September 1, 2019

The Medical Center Library & Archives welcomes you to the Duke community!

We would like to take a moment to tell you about the tremendous number of services and resources available to faculty at the Duke Medical Center Library & Archives, ranging from:

- Traditional reference and library services to in-depth research consultations and one-on-one training
- Assistance with your NIH public access policy compliance, Scholars@Duke profile, and building and maintaining your research/scholarly identity through ORCID
- Evidence-based practice training and online tutorials
- Partnering with you on systematic reviews, large-scale projects, and grants
- Providing information and support in bibliometrics and research impact services
- Creating electronic course reserves for your classes
- Subscribing to over a thousand eBooks for easy access to materials for your learners
- Citation management tools like EndNote and F1000 workspace to help organize references and generate bibliographies
- Cutting edge biomedical journals and databases to Archival materials and historical works
- A robust Website designed with you in mind for discovering numerous electronic resources
- Quiet study spaces, reservable collaboration rooms, and areas for networking and socializing

Our Website (http://mclibrary.duke.edu) is an important gateway to our resources and services. Be sure to visit our:

- [Clinical Tools](http://mclibrary.duke.edu) and [Nursing Tools](http://mclibrary.duke.edu) pages for easy access to customized resources
- [E-journal collection](http://mclibrary.duke.edu), including a growing number of older volumes
- [E-Reserves service](http://mclibrary.duke.edu) for providing electronic materials to learners
- Resource guides for [Health Professions Educators](http://mclibrary.duke.edu), [Biomedical Researchers](http://mclibrary.duke.edu), and others
- [MedSpace](http://mclibrary.duke.edu) repository providing access to historical images and documents reflecting the history of medicine and health care at Duke University
- [Library blog](http://mclibrary.duke.edu) for announcements, tips on using library resources, and other updates

Remember that we are here to support your teaching, learning, patient care, and research activities. The Faculty Center is just inside our lobby. Please do not hesitate to ask our expert professional medical librarians and staff members for help in finding and using the information you need. We also want to hear how we can strengthen and enhance the services and resources we offer. We welcome your suggestions and comments! Just send an email to me at megan.vonisenburg@duke.edu.

I hope you explore both the virtual and physical aspects of the Medical Center Library & Archives and that you have a very successful year at Duke Health.

Warmest Regards,

Megan von Isenburg, Associate Dean for Library Services
Duke University Medical Center Library and Archives

PS – the enclosed Library Survival Guide provides basic information to our most popular resources, tutorials, and more. Of course, if you would rather meet with somebody to get started, just call 919.660.1100 or email our medical librarians at medical-librarian@duke.edu to set up an individual consultation. We are here to help!
Catalog — books, journals, or databases across all the Duke libraries
https://find.library.duke.edu/

E-Journals — our curated list of online biomedical E-Journals
http://mclibrary.duke.edu/ejournals

Databases — our biomedical databases, descriptions, and any access restrictions
http://mclibrary.duke.edu/databases-books-journals/databases
- Duke PubMed: biomedical, nursing, and research journals (links to Duke's full text)
- CINAHL: nursing and allied health journals (links to Duke's full text)
- Embase: biomedical and pharmacological database (links to Duke's full text)
- LexiComp, Micromedex, and the Johns Hopkins ABX Guide: drug information
- Cochrane Library: evidence-based healthcare databases
- Clinical Key: medical textbooks, images, and patient education materials
- PsycINFO: psychology and psychiatry articles and books
- UpToDate and DynaMed: clinical topic summaries
- Web of Science and Scopus: biomedical, science, social science, arts, and humanities articles

Off-campus Access — most resources are accessible with a NetID (including PubMed articles)
http://mclibrary.duke.edu/accounts-access/access-campus
**Tutorials & Training** — online help when you need it or request a librarian led class or consultation
http://mclibrary.duke.edu/training-and-consulting

**Guides & Tool Sets** — collections of resources for our care providers, students, researchers, and by topic
https://mclibrary.duke.edu/guides-tool-sets
Note: we can create customized webpages for a class.

**Resources for Mobile Devices** — recommended mobile apps for iOS or Android
http://guides.mclibrary.duke.edu/mobile

**Ask a Librarian** — help from a Duke Medical Center Library librarian via email, online chat, telephone, phone text, or in-person
http://mclibrary.duke.edu/about/ask-librarian

**Document Delivery/Interlibrary Loan** — order items from our offsite storage or outside of Duke (fee)
http://illiad.mclibrary.duke.edu

**Medical Center Archives** — records and materials of Duke Medical Center departments and individuals
http://archives.mc.duke.edu

**Library Blog** — information on relevant events, classes, resources, and more
http://mclibrary.duke.edu/about/blog
PubMed® is the U.S. National Library of Medicine’s (NLM) premiere search system for health information. It is available free on the Internet at: https://mclibrary.duke.edu/pubmed

PubMed Content
Over 30 million citations including:
• Publisher supplied citations that will receive full indexing for MEDLINE if they are biomedical in nature
• In-process citations that have not yet been analyzed and indexed for MEDLINE®
• Indexed for MEDLINE citations of articles from about 5600 regularly indexed journals; MEDLINE makes up nearly 90% of PubMed

PubMed Features
• Sophisticated capabilities, including spell checker, Advanced Search Builder, and clinical topic search tools
• Find Search terms using the MeSH (Medical Subject Heading) database of MEDLINE’s controlled vocabulary.
• Store citations collections and receive email updates from saved searches using PubMed’s My NCBI.
• Links to full-text articles, library holdings, and other NLM databases and search interfaces.

PubMed Searching
To search PubMed, type a word or phrase into the query box (e.g., a subject, author, and/or journal). Then click on the Search button. An Auto Suggest drop-down menu appears when entering, these are not necessarily MeSH terms. Combine search terms with connector words: “AND”, “OR” or “NOT” using upper case letters.

Once you run your search, PubMed displays a list of results in Summary format. To change how results are displayed, click on the Format: Summary (upper left) drop down box. For example, you can chose to have the abstracts displayed.

Search Details
Search details is located on the right navigation column. This box provides information on how PubMed translated and ran your search. PubMed looks first for the entire word or phrase as Medical Subject Heading (MeSH) term, then Journal Titles, and lastly, Author(s).

It is recommend you check to see that PubMed found an appropriate MeSH term for each of your concepts in the Search Details box. For example, if you searched the concept heart attack and then view the Search Details, you will see that PubMed will translate your search into:

"myocardial infarction"[MeSH Terms] OR ("myocardial"[All Fields] AND "infarction"[All Fields]) OR "myocardial infarction"[All Fields] OR ("heart"[All Fields] AND "attack"[All Fields]) OR "heart attack"[All Fields]
PubMed searches the MeSH term of myocardial infarction as well as your original concept of heart attack to make a more comprehensive search. PubMed will search for these concepts in the citation data (titles, authors, abstracts, etc.) and MeSH terms for each article. Remember, you are not searching the full text of articles, just the citation data. Update a search by making changes in the Search Details box or in the main search box.

**Filters**

Filters are available in the left and right navigation columns and help you focus search results. Click on a filter to activate or deactivate the filter. Multiple filters can be used at the same time.

To reveal additional filter options, click *Show Additional Filters or Customize* under each filter type. Check desired selections then click the *Show* button. The Filters Activated message appears above the search results list. Applied limits remain in effect until they are cleared.

**Advanced Search**

The *Advanced* search link provides two options to refine and focus a search: a search Builder and History.

1. Use the *PubMed Advanced Search Builder* to create a search using AND, OR, or NOT. Apply a specific field to your term using the drop down menu. The *Show Index List* displays the search field index and the number of citations for each term.
2. *History* tracks and numbers each of your previous search strategies. Click on “Add to Builder” to add previous searches to your Advanced Search Builder.

**More Resources** is a link at the top of the page that offers additional searching links to the MeSH Database, Journals in NCBI databases, and the pre-constructed searches of Clinical and Topic-Specific Queries.

**Clipboard**

The *Clipboard* feature stores selected citations from one or more searches for eight hours. Select citations by clicking the check box next to each citation. From the Send To menu, select Clipboard; then click “Add to Clipboard”. Click on the Clipboard items link to view citations. Permanently store citations in PubMed My NCBI Collections, also accessed from the Send to menu.

**Similar Articles**

A helpful PubMed feature is the ability to find citations that are similar to those of interest. To retrieve Related Articles, click on the Related Articles link under the PMID of each citation in Summary format or select citations from the boxed list in the Abstract format.

**MeSH Database**

PubMed citations are indexed using a powerful vocabulary called Medical Subject Headings (MeSH).

Use the Drop-Down Search menu next to the search box to access the MeSH Database. Search for a concept and click Search. Click on the desired term to view that term (when multiple items are retrieved) and select subheadings and other options.

Click *Add to Search Builder* button on the right side of the page to start a PubMed search. Other MeSH Searches may be added. Click the *Search PubMed* button to complete the search.

**Clinical Queries**

Clinical Queries makes it easy to find articles that report applied clinical research. You can search for Systematic Reviews, Medical Genetics, or Clinical Study Categories.
1. Click on the link from the PubMed homepage.
2. Enter a search term in the box.
3. Click the **Search Button**.
4. Click **See All** at the bottom of the page to return to PubMed.

**Access Full-Text**

If you access PubMed via the links on the library's website, you should see the **get it@Duke** icon next to most citation/abstracts. Clicking on this link will either connect you to the full text article or provide options for ordering the article via our interlibrary loan service.

**Printing, E-mailing, Downloading Results**

After selecting your citations (i.e. from checked boxes or Clipboard), select a format from **Display Settings** and print directly from the browser.

Alternatively, select from the **Send To** menu. **File** offers format and sort options before saving the downloadable file. **E-mail** offers several options and asks for an email address. **Citation Manager** provides a file in the MEDLINE format for download to citation management software.

**PubMed and My NCBI**

Connect to [http://mclibrary.duke.edu/pubmed](http://mclibrary.duke.edu/pubmed). In the upper right corner of the screen, click on NCBI. If you have a NCBI account, you can sign in using your username and password. New users may register by clicking on Register for an account. If you don't want to make a new username/password, click on the **the See more 3rd party sign in options** link and select Duke University to use your NetID to login.

Once you sign in, you can:

- Have table of contents emailed to you from journals of your choice.
- Create Filters to group your search results by specific criteria, such as publication type or age groups.
- Save search strategies.
- Have updates of search results sent to your email on a schedule that you determine.
- Save individual citations in named collections, or folders.
- Create collections of articles for specific research projects that can be shared with others.
- Create customized filters to save you time when searching.

Access our step-by-step MyNCBI instructions to learn how to complete any of the tasks above: [https://mclibrary.duke.edu/tutorials-tipsheets/pubmed](https://mclibrary.duke.edu/tutorials-tipsheets/pubmed)

**Note:** When you sign in to NCBI, your preferences will override the Library's default filters. The Duke version of PubMed includes: **Duke Medical Center Library** (most of Duke holdings), **Core Clinical Journals**, **Nursing Journals**, **Review** articles, **Systematic Reviews**, **ACP Journal Club** and filters for the clinical queries, which limit to the best study type depending on the type of question being asked: **Therapy/RCT**, **Diagnosis**, **Prognosis**, **Cohort Studies** and **Etiology/Harm**.

**Create Your Own Custom Filters**

If you find yourself always using certain filters or limits, such as a set of journals or a group of drugs, save time and set up a custom filter. For help creating custom filters, contact the librarians via the **Ask a Librarian** page at [http://mclibrary.duke.edu/about/ask-librarian](http://mclibrary.duke.edu/about/ask-librarian).
Using EndNote for Citation Management

Organize bibliographic references, easily incorporate citations into your Microsoft Word manuscript, and store your PDFs. A Duke institutional license provides access to the software for students, faculty and staff.

Get more help at http://mclibrary.duke.edu/endnote

The Library offers monthly classes on EndNote as well as one-on-one consultations. We recommend you start using a citation manager such as Endnote at the beginning of a project. Our classes, online tipsheets, or individual consultation via the Librarians will ensure you:

- Set up your EndNote library correctly
- Learn how to easily import citations or PDFs into your EndNote library
- Know how to insert citations into your Microsoft Word manuscript
- Can format your bibliography according a specific style (APA, AMA, etc)
- Set up EndNote to find full text available through Duke's subscriptions.
- Learn tricks and tips for effectively using EndNote when collaborating with others.