

## GEOBASE 1980 – Present

### Finding the Database off Campus

1. Install the Kent State VPN Client (so that your computer works like it is on campus).  
<http://www.kent.edu/is/network/vpn.cfm>
2. Then each time you want to use the database, *sign in* to the VPN before beginning your search and follow the instructions below.

### Finding the Database on Campus

1. From the Libraries' home page: <http://www.library.kent.edu>
2. Select **Research Databases** under *Research*
3. Choose **G** from the alphabet bar at the top of the page
4. Scroll down alphabetically to GeoBase

### Searching GeoBase

1. You may choose to **Browse** the Index for “controlled term” which means that you can choose a keyword and see if there is controlled term related to your term
2. A controlled term is one that is assigned to specific articles because it describes the content of the article (and not just a keyword that may appear in the title or abstract)
3. Type in “globalization” into the index search box
4. Select the correct term in red by checking the box in front of the term you want to use
5. If you want to add an additional key term to your search (for a topic of the globalization and union activity); Enter “union”
6. “union” is not a controlled term, so search again, this time for “collective bargaining” (another word for unionizing)

**Note:** If you don't find your terms, use a thesaurus, or the *Dictionary of Geography*, the *Dictionary of Human Geography* or the *Dictionary of Physical Geography* to find other words to describe your topic.

If you need an online dictionary try the OhioLINK E-Books Center:  
<http://ebooks.ohiolink.edu/xtf-ebc/> and click on the subject *Reference Works* and search within.

Also check the Online Reference Shelf for additional online at:  
<http://www.library.kent.edu/readyref>

7. Choose the radio button next to **AND** where it says “**connect terms with**”  
This will enable you to create a Boolean search string right from the index.

AND is used to combine two parts of your topic, while OR is used for similar terms for the same topic.

8. You can also combine terms and additional keywords right from the search screen
9. After your search, use the limits on the right hand side to “select out” language, dates, additional controlled terms, authors or classification codes to narrow down your search.
10. Click **Include** at the top of the column

## 11. Finding Full Text

1. Click on the Find It  link OR the yellow  link and follow the links to full text
- OR
2. Copy and paste the title of the JOURNAL into the *E-Journal Finder*: (finds ONLY FULL TEXT JOURNALS- nothing in print) <http://www.library.kent.edu/page/13977>
- OR
3. Copy and paste the title of the JOURNAL into KentLINK <http://kentlink.kent.edu/search/t> and limit your search to Other Material Types/ Periodicals to see if the journal is available in print to photocopy

## Exporting citations to RefWorks

1. Create your best search in GeoBase
2. Read the abstracts to find the articles you would like to print, download, or photocopy
3. Check the box to the left of the article entry
4. Click "Download" at the top of the search list
5. Select *RefWorks direct import* from the list
6. Click "Download"
7. A RefWorks window will open prompting you to log into your RefWorks account
8. After you log in, you should see the message: Import completed - # references imported

"GEOBASE® is a multidisciplinary database of indexed research literature on the earth sciences, including geology, human and physical geography, environmental sciences, oceanography, geomechanics, alternative energy sources, pollution, waste management and nature conservation."

Abstracts and indexing are from previously print indexes, *Geographical Abstracts*, *Physical Geography*, *Geographical Abstracts*, *Human Geography*, *Geological Abstracts*, *Ecological Abstracts*, *International Development Abstracts* and *Oceanographic Literature Review*, *Geomechanics Abstracts*.