

Library Skills Tutorial

NELLI instructions

NELLI is an information retrieval portal shared by Finnish university libraries. If you are using NELLI on a computer connected to the Jyväskylä University network, you can access all the resources available at JU. From outside the network you can only access free resources, unless you use remote access for Jyväskylä University students and staff.

In the following, we examine Find Database, Find eJournal, QuickSearch, MetaSearch, and My Space in NELLI.

Find Database

Use Find Database to access individual databases. This is advisable if you need information for a research paper or a thesis. To find databases you have three options:

- **Titles** to search by title or browse through an alphabetical list of titles.
- **Locate** to specify criteria that identify the database, or to find databases of a selected type in selected category. Click **GO** without entering any text to browse through the whole list of databases.
- **Category** to browse through a list of databases in a selected category and subcategory.

Find Databases by Title

Example:

You want to search for Ebsco databases.

The screenshot shows the NELLI search interface with the following elements:

- Three tabs: **Titles** (selected), **Locate**, and **Category**.
- An alphabetical index: **A B C D E F G H I J K L M N O P Q R S I U V W X Y Z 123**
- A search field labeled "Title:" containing the text **ebSCO**.
- Search criteria: Starts with, Contains, Exact
- Display options: Show all, Show unrestricted
- A blue circular **GO** button on the right side.

- Enter the database title in the search field.
- Specify whether you want the title to start with, contain or be an exact match of the title you enter. 'Contains' is a safe choice, because the official database title might be longer than the one commonly used.

- Another option is to click a letter in the alphabet above to view a list of all the databases starting with that letter.
- Click Go to start the search.

The results consist of a list of EBSCO databases.

Found 12 databases

List [Brief Record](#)

Academic - SPORTDiscus [Go to MetaSearch](#) <Previous Next>

Database Name	Type	Actions
Academic Search Elite (EBSCO)	eJournals services	i + Q
Business Source Elite (EBSCO)	eJournals services	i + Q
Communication & Mass Media Complete (EBSCO)	databases	i + Q
EJS: Electronic Journals Service (EBSCO)	eJournals services	i + Q
Library, Information Science & Technology Abstracts (EBSCO)	databases	i + Q
MLA Directory of Periodicals (EBSCO)	databases	i + Q
MLA International Bibliography (EBSCO)	databases	i + Q
PsycArticles (EBSCO)	databases	i + Q
PsycINFO 1840-current (EBSCO)	databases	i + Q

- Click the database title to access the database.
- Click [+](#) to add the database to your own Databases in My Space.
- Click [i](#) to get more information about the database.
- Click [Q](#) to search the database using NELLI.

Locate Databases by Category and Type

Example:

You want to search for reference books and dictionaries in the Social Sciences.

Titles **Locate** Category

Title:

Database Vendor:

Category:

Any Word:

Type:

Select Type
Databases
eJournals services
eBooks
Bookshops
Reference books
WWW search services
Patents, Lists of standards

restricted

GO

Powered by MetaLib

- Select the category **Social Sciences** and the type **Reference books**.
- Click **GO** to start the search.

Find Databases by Category and Subcategory

Example:

You want to search for databases in linguistics.

The screenshot shows a search interface with three tabs: 'Titles', 'Locate', and 'Category'. The 'Category' tab is active. It contains two lists: 'Category' and 'Sub-category'. The 'Category' list includes: Multidisciplinary, Biology&Environment, Business&Economics, Chemistry, Communication, Education, **Humanities**, Information Technology, and Mathematic&Statistic. The 'Sub-category' list includes: Art Research(8), Ethnology(22), History(34), **Linguistics(12)**, Literary Research(13), Musicology(15), Religion, Theology(2), and ALL(59). At the bottom, there are radio buttons for 'Show all' (selected) and 'Show unrestricted'. A blue 'GO' button is on the right side.

- Select the category **Humanities** and the subcategory **Linguistics**.
- Click **GO** to start the search.

Find e-journal

When you are looking for an e-journal you have two search options:

- **Titles** to search by journal title or browse an alphabetical list of titles.
- **Locate** to search by using words in the title or the ISSN/eISSN number. Click **GO** without entering any text to browse through the whole list of journals.

Example:

You want to find the **Journal of Psychology**.

The screenshot shows a search interface with two tabs: 'Titles' and 'Locate'. The 'Titles' tab is active. It displays an alphabetical index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 123. Below the index is a 'Title:' field containing the text 'journal of psychology'. To the right of the field are three radio buttons: 'Starts with' (selected), 'Contains', and 'Exact'. A blue 'GO' button is on the right side.

- Enter the journal title in the search field.
- Specify whether you want the title to **start with**, **contain** or be an **exact** match of the title you enter. 'Contains' is a safe choice, because the official journal title might be longer than the one commonly used.
- Another option is to click a letter in the alphabet above to view a list of all the journals starting with that letter.
- Click Go to start the search. The results contain a list of journal titles.

Showing page 417 of 698 pages. [< << Previous Next >> >]		
Journal title	ISSN	Actions
The Journal of psychology	0022-3980	i 🌀 +
Journal of psychology and Christianity [View journal history for additional full text]	0733-4273	i 🌀 +
Journal of psychology and Judaism	0700-9801	i 🌀 +
Journal of psychology and theology	0091-6471	i 🌀 +
Journal of Psychopathology and Behavioral Assessment	0882-2689	i 🌀 +
Journal of psychopharmacology	0269-8811	i 🌀 +
Journal of psychophysiology	0269-8803	i 🌀 +

Click the journal title to get information about the availability of full texts.

- Click [🌀](#) to get information also about the availability of the printed journal.
- Click [i](#) for journal details.
- Click [+](#) to add the journal to your own e-Journals in My Space.

Quick Search

QuickSearch allows you to search several databases at the same time. It is handy if you do not know what database to use or if you just want a rough idea of what is available on your topic.

There are eleven categories with predefined sets of databases to choose from. It is often worth searching a subject-specific category as well as the multidisciplinary category.

QuickSearch offers two search options:

- **Simple search** allows you to search using one term.
- **Advanced search** allows you to search using two terms and to combine them with a Boolean operator (AND, OR, WITHOUT). You can focus the search on specific fields.

To truncate a word, use a question mark (?).

Example:

You want to find articles on 'grandparents and children'.

Simple **Advanced**

Search in fields:

Biology-Environment
Bio- ja ympäristötieteiden ...

Business-Communication
Taloustieteen ja viestinnän ...

Education-Psychology-Philosophy
Kasvatuksen, psykologian ja ...

History-Ethnology
Historian ja etnologian ...

Linguistics-Literature
Kielitieteen ja ...

Social sciences
Yhteiskuntatieteiden ...

Sport-Health
Liikunnan ja terveyden ...

Technology (misc.)
Informaatioteknologian ja ...

Libraries
Jyvässeudun kirjastojen ...

Multidisciplinary
Monialaisia tietokantoja. ...

Arts-Music
Taiteiden ja musiikin ...

- Truncate the search terms grandparent? and child? to get both singular and plural forms.
- Combine the search terms with AND.
- Limit the search to All Fields (title, author, subject terms, abstract etc.).
- For fewer and more relevant results, limit the search to the Subject field.
- Limit the search to the subject category of Education-Psychology-Philosophy. Try also Social Sciences and Multidisciplinary.
- Click Search.

The results from all the databases are shown in a combined list. The results can be displayed in three formats: **List**, **Brief Record** or **Full Record**. By default, the results are displayed in order of relevance (**Rank**). To get the most recent ones first, sort them by **year**.



Search for "Any ..." in Education-Psychology-Philosophy found 2906 results [Summary](#)

List [Brief Record](#) [Full Record](#) Jump to #: Sort by:

1- 20 of 111 retrieved records ([retrieve more](#)) [MetaSearch](#) <Previous Next>

No.	Rank	Author	Title	Year	Database	Action
1		Kerkham, Lyn	<u>Book Review: Many Pathways to Literacy: Young Children Learning with Siblings, Grandparents, Peers and Communities.</u>	2005	PsycINFO 1840-current (EBSCO)	+ -
2		Guzman, Lina	<u>Grandma and Grandpa Taking Care of the Kids: Patterns of Involvement. Childs Trends Research Brief</u>	2004	ERIC (CSA)	+ -
3		Shaw, Sherry L.	<u>Grandparent Involvement in the Communication Development of Children Who Are Deafblind</u>	2005	ERIC (CSA)	+ -
4		Henderson, Tammy L.	<u>Grandparent Visitation Rights: Justices Interpretation of the Best Interests of the Child Standard.</u>	2005	PsycINFO 1840-current (EBSCO)	+ -

- Click the number or title of the record to get full information.

- Click  to read the full text if available or check the availability of the journal or book.
- Click the database title to access and search the database in question.
- Click  to add a record to your own eShelf for later use.

The results are displayed in groups of 20. Use **Next** and **Previous** buttons to view the retrieved results. Click **Retrieve more** to add results to the list. Results that are added to the list are in bold.

MetaSearch

MetaSearch allows you to search several databases of your own choice (max. 15) at the same time. But like QuickSearch it has its limitations compared with searching individual databases.

Choose the databases you are interested in either individually or by subject category. Click the title of the database to directly access it for more advanced searches.

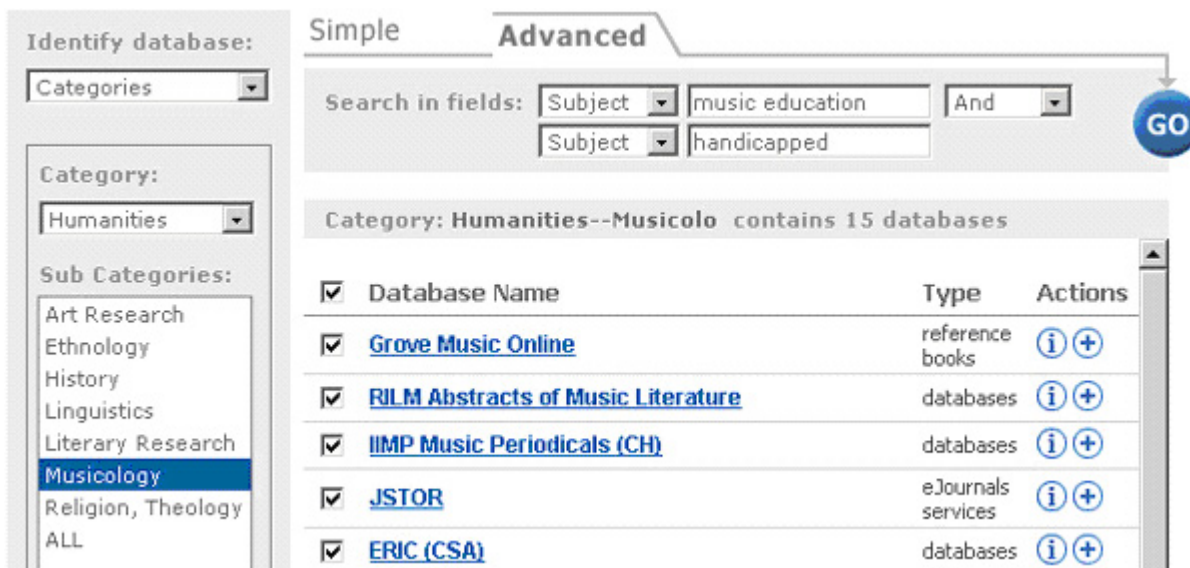
MetaSearch offers two search options: Simple and Advanced.

- **Simple search** allows you to search with one search term. The term may be a single word or a phrase.
- **Advanced search** allows you to search using two search terms and to focus the search on specific fields.











To truncate a word use the question mark (?).

Example:

You want to find articles dealing with 'music education for the handicapped'



The screenshot shows the MetaSearch interface. On the left, under 'Identify database:', the 'Categories' dropdown is set to 'Categories' and the 'Category' dropdown is set to 'Humanities'. Under 'Sub Categories:', 'Musicology' is selected. The main search area has 'Simple' and 'Advanced' tabs, with 'Simple' selected. The search fields contain 'music education' and 'handicapped' with 'And' as the operator. A 'GO' button is visible. Below the search area, a message states 'Category: Humanities--Musicolo contains 15 databases'. A table lists the selected databases:

<input checked="" type="checkbox"/>	Database Name	Type	Actions
<input checked="" type="checkbox"/>	Grove Music Online	reference books	 
<input checked="" type="checkbox"/>	RILM Abstracts of Music Literature	databases	 
<input checked="" type="checkbox"/>	IIMP Music Periodicals (CH)	databases	 
<input checked="" type="checkbox"/>	JSTOR	eJournals services	 
<input checked="" type="checkbox"/>	ERIC (CSA)	databases	 

Select the category Humanities and the subcategory Musicology on the left. It is also worth doing another search in the Multidisciplinary category.

- Enter the search terms and combine them with AND.

- Limit the search to Subject field to ensure that there are not too many irrelevant results included. Of course you miss some relevant ones too, because often the databases use different subject terms.
- Click GO to start the search.

Search for "Subject=(music education) AND Subject=(handicapped)" in "Humanities"			View Results
			Cancel
Database Name	Status	Hits	
Grove Music Online	Search and link	6	View
RILM Abstracts of Music Literature		5	View
IIMP Music Periodicals (CH)		0	
JSTOR		0	
ERIC (CSA)		84	View
PsycINFO 1840-current (EBSCO)		0	
Periodicals Contents Index (PCI)		0	
Sociological Abstracts (CSA)		0	
MLA International Bibliography (EBSCO)		0	
MEDLINE (Ovid)		0	
VIOLA		0	
Arts & Humanities Citation Index (ISI)		11	View
Combined Results	First 46 records	100	View

The results are displayed in a summarized table showing how many hits were found in each database. The results can be viewed by database. To view a combined list of results, click View Results.



Combined results for "Subject=(music ...)" (100 hits)
View [results by databases](#)

List [Brief Record](#) [Full Record](#) Jump to #: Sort by:

1 - 20 of first 86 records ([combine more](#)) [<Previous](#) [Next>](#)

No.	Rank	Author	Title	Year	Database	Action
1	<input checked="" type="checkbox"/>	Hammel, Alice M	Inclusion Strategies that Work	2004	ERIC (CSA)	+ -
2	<input checked="" type="checkbox"/>		Spotlight on Making Music with Special Learners	2004	ERIC (CSA)	+ -
3	<input checked="" type="checkbox"/>	Johnson, CM	Attitudes of junior high school music students from Italy and the USA toward individuals with a disability	2003	Arts & Humanities Citation Index (ISI)#	+ -
4	<input checked="" type="checkbox"/>	Cristol, Dean S	School-to-Work Collaboration: University and Public Schools.	1998	ERIC (CSA)	+ -
5	<input checked="" type="checkbox"/>	Byrnes, Suzanne Rita	Different-Age and Mentally Handicapped Listeners' Response to Western Art Music Selections.	1997	ERIC (CSA)	+ -

The results can be displayed in three formats: **List**, **Brief Record** or **Full Record**. By default, the results are displayed in order of relevance (**Rank**). To get the most recent ones first, sort them by **year**.

- Click the number or the title in the list to get full information on the article.
- Click  to add a record to your own eShelf for later use.
- Click  to read the full text if available or check the availability of the journal or book.

The above search found 84 records. They are displayed in groups of 20. Use **Next** and **Previous** buttons to view the records. Click the database title to access and perform more advanced searches in the selected database.



My Space

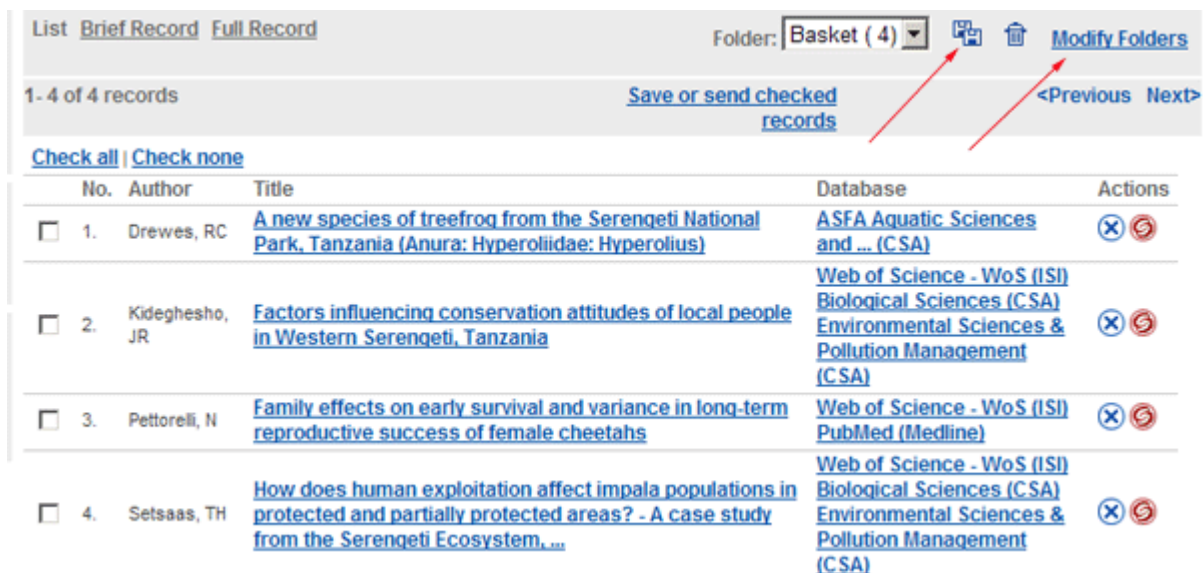
JyU staff and students can log on to NELLI with their own university network user name and password. NELLI front page now includes a link to **My Space (log in)**.



My Space allows you to

- save and keep selected records in your personal eShelf for future use
- create your own database sets
- select your personal e-Journal list
- save your searches and use them as Alerts

eShelf









eShelf allows you to save selected records for later use. Start assembling your eShelf by doing a search **in Quick Search or MetaSearch**. Select the records you want by clicking  in the Result List. The selected records are transferred to the **eShelf** in My Space. NELLI automatically creates a folder (basket) for the records. Click the  icon to save the records and rename the folder. Click "Modify folders" to create new folders and rename the old ones.



Folder: **Basket (4)**   [Modify Folders](#)



1- 4 of 4 records [Save or send checked records](#) [<Previous](#) [Next>](#)













[Check all](#) | [Check none](#)

No.	Author	Title	Database	Actions
<input type="checkbox"/> 1.	Drewes, RC	A new species of treefrog from the Serengeti National Park, Tanzania (Anura: Hyperoliidae: Hyperolius)	ASFA Aquatic Sciences and ... (CSA)	 
<input type="checkbox"/> 2.	Kideghesho, JR	Factors influencing conservation attitudes of local people in Western Serengeti, Tanzania	Web of Science - WoS (ISI) Biological Sciences (CSA) Environmental Sciences & Pollution Management (CSA)	 
<input type="checkbox"/> 3.	Pettorelli, N	Family effects on early survival and variance in long-term reproductive success of female cheetahs	Web of Science - WoS (ISI) PubMed (Medline)	 
<input type="checkbox"/> 4.	Setsaas, TH	How does human exploitation affect impala populations in protected and partially protected areas? - A case study from the Serengeti Ecosystem, ...	Web of Science - WoS (ISI) Biological Sciences (CSA) Environmental Sciences & Pollution Management (CSA)	 

My Databases

Create database sets of databases you use frequently. The sets can be seen on the Quick Search page with other sets and you can use them to search. The sets can also be seen on the MultiSearch page. Start













by using **Find Database** to locate the databases you want. Select and add the databases to the clipboard by clicking  in the Find Database Results List. Click  to save the databases as a set and assign the set a new name.


Clipboard		
Database Name	Type	Actions
Communication & Mass Media Complete (EBSCO)	eJournals services	  
Communication Studies (CSA/SAGE)	eJournals services	  
Emerald Fulltext (Emerald)	eJournals services	  
Business Source Elite (EBSCO)	eJournals services	  

Save as


Set name:

My Databases


Select set: <input type="text" value="My database set 1"/>		
Database Name	Type	Actions
Communication & Mass Media Complete (EBSCO)	eJournals services	  
Communication Studies (CSA/SAGE)	eJournals services	  
Emerald Fulltext (Emerald)	eJournals services	  
Business Source Elite (EBSCO)	eJournals services	  


Click  to rename the set and to add a description.


My eJournals

Start by using "Find e-Journal" to locate the e-journals you want. Select the e-journals by clicking . The selected journals are saved under **My eJournals** in My Space.

History and Alerts

History enables you to save a search in the search history in order to run it in the future or to create an Alert. In Quick Search or MetaSearch, open "Previous searches" and click  to select a search. Go to History in My Space.

Click  to define this search as an Alert. It is then carried out automatically at an interval of your choice. You will get a message in your email when new records are found. New records can, however, not be listed separately, so you will always get a full list including both old and new records.

Click  to edit the Alert.

Click  to create an RSS feed.

Preferences

My Space Preferences enable you to select the language of the interface and to determine the default view the Database Result List and the Search Result List. Your preferences are applied whenever you are logged on with your own user name and password.

Help in problem situations

NELLI has a **Help** index where you will find more information on the different functions. Use the **Feedback** form to send your comments and questions.