

An introductory guide to Super Search

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This guide is only a basic introduction to the many features of Super Search. There are multiple methods of performing different searches on this platform, of which this guide is only one example.

What is Super Search?

Super Search is the University of Melbourne's new portal to:

- The library catalogue
- Electronic journals
- Databases

When you first go to Super Search, the screen you will see is called the **Meta Search** screen and you will be logged in as a 'guest'. There is limited access to the features of **Super Search** as a guest. You will notice that many databases and features are 'locked' (with a yellow padlock) if you are a guest. To be able to use all the features of **Super Search**, log in as a user with your university username and password via the link at the top right of the page. After you have logged in, the padlocks should disappear, indicating you have access to the databases.

Meta Search allows you to perform a **basic** uncomplicated search across multiple databases. However there are several disadvantages to doing this:

- There is very limited ability to combine multiple search terms and therefore the search will be too broad
- Some databases are not compatible with the **Meta Search** platform. This is indicated by a blue square with a chain motif at the bottom. **Popular physiotherapy databases including PEDro and Cochrane are amongst those which are not compatible with Meta Search**
- The default lists of databases are not confined to those containing primary scientific research literature e.g. they may contain mass-market magazines and books
- Access to this platform is restricted to users of the University of Melbourne and would be difficult if you do not have University privileges

For these reasons, it is not recommended that you use **Meta Search** for comprehensive literature searching. Instead, you should identify relevant databases for your search topic (e.g. CINAHL, Medline) and search them individually using their unique search features.

How do I access individual databases via Super Search?

1. Login using your user name and password
2. Click on the 'find database' tab at the top of the screen
3. Type in the name of the database you are looking for. **Note:** when searching, it is best to use 'contains' in the options beside the search window rather than 'exact'. Using 'exact' may not retrieve the database even if it is in the catalogue due to

syntax issues. (You can use the A – Z listing also to find a database, however this is far more time consuming than the above method as you will be accessing a complete list of all University databases)

4. To access the database, click on its title. This will take you to the native interface of the database and allow you to search using whatever functions are supported by the database. Information about databases is available by clicking on the 'i' icon.

How do I find a book in the University library using Super Search?

1. Login using your user name and password
2. Click on the 'find an item' icon at the top of the screen
3. Select 'book'
4. Enter the book title and author in the search screen
5. The search results contain many options. To find the book in the university library, you need to click on 'get it' beside the heading 'holdings in unimelb library catalogue'. If the book is held in the library, the relevant details will be displayed. If the book is not held, a message saying 'no matches found' will be displayed.

How I do I access a specific journal article using Super Search?

1. Login using your user name and password
2. Click on the 'find an item' icon at the top of the screen
3. Select 'article' (this is the default selection)
4. Enter as much information regarding the article as possible. The minimum suggested details you should enter are: journal title, year, volume, first page number
5. In many cases, your initial search will retrieve a list of potential journals. Select the appropriate journal from this list and click 'source it'
6. The next screen will give you information regarding:
 - a. If the journal article is available electronically: This will be indicated by details under 'full text available from...'. Click 'get it' to access the electronic article
 - b. If the journal article is available on the shelf at the University: To find the paper journal in the university library, you need to click on 'get it' beside the heading 'holdings in unimelb library catalogue'. If the journal is held in the library, the relevant details will be displayed. If the journal is not held, a message saying 'no matches found' will be displayed.

Note: There are thousands of scientific journals published worldwide. The University of Melbourne subscribes to a limited number of these, therefore it is not necessarily the case that you will be able to access every journal article that you require through the University library. To obtain articles not available at the University, you will need to identify other library holdings e.g. at a hospital or other university library. One way of doing this is to search using the Libraries Australia database (which can be found using the instructions above).