

# INSTRUCTION FOR SEARCHING SIRS

1. Using the Internet, enter the address: <http://sks.sirs.com>. Press "Enter."
2. You may be asked for a Customer # and Password to access "SIRS." Refer to your handout titled **Remote Access for SIRS, NewsBank, InfoWeb, and NC LIVE** for the current Customer # and Password or contact Huskins Library Circulation Desk (704-878-3271 or rklett@mitchellcc.edu).
3. On this page, click on "**SIRS Knowledge Source**" (printed in blue letters).
4. This page, "**SIRS Knowledge Source Comprehensive Search Portal**," displays a "**Search**" section to perform your search and a "**Databases**" section listing the available databases to search.
5. In the "**Search**" section, when searching a subject, you have the option of searching by "**Subject Headings**" or "**Keyword/Natural Language**." *Keyword/Natural Language* allows you to enter any combination of key words and phrases and will provide the most extensive search for your subject.
6. For this exercise, you will be searching by keyword so click the button next to "**Keyword/Natural Language**."
7. Click in the "**search box**" at the blinking cursor and enter the subject or key words you wish to search.
8. You also have the option of sorting your results by "**relevance**" or "**date**." Searching by "**relevance**" will give you articles that contain the most keywords or phrases within the articles that match your subject and is also the default search. Searching by "**date**" will list the articles in chronological order beginning with the most recent articles on your subject.
9. Select the sort method you wish to use and click the button located to the left of your choice.
10. In the selection listing the databases, **the default search includes searching all databases listed in the databases section** (*SIRS Researcher, SIRS Government Reporter, and SIRS Renaissance*).
11. For this exercise, all available databases will be searched for results so click the "**Search**" box located in the "Search" section. \*\*\**For future searches, if you do not want to search all databases, click on the individual database you wish to search.*

12. This page will display search results by the **title** of the article (highlighted in blue) along with a summary of the article.
13. For this exercise, **select an article and click on the title** of the article.
14. This page displays the source information for the article followed by the full-text article.

**The source information includes:**

- **Source of the article** (title of the magazine, newspaper, etc.) in capital letters (ex. USA TODAY, LOS ANGELES TIMES, DISCOVER)
- **Date the article was published** (ex. Oct. 7, 2003; May/June 2004)
- **Page number(s) of the article** (if given) – Page numbers will be indicated in one of the following ways:

p. 23

n.p. (indicates no page number given)

pp. 6-7

p. 39+ (the plus sign indicates that the article continues on another page but may be consecutive pages)

- **Title of the article** (in large, bold letters) (ex. **A Graying Audience**)
- **Author(s) of the article** (if given) (ex. By Jordan Mason)

**NOTE:**

**The source information is necessary when citing sources used in writing essays and research papers.**

The full-text article follows immediately after the source information.

15. **When documenting an article from *SIRS*, you must know and cite the name of the specific database used in searching for your article.**
16. **BEFORE PRINTING THIS ARTICLE, CLICK ON THE “CLEAN COPY FOR PRINTING” ICON LOCATED, WITHIN THE SET OF ICON, TOWARD THE TOP AND AT THE BOTTOM OF THE SIRS SCREEN. UNLESS YOU CLICK ON THE “CLEAN COPY FOR PRINTING” ICON, YOU WILL NOT HAVE THE NAME OF THE DATABASE PRINTED ON YOUR PRINTOUT.**
17. This page will display the source information, the full-text article and the database used in accessing the article.

18. Scroll down to the very end of the article. You should see the date that the article was accessed and the name of the database from which the article was accessed. Example:

Accessed on 9/22/05 from SIRS Researcher via SIRS Knowledge Source  
<<http://www.sirs.com>>

- The date the article was accessed was 9/22/05.
- **The name of the database**, from which this article was accessed, is **SIRS Researcher**

**NOTE:**

*“via SIRS Knowledge Source <<http://www.sirs.com>>” is not part of the database name.*

19. To print this article, click on the **“Print”** icon at the top of the *SIRS* screen.

20. Click the **“Print”** button at the bottom of the “Print” screen.

21. To return to the list of articles for your subject, click on the **“Results List”** icon.

22. To end your search, click the **“Home”** icon in the menu options.