ERIC is a nationwide information network sponsored by the U.S. Department of Education and designed to provide ready access to the world’s premier database of journal and non-journal education literature. The ERIC online system provides the public with a centralized ERIC Web site for searching the ERIC bibliographic database of more than 1.1 million citations going back to 1966. The ERIC Documents Online database includes resources such as teaching guides, research reports, bibliographies, issue papers, instructional materials, and test and evaluation instruments.

Basic Search (Default):
1. Select the type of search you wish to perform – keywords, title, author, descriptors (see “Thesaurus” below) or ERIC # - from the drop-down menu.
2. Enter your search term or phrase in the blank box. To search for an exact phrase, enclose your terms in quotations, for example: “integrated curriculum”.
3. Click Search.

Advanced Search: (Use this powerful search feature to narrow and focus your results.)
1. Select the “Advanced Search” link, found next to the search box on the Basic Search screen.
2. Enter search terms in the “Search for” boxes. Three rows are displayed, but you can click “Add Another Row,” if necessary, to build a more complex search.
3. Use the adjacent drop-down lists to select the appropriate record field for searching.
4. Use the “and” or “not” drop-down boxes with additional terms to limit the search; use “or” with additional terms to expand the search.
5. You can choose to view only the articles that are available in full-text by checking the “Full Text Availability” box.
6. If desired, limit results further by selecting appropriately in the “Publication Date,” “Publication Type(s),” or “Education Levels” boxes.
7. If desired, you may limit your results to “ED” (Educational Documents) or “EJ” (Educational Journals) sources, or peer-reviewed sources, as appropriate.
8. Click Search.

**Thesaurus Search:**
Why use the ERIC Thesaurus? Because the same subject can be referred to in many different ways. One author may prefer “student,” while another may use the term “pupil.” Therefore, use of one keyword in a search may not retrieve all relevant results. The ERIC Thesaurus allows you to find the subject descriptor that will ensure access to the most relevant results.
- Select “Thesaurus” from the ERIC toolbar, then “Search & Browse the Thesaurus” from the drop-down list.
- Three ways to search the Thesaurus:
  - By word or phrase – type the word or phrase in the “Search for:” box.
  - Browsing alphabetically – choose the letter of the alphabet that begins your search term. This is especially useful if you’re not sure of the exact spelling.
  - Browsing by category – click on your area of interest from the list provided. This is useful if you have a general idea of your topic, but need to generate more specific terms.
- Thesaurus search results: when you find the term that best meets your requirements, click on the word[s] to view details about that term and see related terms. Then click the “Start an ERIC search” button, which will return you to the Advanced Search screen and insert your term in the “Thesaurus Descriptors” box. At that point you may further specify your search by adding terms or limitations, as described above, or you may simply click the Search button to execute your request.

**Search Results:**
- The results display includes a portion of the abstract for each article retrieved. To read the complete abstract, click the “Show Full Abstract” link.
- If the document is available in full-text, an Adobe PDF icon and “ERIC Full Text” link will appear.
- After opening the document, the Adobe Acrobat window will provide options for printing, saving, and/or emailing the document.
- If the document is not available in full-text from the ERIC database, other options are available – see below.

**Other Options:**
If the document you need is not available in full-text, there are other options for accessing the document:
1. Other databases: if the document came from a journal or other periodical, try searching one of our other databases, i.e., Ebsco’s Professional Development Collection, WilsonWeb, JSTOR, or SAGE. Search by title and author, or search for the name of the periodical, then find the correct issue.
2. Microfiche: DBU owns thousands of ERIC documents in microfiche format.
   - Write down the ERIC Accession number (usually starts with “ED”).
   - Find the appropriate microfiche card in the file cabinets located in front of the circulation desk on the 1st floor of the Learning Center.
• Use the microform readers, near the Reference Desk, to read and print the document. Printing will cost 10¢ per page.
• Distance Learners: submit a “Distance Learning Article Request Form” to have the document mailed or faxed to you:
  http://www.dbu.edu/library/distance_article_request.asp
3. Borrow: books and other materials indexed in ERIC may be borrowed from a library. Check DBU’s library catalog at http://www.dbu.edu/library/catalog.asp – if DBU doesn’t own it, submit an Interlibrary Loan request.

ERIC Database Fields
The Advanced Search feature in ERIC allows users to specify the way ERIC searches for terms. The following are brief definitions of the types of searches available from the Advanced Search screen:
• Keywords (all fields): looks for your search terms in all the fields displayed in the detailed record of the document, including the abstract, author, title, and subjects. DOES NOT search the full text of the document.
• Title: the name assigned to the document by the author, which may also include subtitles or names of series.
• Author: the author, editor, compiler or other person[s] associated with the work. Don’t use commas to separate last from first names. You can search names in any order. If you’re not sure of the spelling, try truncating by using at least three letters and an asterisk – for example, deb* will retrieve Deborah, Debra, Debbie, etc.
• ERIC #: each document in the database has been assigned a sequential number. The document numbers begin with either “ED” for ERIC Document, or “EJ” for ERIC Journal article. Enter the complete number, including the letters and all zeros.
• Source: use this to locate all ERIC documents published in a particular journal, or to otherwise specify a publication.
• Identifier: these are subject terms not found in the Thesaurus, such as proper names, geographic names, project and program names, or concepts not yet approved for addition in the Thesaurus. Examples: Piaget; France; Project Head Start; family empowerment.
• ISSN: the International Standard Serial Number, a unique number assigned to all journals and other periodicals.
• Institution: name of an organization that could be considered as the author or sponsor of a document, such as a research foundation, school district, or university.
• Sponsoring Agency: an organization that has initiated or funded a research project, for example, Pew Charitable Trust or Children’s Television Network; the document is an outcome or product of the project.
• Thesaurus Descriptors: for a discussion on finding and using the ERIC Thesaurus, see above.

My ERIC
The new My ERIC feature allows you to save searches and re-execute them at a later date. This is especially useful if you are interrupted while examining your search results. You may set up a free My ERIC account at any time. Up to ten (10) searches may be saved and retrieved. To register or log in, select the My ERIC tab in the toolbar.

For assistance please contact a Reference Librarian 214/333-5221 or 1/800/483-7048