

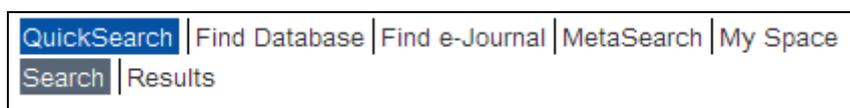
## Portail bnu : The How-To Series

### *Episode 2: How do I find a database if I know the name or part of it?*

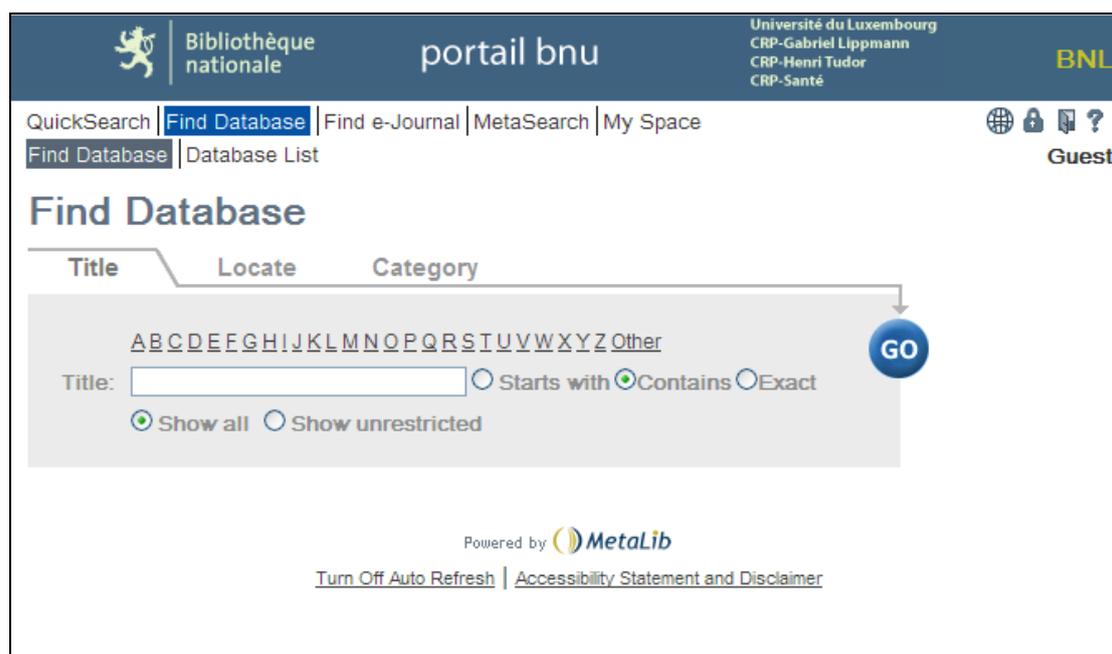
In this instalment we will look at locating a database where we know the name or part of the name.

First, connect to Consortium Luxembourg's electronic documentation portal at [www.portail.bnu.lu](http://www.portail.bnu.lu).

Once you put the portal into the language of your choice (I will use English), you will see a menu in the top-left hand side of the screen:



Let's start with finding a database. As the name might suggest, click on the "Find Database" menu option. You should get a screen that looks like this:



When searching for a database by name, you have two options. Either choose the letter corresponding to the first letter in the name of the database from the A to Z list or search for the name by entering something in the Title search box.

If you choose a letter from the A to Z list, you will get a screen like this (depending on the letter you chose of course!):

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Database Name	Type	Actions
<a href="#">Hand Press Books (OCLC)</a>	Searchable	<a href="#">i</a>
<a href="#">Handbuch der historischen Buchbestände in Deutschland, Österreich und Europa</a> <a href="#">Full Text</a>	Link	<a href="#">i</a> <a href="#">+</a>
<a href="#">Hein Online - English Reports</a> <a href="#">Full Text</a> Access only in:	Link , Index	<a href="#">i</a>
<a href="#">Hein Online - Law Journal Library</a> <a href="#">Full Text</a> Access only in:	Index	<a href="#">i</a>
<a href="#">Hein Online - Legal Classics</a> <a href="#">Full Text</a> Access only in:	Index	<a href="#">i</a>
<a href="#">Hein Online - Treaties and Agreements Library</a> <a href="#">Full Text</a> Access only in:	Index	<a href="#">i</a>
<a href="#">Highwire Search and Link</a>	Search-and-go	<a href="#">i</a> <a href="#">+</a>
<a href="#">Historical Abstracts (EBSCO)</a>	Index , Searchable	<a href="#">i</a>
<a href="#">Historical Encyclopedia of American Business</a> <a href="#">Full Text</a>	Encyclopedia , Electronic Book , Link	<a href="#">i</a>
<a href="#">Historische Bibliographie Online</a>	Link	<a href="#">i</a> <a href="#">+</a>
<a href="#">HUDOC - European Court of Human Rights Database</a> <a href="#">Full Text</a>	Link	<a href="#">i</a> <a href="#">+</a>

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More interesting perhaps, is to perform a search for a database. Go back to the database search page by clicking the “Back” button in your browser.

Now, let's say that you know you want to access a database from Ebsco but you can't quite remember the name of it. By entering the word 'Ebsco' (without the quotes) in the Title search box, selecting the option 'Contains', and clicking on the "Go" button, you will get a list of databases with the word 'Ebsco' in their title:

QuickSearch | **Find Database** | Find e-Journal | MetaSearch | My Space

Find Database | Database List

**Database List**

Search for "Contains = Ebsco" found 18 Databases

Results List [Brief View](#)

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Database Name	Type	Actions
<a href="#">Academic Search Premier</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">America: History &amp; Life</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Business Source Premier</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">Computers and Applied Sciences Complete</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">EconLit</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Education Research Complete</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">ERIC</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">European Views of the Americas: 1493 to 1750</a> (EBSCO)	Index	<a href="#">i</a>
<a href="#">GreenFILE</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Historical Abstracts</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Inspec</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Library, Information Science &amp; Technology</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">MEDLINE with Fulltext</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">Regional Business News</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>
<a href="#">RILM Music Literature</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">RISM Series A/J: Music Manuscripts after 1600</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Serials Directory</a> (EBSCO)	Index , Searchable	<a href="#">i</a>
<a href="#">Vente et Gestion</a> (EBSCO) <a href="#">Full Text</a>	Index , Searchable	<a href="#">i</a>

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Let's go back and try another Text search. If you know the exact name of the database, you can enter it into the Title search box, for example 'Eric (ebsco)', choose the option 'Exact' and click on the "Go" button:

QuickSearch | **Find Database** | Find e-Journal | MetaSearch | My Space

Find Database | Database List

**Find Database**

Title **Locate** Category

ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

Title:   Starts with  Contains  Exact

Show all  Show unrestricted

**GO**

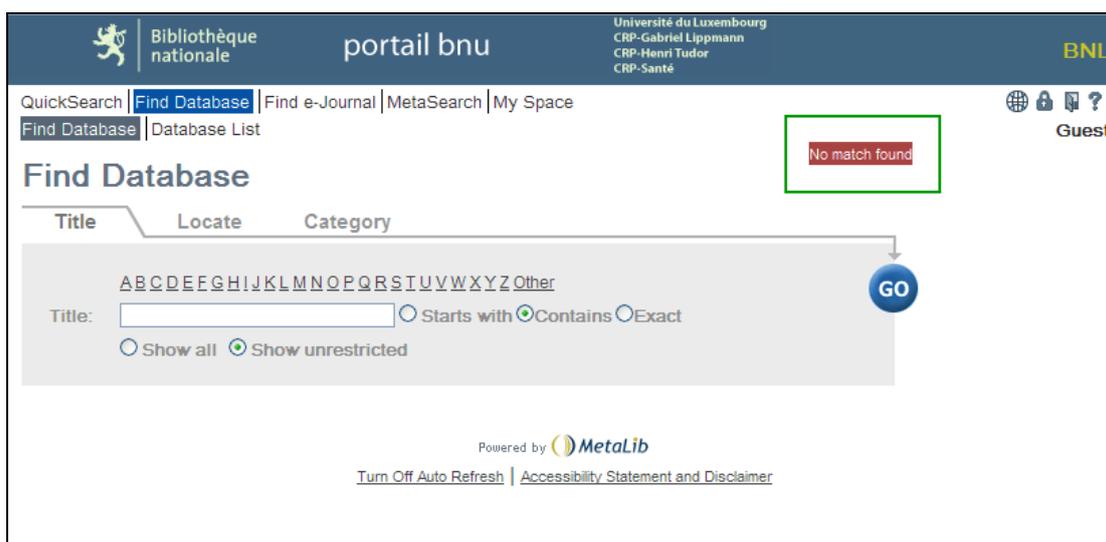
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You will notice that the search is case insensitive.



The last options on the Find Database by Title search page is "Show all" or "Show unrestricted". These options will locate all databases matching the title you entered or locate only databases to which you have access which match the title you entered. Using our example above, if we search on 'Eric (ebSCO)' as an 'Exact' match and with the "Show unrestricted" option, we will get no results:



That's it! Next time we'll look at finding journals by name.