Using the
Faculty Bibliography Database
on **Ref*Works***

Contents

What's in the Faculty Bibliography Database?

- **The database is organized into folders.**

  - There are two folders for each academic year:
    - a publications
    - a grants folder.

  - The database begins with the 2005-2006 academic year.

- **The records are simple.**

  - Only the basic citation elements are included.

  - Descriptors are added for each Creighton author's school or college, and in many cases the department or division.

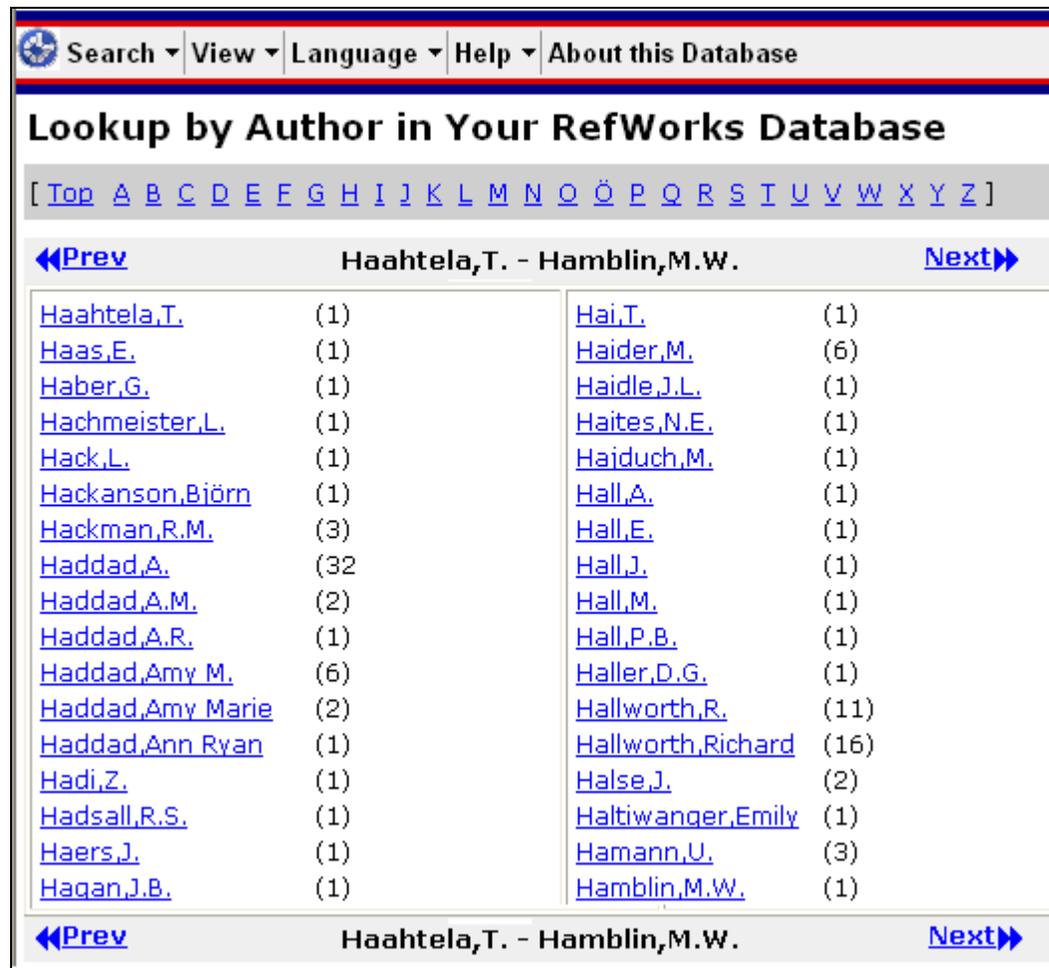 - There are no abstracts.

Sample Record

Ref ID:	16901
Ref Type:	Journal Article
Source Type:	Print
Authors:	Moore,B.; Murphy,R.F.; Agrawal,D.K.
Title:	Interaction of tgf-Beta with immune cells in airway disease
Periodical, Full:	Current Molecular Medicine
Pub Year:	2008
Pub Date Free Form:	Aug
Volume:	8
Issue:	5
Start Page:	427
Other Pages:	436
Descriptors:	School of Medicine; Biomedical Sciences; Medical Microbiology and Immunology
ISSN/ISBN:	1566-5240
Accession Number:	PMID: 18691070

Searching the database

- **Click "Search" in the command menu.**

- o **Lookup by Author** provides a simple author search via a browsing list.
    - ▪ The author listing includes co-authors from **other institutions**.

- o **Lookup by Descriptor** provides a browsing list by college, school, department, or division.
  - Every record is assigned at descriptor for the school or college. Most also receive a descriptor for the department or division.

- The **Advanced** search allows you to search for specific data elements in any combination of folders.
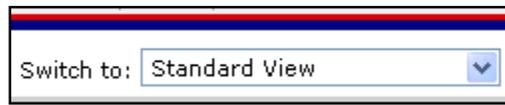 - Descriptors (school, department names) must be entered in full!

Working with Records (linking, full view, exporting)
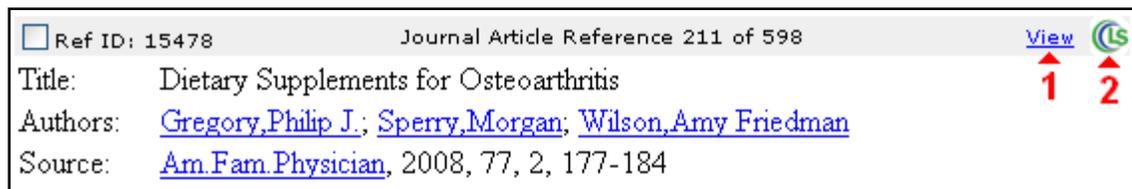
Viewing

- **There are three basic record display formats:**

    1. Standard View
    2. One Line / Cite View
    3. Full View

    - There are some other miscellaneous displays too, but these were created for library staff to use when managing the database.

- **You can change the default display for your session.**

    - Use the drop down menu in the tool bar:

      Switch to: Standard View

- **You can switch to the full view** from the *Standard View* by clicking the *View* link in the right side of the record header (#1 below)

      Ref ID: 15478   Journal Article Reference 211 of 598   View ℂs
      Title: Dietary Supplements for Osteoarthritis
      Authors: Gregory,Philip J.; Sperry,Morgan; Wilson,Amy Friedman
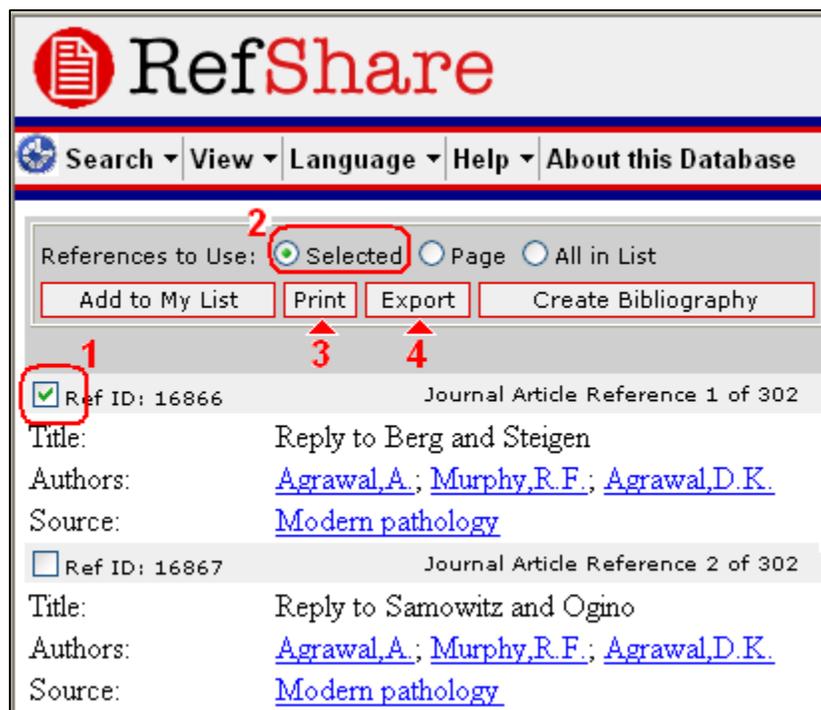   Source: Am.Fam.Physician, 2008, 77, 2, 177-184

Link to full-text

- Click **the Link Source** icon in the right side of the record header **(#2 above)**

    - Full-text will only be displayed for subscribed or free publications.

    - Call the library for assistance if you think an item should be accessible.

    - See the HSL help page for locating journals.

Exporting or Printing citations.

Procedure:

1. Mark the citations you want to print or export.
2. Verify that RefWorks will use the selected records.
3. Click either the Print **or**
4. Export button
5. Follow the instructions when the new window opens.