Accessing FirstSearch Web from Off Campus/Home Access

1. Access FirstSearch directly at http://firstsearch.oclc.org

2. Click on Use FirstSearch at the “Connect to OCLC Reference Services” screen.

3. Type your FirstSearch Authorization number, press tab; Type your FirstSearch Password; then click on Start. (For authorization number and password, call our Reference Information Desk at (270) 745-6125.)

4. Click on the database area you wish to explore (if unsure, choose All Databases).

5. Choose a specific database by title and/or description and double click on the blue database title.

6. Type in word(s) or a phrase in the “Search for” box and click on Start Search.

7. The titles of the first ten of your results will be displayed. To look at each record click on the title to retrieve the full citation/record. You can print these results one at a time by clicking on the print button at the top of the screen.

   OR

Return to the Results screen (by clicking on Results at top of page) in order to tag records for printing or e-mailing. You can tag up to 20 records at a time. To mark records for printing, click on the Tag Record box at the end of each citation. To print: click on Show All Tags and then the Print button at the top of the page.

8. To change databases, click on Database from menu at top.

9. Click on Help from menu at top if further instructions are needed.

10. Please get out of FirstSearch by clicking on Exit from the menu at top of page and then choosing Yes when the screen asks you if you’re sure. IMPORTANT: You must exit properly to ensure that other students will also be able to access the databases.

[Information subject to change due to database updating. Please expect to alter steps 7 & 8 accordingly].

E. Knight 1/2000