

**BRINER ACADEMIC CENTER
DATABASE INSTRUCTIONS**

1. Go to the Briner Academic Center homepage at <https://www.centralchristian.edu/academics/briner-academic-center/> to find the extensive catalog in the *Library Catalog* section under the Resources and Quick Links section.
2. A new window will open that is the login page for the library catalog (login on the top right toolbar). Please note that ***you may look at the library's collection without logging in, but cannot use the databases.***
3. Your login information is as follows-

Username – first.lastname (joe.smith, jane.smith, etc.)

Password – userpass (You will then change your password to your desired choice.) If you don't remember your new password in the future, just contact Mrs. Beverly Kelley to reset to 'userpass' and start again.

4. Notice the 'Briner Library Catalog' is checked. If you only enter a search term and do not use the 'Databases' section, you are automatically looking at the collection housed in the library only.
 - If you want to access **journal articles**—
 - ✓ Click on the 'Databases' arrows **on the right** to see all the databases available. Choose a database to be searched. It is recommended to start with the 'EBSCO Academic Search Premier' database by clicking on the blue title. Any database can be used by clicking the title of that specific database only.
 - ✓ Once you have opened 'EBSCO Academic Search Premier', click the blue 'Choose Databases'. Academic Search Premier is automatically selected. That is a general database of many topics. You can choose several other databases that will be searched simultaneously. Select several in your field of interest, like Business Source Premier, Legal Studies, and/or Vocational and Career Collection. TOPICsearch is another general database. DO NOT SELECT ALL DATABASES! It will take longer to load and give you too many results!
 - ✓ After choosing several databases, you *must* select the blue 'Advanced Search' under the term box to be able to filter your results by Full Text and Scholarly (peer-reviewed) articles. You can also choose a period of years of publication or even number of pages.
 - If you want an **eBook (digital book)** –
 - ✓ For business majors - click on the 'EBSCO eBook Business Collection' title (blue).
 - Scroll down and 'limit your results' by selecting full text and years of publication. You can even limit your search by language.
 - Add search terms in the boxes at the top and click the search button.
 - Use the limiters on the left side of the screen if you get too many results, especially the subject limiter.
 - As you look at the titles of your results, you can quickly see the Table of Contents of each book and The Most Relevant Pages in This eBook to see if you want to use this eBook.
 - To use the entire eBook, click on the blue pdf Full Text link.
 - You can search by the Table of Contents on the left sidebar or scroll through the entire eBook.
 - At the top of the eBook, you can email or print pages. There is a limit of how many pages. You can also use the cite button to get the proper citation for the eBook. Choose the format preferred (APA, MLA, etc). You must copy and paste the citation into another document.
 - To go back to your list of titles, use the 'Result List' at the top.
 - ✓ There are several additional eBook database selections in the 'EBSCO Academic Search Premier' like Book Collection: Nonfiction and eBook Collection (EBSCOhost).

If you have further questions, please contact me.

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