

# Guide to...

## Social Care Online

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### CONTENT

Social Care Online is a free database provided by the Social Care Institute for Excellence. It provides information on a wide range of topics (including social work, social care services, benefits, housing, education and health) for researchers, social care practitioners and social work students, service users, carers and librarians. It includes details about:

- biographies of service users, carers and key social care figures;
- news articles longer than one page;
- government documents and legislation;
- books, articles, briefings, case studies, research reports and systematic reviews;
- audio-visual materials, electronic resources and websites.

Social Care Online includes the full text of some journal articles and research papers; details of some events are also featured. You can register with Social Care Online free of charge to access further services including saving searches, receiving email newsletters about the site and subscribing to topic updates on subjects of interest.

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### HOW TO GET STARTED

To use Social Care Online log in to the library website at [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk) . Click on the **Advanced Search** tab towards the top of the library search box, choose **Social Work and Social Policy** from the 'Choose Subject...' drop-down menu on the left and then select 'Social Care Online' from the list by clicking on the underlined name of the database.

Alternatively, choose **Database Finder** in the Digital Library section of the menu on the left of the library website, type the name in the search box and click on 'Social Care Online'.

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### HELP

There is comprehensive online help available for this database, to access it simply click on **help** at the top of the screen. You can also access help on specific aspects of the database by clicking on the question mark icon or on the link to the **help pages**, where available.

Alternatively, to book an appointment with a librarian, go to <http://libweb.anglia.ac.uk/bookalibrarian> or ask us a question by contacting us at [www.libweb.anglia.ac.uk/askus](http://www.libweb.anglia.ac.uk/askus).

## HOW TO SEARCH

The homepage has a **Simple search** box where you can enter single words or phrases. The simple search will then search the database for an exact match of the word or phrase you have typed in.

The **Browse and search** option at the top of the menu on the left of the screen opens the intermediate search page (shown below). This allows you to combine search terms and select the field(s) you wish to search.

The screenshot shows the Social Care Online website interface. At the top left is the logo with the text 'Social Care Online' and 'better knowledge for better practice'. At the top right is the 'social care institute for excellence' logo with the acronym 'scie'. Below the logo is a navigation bar with links: 'home', 'about', 'my Social Care Online', 'feedback', 'contact us', and 'help'. On the left is a 'Main Menu' with options: 'Browse and search', 'What's new?', 'Key resources', 'Events list', 'SCIE Athens', 'Sharing knowledge', and 'Login or sign up'. The main content area is titled 'Browse/Search Social Care Online' and includes a description: 'Social Care Online offers you a number of different ways to search, depending on what sort of results you want to get and your research expertise. Search results are drawn from a wide range of different resources.' Below this is a 'Browse social care topics' section with a list of categories: 'benefits and personal finance', 'criminal justice, law and rights', 'education, training and employment', 'families, children and young people', 'government and social policy', 'health and health care', 'housing and environment', 'living and life events', 'management and organisational development', 'mental health and mental health care', 'people, groups and communities', 'physical and learning disabilities', 'research and evaluation', 'social care services', and 'social work and social workers'. There is a 'Find topic' search box with a 'Search' button and a link to 'help with browsing topics'. On the right is a 'Simple search' box with a text input field, a 'Search' button, and a link to 'help with simple searching'. Below that is an 'Intermediate search' section with five search boxes, each with a dropdown menu for field selection (e.g., 'Free text') and a dropdown menu for logical operators ('And'). It also includes 'Date from' and 'Date to' dropdowns, checkboxes for 'Available online?' and 'Exclude events?', and 'Search' and 'Clear' buttons. A link to 'help with intermediate searching' and a PDF link 'View topics (693kb PDF)' are also present.

Each intermediate search box searches a separate field, selected from the dropdown menu to the right of the search box (eg 'Free text' – searching for the term anywhere in the record, 'Author', 'Topic' etc). You may narrow or widen your search by combining search terms. This is done by selecting AND, OR, NOT from the dropdown menu to the left of the search box:

**AND** narrows your search to find all words / phrases, e.g. asthma and children. You should find fewer, but more relevant, references.

**OR** widens your search to find either word / phrase, e.g., children or infants. You should find more references.

**NOT** excludes unwanted words / phrases, e.g., AIDS not hearing aids.

For the best results in a 'Topic' search, Social Care Online recommends that you use

Social Care Online topics. Click on **View topics** to see the list of correct keywords, and copy and paste (or type) them into the search box.

In order to search by author, the surname must be entered first. For example, entering 'Peter Smith' as an author search will return no results; however, using 'Smith Peter' as the author search will bring back relevant results.

### **Advanced Search**

The **Advanced search** can be accessed via the link in the bottom right of the screen below **Intermediate search**. This search option allows more complex combining of terms and includes some fields not available in the **Intermediate search**, such as 'publisher' and 'editor'. You can use the **Advanced search** to build more detailed searches. If you register with Social Care Online you can also save searches – either to enable you to run them again, or to combine them with other searches. Use the link to the **help pages** to find out more about how to use the **Advanced search** function.

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## **HOW TO DISPLAY RESULTS**

Search results are displayed in sets of 20, with brief citations for each item. You can use the 'Sort by' drop-down menu above the results list to change the order in which the results are displayed (eg ordered alphabetically by author or title, or ordered by publication date etc). Click on the title to view the complete abstract for a record.

When full text is available via Social Care Online you will see a link **Click here for the full text or resource**.

In the **Refine search results** box on the right of the page you can limit your search results to a particular publication type or format. You can also limit you results to only those items where full text is available – but note that this will exclude all results where full text is not available through Social Care Online. These might include items which are accessible in other ways through the library website. Click **Apply** to view the refined results. Click on **Next** at the bottom of the page to see the next set of results.

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## **HOW TO SAVE RESULTS**

Click on the check box to the right of each record you wish to select (for saving or printing). To display, email or export the marked records select the format you require from the drop-down list at the top of the page and click on **Go**. If printing, use your browser **Print** button or the **Print** option in your browser **File** menu.

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## **HOW TO QUIT**

To quit, close down the page by clicking on the 'x' at top right of the screen.