Doing an advanced search in Library Plus
An example search looking at the potential harm from nicotine in e-cigarettes:

- Log in to UDo
- Click on the tile for Library on your UDo home page
- From the list, click on the blue tile for Library Plus

Step 1: Create a personal account
Having a personal account for the database at this point is a good idea as it helps with storing the items you’ve decided to keep.

In the banner at the top of the screen click on the link Sign In

You will be presented with a username/password box – your UDo login won’t work here so if you haven’t created a personal account for Library Plus yet, click on the link to Create a New Account and follow the instructions on screen.

Once your account has been created click on the Folder link in the banner at the top of the screen. This will take you to your in-database file storage area. You have two sections to the sidebar on the left: a generic section at the top which everyone gets and cannot change; and a custom section at the bottom which is empty apart from a button that will allow you to create folders.

In your custom section, click on the folder icon that has the text New next to it and create two folders, naming them YES and MAYBE respectively.

Once that’s done, click on the Library Plus tab in the left of the grey banner at the top of the screen to return to the database home page—this will be the BASIC search screen (there will be a single box in the centre of the page)—and from here you need to click on the Advanced Search link which is directly below that box.

You should now see this screen:
Having the three search boxes will make it possible for you to search in multiple locations (article title, abstract, subject headings) which will help you get the breadth of coverage of what’s out there in relation to your subject.

It may seem very long-winded but it does decrease the risk of missing something. However, you will have to do more than one search.

**Step 2: Do individual searches for each concept you’re researching**

**Search One**

e-cigarettes or “electronic cigarettes” or “vapor cigarettes” or vaping¹

Copy and paste the above line into all three boxes on the search screen. To the right of each row select: **TI Title; AB Abstract; SU Subject Terms** and to the left of the second and third rows change the default AND to OR

Then click on **Search**.

When you get your results on screen, quickly look at how many you have to ensure that they’re not too low and then press **Clear (below the search button)**

**Search Two**

Nicotine

Copy and paste the above line into all three boxes on the search screen. To the right of each row select: **TI Title; AB Abstract; SU Subject Terms** and to the left of the second and third rows change the default AND to OR

¹ See the Additional Library Plus Search Tips guide for information on the search symbols
Then click on **Search**.

When you get your results on screen, quickly look at how many you have to ensure that they’re not **too low** and then press **Clear (below the search button)**

**Search Three**

harm* or risk or danger or "adverse effect*"

Copy and paste the above line into **all three** boxes on the search screen. To the right of each row select: **TI Title; AB Abstract; SU Subject Terms** and to the left of the second and third rows change the default **AND** to **OR**

Then click on **Search**.

When you get your results on screen, quickly look at how many you have to ensure that they’re not **too low** and then press **Clear (below the search button)**

**Step 3: Combine your searches together**

You should now have three separate searches, all completely unconnected, and you need to know what records are present in every set of results.

**Part 1:**

Make sure that you have pressed the **Clear** button next to your search boxes and that the boxes are empty.

Then, below the search boxes, click on the link for the **Search History**
This will open up your search history and list all of the searches you’ve done while you’ve been logged into that particular session.

Part 2:
Tick the box to the left of each search that you want to combine together, so in the case of this particular topic (and assuming that the three searches above are the only ones you’ve done/that are showing up in the list) you can just tick the box in the top left of the search history that says **Select/deselect all** to mark the ones you want to combine together.

Part 3:
When you’ve made your selection, click on the grey **Search with AND** button to weed out any records that aren’t present in all of your individual sets of results.

Part 4:
In the case of this particular search (on this day – if you do it in the future you may (hopefully) get higher results if more material has been added to the database) there is now a set of **2,905** results that each contain at least one search term from each of my separate searches e.g. e-cigarettes and harm and nicotine etc.

Part 5:
To reduce them further, go to the sidebar on the left of your results (you may have to scroll down the screen to see them) to select different options for narrowing your results further.

(i) **Limit To**
In the Limit To section at the top of the sidebar there is, under the date range slider, a link that says **Show More** – click on it.
An expanded box will now appear on screen with a variety of options:

Select **Full Text, Date Published** (do the last 10 years), **Peer Reviewed** and click on **Search**

!! If you are studying at level 5 or above you should not limit to full text only !!

It’s not unusual to lose between 50-75% of your results by making those selections but we can narrow things down a little further.
(ii) Source Types

In the Source Types section of the sidebar, tick the box for Academic Journals – you are unlikely to have 1,212 unique results, there’ll probably be some duplication where the same article is in e.g. 6 databases and because some of the records are not standard i.e. don’t contain the exact same content as the other records for that article, you may see more than one entry per piece of work at this stage.

(iii) Subject

!! If you are studying at level 5 or above you should not limit by using the subject option in the sidebar !!

For Subject, you are shown the top 6 results but there are more hidden under the Show More link so you always have to click on that to see everything you’re being offered. It’s a curated list so it won’t be every single subject on every single article record in your list but it will be the ones that the database feels mirrors what you’re looking for.

Select everything that matches your topic—even if you’ve already selected it in a slightly different form further up the list—as the results will be coming from multiple databases and you don’t want to accidentally exclude something that may be relevant.

When you’ve selected everything that’s relevant click on Update

(iv) Language

Select any language that you’re a fluent reader of. If you’re just selecting one language you can tick the box in the sidebar; if you want to select more than one you have to click on Show More to get the full list up, you can then select as many as you like and then click on Update when you’re ready.
Step 4: Screening your articles for yes / no / maybe

You now have a set of results—probably quite a lot—that you will need to sift through and decide which are worth looking at and which you can ignore.

This is where having the personal account for the database comes into its own; we’ve already created our folders (Yes / Maybe) so the next step is to look at the brief view of the articles i.e. the titles and any visible subject headings and ask: “Do I think this is going to be useful to my research? Yes I do; no I don’t; maybe, but I need more information before I can say either way.”

If it’s a NO, ignore it and move on to the next item.

If it’s a YES or a MAYBE, click on the blue folder to the far right of the article title and, as long as you’ve created at least one folder in your custom area, you should see a list to choose from to store your article.

Click on the link for the folder you want the item to go into; the folder will then change to yellow to act as a quick, visual cue to you that you’ve seen this article and stored it somewhere.

Keep going with this process until you get to the end of your results/ they stop seeming relevant/ you feel you have enough.

Step 5: Screening your ‘maybe’ articles to determine yes / no

You should now have two folders with items in them in your custom area.

Click on the Folder tab in the blue banner at the top of the screen and go to your custom area. Ignore the Yes folder for now—you’ve already decided that they’re going to be useful—what you need to decide is whether the contents of the Maybe folder are going to become a Yes or a No.

Click on the Maybe folder and then, when you get the drop-down list, click on the articles link. The brief view of the articles should be displayed on the right of the page.
For each article, click on the title to view the detailed record and then read: the abstract, any database supplied subject headings, any author supplied keywords – that should be enough information to allow you to either say, ‘Yes, it looks useful’, or ‘No, it doesn’t’.

Unfortunately, when you’re looking at the detailed record, you won’t be able to move/ delete from that page so you will need to go back one level by clicking on the Folder List link at the top of your record.

Once you’ve gone back a level there should be a tick box to the left of the article title; select that and then go to the top of the page (if you just press the HOME key on your keyboard it should return you to the top of the page in one go)

If you want to put it into your Yes folder, click on the grey Move To button and then select the folder you want it to go into. If you’ve decided it’s a No you can just click on the grey Delete button.

You should eventually be left with a completely empty Maybe folder and have articles that you think will be useful to your research in your Yes folder. When you read those articles you may decide that what you thought was a ‘yes’ has actually become a ‘no’ and that’s fine, it happens.
Further help
This guide has been designed to either introduce you to doing an advanced search in Library Plus if you have never used it before, or to act as a refresher if you’ve recently had a group session or individual appointment on searching Library Plus for articles on your topic(s) of research.

If you have any questions, or if your search does not seem to be working effectively, please contact your Subject Librarian for help and advice.

You can book an appointment with them using the online form here: https://libcal.derby.ac.uk/appointments/ (please remember to select the right person/option once you’ve selected the site you want the appointment to take place at).

You can also find their contact details on their subject guides. Go here: https://libguides.derby.ac.uk/ for a list of areas and subject guides available.