The European Scientific Collabration Project

Grantees Guide to Research Databases at IDRC

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Commercial databases conditions of use

These resources are governed by license agreements which restrict use to IDRC employees and grantees taking part in projects funded by IDRC. It is the responsibility of each user to use these products only for individual, noncommercial use without systematically downloading, distributing, or retaining substantial portions of information. Redistribution of documents obtained through these databases is prohibited. If you have any questions about these conditions of use, contact the IDRC Research Support at researchsupport@idrc.ca.

1. How to access commercial databases

Two ways to access:

1. http://ezproxy.idrc.ca/login (add this link to your favourites in your browser).

OR

http://www.idrc.ca -> Resources -> Researcher Resources -> Resources for IDRC grantees -> click on "research databases".

2. Enter **Username** and **Password,** click on **Login**

Note: *If you have not received your username and password by email or you are unable to enter into the system, contact researchsupport@idrc.ca. Please include your name, current email address and project number (or the name of your IDRC contact person) in your message.*

Commercial databases (IDRC Discovery Service)	
EBSCO Databases: • Academic Search Complete • Business Source Premier • CAB Abstracts • EconLit • Fuente Académica • LISTA • MEDLINE • Public Affairs Index • SocINDEX	**AND** a host of other databases, platforms, and indexes, including: • Cairn.info • Directory of Open Access Journals • ERIC • HeinOnline • OECD iLibrary • Persée • Project MUSE • SciELO • World Bank eLibrary
IDRC Discovery Service makes it possible to search the content of external databases simultaneously with EBSCO databases, using the EBSCO interface.	

2. How to search commercial databases

1. Once in the system, from the list, select **IDRC Discovery Service/Service de découverte du CRDI.**

Note that by default, all databases are searched. Once a search has been performed, it is then possible to limit the results to a specific database.

2. From **IDRC Discovery Service** interface, perform a **basic** or an **advanced** search.

Basic Search (default)

OR

Advanced Search

To search for a single word or a combination of words in all fields, including keyword, title and author.
For example:
policies
"human resources"
"health determinants"

To search for more complex word combinations in specific fields (for example, author, title, abstract, subject). Limiting searches to specific fields increases the relevance of your results.
For example:
"health systems" as a title or subject, to retrieve articles for which "health systems" is the main topic.

Note: To search for exact phrasing use quotation marks.

3. Search tips

The following are different methods used to expand your search query. The most useful methods are Boolean phrase searching, proximity searching and wild cards/truncation.

To begin, think of the statement or question for which you want to find resources. Then break it down into major concepts or terms to create your search query.

Boolean operators

- Combining keywords with «**AND**» means that you want all these words to be included in each result, which will reduce the number of results, but increase their relevance.

Ex. *water* **AND** *quality* will find results with both of these words.

- Combining keywords with «**OR**» means that you want at least one of these words to appear in the results, which will increase their number, but reduce their relevance.

Ex. *water* **OR** *quality* will find results with at least one of these words.

- Combining words with «**NOT**» means that the results do not contain the specified terms.

Ex. *water* **NOT** *quality* will find results for *water* but that do not contain *quality*.

Proximity searching

- **Near Operator (N) - Ex. N5**—finds results within *five words* of each other regardless of their order.

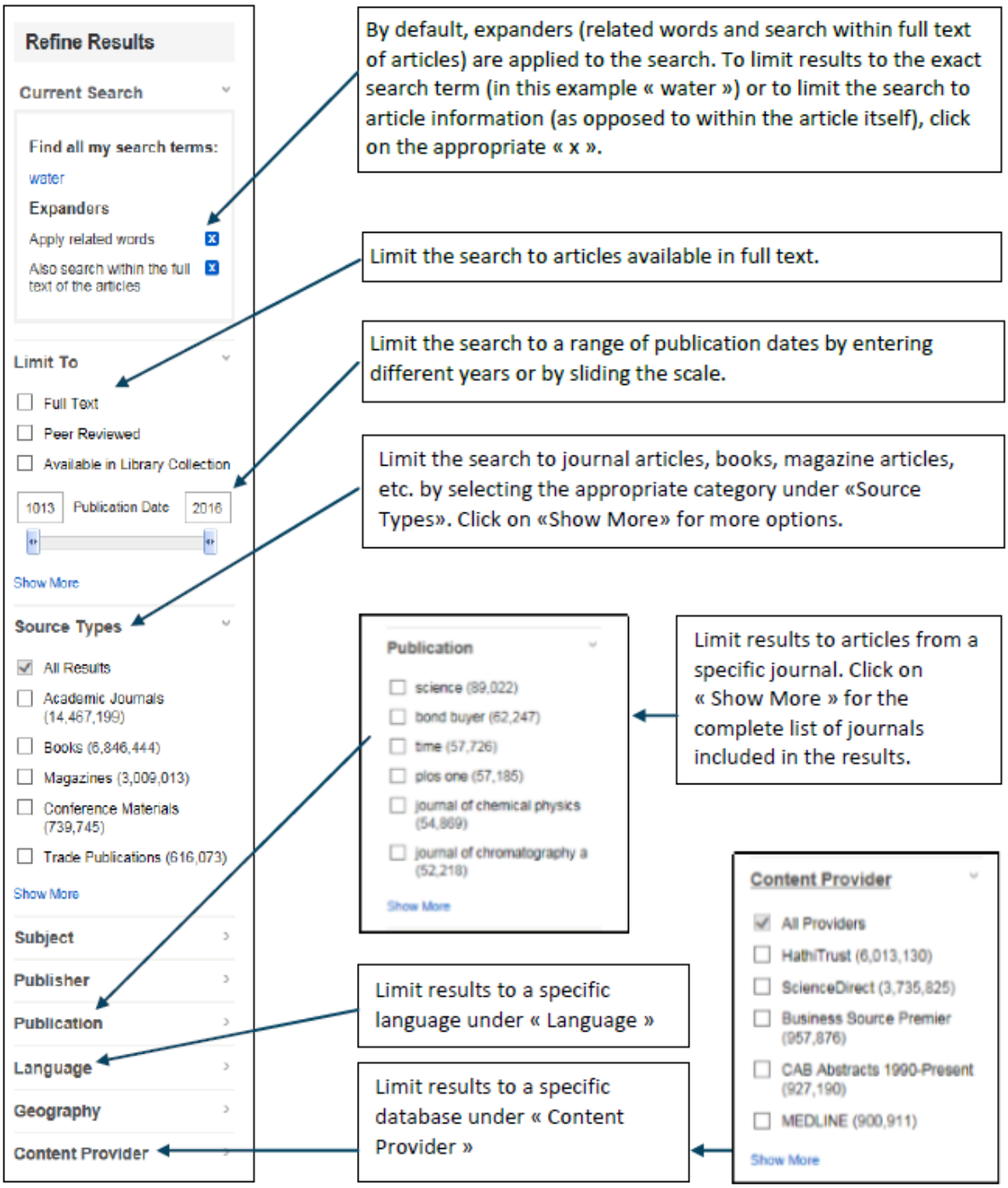
Ex. *water* **N5** *quality* will find results with the words being no more than five words apart from each other.

- **Within Operator (W) - Ex. W8**—finds words within the given number of words of one another and appear in that order.

Ex. *water* **W8** *quality* will find water quality but not *quality of the water*.

4. How to limit results

To limit results after doing a search, use the facets under « Refine Results » to the left of the results list:



5. How to access full-text articles from commercial databases

In IDRC Discovery Service, you will find the following links which gives you access to the full text (only most common links illustrated below):

⇒ **Article available in PDF format.**

OR

⇒ **Available through IDRC's e-journal subscriptions.**

⇒ **Article available in HTML format.**

⇒ **When an article is not directly available online, this link makes it possible to send a request to the IDRC document delivery service**

Click on **"Request Document Delivery"**.

The Document Delivery Service login page will be displayed.

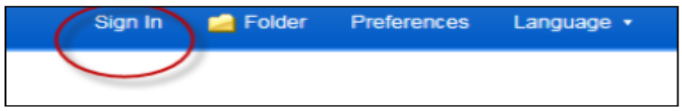
- Enter your **Login ID** and **Password** (same as the ones used to access the research databases).

***Note:** Grantees can only request articles and book chapters, which will be sent as email attachments.*

6. Saving searches

All of your searches in IDRC Discovery Service can be saved if you have a My EBSCO*host* account. This can help you keep track of your searches and to reuse them again quickly.

To enter your folder at the top of the tool bar click **Sign In** and follow the instructions to create your account and/or sign in.

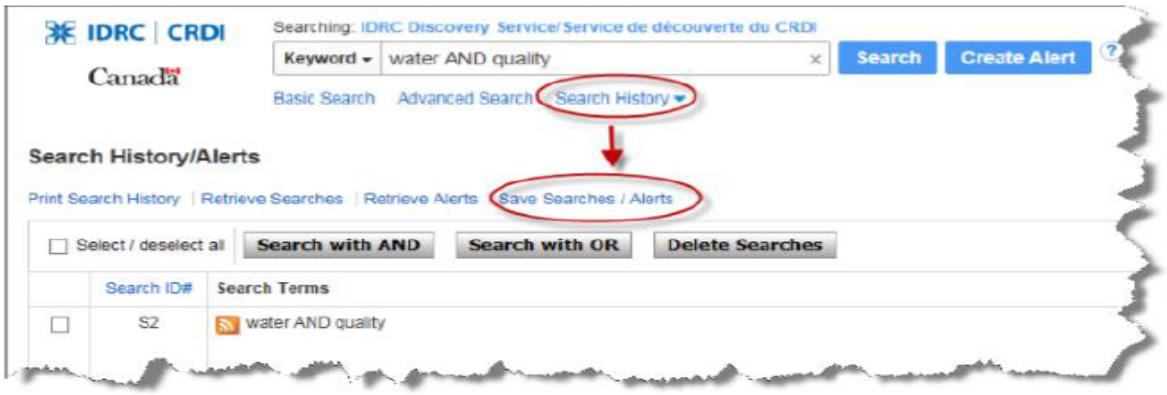


Note: To create a My EBSCO*host* account, access **IDRC Discovery Service** and click **Sign In** button

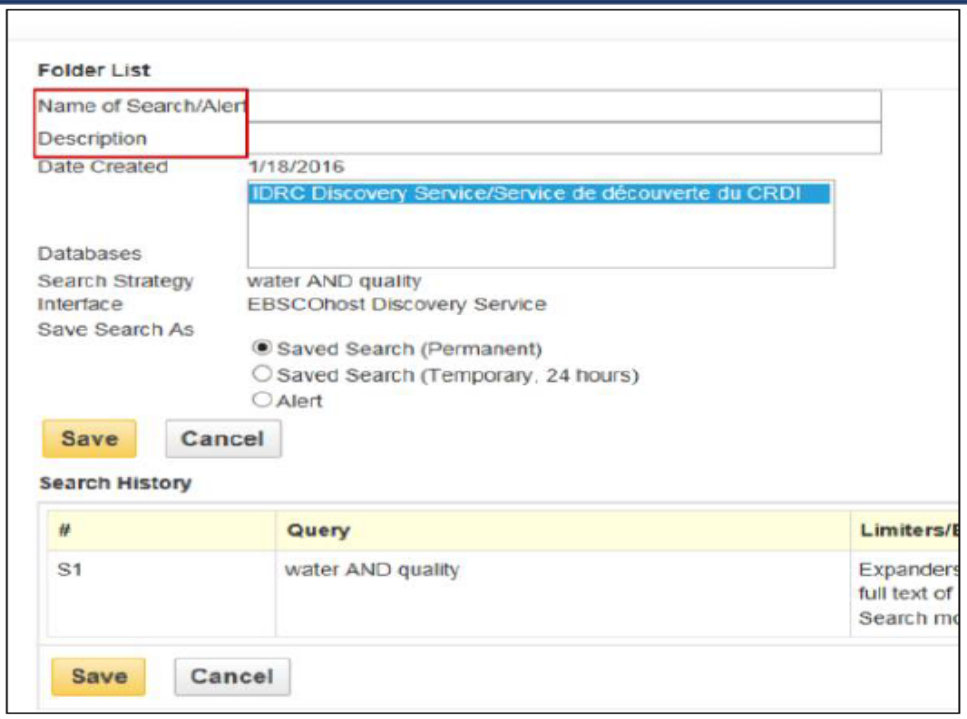
Then select **Create a new Account** next to the Login button and complete the account creation process. My EBSCO*host* accounts are free and independent of your login credentials to access IDRC resources.

1. Run a search and view the results.

2. Click the **Search History** link, then the **Save Searches/Alerts** link. **Saved Search/Alerts** screen appears. If you have not signed in to My EBSCO*host*, you will be prompted to do so.



6. Saving searches (continued)



3. Enter a **Name** and **Description** for the search.

4. In the **Save Search As** field select one of the following options:
   - Saved Search (Permanent)
   - Saved Search (Temporary 24 hours)
   - Alert - If you selected Alert, additional fields are available. For more information, see section 7. Creating search alerts on page number 9.

5. Click **Save** to save a search.

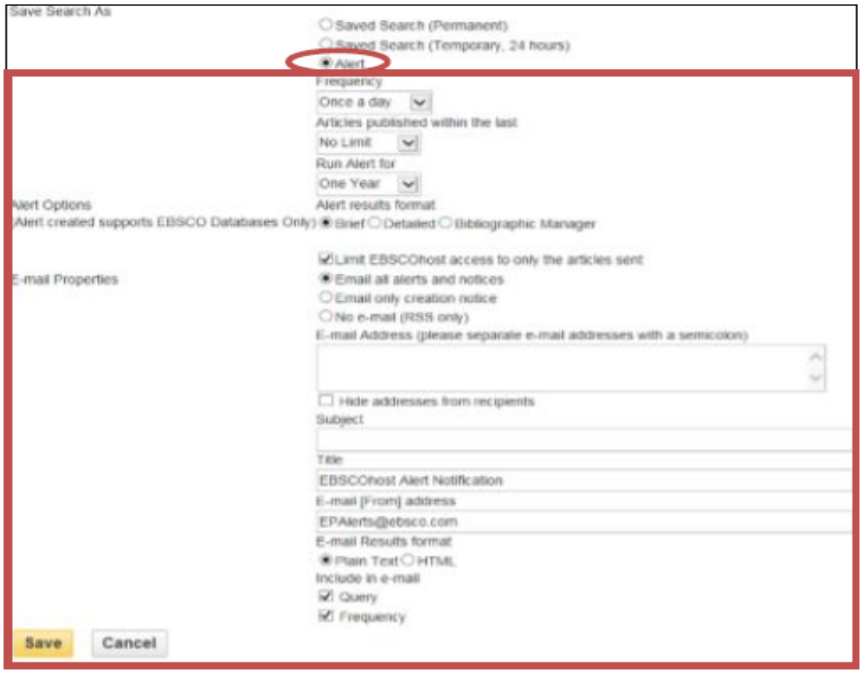
The **Search History/Alerts** screen is redisplayed.

Note: The next time you log into My EBSCO*host*, the search is saved and you can quickly pick up where you left off without having to type everything again. You can also edit previous searches.

7. Creating search alerts

There are two ways to create a search alert to receive an automatic notification when new articles on your topic become available.

As you go through the steps to save your searches, you can select Save Search As and select Alert.



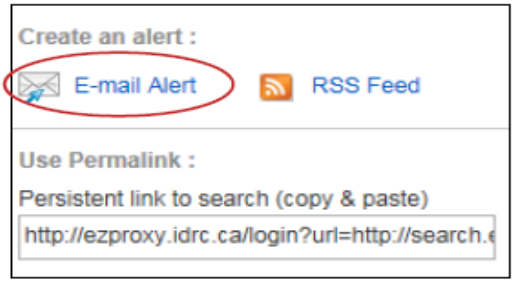
1. You will set a search alert by selecting options in:
   - Run Alert For (How long until the alert expires)
   - Alert Results Format (Amount of information the alert provides)
   - E-mail Properties: make sure you include your email address
   - To make it easier to recognize in your inbox, give it a subject

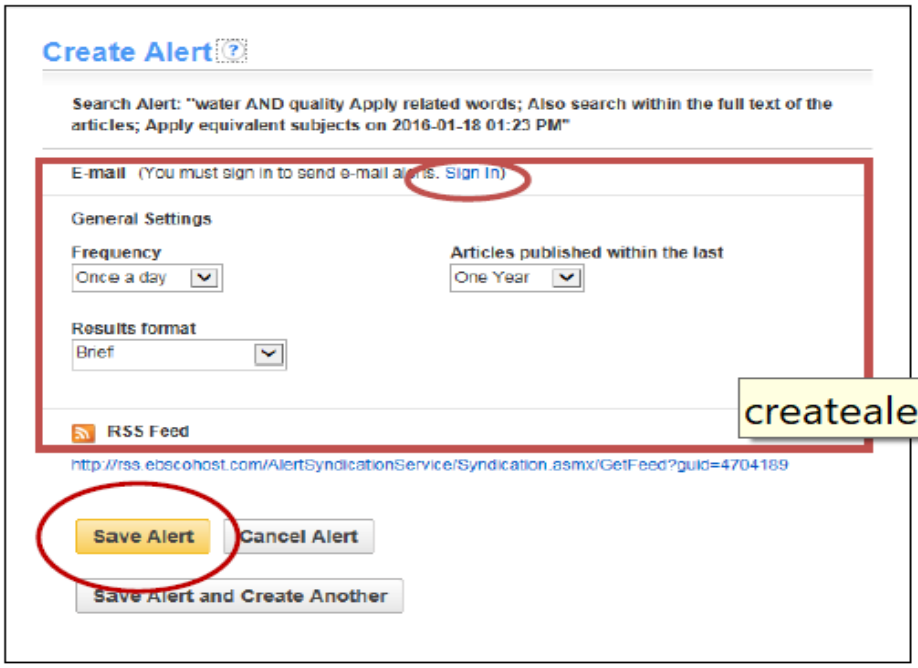
Click **Save** to save the Search Alert.

OR

7. Creating search alerts (continued)

Go down to **Create an Alert** and click on **E-mail Alert.**





Sign In and select your preferences for the **Search Alert** and then click **Save Alert.**

***Note:** The first email will contain the results of this first search. Subsequent emails will be shorter and will only be sent if there is a new article that matches your search criteria.*

8. IDRC Digital Library (IDL)

Publicly accessible, the IDL is a collection of documents and research outputs generated as part of projects funded by IDRC or by IDRC awardees or employees since the Centre's creation in 1970.

Two ways to access:

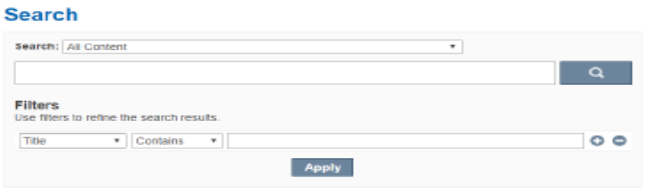
1. https://idl-bnc-idrc.dspacedirect.org/

OR

www.idrc.ca -> Funding -> Research tools -> IDRC Digital Library (IDL)

2. Do a basic search by entering search terms in the **Search** box and clicking **Go**.

3. Use the **Advanced Search** to apply **filters** to focus your initial search. Combine keywords and choose which fields to search.



To access a document in the IDL:

1. Si le document est en libre accès, cliquez sur la vignette.
2. If the document is not Open Access, click on the lock icon to complete the document delivery form. The request is sent to IDRC's Research Support team.

9. Key contacts

IDRC Research Support

- Problems accessing commercial databases or the IDRC Digital Library (IDL)? researchsupport@idrc.ca
- Problems finding the full text of an article? docdeliv@idrc.ca
- Need research help? researchsupport@idrc.ca