The Library

Finding academic information:

Art & Design

Database User Guide
Your guide to finding academic information for Art & Design

This guide is designed to introduce you to the electronic academic databases relevant to your subject.

What are academic databases?

Online databases contain large amounts of current academic information. They are ideal for researching a topic. The information included is primarily journal articles, but also included are newspaper articles, theses, conference papers, etc. Searching for information is easier using online databases than using printed material.

You should use academic databases rather than search engines such as Google because the material you will find is guaranteed to be reliable and of acceptable academic standard. The databases contain many peer-reviewed journals - the best quality academic information - that you should be using for assignments rather than information from websites found via Google.

Which are the most useful databases for your subject

There are a number of databases listed on the Art & Design subject pages (see below). All contain relevant information, but some are more important than others.

Highly Recommended Databases:

Art Full Text
This database contains information about fine, decorative and commercial art, folk art, photography, film and architecture, from over 300 journals published worldwide. It provides access to the full text of some articles and also refers to articles, reviews and exhibition listings. It also includes details of images within articles. Coverage is from 1984 onwards, with abstracts of articles from 1994. It is updated monthly.

DAAI
The emphasis is on design and crafts journals from 1973 onwards. Information from over 450 journals is included, and it is updated twice a month. Topics covered include ceramics, glass, jewellery, wood, graphic design, fashion and clothing, textiles, furniture, interior design, architecture, computer aided design, Web design, computer-generated graphics, animation, product design, industrial design, garden design, and landscape architecture.
Top Tip

Most suppliers of electronic databases update their interfaces regularly, so the appearance of the screens and the steps in the illustrations may be slightly different to those in this guide, but the instructions for searching the databases will be essentially the same.

Getting started

Load the Library web pages: http://www.bolton.ac.uk/library/

You should now navigate to the Art & Design subject resources page.

The Subject Resources pages

After clicking on Resources by Subject as shown above, select Art & Design from the list of subjects. This page displays a list of relevant databases. In addition, take time to have a look at the Internet Resources and Additional Resources tabs.

The Library has a search engine called Discover@Bolton. This allows you to search most databases and other online resources simultaneously via a single search screen. Therefore, this guide will focus on using Discover@Bolton effectively.

However, it is possible to access each individual database and search for information.
Note: All the important databases relevant to Art & Design shown on the Subject pages are available in Discover@Bolton.

Discover@Bolton

Before you start your search think about the keywords you are going to search for. You should think about any related terms or synonyms you could try in case you don’t find anything suitable the first time. For further help with developing a search strategy, see the Finding Information Section of the Library’s study skills tutorial BISSTO, which you can find in Quick Links on the Library homepage. You may also find the Advanced Research Skills section useful too.

Finding a definition

It may be useful for you to define the terms included in your assignment in order to fully understand the topic you are researching. If you type a single keyword or phrase in the search box and run the search, a definition will appear on the right of the screen. Where available, this will be sourced from one of our reference databases, such as Credo Reference. However, if a definition isn’t available from these sources, Wikipedia will be used. Please check with your tutor as to its acceptability as a quotable reference.

Basic searching

In the Search box type a keyword for the topic you are looking for and then click on Discover.

For multiple words or a phrase use speech marks, eg “painting technique”

Type keywords here and then click here

Top Tip

You can use * to replace letters within words, eg, organization will search for organization and organisation. You can also use * to truncate stems of words eg, paint* will search for painters, painted etc
Narrowing your search

If your search has produced a lot of results you will need to narrow it down. One way of doing this is by adding another keyword(s) to your original search term. You can combine 2 or more terms by using **AND**, **OR**, and **NOT**.

(This is known as Boolean Logic and is used by most electronic sources of information. Using **AND** narrows the search by finding articles that contain both terms. Using **OR** broadens the search by finding articles that contain either one or both of the terms. Using **NOT** narrows the search by finding articles that contain one term but not the other).

You can also refine a search by using the filter options to the left of your search results. These allow you to limit results to include ‘full text’ and ‘peer reviewed’ articles only, as well as limit by ‘item type’, ‘subject’, ‘publication date’ and ‘language’.

Peer-reviewed scholarly journals provide the highest quality academic information so you may wish to start with these results before looking at magazines, trade publications, etc.
Note: After you have refined your search an option to Clear Filters appears. Click this before you run another search – unless you wish to keep the same filter options.

Advanced searching

Advanced searching gives you more search options and removes the need to type AND, OR etc. Click on the Advanced Search icon at the top of the screen. This can be useful if the basic search facility gives you too many results. Try changing All fields to either Subject, Title, Abstract or Author etc, this will provide you with a smaller more relevant set of results.

The screen below shows available search fields and selections made in order to retrieve a smaller set of relevant results.
Looking at your search results

Results are displayed in brief detail showing the title of the article, author, the journal in which it appears and the date of publication.

The type of resource is shown under the title and author/publication details.

To see the abstract (summary of an article), plus additional details, move your mouse over a particular record and these will appear in the right side pane.

To look at the full text of a record, click on the Title of the record or Full Text Online.

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Note: Although most records provide access to the full text of an article if Citation Online is displayed under the details of a record the full text may not be available via the Library’s subscriptions.
In this case search the Library Catalogue to check whether the journal is available from another source or in print format. If it isn’t, you can order the article for free by using the online Inter-Library Loan service. Please see link below for full details:
http://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx
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**Top Tip**

You can sort your results by date of publication or relevance by clicking on **487 results sorted by date (newest)** at the top of the results screen.

If you click on Cite, you will be presented with a list of citation options, select Harvard. You can email or copy and paste into your list of references or bibliography, but there are many variations of Harvard so make sure it is the one required by your tutor. You may need to amend your citation once you have copied it into your Word document.
Saving selected search results

Before you can export, print, or email multiple records, you must first save selected results to a ‘folder’.

To do this, click on the folder icon at the right of the record. You will then notice that results appear in a folder at the top of the screen.

To open and view the contents of a folder, click on at the top of the screen.

To delete a record from a folder, click on at the side of it. To close a folder and return to your results, click on at the top of the screen.

Printing and emailing selected results

Once you have records in a folder, you have the option to print, email or export them.

Click on the folder icon and then choose whether you want to print, email or export them by clicking on the relevant option to the right.

Note: Contents of a folder are retained temporarily only, when you exit the database or after an extended period of inactivity (20mins) they will be cleared. You can permanently save items by creating a ProQuest Flow account – see below.
ProQuest Flow

Creating a ProQuest Flow account allows you to store all your saved items permanently and to manage and organize your documents effectively. To create an account, click on Flow Log In at the top right of the screen.

You must enter your university email address and choose your own password. Once you have created your account, when you click on the folder icon of a record it will be permanently stored in your flow account. To access Flow at any time, click on the folder icon at the top of the screen.

You can create folders to organize your results by using My Collections. You can also share resources with other people using the Sharing function which allows you to email them direct from Flow. It is possible to select resources to create an exportable bibliography, but note that you may need to amend the bibliography to the exact style you require. There are many other functions, so explore the various options available to you.

Top Tip

If you need help at any time in Discover@Bolton, click on Help at the top of the screen.

Using individual databases

You may prefer to access and search databases individually. Although the interfaces are different for each the principles of searching are essentially the same. Apply the skills you have learned in using Discover@Bolton when using other such databases.

Other databases relevant to the Art & Design subject area include:

Art Full Text  (included in Discover@Bolton)
Design and Applied Arts Index (DAAI)  (included in Discover@Bolton)
A-N Artists Information Company (included in Discover@Bolton)
John Johnson Collection (included in Discover@Bolton)
Oxford Art Online (included in Discover@Bolton)
ProQuest Central (included in Discover@Bolton)
SCOPUS (not included in Discover@Bolton)
WGSN – (Worth Global Style Network) (included in Discover@Bolton)
WGSN – Lifestyle & Interiors (included in Discover@Bolton)

For further help with some of these databases see the relevant cribsheets available on the Subject Resources page for Art and Design.

Further help

If you require further help searching for academic information, please contact your Librarian, Steve Crimes:

Tel: 01204 903093
Email: s.crimes@bolton.ac.uk

If you require immediate help during Library opening hours, please contact the duty librarian on 01204 903094 or email subjecthelp@bolton.ac.uk

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