

DOCUMENT RESUME

ED 330 351

IR 053 514

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 TITLE Using ERIC on CD-ROM (A Guide to the Basics).
 INSTITUTION Tennessee Univ., Knoxville. Univ. Libraries.
 PUB DATE 90
 NOTE 12p.
 PUB TYPE Guides - Classroom Use - Instructional Materials (For Learner) (051)

EDRS PRICE MF01/PC01 Plus Postage.
 DESCRIPTORS Abstracts; College Libraries; Computer Literacy;
 *Databases; Guidelines; Higher Education; Information
 Retrieval; *Online Searching; *Optical Data Disks;
 *Search Strategies; *Subject Index Terms; Users
 (Information)
 IDENTIFIERS *ERIC; SilverPlatter Information Inc

ABSTRACT

This guide provides basic instruction on how to search the ERIC database on the SilverPlatter CD-ROM, which is the computerized equivalent to Current Index to Journals in Education (CIJE) and Resources in Education (RIE). The entire database is available on three discs, from 1966 to the present. Included in this guide is a description of the ERIC network and its scope as well as discussions of when it is most appropriate to search ERIC's print version, ERIC online, or ERIC on CD-ROM. Sample ERIC journal and document entries which are tagged to identify an entry's fields are followed by a list of the 11 basic fields with brief descriptions and examples of how to search the specific fields. A search example which utilizes Boolean logic demonstrates two methods of searching by subject headings/descriptors; the free text search technique is also discussed. An example of how this strategy would look on CD-ROM is provided and a sample entry is included. Other methods which can be used to refine a search (e.g., searching only the major descriptors, limiting by document type, limiting by education level descriptors, or limiting by year) are included. A list of descriptors that correspond to the publication type categories is provided as well as definitions of the mandatory educational level descriptors. Finally, information is provided on the functions of the "find," "show," and "print" keys. (MAB)

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IR

USING ERIC

on

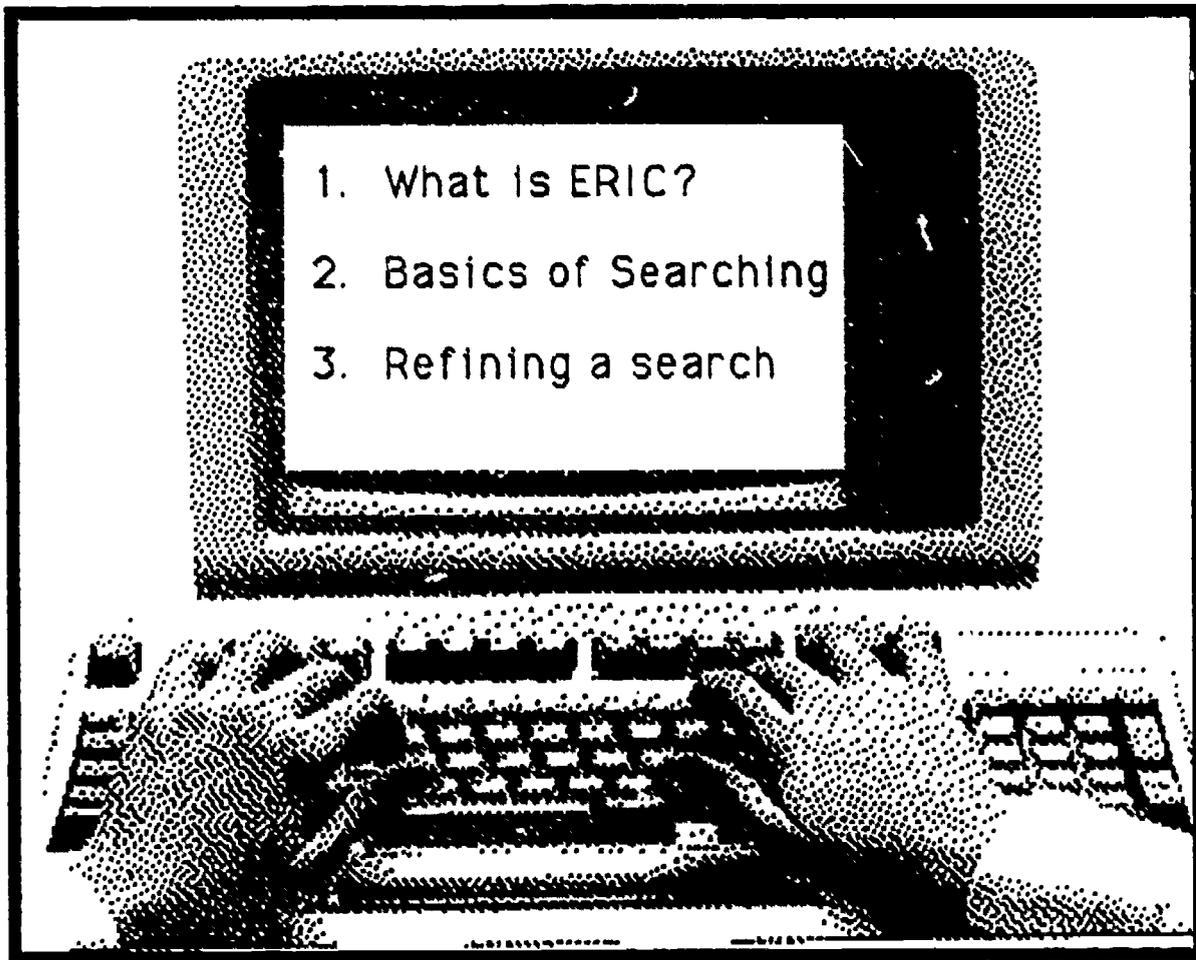
CD-ROM

(a guide to the basics)

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Lana S. Dixon and Alan H. Wallace
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What is ERIC?

ERIC, the Educational Resources Information Center, is a national information system funded through the U.S. Department of Education. Since 1966, ERIC has provided access to the literature in the various fields of education. Sixteen clearinghouses comprise the ERIC network, each specializing in collecting information in a different educational area, such as curriculum, or higher education. These clearinghouses seek out pertinent documents and journal articles in their field. The materials selected are abstracted and indexed in either Current Index to Journals in Education (CIJE), or Resources in Education (RIE). CIJE covers over 700 education journals. RIE covers information not published in journal format, such as current research papers, project reports, technical reports, curriculum and classroom guides, conference papers, and unpublished manuscripts. In addition, RIE provides the majority of these documents on microfiche. The microfiche collection is housed in the Documents/Microforms Department of Hodges Library.

ERIC on CD-ROM

ERIC on compact disc is the computerized equivalent to CIJE and RIE. The entire database is available on 3 discs, from 1966 to the present.

Print vs. CD-ROM

When is it better to use the CD-ROM instead of the paper version of ERIC? The printed version is appropriate when a single subject heading describes the topic. For more complex searches, the CD-ROM provides the ability to specify the presence of multiple concepts in the same record. For example, a search for information about the use of computers to teach geography in grades 4-6 would be perfect for the CD-ROM. In short, more opportunities exist for tailoring and focusing a search when using the CD-ROM.

Online vs. CD-ROM

Online librarian-assisted searches are performed for a fee. When is an online search appropriate? A search can be very complicated and may require the more sophisticated capabilities of the online system. The most current information may be needed. An online search reflects the very newest additions to the ERIC database. The CD-ROM reflects records added as of release of the last disc. Consult a librarian when considering an online search.

Sample ERIC Entries

Journal Entry	Document Entry
<p>AN: EJ336398 CHN: PS514244 AU: Carver, -Nancy-K. TI: Reading Readiness: Aspects Often Overlooked in Structured Reading Readiness Programs and Workbooks. PY: 1986 JN: Childhood-Education; v62 n4 p256-59 Mar-Apr 1986 AV: UMI DT: Journal Articles (080):Opinion Papers (120) LA: English DE: Classroom-Environment; Cognitive-Development; Kindergarten-; Literature-Appreciation; Oral-Language; Primary-Education: Reading Processes DE: *Beginning-Reading; *Early-Experience; *Experiential-Learning; *Reading-Programs; *Reading-Readiness; *Reading-Writing-Relationship IS: CIJSEP86 AB: Argues that structured reading programs, workbook pages and drills do not alone provide an adequate basis for beginning reading instruction and suggests that experiences, knowledge, and other environmental factors ensure success in reading. (HOD) CH: PS FI: EJ DTN: 080; 120</p>	<p>AN: ED305611 CHN: CS009610 AU: Cornacchia,-Darlene-Marie TI: Should Preschoolers Be Taught Reading Readiness Skills? PY: 1989 NT: 45 p.; Master's Thesis, Kean College. Document contains light type. PR: EDRS Price - MF01/PC02 Plus Postage. DT: Reports - Research (143); Dissertations /Theses - Masters Theses (042) CP: U.S.; New-Jersey LA: English PG: 45 DE: Early-Childhood-Education; Parent-Student-Relationship; Preschool-Children; Reading-Research DE: *Early-Reading; Prereading-Experience; *Reading-Readiness ID: California-Achievement-Tests IS: RIESEP89 AB: A study examined the influence of preschool reading readiness skills instruction on first graders' reading achievement. The subjects were 52 first grade students who had attended preschool, and their parents. The parents received questionnaires containing 40 reading readiness questions and the children took the California Achievement Test (CAT) in April of their kindergarten year. Results indicated that children who attended preschool and whose parents spent time providing reading readiness skills had only slightly higher CAT scores than did children without such experience, although children with readiness skills did have marginally higher achievement scores. (Sixteen references, the parent questionnaire, and two tables of data are attached.)(RS) LV: 1 CH: CS FI: ED DTN: 143; 042</p>

Basic Fields

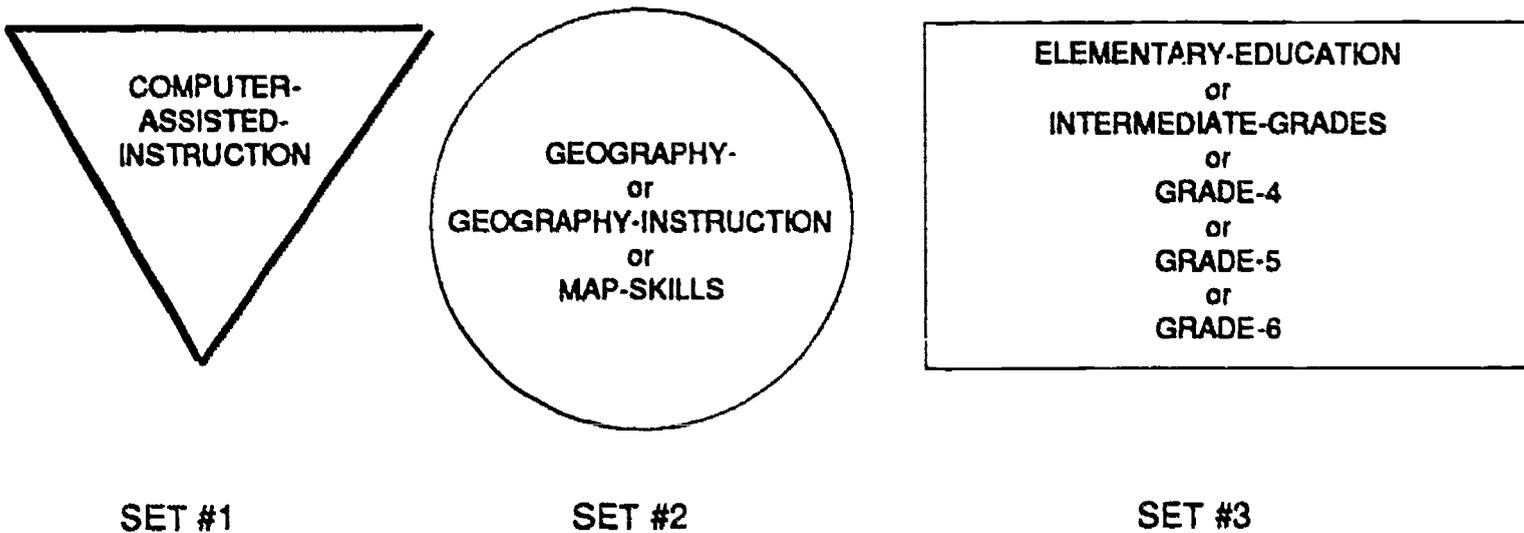
Every journal article and document included in the ERIC database appears as a record divided into fields of searchable information. The type of search being performed determines the fields to specify.

FIELD	DESCRIPTION	SEARCH AS:
AN	Accession number. A unique number assigned to each entry in the database. Journal articles always begin with EJ. Document entries begin with ED.	EJ336398 in AN
AU	Author field.	Carver-N* in AU <div style="border: 1px solid black; padding: 2px;"> (The form of an author's name often varies.) An * allows for truncation so that CARVER, NAN or CARVER, NANCY will be picked up. </div>
TI	Title field.	Reading Readiness in TI
PY	Year of publication field.	PY=1989 PY=1988-1990
JN	Journal title field.	Journal-of-Educational Research in JN
DT	Document type. For a list of document types consult the list on page 7 of this guide.	Research in DT Dissertations in DT
DE	Descriptor or assigned subject heading field. Consult the THESAURUS OF ERIC DESCRIPTORS for a list of these headings. For more about subject searching see the next page.	geography- in DE reading-readiness in DE
ID	Identifier field. Provides additional subject search terms beyond the Thesaurus descriptors. Includes new educational terminology, project names, institutions, legislation, geographic names, political names, and test names.	California-Achievement -Tests in ID
AB	Abstract field. Provides a brief summary of the content of the article or document.	
FI	Source field for limiting by Journal or Document.	FI=EJ (retrieves journals only) FI=ED (retrieves documents only)
DTN	Document type number field. A companion field to the DT field. Searchable only after 1979. Allows for more specificity than the DT field. Consult page 7 of this guide for a list.	052 in DTN (retrieves teaching guides)

SEARCHING BY SUBJECT HEADINGS/DESCRIPTORS

Subject descriptors are assigned to every document and article appearing in ERIC. A list of the descriptors is found in "The Thesaurus of ERIC Descriptors." Select descriptors which best represent the search topic. Group related concepts together using the "OR" connector. For example, information is sought for the following:

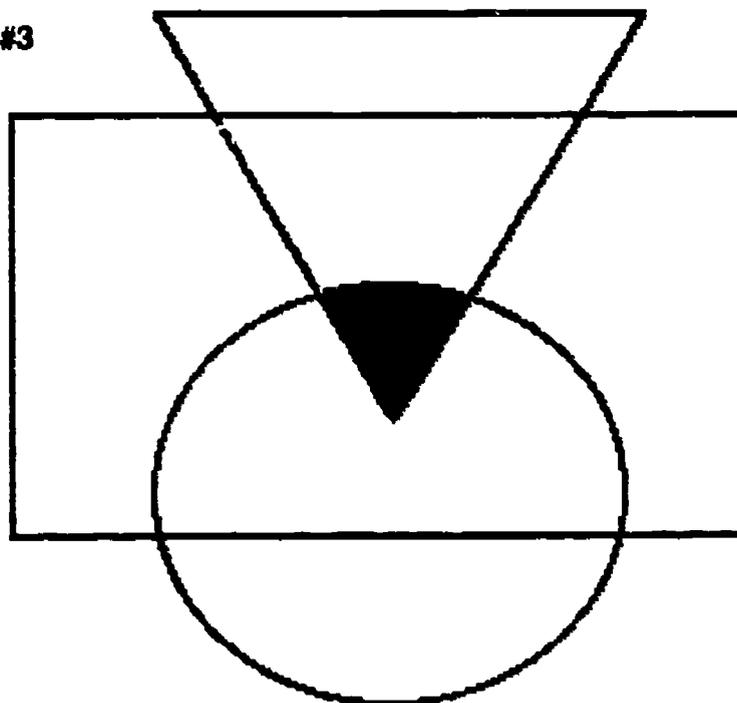
"The use of computers to teach geography in grades 4 - 6"



Note the use of hypens between multi-word terms and after single word terms. The hypens signal to the computer that the phrase or word is to be searched in the descriptor field thus focusing the search on the requested topic. Leaving out the hypens instructs the computer to look in any field in the record for the occurrence of the word or phrase. A sizeable number of irrelevant entries can result from this technique which is called free-text searching. However, free-text searching can be a highly effective "wild card" to use when no descriptor adequately matches the subject.

To find documents or articles with some element of each of the three concept groups present, use the "AND" connector.

#1 and #2 and #3



See the next page for an example of how this strategy would look on the CD-ROM.

CD-ROM SEARCH

SilverPlatter 1.6

ERIC (1/83 - 9/89)

ESC = Commands

No.	Records	Request
#1	6557	COMPUTER-ASSISTED-INSTRUCTION in DE
#2	525	GEOGRAPHY- in DE
#3	782	GEOGRAPHY-INSTRUCTION in DE
#4	288	MAP-SKILLS in DE
#5	1264	#2 or #3 or #4
#6	15261	ELEMENTARY-EDUCATION in DE
#7	3034	INTERMEDIATE-GRADES in DE
#8	877	GRADE-4 in DE
#9	968	GRADE-5 in DE
#10	981	GRADE-6 in DE
#11	18356	#6 or #7 or #8 or #9 or #10
#12	10	#1 and #5 and #11

SAMPLE ENTRY

1 of 10

AN: EJ353479

AU: Howard,-Cottia

TI: Computers and the Humanities: Project Work in the Middle School

JN: Educational-Review; v39 n2 p127-36 Jun 1987

AB: Discusses use of computer simulations for instruction at the middle-school level, especially in history and geography. Reports on a case study of a large middle school's response to technology over a 3-year period.

OTHER METHODS FOR REFINING A SEARCH

1. To focus retrieval on articles and documents in which the topic at hand is the primary concern use the DEM field. Specifying the DEM field requires that the descriptor reflect a MAJOR concept in the article or document as opposed to a concept but not the main thrust. For example:

READING-READINESS in DE	852 POSTINGS
READING-READINESS in DEM	301 POSTINGS

2. Specifying a document type is another way to restrict the number of records retrieved as well as focus the search more narrowly. On the next page is a list of available document types. For example, a search may be restricted to retrieve only research articles by specifying the appropriate number in the "document type number" field:

#1	READING-READINESS in DE	852 POSTINGS
#2	#1 AND DTN=143	75 POSTINGS

For comprehensive retrieval of research
use the following search statement:
DTN=143 or Research in DE

3. Mandatory education level descriptors are assigned to every document or article included in ERIC. These descriptors provide the ability to specify a particular group of people by education level. A danger exists in being too specific when selecting these descriptors. For example, when information is sought for a topic as it relates to middle schools, the tendency is to select only INTERMEDIATE EDUCATION. A better approach is: INTERMEDIATE-EDUCATION or ELEMENTARY-EDUCATION. Including the term ELEMENTARY-EDUCATION ensures that records will be retrieved which are about K-8. See page 8 of this guide for a list of the mandatory education level descriptors.

4. Limiting by date is another way to restrict retrieval. If focusing on a particular period of time is important, this technique is useful. Be advised that limiting by date arbitrarily drops potentially pertinent sources from the retrieval.

#1	READING-READINESS in DE	852 POSTINGS
#2	#1 and PY=1987-1990	150 POSTINGS

ERIC DOCUMENT TYPE

WARNING! Document type codes have been assigned to all documents for RIE since 1974, and for CIJE since 1979. These codes will help refine your search only for more recent materials. For comprehensive retrieval prior to these dates, consult with a reference librarian.

DESCRIPTORS CORRESPONDING TO PUBLICATION TYPE CATEGORIES

DESCRIPTOR	PUBTYPE CODE
AUDIOVISUAL AIDS	100
BIBLIOGRAPHIES	131
BOOKS	110
COMPUTER SOFTWARE	101
CONFERENCE PAPERS	150
CONFERENCE PROCEEDINGS	021
DICTIONARIES	134
DIRECTORIES	132
DOCTORAL DISSERTATIONS	041
GUIDES	050
MASTERS THESES	042
MULTILINGUAL MATERIALS	171
PRACTICUM PAPERS	043
REFERENCE MATERIALS	130
REPORTS	140
RESEARCH REPORTS	143
SERIALS	022
SPEECHES	150
STATISTICAL DATA	110
TESTS	160
THESES	040
VOCABULARY	134

Additional publication codes may be found on page xvii of the *Thesaurus of ERIC Descriptors*.

MANDATORY EDUCATIONAL LEVEL DESCRIPTORS

* EARLY CHILDHOOD EDUCATION

Scope Note: Activities and/or experiences that are intended to effect developmental changes in children, from birth through the primary units of elementary school (Grades K-3).

** PRESCHOOL EDUCATION

Scope Note: Activities and/or experiences that are intended to effect developmental changes in children, from birth to entrance in kindergarten (or grade 1 when kindergarten is not attended).

** PRIMARY EDUCATION

Scope Note: Education provided in kindergarten through grade 3.

* ELEMENTARY SECONDARY EDUCATION

Scope Note: Formal education provided in kindergarten or grade 1 through grade 12.

** ELEMENTARY EDUCATION

Scope Note: Education provided in kindergarten or grade 1 through grade 6, 7, or 8.

*** ADULT BASIC EDUCATION

Scope Note: Education provided for adults at the elementary level (through grade 8), usually with emphasis on communicative, computational, and social skills.

*** PRIMARY EDUCATION

Scope Note: (See above).

*** INTERMEDIATE GRADES

Scope Note: Includes the middle and/or upper elementary grades, but usually 4, 5, and 6.

** SECONDARY EDUCATION

Scope Note: Education provided in grade 7, 8, or 9 through grade 12.

*** JUNIOR HIGH SCHOOLS

Scope Note: Providing formal education in grades 7, 8, and 9 — less commonly 7 and 8, or 8 and 9.

*** HIGH SCHOOLS (Changed from "Senior High Schools" in March 1980).

Scope Note: Providing formal education in grades 9 or 10 through 12.

*** HIGH SCHOOL EQUIVALENCY PROGRAMS

Scope Note: Adult educational activities concerned with the preparation for and the taking of tests which lead to a high school equivalency certificate, e.g., General Educational Development program.

* POSTSECONDARY EDUCATION

Scope Note: All education beyond the secondary level — includes learning activities and experiences beyond the compulsory school attendance age, with the exception of adult basic education and high school equivalency programs. (Before Apr 75, restricted to "education beyond grade 12 and less than the baccalaureate level.")

** HIGHER EDUCATION

Scope Note: All education beyond the secondary level leading to a formal degree.

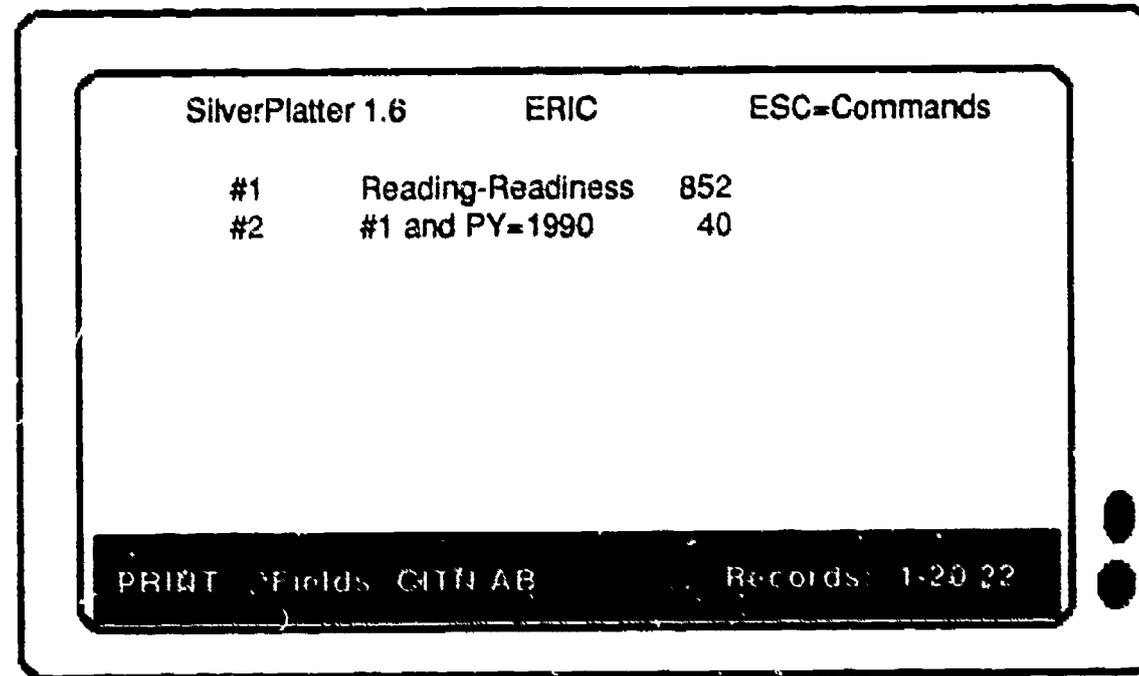
** TWO YEAR COLLEGES (Changed from "Junior Colleges" in March 1980.)

Scope Note: Public or private postsecondary institutions providing at least 2, but less than 4, years of academic and/or occupational education.

For more detailed information, see pages xiv-xv of the *Thesaurus of ERIC Descriptors*, 12 Edition—1990.

KEYBOARD BASICS

<u>KEY</u>	<u>NAME</u>	<u>PURPOSE</u>
F2	FIND KEY	Places the computer in the search mode. This is the point at which search terms are entered.
F4	SHOW KEY	Displays search results from the last numbered set. Useful for evaluating the quality of retrieval. You may select the fields viewed. By typing CITN, AB the citation (article title, author, journal title, vol., date, pages) and an abstract of the article will be displayed on the terminal. To select specific records, TAB over to RECORDS and type choices such as 1,3,6-10.
F6	PRINT KEY	Prints search results from the last numbered set. Specifying fields and records to be printed is the same as for DISPLAY (F4) above.



Use the TAB key to move from fields to records.