



AgeLine via WebSPIRS

Tompkins-McCaw Library & James Branch Cabell Library
VCU Libraries- Virginia Commonwealth University

ABOUT THE DATABASE:

The AGELINE database is produced by the American Association of Retired Persons (AARP). AGELINE provides bibliographic coverage of social gerontology, which is the study of aging in psychological, health-related, social, and economic contexts. The delivery of health care to the older population and its associated costs and policies is particularly well covered, as are consumer, employment, and public policy issues. Literature covered is of interest to researchers, health professionals, service planners, policymakers, employers, older adults and their families, and consumer advocates. Roughly two-thirds of the AGELINE records are obtained from journals, with the rest from book chapters, monographs, reports, and audiovisuals. All are accompanied by an original, informative abstract. Documents are indexed using the *Treasure of Aging: Gerontology Index*. Its coverage is from 1978 to the present, with selected coverage from 1966 to 1977.

TO BEGIN:

From the VCU Libraries page <<http://www.library.vcu.edu>> select 'A' from Databases A-Z .

Choose **AGELINE vcu - (1978 - present)**. Note: these instructions are for WebSPIRS 4.3 and do not apply to the newer WebSPIRS 5 option.

TO SEARCH:

Type your search term(s) in the box on the Search screen.

To make your search more precise you can change several selections on this screen.

1. Change where to search for your terms (in 'words anywhere', title, author, or subject) by using the appropriate radio button.
2. Limit your search by clicking on the **Limit Your Search** button to restrict retrieval by publication year, document type or target audience. Select from the dropdown menus provided. Click the **Set Limits** button to return to the search screen. To remove limits click the **Remove Limits** button.

Once you have made your selections, click on the **Search** button to execute a search for your terms.

See important information on the following pages for **ADVANCED SEARCHING HINTS**.

TO VIEW YOUR RESULTS:

After a search, WebSPIRS shows the number of records found at the top of the Search screen.

Click the **Change Display** button and use the checkboxes to select different fields for viewing. From the Record Display Options screen you can also change the number of records shown, the way field names appear and how records are sorted.

Click the **Confirm Changes** button to re-display your results.

Use the **Previous 10** or **Next 10** buttons to view records in sets of ten.

TO MARK RECORDS:

You can mark records in which you are interested and then work with only those records.

Check the box next to the record you want to mark. To unmark your selection, click this box again.

Click the **Show Marked Records** button to display only your marked records.

TO CHECK FOR JOURNALS IN THE LIBRARY:

The VCU Libraries have many, but not all of the journals in AgeLine. Click on the WEBLH link in the record and a new window will open to display information from the library catalog about the journal title.

TO PRINT RECORDS:

1. Display records from the Search page.
2. Click **Print**. WebSPIRS displays the Print Records page.
3. Indicate which records you want to print:

All records in the current search

Records x to y in the Current Search

Marked Records prints any records you have marked.

Check Clear Marked Records to unmark all records after you print.

Which Fields allows you to select default field name displays or to customize a display of selected fields to print.

4. Indicate what information you want to include:

Search History prints your search history with the retrieved records.

Record Numbers and Database Name prints a number, such as "Record 1 of 25", with each record.

Field Labels may be printed in long/short format

5. Click **Print Records** to print. Use the browser print function to modify print properties if necessary. Click the **Close** button to leave the Print function.

TO SAVE RECORDS:

1. Click the **Save** button from the displayed records page.

2. WebSPIRS displays the Save Records page.

3. Indicate which records you want to save:

All records in the current search

Records x to y in the Current Search

Marked Records saves any records you have marked.

Check Clear Marked Records to unmark all records after you save. **Which Fields** allows you to select default field name displays or to customize a display of selected fields to save.

4. Indicate what information you want to include:

Search History saves your search history with the retrieved records.

Record Numbers and Database Name saves a number, such as "Record 1 of 25", with each record.

Field Labels may be printed in long/short format. Word wrapping is also an option.

5. Click **Save Records**. Specify a drive, directory and file name in which to save the records. (The default file extension is .dat). Change the extension as appropriate. Click the **Close** button to leave the Save function.

TO E-MAIL RECORDS:

1. Click **E-Mail** button from the displayed search page. WebSPIRS displays the Mail Records page.

2. Enter an email address and the text to appear in the subject line.

3. Indicate which records you want to mail:

All records in the current search

Records x to y in the Current Search

Marked Records mails any records you have marked. Check Clear Marked Records to unmark all records after you email.

4. Indicate what information you want to include:

Search History mails your search history with the retrieved records.

Record Numbers and database name mails a number, such as "Record 1 of 25", with each record. Word wrapping is a default option that may be deselected. Field labels may be short/long.

5. Click **Mail Records**. WebSPIRS mails the records and displays a status message. Click close to leave the email function.

ADVANCED SEARCHING TIPS:

Using the Thesaurus:

Descriptors are controlled vocabulary terms used for consistent indexing of records in AgeLine. Descriptors are a powerful tool in constructing your search.

Click on the **Thesaurus** button.

1. Type a term in the Subject: text entry box and click **Go to Subject**

2. Scroll through the index terms on the current page, or click **Previous** or **Next** to show the previous or next range of subject terms.
3. Click on any linked term. WebSPIRS displays the Term Details. The Term Details for a given term may contain ~~Narrower terms, Related terms, Broader terms, Scope notes, and Used For notes.~~ Use narrower terms to focus your search; use broader and related terms to broaden your search.
4. Click **Search Subject** to search for just the current term.
5. Click **Explode** (if available) to search for the main descriptor and all its narrower descriptors. To narrow your search, use the most specific descriptor for the concept.

Combining Terms or Search Sets:

You may use certain words known as "operators" to combine terms or search sets. The **and**, **with**, **near**, and **not** operators will narrow a search; the **or** operator will expand a search.

Operator	Example	Description
and	sodium and diet	Each record will contain both terms.
with	diabetes with insulin	Both terms appear in the same field, e.g. title, abstract or MeSH heading
near	heart near transplant heart near2 transplant	Terms will appear in the same sentence. Use a number to specify how close the terms must be.
not	cat not dog	Excludes records with the term following the "not" operator. Use with caution since records containing both terms will be excluded.
or	kidney or renal	Retrieves records that contain either term.

Previous search sets may also be combined by using operators. For example, if your first search set contained *sodium* and your fourth search contained *diet*, you can combine the two sets by typing **#1 and #4** on the Search screen.

Using the Search Builder

Type your terms and select the fields to use in the search. Select the search operator, **and**, **or** or **not**. Click **Start Search**

when you have entered all your search terms. To select multiple fields, m
click.

Using the Search History Box:

The lower half of the Search page lists the searches you have performed and

To combine searches:

1. Check the boxes of two or more searches that you want to combine.
2. Select **and** or **or** radio button to find records that contain all (or any) of the selected search terms, respectively.
3. Click **Combine Checked** to perform the new search and indicate the number of records found.

To remove searches:

1. Check the box(es) of the search(es) that you want to delete.
2. Click **Remove Checked** to erase the search(es) from the history.

To reuse searches:

1. Check the box(es) of the search(es) that you want to reuse.
2. Click **Re-type Checked**. WebSPIRS enters the search(es) in the search text entry box.

Truncation and Wildcards:

Use the * to allow additional characters at the end of a word.

Example: *hormon** will find *hormone*, *hormones*, *hormonal*, etc.

Use the ? to search for alternate characters within a word.

Example: colo?r retrieves color or colour

Limit to Specific Fields:

Records can be limited by searching for terms in specific fields. On the Search screen, type the term(s) followed by the connector **in** and the appropriate field label from the table below. Multiple fields can be searched by placing commas between the field labels. There is also a special field label for the citation, **citn**, which consists of the ti, au, issn, so, la, and an fields. For more information on AgeLine fields and how to search them, click **Help** and go to the AgeLine database Guide table of contents.

Examples: depression in ti retrieves records with "depression" in the article title
cocaine in ti,de retrieves records with "cocaine" in the article title or descriptor
fibrosis and audiovisual in dt retrieves records with "fibrosis" anywhere and "review" in the document type field

<u>Field</u>	<u>Label</u>	<u>Field</u>	<u>Label</u>	<u>Field</u>	<u>Label</u>
Abstract	AB	Edition	ED	Publication Year	PY
Accession Number	AN	Funding Source	FS	Series Title	SE
Author	AU	ISBN	IB	Source	SO
Availability	AV	Identifiers	ID	Target Audience	TA
Corporate Author	CA	Monograph Corporate Author	MC	Title	TI
Descriptors	DE	Notes	NT	Citation	CITN
Document Type	DT	Publication Number	PN		

Using the Index:

The Index lists all the searchable terms in the database and indicates the number of records that contain each term. The Index is especially useful for finding variations of authors' names.

1. Click **Index** on the button bar. WebSPIRS displays the Index page.
2. To restrict the search to a specific index, use the drop-down list, and select the field (year, document type, audience or accession number) in which you want to look up the term. (Otherwise use the general index).
3. Type a term in the Term: entry box and click enter.
4. WebSPIRS displays an alphabetical list of the terms contained in the selected field.
5. Scroll through the index terms on the current page, or click **Previous** or **Next** to show the previous or next range of index terms. Check one or more terms as you scroll.
6. Click **Search Terms** to search for records that contain the selected term(s).
7. If you selected multiple terms, they are combined with the **or** operator. Note: To search for one term, click on the term rather than its checkbox.

ADDITIONAL HELP:

For more information on searching with WebSPIRS, click on the **Help** button at any time during your session. Help files are available on a variety of topics and will assist you with options that appear on your screen.

TO END YOUR SESSION:

Click on **Logout**.