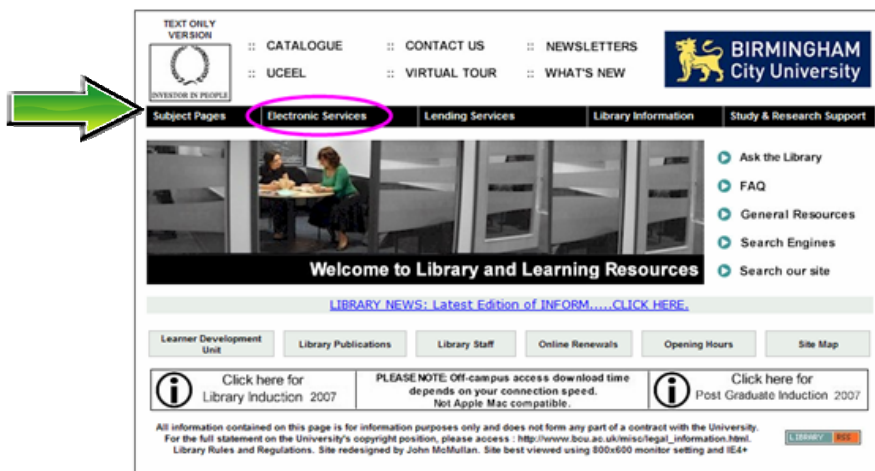


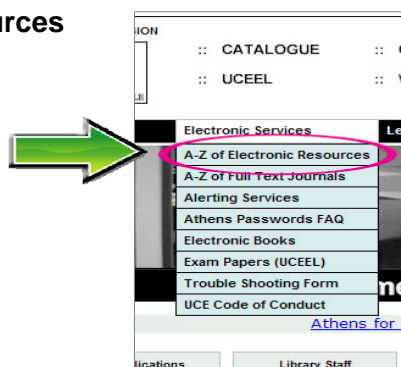
ACCESSING ASSIA: Applied Social Sciences Abstracts and Indexes



1. In your browser (Internet Explorer, Netscape, Safari, Firefox etc), go to the Library Home Page, the address for which is <http://library.bcu.ac.uk/>
2. Move the mouse pointer over **Electronic Services**



3. Click on **A-Z of Electronic Resources**

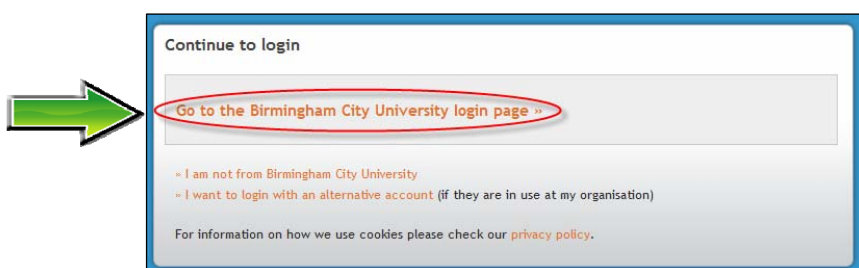


4. Scroll down the page to **ASSIA**. Click on **On Campus** if you are accessing the database within the university



OFF CAMPUS ACCESS ONLY

If you are accessing ASSIA away from the University, click on **Off-campus**. Click on [Go to the Birmingham University login page.](#)



You will now need to enter your Network Username and Password (the same one you use to access Moodle and Student Email) and click on **OK**.

The format for entering your Username is:
STUDENTS followed by your Network Username

STUDENTS must be in uppercase. The \ is next to the Z key on a PC and next to the Enter key or at the top left on a MAC. On a standard laptop keyboard it is next to the Shift key on the right.

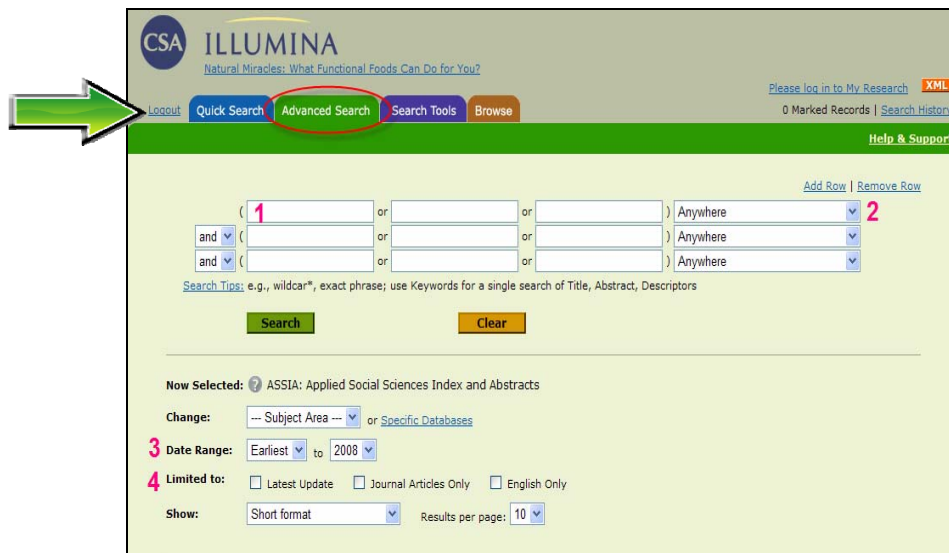


If you encounter problems with this process please contact the Library staff on 0121 331 6012.

5. The ASSIA opening screen.



6. Click on **Advanced Search** and the advanced search entry screen will be displayed.



1. Enter your keywords here. ASSIA displays the Boolean operators AND, OR and NOT on a dropdown menu on the left. Reading across the boxes the operator OR is pre-set for you. Enter your keywords as:

	(behaviour therapy	or	counselling	or)	Keywords, KW=
and	(social work	or		or)	Keywords, KW=
and	(or		or)	Anywhere

2. Change the search type from Anywhere to, for example Keyword, KW=
3. To limit a search to specific date ranges.
4. To limit a search to journal articles only.