The Cochrane Library

Accessing the Database

Go to the Library Homepage css.edu/Library

Select Databases, A to Z from the Popular Links column on the left or click on the Articles tab at the top.
Once on Articles page, select the database you are interested either by finding it in the Best Bets box or else by clicking on the Databases, A to Z link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

If you are off campus, when you click on the title of the database, this window will automatically pop up:

Database Access via The College of St. Scholastica Library

Please enter your username: 

Please enter your password: 

Login

Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

Enter your Novell username and password (what you use to log in to Blackboard, COR, your CSS email, or any computer in a lab on campus).

**Note: If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).
Searching

Main Page

Basic Search – located on the upper right corner of the screen – use when looking for a single concept or topic. Enter your search term in the box and click on the magnifying glass. Use the pull-down menu to select where you wish your term to be found such as in the title or author. Click on the advanced search link for more search options.

Advanced Search – Click the Advanced Search link. Use for complex research topics or for searching multiple concepts at one time.

Advanced Search

Please note that the Advanced Search is optimised for English search terms. Certain features, such as search operators and MeSH terms, are only available in English.

Click on dropdown arrow to the left of the search box to select title, abstract, keywords, author, tables, record title, doi, etc.

Type keywords into the search box.

To add another search box, click on the “+” sign below the search box.

Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Critical Care AND Pediatrics AND Nursing
OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Infants OR Babies
NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Arthritis NOT Rheumatoid

Click on the Search limits box to apply restrictions like publication years or content type.

When you have built your search, click on Run search.

Subject Terms
Medical terms or MeSH (Medical Subject Headings) try to match your keywords to subject headings used in the database. To search for subject headings, click on the Medical Terms (MeSH) tab.

Type your keyword into the Enter MeSH Term box and click on the Look up button.

You will get a definition, exact term and phrase matches, a MeSH term for narrower, broader, and related terms and search results you can view for articles that have that MeSH term.
Results List

Results Screen – you will see a list of citations.
Click on title of article to see full-text of an article. Click on the box in front of the title to select it for batch exporting.
Click on aspects in the left-hand column to filter your results to publication date, status, language, type, or topic.
Click on the taps above the search results for the types of articles such as Cochrane review, protocols, trials, etc.

Sample Article

**Zinc supplements for preventing otitis media**
Cochrane Systematic Review - Intervention | Version published 29 June 2014  see what's new

New search | access | View article information

Anjana Gulani | Harshpal S Sachdev
View authors' declarations of interest

**Abstract** available in  English | Français | 日本語 | Português | 简体中文

**Background**
Otitis media is inflammation of the middle ear and is usually caused by infection. It affects people of all ages but is particularly common in young children. Around 164 million people worldwide have long-term hearing loss caused by this condition, 90% of them in low-income countries. As zinc supplements prevent

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**Exporting Citations to EndNote**

(see [instructions for EndNote](#) for information on how to use this program)
Click on the *Cite this Review* link and then click on *EndNote* link and then the *Download* button.

Click on the *Save* button when you have selected where you wish the file to be saved.

Open the EndNote library you wish to add the citation to and in the *File* toolbar option, select *Import* and *File…*
Click on Choose… to select the file you just saved and click on Import.

Your citations will now automatically be added to your EndNote library.