the tab that is active – that is for basic searching it contains one set of instructions and for advanced searching, it contains advanced recommendations.

To begin searching, look at the **Database Help**. This page has information about the database itself, searching tips, searchable fields, definition of fields, and copyright and use information. The searching tips describe the use

of **Boolean** operators and **proximity** operators both independently and together. The information in the databases are organized into fields such as author name, title, journal name. In this help, the fields are defined as to the information contained as well as how best to search these fields. The next link to consult is **search tips**. The tips are a description of Boolean searching, Proximity searching, wildcards and truncation.

BOOLEAN SEARCHING

Boolean searching uses the operators **AND, OR, NOT**. These words are reserved terms for the system and have a specific meaning. Linking two words with the **AND** operator narrows the search. Each term must appear in the document. Using the operator, **OR**, broadens the search and either word must appear in the answer set. Using **NOT** narrows the search and requires that this term not be present anywhere.

For instance, for information about computers in libraries, type in the words **computers AND libraries**. The system would look for these words occurring in the same document. The system returns the number of answers or hits that satisfy the query and lists the first 10 hits in reverse date order (newest article first). This query will produce an answer set of about 7000 hits. This is a large answer set. A number of search strategies will be descsribed to obtain a more manageable answer set.

Taking a look at the answer set, it can be seen that this interface highlights the search terms. It is easy to see which terms were searched and why the answer was returned. In this case, the terms appear in the title of the article, the abstract, and the journal title. In fact, if you look at the database description in the searchable field section, you will see a statement that defines the default fields. That is, if you do not specify that you want your terms to be in a specific field, the system searches these fields.

The answer set provides information to make this a better search. First, look at the first citation to discover that while the search term was - **libraries** - the system also included library and library's as acceptable hits. More information about the handling of plurals is available in the **Help** screen. Also, the answer set is ordered by date – newest hit first, oldest hit last. The

ordering of the answers can by changed by changing **sort by** in the drop down menu. The answers can be sorted by date or relevance. A longer definition can be found in the system **Help** screen; however, for this overview, relevance is a computer program that counts frequency of occurrence of your search term.

PROXIMITY SEARCHING

Another option for improving your search precision is to use the **proximity** operators. These operators are explained in the Ebscohost **Help** link. To find this information, use the search option in the **Help** documentation and put in the term **proximity**.

Proximity searching describes the relationship between terms. The proximity operators are the **near** operator, **N**, where the words may appear in any order, and the **within** operator, **W**, where the words appear in the specific order. A number is used after the letter to determine the distance between the terms. In this example, using the Boolean operators causes the terms **computers** and **libraries** appear anywhere – that is, any number of words apart and in any order. With proximity, the terms can be searched within so many words of each other. Also, using the proximity operators puts the terms in the same field. **Computers n3 libraries** means the term computers and the term libraries are within three words of each other and in either order. **Computers w3 libraries** means these terms are three words apart and in that order. Consult the **Help** documentation under **Stop Words** to learn about how words are counted. Using the **near** operator is useful to find articles on concepts where the usage of the terms may be in any order. One example is breast cancer. Within the document, the author may write **breast cancer or cancer of the breast**. Using the **near** operator, **breast n3 cancer**, will search for both forms in one statement.

WILDCARDS AND TRUNCATION

Wildcards and truncation provide a means for searching when the exact spelling of the term is unknown. The **wildcard** (represented with a ?) is used for alternative spellings within the word such as color or colour. Instead of inputting both words, use the wildcard and only input colo?r. The truncation symbol is an asterisk * and is used at the end of the word to find plurals or alternative
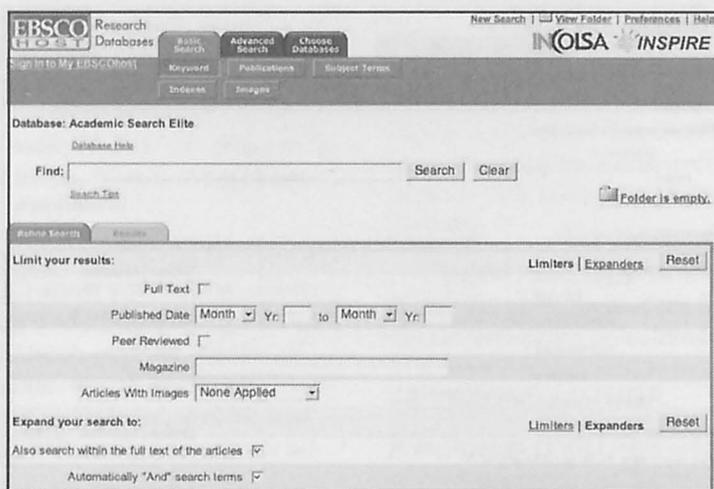

Figure 2

endings. For instance, **hunt**** finds **hunts**, **hunting**, **hunter**, and **hunters**.

REFINE SEARCH

Under the search input box, is the refine search tab. This tab contains the limiters or expanders for your search. Searches can be limited by date (such as only the last two years), full text articles only, images, and peer reviews articles only. The expanders include searching within the full text of the articles, automatically **AND** the terms, and search system determined related terms.

To summarize, the **Basic Search** is an easy straightforward search interface. Within the search box (labeled Find:), one term or several terms linked together with either Boolean operators or proximity operators or both can be entered and a relevant answer set will result. Using these operators, the expanders, and limiters will produce useful answer sets. However, to fine tune the search or to use the search again, the **Advanced Search** needs to be used.

ADVANCED SEARCHING

For more precise searching, look at the advanced searching screen in Fig 2. In this option, your terms may be designated to search specific fields. These fields are shown in the drop down menus. So **computers** and **libraries** may be limited to only the title, or only the abstract or to a subject heading. In this screen the **Refine Search** tab lists the limiters and expanders for this mode. In the Advanced Search mode, the **Refine Search** tab provides more specific options for expanding or limiting your search. Searches may be limited to a specific publication type, a specific document type, a specific number of pages, a cover story, or a publication date range.

SUBJECT SEARCHING

Subject terms or subject headings are words or phrases that are added to the document to describe the content. These terms are provided by a variety of sources. The sources of terms vary from author supplied terms to a hierarchical database of terms as the MeSH for the database, MEDLINE. The advantage of subject term searching using a controlled vocabulary is that the terms are applied consistently. The terms usually have a scope note that defines the term usage and also shows narrower and broader terms. Since some analysis of the document is involved, there is a time lag between publication of the document and the addition to the database. Full-text searching using keywords allows for the quicker dissemination of information but perhaps not as precise or consistent information is found.

Searching using subject terms varies by database. The subject term appears in the subtoolbar for both **Basic Search** and **Advanced Search**. However, to use the advanced features that includes the search history or setting up an alert, access the subject terms from the **Advanced Search**.

In Academic Search Elite, the subject terms button in the sub-toolbar returns a screen that allows you to browse for the appropriate heading. This database has a thesaurus that means that the subject terms used are related either in a hierarchy or simply a relationship of broader and narrower terms. This sub program has a **Search Tips** help screen that explains using a thesaurus in detail.

Figure 3 shows the results from this search. In this case, I browsed for terms that had **computer** and **library** in the heading and I chose the option, **relevancy ranked**. The other options are **Term Begins With** and **Term Contains**. I wanted relevancy ranked because that would return headings closest to the concept. The other options return the hits in alphabetical order. The answer set that is returned has some hyperlinked terms as well as cross references and two columns – **major concept** and **explode**. The link for **PUBLIC access computers in libraries** provides a
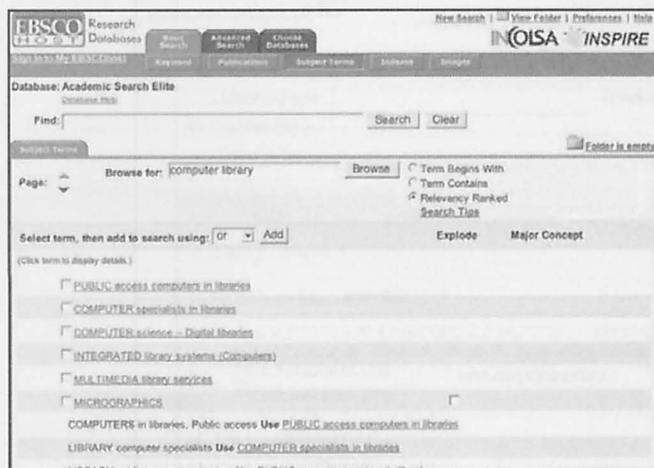

Figure 3
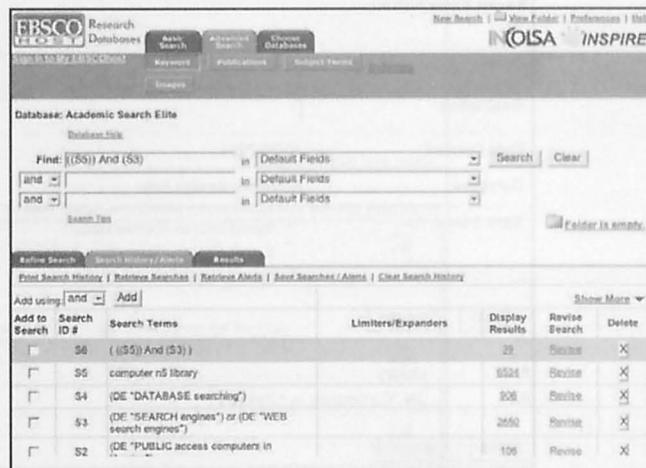
Figure 4

record that shows a scope note as well as the broader or narrower or related terms as determined by the database provider. Choosing the **Major concept** option means that concept represents the central idea of the reference. The **explode** feature searches the term listed and other narrower terms as defined in the thesaurus. To see the narrower terms, follow the hyperlinked heading. In this example, the term **micrographics** has the **explode** feature, so following the hyperlink we can see the narrower terms that would be in the search. If we elected to explode micrographics, all of the narrower terms would be searched as well as the term micrographics. The terms would be connected with the Booelan operator **OR**. Since **OR** broadens a search, this explode statement will return a large answer set. Adding other terms, or using some limiters as fulltext articles only, peer-reviewed journal articles, and graphic type can refine the answer set. A detailed explanation for searching a thesaurus is available in the system **Help** screen.

SEARCH HISTORY / ALERTS

In the Advanced search mode, there is another tab called **Search History / Alerts**. Figure 4 shows a search history which is a step by step recap of some search statements. Search statements can be reused without having to retype the entire statement again. Several search statements can be executed and then combine them into one big search. In this example, I looked for **search engines** in the thesaurus. I found two headings I liked and searched for them. I then looked for computer and library. This figure shows several search statements (s2,s3,s4,s5, s6). I can search S4 and S5 and return another dataset. This search statement (S6) has

only 98 hits. This search may be saved permanently or 24 hours. I need to set up a **My Ebscohost** account and name the search. I can retrieve this search statement and rerun several times. Instructions for setting up a My Ebscohost account is described in the **Save Searches / Alert link**.

One of the best new features added to **INSPIRE** is the ability to set up an alert. An alert is a search statement that is run against the updates to the database at regular intervals and the results are sent to you via email. This way a person can keep up-to-date about interesting subjects. The search statement created above, can be set up as an alert and the alert will send an email of the new references that satisfy the query as they are added to the database. This way, the computer works for you. The search statement can be very simple such as one term and every time information containing that term is added to the database, an email will be sent. Another alert that is handy is journal title. Figure 5 shows the screen to set up an alert for the journal Computers in libraries. Search for a favorite journal and then set up an alert. As each new issue of that journal is added to the database, you will receive an email listing the table of contents. More information about **Alert** specifics can be found in the system **Help**.

SPECIAL FEATURES

Within these 21 databases are several special features. Unfortunately, these are not listed in the system **Help**. Each database must be opened and surveyed. I have found several databases have a thesaurus. These are Medline, Academic Search Elite, Eric, Corporate Resourcenet, and Business Source Premier. The system **Help** describes in detail the mechanics for
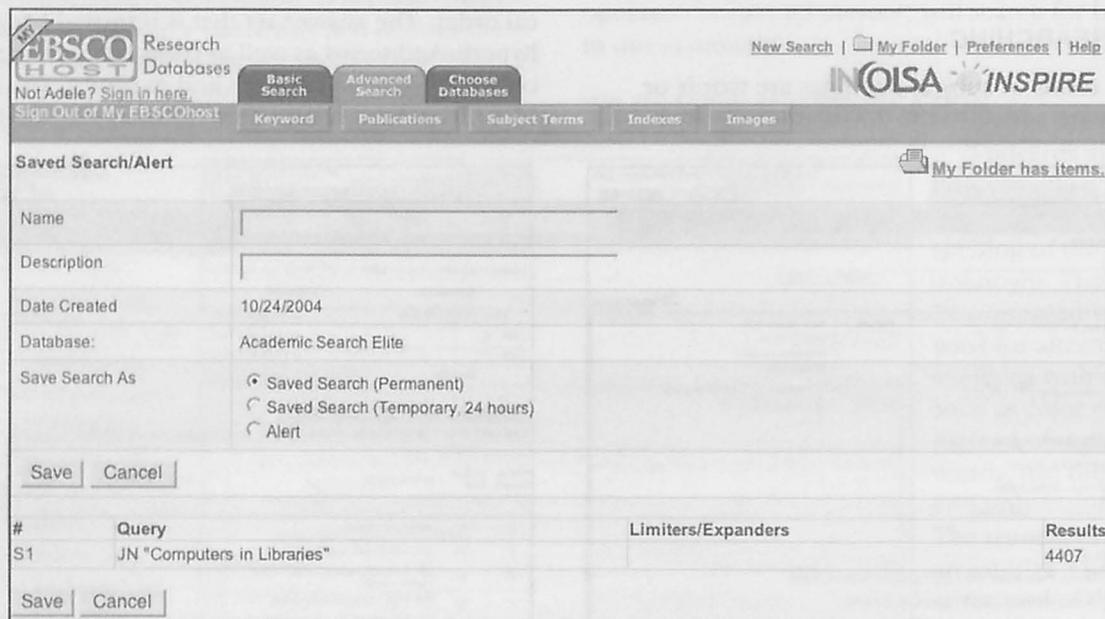

Figure 5

searching a thesaurus. However, for MEDLINE, the Medical Subject headings structure and relationships need to be studied on the webpage: http://www.nlm.nih.gov/mesh/meshhome.html. The Medline database provided by INSPIRE is easy to use to find clinical medical information.

Another special feature is the ability to search images. If this feature is available, the image button will appear on the subtoolbar. Depending on the database

the type of image will differ. Read the **database help** screen. Academic Search Elite, Topicsearch, MAS Ultra – school edition, Middle Search Plus, Primary Search, and Militay & Government Collection are the databases with images that are searchable.

The business databases, Business Source Premier, and Corporate ResourceNet contain company profiles. These profiles are lengthy analysis provided by Datamonitor. These profiles are lengthy articles summarizing all aspects of the organization.

Figure 6

Figure 7

Another fun special feature is searching using cited references in Business Source Premier. This method of searching takes a reference and searches to find who cited that reference (used the reference in the footnote). The rationale for searching by footnotes is that if a specific paper is important, then other papers that cite the first paper would be of interest. If your information need requires tracking a citation, an alert can be set up and new references would be emailed.

Figure 6 shows the cited reference screen in Business Source Premier. The search options are cited author, cited title, cited source, and cited year. The cited means the information from the footnote. In this example, the cited year was 1890. The results shown here are the number of references or footnotes that are from the year 1890. The next step is to find the article that has the footnote.

Figure 7 shows the reference that has a footnote for an 1890 reference. Note that the citation also shows the number of references in the citation and for older references the number of times it is a footnote in the database. Again, detailed instructions are in the system **Help**.

CONCLUSION

INSPIRE is an exciting program. These 21 databases provide a wide range of information for different audiences. Within these databases are a variety of special features. The search program has both basic and advanced aspects. Information within these databases is reliable. This paper described the multiple searching capabilities and some of the special features. The take-away information is to read the Help screens and to remember that the computer cannot read your mind. With reviewing the Help screens and practice searching, the searches performed will produce excellent results and will be fun.

ABOUT THE AUTHOR

Adele Hoskin (ahoskin@iquest.net) is Adjunct Lecturer at the Indiana University School of Library & Information Science at Indianapolis.

<div style="text-align: center; border: 2px solid; padding: 10px;">

MAKE LITFINDER WORK FOR YOU!

by Marian Corya
&
David Dyer

</div>

What do you do when a patron requests a copy of "I am a Mede and Persian" by Robert Frost and your only copy of his *Collected Poems, Prose and Plays* is checked out? Turn to *Lit*FINDER! *Lit*FINDER is a database with extensive literary content, divided into five modules: Poems, Stories, Essays, Speeches, and Plays. It is available as part of the INSPIRE package of databases and was recently acquired by Gale. This recent acquisition may result in changes in the database in the future.

Following are some other examples highlighting content that is available using *Lit*FINDER. If you need a copy of Poe's "Lenore," you can print the text from the database, or look for it in one of the seven resources listed in which the poem appears. This is a nice feature, especially if you do not have a copy of *Granger's Index to Poetry* in your library. If a patron requests a copy of a poem remembered from childhood, and all he can remember is its first line: "One misty, moisty morning," try an advanced search in *Lit*FINDER to retrieve the full text of this nursery rhyme. If students have an assignment to read an American short story from the 19th century, use the timeline feature in Advanced Search to create a list of possibilities. If students need to read a famous speech, Martin Luther King Jr.'s "I Have a Dream" speech is available in full, as are all the presidential inaugural addresses from George Washington to George W. Bush.

If the content of the database is its major selling point, why create a user guide for *Lit*FINDER? We feel it is being underused at our library and probably at other libraries as well. The database does provide a basic online HELP page which will serve to get you started, however we feel providing search guidelines, additional details, and tips for using the database will be helpful. We invite you to pull up a chair and a computer and prepare to explore *Lit*FINDER with us.

For the purpose of this article, text in bold type will indicate a button or link to be clicked, search terms will be underlined, and exact phrases will be double quoted and underlined.

To access *Lit*FINDER from your library, go to the INSPIRE website: www.inspire.net. Click **Search the**

INSPIRE databases and then, scrolling down if necessary, click *Lit*FINDER. Most of the following will be easier to understand if you are able to have *Lit*FINDER open as you read.

*LIT*FINDER CONTENT

AVAILABLE MODULES

The tabs (Poems, Stories, etc.) along the top of the screen on the *Lit*FINDER home page will take you to pages that provide details about the particular module. Once there, you may browse or perform a Basic Search. The Advanced Search feature is not available from that page. To perform an Advanced Search on that module, return to the *Lit*FINDER home page by clicking **home** or the *Lit*FINDER **logo** at the top of the screen.

Poems - *Lit*FINDER includes over 125,000 full-text poems and over 850,000 poem citations and excerpts. Detailed explanations of nearly 1,000 poems provide in-depth analysis. Biographical and critical essays of the poets are provided. This module is updated continuously.

Stories - *Lit*FINDER provides over 5,000 full-text short stories plus explanations, biographies and pictures. This module is updated continuously with classic and contemporary stories.

Essays - Full-text essays and critical writing are included, based on books published in the 20th century. The essays focus on the humanities and social sciences, and include biographies and literary criticism.

Speeches - Text for the best-known speeches from the past 2,500 years is provided.

Plays - Over 1,000 complete plays are included in *Lit*FINDER. Plays are analyzed for subject and also list all characters. This module is updated periodically.

TYPES OF RECORDS

Several types of records are available in the *Lit*FINDER database. The most common are Author and Literature records. To see a sample Author Record, type Nathaniel Hawthorne (or nathaniel hawthorne, search is not case sensitive) into the Basic Search box and

press the **Enter** key or click the red box with chevrons just to the right of the search box. Then click **Nathaniel Hawthorne** in the author column of the search results. Author records begin with brief biographical information which may include a picture, birth and death years, nationality, religion, profession, and pseudonym. Some authors will also have a more extended biographical essay. Links to the works included in the database by this author are available on the menu bar just below the brief biographical information. In addition to a link for each type of literary work (poems, essays, etc.), there is a **View All** link that will enable you to see every work for that author included in the database.

Literature records include a wide variety of information. To see a sample Literature Record, type Samuel Clemens into the Basic Search box and put a check in the Speeches box below. Press **Enter**. Notice the gold T icon indicating full-text, and click **New England Weather.** The Literature Record begins with the brief biographical information contained in the Author Record and then continues with the title, timeline, date, subject headings, etc. of the literary work. Poetry records without full-text may have first and last lines listed. Most records will conclude with a Reference notation, which links to the full Reference Record.

The Reference Record provides publication information as well as a list of the literary items appearing in a particular work. To see an example of a Reference Record, type Longfellow village blacksmith in the Basic Search box on the *Lit*FINDER homepage and click in the box next to Poems. Press **Enter**. Click **The Village Blacksmith.** Note that in the record for "The Village Blacksmith," there is also a link to an "Explanation." Scroll to the end of the poem text and click *Selected Poems*. Currently, there are nearly 1000 "Explanations" or short critical essays in *Lit*FINDER. A link to all the "Explanations" in the database can be found on the homepage under the "Browse" heading.

Also on the home page, under the link **Exploring Poetry**, there are a number of articles that provide extended critical essays on various types of poetry ranging from British poetry in the 18th century to Native American poetry. The articles will also occasionally include suggested activities and creative writing exercises.

USING *LIT*FINDER

BROWSING

*Lit*FINDER allows browsing by topic and by module. The topic browse returns results from all of the modules based on the selected topics, whereas the module browse, i.e. Poetry, Essay, etc., displays only material from the selected module. It is important to note that the topic browse is only available from the home page. The module browse can be found either in the left hand column on the home page or under the respective tabs at the top of the home page. The module browse has four additional components – Authors, Explanations, "Glossary of Terms," and "Exploring Poetry" – which, while attached to selected records throughout the rest of the database, may only be browsed as a whole in this one location. Refining plays a large role in the browsing process.

REFINING A BROWSE

To begin a browse for poems, either click **Poems** in the left hand margin or click the **Poems tab** at the top of the screen and then click **Browse**. This will take you to the basic browse screen. The results are listed in alphabetical order by the author's last name in the center of the screen. In the left-hand column are the refinement options. If searching for children's poetry, further options can be obtained by clicking **Children's Literature** under the "By Genre" heading in the left margin. Note that new subheadings appear under this heading. Choose **Children's Poetry** to further refine the search.

You could stop at any of these steps if you were satisfied with the results, but the list is still long; therefore, you may want continue to refine your browse by choosing to look for poetry by **African Americans**. You will notice that as you browse, the available options in the left margin change. The last refinement will be to click **Full Text**.

It is important to note there is more than one way to find any particular item. For the example search, you could have begun with African American poetry, then selected full text, and finally made the choice for children's poetry and the results list would be the same.

Another feature of the database is the "breadcrumb" navigation at the top of the page showing each choice made in the refining process. (*Lit*FINDER online Help calls this the "refinement tree.") A breadcrumb trail is generally displayed at the top of the page in a small font and is designed with two purposes in mind. First, the breadcrumbs provide information about where you are on the larger site, and second, they provide a quick way to backtrack without having to use the Back button or any other navigation tools. (Rogers & Chaparro, 2003) If you change your mind about one of your earlier choices, you can click on one of the previous steps to start at that point, rather than starting your search from the beginning. One difficulty with this feature in LitFINDER is that it is not carried over to the final record display. Once you are looking at a particular record you will need to use the **Back** button to make any changes, since the breadcrumb trail will disappear.

KEYWORD SEARCHING – BASIC SEARCH

You may start a Basic Search using keywords from the *Lit*FINDER home page by entering search terms into

the search box under BASIC SEARCH. You may limit your search to one or more types of literature by clicking in the box next to the desired material.

For example, if you want to find poems about the American Civil War, you could type "American Civil War" into the Basic Search box and place a check in the Poems box. It is not necessary to use a Boolean "AND" since the database defaults to an "AND" search. Use double quotes to search your terms as a phrase.

Note that the database does not perform an exact match search by default. As a result, a Basic Search for the keyword **chest,** will result in a list of hits that may include such words as "richest" and "orchestra."

RESULTS LIST

Each item on the results list consists of two parts: author information and title of the work. If the search term appears in either the work or the author information, the work will appear in the results list. For example, in the previous search for poems about the American Civil War, that phrase is in the author biographical material for Ambrose Bierce. Therefore, all the poems by Bierce are on the results list, even though the poems are not all about the American Civil War.

A similar problem arises if you want to find the text of the poem "Lenore" by Poe by using Lenore Poe as your search terms and checking the box next to Poems. If you click **View all poem matches**, you will see a list of poems by Poe with Lenore near the bottom of the first page. "Lenore" is mentioned in the author information, so all of the poems by Poe appear on the results list. Compare by using the search terms Irene Poe. This poem title does not appear in the author biography and the results list is short. This is not a problem when using the Advanced Search because the field of the record you want to search is specified. A search for Lenore in the "Record Title" field of the Advanced Search results in a much smaller list of ten matches.

The results list is ranked by relevancy, which means the items with the most instances of the search terms will be at the top of the list. Remember that material in the author biography may count as an "instance."

Search terms are supposed to be highlighted in the results, but as of this writing, this is not always the case. It is sometimes necessary to use the "Find in this page" feature in your browser to locate search terms.

REFINING YOUR RESULTS

The process for refining results when using keyword searching is exactly the same as when browsing. The refinement options are presented in the left-hand column and each choice from this list will reduce and focus the results list.

REFINING NOTES

While the process of refining a search is fairly straightforward, there are some peculiarities that should be mentioned. First, it is not clear, when clicking on a subject heading link, whether or not there are additional subject headings. For example, in the earlier browse for children's poetry, clicking on **Children's Literature** revealed a list of additional subheadings for various types of children's poetry. Unfortunately, from the top level subject headings, there is no way to determine whether subheadings are available, and, when subheadings are displayed, the appearance (font, size, etc.) is the same as that of the top level headings.

Second, there is a limit on the number of subheadings that will be displayed in the left-hand column. Once that number is exceeded, the display switches to a full page listing of subheadings. For example, in the earlier search for children's poems, clicking on the **more** link under "By Subject" switches to the full page listing, whereas clicking on **more** under "By Timeline," the list is displayed right there on the page. It helps that the breadcrumb trail does remain at the top of the page. From the full page listing, clicking on one of the subject headings usually returns you to the more common display.

"By Contemporary" is another of the available search refinements. To view an example, click **Poems** under "Browse." Scroll down. Choosing **Contemporary** will limit the results list to materials that are still under copyright.

ADVANCED SEARCH

The advanced search can be accessed from the *Lit*FINDER home page and is recommended for more precise searching. Three modules of the database can be searched separately: Literature, Author, and References (the name of the publication in which a work appeared). There is also the option to search all of the modules of the database at once.

"Record Title" simply means title. If you are in the Literature Module, it means the title of the poem or essay, etc. If you are in the References Module, it means the title of the anthology or other publication in which the work appeared.

ADVANCED SEARCH IN "LITERATURE"

The Literature component can be used to search for particular poems, speeches, etc. by a number of different options when you do not have a complete citation. Searching the Literature component is straightforward and allows for more precision than the Basic Search. If you wish to see works about education written in the 18th century, type education in the

Keyword search box, and click the drop down menu under Timeline to select **18th century**. Click **Go.** If you wish, you may refine your search further by clicking on terms from the list at the left of your results screen. (See also: Refining Your Results.)

The most interesting feature of this module is the timeline option. You may wish to explore the various time periods to get an idea of the content of the database for each. Select a time period of your choice, be sure "Type" is set to **All** and leave all the other search boxes blank. Then click **Go** to see what the database contains for a given time period. (Please note that there appear to be some errors in the timeline, primarily in the eras marked "B.C.")

ADVANCED SEARCH IN "AUTHOR"

Search the Author component in the same way as the Literature component. Here, there are two additional limiters: gender and religion. Try a sample search for **Zen Buddhist** authors by selecting that religion from the drop down menu and clicking **Go.** Refine the search by gender by clicking on **male** from the list at the left. Now click **calligrapher** under profession to find authors with that profession. Click on one of the names to view the record for that author.

ADVANCED SEARCH IN "REFERENCES"

The Reference component allows you to search for particular anthologies or author collections. To view a list of anthologies or collected works by a specific author, type the name of the author you wish to search for in the author search box (the database will accommodate last name or first name first) and click **Go.** Click on the name of the collected work or anthology to see the list of works contained in it.

In References, the Record Title is the name of an anthology, periodical or other publication in which a literary work appeared. For example, to see citations for all the works in the database that were originally published in *New Yorker*, type *New Yorker* into the search box for Record Title and click **Go.**

ADVANCED SEARCH IN "ALL"

The "All" component allows you to perform a search with all of the previously mentioned Advanced Search options. Click the drop down menu to see the variety of choices that can be used in searching the entire database. There are some additional search options available here. For instance, you can search for Mark Twain as a pseudonym which is not possible using an Author search. "Works Text" will search for keywords from the text that are typed into the search box.

To search for Haiku, sonnets, odes, limericks or other poetic forms, select **poetic form** from the drop down menu. To find a list of possible poetic forms that can be searched, click **Poetic Forms** under "Genre" on the *Lit*FINDER home page.

The Advanced Search page also allows for a search for works by genre. Begin by selecting **works genre** from the drop down menu in the "All" component. Such terms as westerns, romance, humor, nursery rhymes, etc. may be used as search terms when **works genre** is selected. It is possible to find additional terms for use in the genre search by clicking on terms under "By Genre" on the *Lit*FINDER homepage. The resulting terms are usable as search terms. Note that browsing is probably easier unless you already know the genre search terms you want to use.

To search by Timeline, simply use one of the terms from the Timeline drop down menu in the literature or author modules and type it into the search box next to the drop down menu where Timeline has been selected

Boolean search operators are available in this module.

*LIT*FINDER VERSIONS

According to the *Lit*FINDER online help, there are two versions of the database: a Public/Academic version and a K-12 version. In the Public/Academic version, there is a "T" before the title of a work when full-text coverage is available. Also, there is a Kids' Korner, which provides access by subject. The K-12 version of *Lit*FINDER includes only literature that is available full-text. The essay section is called "Criticism and Biographies." There may be some libraries with their own subscription to the K-12 version, however this searching guide is based on the Public/Academic version accessible through INSPIRE.

It is important to note there is more than one way to find any particular item. For the example search, you could have begun with African American poetry, then selected full text, and finally made the choice for children's poetry and the results list would be the same.

GENRE/SUBJECT/KIDS KORNER SEARCHING

The genre, subject, and Kids Korner lists on the *Lit*FINDER home page are lists of broad categories. For example, to find a list of westerns, you must first click on **fiction** under "genre." To find a list of works about the Civil War, first click on **history**, then on **revolutions and civil wars**.

Using Kids Korner, it is possible to browse for works about special days, food, family, etc., and to retrieve a list of works on that topic. Most of the works in Kids Korner are poems, but there are also some plays (especially for the major holidays), and a category for Stories & Songs.

PRINTING

Look for "Print Text" on the record. When you click on this, a new window will open with a printer-friendly format.

CONCLUSION

*Lit*FINDER is a valuable resource that is available through INSPIRE and can supplement the print literature collection of any library. Use it as an index to search for citations or full-text literary works, to find works when only part of the text is known, or to browse for something interesting to read or perform. It is hoped this introduction to *Lit*FINDER will encourage you to use the database and be of help when the inevitable "stumper" is the order of the day!

*LIT*FINDER EXERCISE

Check your *Lit*FINDER searching skills by trying this exercise.

1. Find the text of Harry Truman's inaugural address.

2. Find the famous poem about Paul Revere's Ride.

3. Using the browse feature, find a list of non-fiction essays by an American writing in the 19th century.

4. Find the funny story about a frog by Mark Twain.

5. Look for a list of stories about frontier life.

6. Browse for essays about the American Civil War.

7. Find a play about Halloween.

8. Find a poem by Edward Lear with the last line: "They danced by the light of the moon."

9. Find a 19th century essay on spelling reform.

10. Find children's poems about grasshoppers.

HINTS

There may be more than one way to find answers to the above questions. Here are some suggestions for searching.

1. One way to find this is to type "Harry Truman" into the Basic Search box and select Speeches.

2. An easy way to find this poem is to use the Advanced Search and simply type the title in the Record Title box. Look for the gold "T" to ensure retrieval of full-text. In the Basic Search, even searching by using double quotes around the title does not help, since the title happens to be mentioned in the author record. The results list will include every poem by Longfellow in the database.

3. One way to generate this list is to begin on the home page by clicking **Essays.** Click **American** and then click **19ᵗʰ century.**

4. *Lit*FINDER does not recognize Mark Twain as being an author; therefore, he needs to be searched under Samuel Clemens or under Mark Twain as a pseudonym. Since this story is mentioned in the author biographical material, all the stories by Samuel Clemens will appear in the results list if Basic Search is used. Try searching in the Advanced Search using <u>Clemens</u> in the author search box and <u>frog</u> in the Keyword search box. Select **stories** from the drop-down menu under Type. Alternatively, use the Advanced Search "All" component to search for Mark Twain as a pseudonym and type <u>frog</u> into a second search box using **works text** from the drop down menu.

5. A list can be generated by clicking **History** under "Subject" on the home page, then clicking **Frontier and Pioneer Life.** Then click **Stories** from the list at the left under "Refine Results."

6. Click Essays at the left. Click **more** at the bottom of the visible part of the subject list. Scroll down and click **History.** Click **more** at the bottom of the subject list again. Click **revolutions and civil wars.** Click **American Civil War.**

7. Using Kids Korner, click on **Special Days.** On the next page, click on **Halloween.** From the list at the left, click **Plays.**

8. Use a phrase search in the Basic Search box for the term "<u>they danced by the light of the moon.</u>" There may be times when it is necessary to use the Advanced Search. For example, if the search terms happen to appear in the author biography, use the "All" component, select **works last line** from the drop down menu, and type the terms into the search box.

9. Type <u>spelling reform</u> into the Basic Search box, select **essays** and press **Enter.** Click **19ᵗʰ century.** To find this essay by browsing, click **Essays** from the Browse menu at the left. Click **19ᵗʰ century,** and then click **more** at the bottom of the list of subjects. Scroll down until the subject **spelling reform** appears and click it.

10. Click **Animals** under "Kids Korner." Then click **Grasshoppers** to retrieve a list. Note that only one of these is full-text.

REFERENCES

Rogers, B.L. and Chaparro, B. (2003) "Breadcrumb Navigation: Further Investigation of Usage." *Usability News,* 5.2. Retrieved September 15, 2004, from http://psychology.wichita.edu/surl/usabilitynews/52/breadcrumb.htm

ABOUT THE AUTHORS

Marian Corya (mcorya@carmel.lib.in.us) and David Dyer (ddyer@carmel.lib.in.us) are Reference Librarians at Carmel Clay Public Library.

THE WELL-READ LIBRARIAN: ELECTRONIC DATABASE COLLECTION DEVELOPMENT

by Marissa Priddis
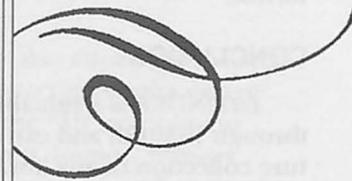
E-RESOURCE COLLECTION DEVELOPMENT

Electronic Collections Development.
http://www.library.yale.edu/~okerson/ecd.html

Though several years old, this website (hosted by Yale University) offers links to policy documents regarding electronic collection development as created by various academic libraries.

Kovacs, Diane K and Robinson, Kara L. *The Kovacs Guide to Electronic Library Collection Development: Essential Core Subject Collections, Selection Criteria, and Guidelines*. New York: Neal-Schuman Publishers. 2004.

This title, based on Kovacs' previous *Building Electronic Library Collections*, covers how to build an electronic library, from selection to evaluation to purchasing. Kovacs breaks down selection by subject area, and offers guidelines for electronic library collection development.

Lee, Stuart D. *Electronic Collection Development: A Practical Guide*. New York: Neal-Schuman Publishers. 2002.

This book provides a practical guide to librarians for dealing with various electronic media. The book is divided into sections, including electronic books and journals, development of electronic resources, what to buy and more.

Simpson, Carol, et al. "An Embarrassment of Riches: Choosing an Online Periodical Database." *Book Report*. 20, no. 1 (2001): 50-53.

Offers a comparison of online periodical databases, as of May 2001. Discusses several of the top periodical databases, including reviews of cost, drawbacks, coverage and provides recommendations for purchase.

E-RESOURCE PROMOTION AND EDUCATION

Evans, Jean. "Staff First." *Library Journal/Net Connect*. 129 (2004): 10-11.

Discusses the need for libraries to educate all library staff about databases to which the library subscribes.

Once staff members know, understand and like the databases, they will take their knowledge to their patrons, thus increasing library usage.

Jenson, Jill D. "It's the Information Age, So Where's the Information?" *College Teaching*. 52, no. 3 (2004): 107-112.

Focuses on students who struggle with successful library database usage and what librarians can do to rectify it. The author discusses reasons for the lack of "computer literacy", as well as "library literacy", and offers practical solutions for assisting students in electronic research.

Wilson, A. Paula. "Take It To the Street." *Library Journal/Net Connect*. 129 (2004): 12-14.

Contains various promotional ideas for electronic resources in libraries to boost return on their database investment. Discusses target audiences, promotional techniques, database accessibility and integrating databases into library OPACs.

FEDERATED SEARCHING

Fiehn, Barbara. "Federated Searching: A Viable Alternative to Web Surfing!" *MultiMedia & Internet@Schools*. 11, no 2 (2004): 29-31.

Defines and differentiates between the terminologies associated with single-search interface technology, discusses the automation systems that offer federated searching, and the advantages and disadvantages of the technology.

Hane, Paula J. "The Truth About Federated Searching." *Information Today*. 20, no. 9 (2003): 24.

Discusses five of the most common misconceptions about federating searching in libraries, such as "federated search engines leave no stone unturned" or "relevancy rankings are totally relevant".

Solomon, Marc. "A Confederacy of Databases." *Searcher*. 12, no. 7 (2004): 24-30.

Discusses both the advantages and disadvantages of federated searching. Compares various vendors who

offer federated searching, and defines what federated searching can and cannot do.

TRACKING E-USAGE

Shepherd, Peter. "Keeping Count." *Library Journal*. 128, no.2 (2003): 46-49.

Shepherd details Project COUNTER (Counting Online Usage of NeTworked Electronic Resources), designed to give librarians a tool to measure e-usage accurately in increasing e-resource-reliant libraries.

ABOUT THE AUTHOR

Marissa Priddis (theloudlibrarian@yahoo.com) is the Assistant Director and Head of Adult Services at the Alexandrian Public Library in Mount Vernon.

Indiana Libraries
Submission Guidelines

Indiana Libraries is a professional journal for librarians and media specialists. Published twice a year, it is a joint publication of the Indiana Library Federation and the Indiana State Library.

Practitioners, educators, and researchers are invited to submit manuscripts for publication. Manuscripts may concern a current practice, policy, or general aspect of the operation of a library system in Indiana.

For more information and to discuss ideas for article topics, or to discuss guest editing a special theme issue, contact the **Indiana Libraries** editor:

Jennifer Burek Pierce
Assistant Professor
755 W. Michigan St., UL 4115H
Indianapolis, IN 46202-5195

E-Mail: jenpierc@iupui.edu
Phone: (317) 274-1759
Toll Free: (866) 758-6254

Indiana Libraries Submission Format/Instructions to Authors

Order of Information in Submission

1. Title of article
2. Name of author(s)
3. Text of article with references to source material in APA parenthetic notes
4. References for source material in APA format
5. Institutional affiliation, job title, and contact information for author(s). *Preferred format: Name (email address) is Title at Institution.*

Text Format Requirements

1. Use 12-point Times New Roman for all text.
2. Submit files as Word (.doc) or Rich Text File (.rtf) documents, either as attachments or on disk if sending via USPS.
3. Save files with distinctive names (i.e., your last name, or a word or phrase specific to the article content) rather than with generic ones which anyone might use (i.e., editorsdeskpierce.doc instead of indianalibrariesarticle.doc).
4. Single space content within paragraphs; double space content between title and body of paper, between sub-headings and subsequent paragraphs, between paragraphs, and between items in the References list.

See Also:

1. *The Librarian's Guide to Writing for Publication* (Scarecrow Press: 2004)
2. APA Style Home at www.apastyle.org

Indiana Library Federation
Publication Subscription Information

Focus on Indiana Libraries

Focus is the Federation's newspaper. Published 11 times a year in cooperation with the Indiana State Library, it keeps members up to date on news and information of interest to the Indiana library community. Included are articles about innovative programs, upcoming conferences, continuing education opportunities, and legislative issues. A current listing of job opportunities in Indiana libraries is also included.

Publication Schedule: Monthly (April/May issues combined)   **Subscription:** $15.00/year

Indiana Libraries

Indiana Libraries is a professional journal for librarians and media specialists. It is also published jointly by the Federation and the Indiana State Library.

Publication Schedule: Two issues per year   **Subscription:** $10.00/year

To subscribe to either publication, fill out the information requested below and return with a check or money order to: Indiana Library Federation, 941 E. 86th St., Suite 260, Indianapolis, Indiana 46240. Questions should be directed to the Federation executive office at (317)257-2040.

Please make checks payable to the Indiana Library Federation.

Subscription Form

Name: _____

Business: _____

Department: _____

Address: _____

City, State, Zip Code: _____

I would like to subscribe to:

☐ *Focus on Indiana Libraries* $15.00/year

☐ *Indiana Libraries* $10.00/year

Total: _____

Return to: Indiana Library Federation ■ 941 E. 86th St., Suite 260 ■ Indianapolis, IN 46240
Phone: (317) 257-2040 ■ **Fax:** (317) 257-1389 ■ **E-mail:** ilf@indy.net

Indiana Libraries Seeks New Editor

Starting with the first issues of 2006, *Indiana Libraries* will be in need of a new editor. Ordinarily the term of office for the Editor is three years. A description of the Editor's responsibilities follows this notice, and applicants should address their remarks to their abilities to fulfill those functions. Those interested in being considered for the editorship should submit a cover letter, resume, and supporting materials which demonstrate the author's authoring and editing skills to

Chair, Publications Committee, Indiana Library Federation, 941 East 86th Street, Suite 260, Indianapolis, Indiana, 46240

For consideration, application materials should be postmarked by *30 April 2005*. Questions regarding the editorship can be addressed to the Editor at jenpierc@iupui.edu.

Indiana Libraries Editor Position Responsibilities

1. Ensure the inflow of high-quality, publishable articles for the journal through the following means
   a. Review of unsolicited manuscripts
   b. Discussion of manuscripts with the associate/assistant editor
   c. Recruiting potential contributors
   d. Soliciting suggestions of potential contributors from ILF members
2. Review and edit manuscripts for publication, including
   a. Directing authors' revision work on manuscripts
   b. Ensuring consistency in format of articles within each issue
   c. Proofreading both manuscripts and galleys
3. Providing guidance and consistency for the publication by
   a. Communicating with the Managing Editor and the ILF Publications Committee
   b. Revising the Instructions to Authors document as necessary and appropriate
   c. Developing thematic foci for issues or other strategies as needed to generate content
   d. Providing a publications topics calendar for the ILF Web site, supplemented by publication in *Focus*
   e. Developing supporting documentation to assist with the editing and publishing process.

Forthcoming Issues of *Indiana Libraries*

The following issues are in the works; contact information for editors working on each issue are provided for potential contributors.

General Issues

To contribute an article, contact either the editor (Jennifer Burek Pierce/jenpierc@iupui.edu) or the associate editor (Emily Okada/okada@indiana.edu).
Winter 2005: No theme; all submissions welcome
Summer 2005: Health Information

Guest-Edited Issues
Special Issue: Information Literacy
Guest Editor: Marsha Miller, Coordinator, Library Instruction
Indiana State University
Terre Haute, IN 47809
Phone: (812) 237 2606
marshamiller@indstate.edu

Special Issue: Continuous Improvement
Guest Editor: Sara Laughlin
1616 Treadwell Lane
Bloomington, IN 47408
Phone: (812) 334-8485
Fax: (812) 336-2215
web: www.saralaughlin.com

Special Issue: Diversity
Guest Editor: Karen Evans, Assistant Librarian/Professor
Instruction and Research
Cunningham Memorial Library
Indiana State University
Terre Haute, IN 47809
Phone: (812) 237-8824
Fax: (812) 237-2567
libevak@isugw.indstate.edu

INDIANA LIBRARY FEDERATION
941 E. 86th Street, Suite 260
Indianapolis, Indiana 46240

Phone: (317) 257-2040

Fax: (317) 257-1389

E-Mail: ilf@indy.net

Web Page Address: www.ilfonline.org