A TRAINING MANUAL/ GUIDE ON HOW TO USE THE ESSENTIAL AGRICULTURE ELECTRONIC LIBRARY (TEEAL) DATABASE AND OTHER RELATED DATABASES SUCH AS HINARI ETC.

THIS MANUAL IS NOT TO BE SOLD: IT IS ESSENTIALLY A PROPERTY OF THE ELECTRONIC LIBRARY UNIT OF THE AMBROSE ALLI UNIVERSITY LIBRARY.

PREPARED FOR TRAINING! YOU ARE WELCOME.

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<div style="text-align:center">**THE ESSENTIAL ELECTRONIC AGRICULTURE LIBRARY, (TEEAL), DATABASE**</div>

INTRODUCTION.

The essential electronic agriculture library database is a donation from Cornell University, in the United states of America, to the Ambrose Alli University Library. Hence our university is one of the very few Universities in Africa to benefit from this largess. Since its donation it has been installed at the Electronic Library Unit.

This database is home to over 200 top scientific journals, with millions of pages of current research. It is a digital library for agricultural research and education.

Teeal subject areas include

- **Agricultural Economics,**
- **Agricultural Engineering,**
- **Agro forestry,**
- **Animal Science,**
- **Aqua culture,**
- **Bio technology,**
- **Crop Science,**
- **Development,**
- **Entomology,**
- **Genetics and Genomics,**
- **Horticulture,**
- **Micro Biology,**
- **Natural Resources,**
- **Nutrition and Food science,**
- **Phytopathology,**
- **Plant Breeding,**
- **Plant Physiology,**
- **Soil Science, and**
- **Veterinary Medicine**

The database does not need internet connectivity, it is contained in a hard drive.

How to Use TEEAL Database.

- **On the desktop find and click on the Teeal icon. (if not available on the desktop)**
- **Click on the start button, and check for/click on the Teeal icon.**
- **The Home page will be displayed.**

On the home page you will find dialogue boxes such as

<div style="text-align:center; color:red">**HOME: JOURNAL A-Z: SUBJECT A-Z: ADVANCED SEARCH: HELP.**</div>

1. Using the **HOME dialogue box**:

Using this box becomes necessary after you have navigated away from the home page. You simply click on the HOME dialogue box to return back. E.g when you are in advanced search and intend to navigate back to HOME page, click on the HOME page dialogue box.

2. **Journal A.Z**:

As you click on this box. This dialogue box links you to the list or arrays of Journal titles that are Teeal database 1993-2009. These journal titles are arranged in alphabetical order, A-Z.

- In this dialogue box you will find. **–Languages other than English (click on it you will find) +French, +Spanish. Expand all,(show all languages all together) Collapse all (Remove all Languages except English)**
- As a user not having any journal title in mind, simply scroll down among the list of journals and select any one of relevance to you, **e.g AFRICAN JOURNAL OF AGRICULTURAL RESEARCH. Click on it, u will find, +2007, +2008, +2009.** This shows that the database contains the journal volume for three (3) years.
- Click on the **plus (+) sign attached to any date**, all volumes for that year will be revealed.
- Click on any volume and view the content page to select your interest. They are all in PDF **(Portable Document Format)**.it is applicable to all the journals domiciled in the database. **For example**:- **Agriculture, Ecosystem and Environment Journals**, have all the volumes from 1993-2009.

3. **Subjects, A-Z.**

- In this dialogue box you will find. **–Languages other than English (click on it and you will find) +French, +Spanish. Expand all,(show all languages all together) Collapse all (Remove all Languages except English)**
- All journal items retrieved here are arranged alphabetically with regards to their subjects. Such as **Irrigation and Drainage paper, from 1973-1993.**
- **Agronomy Journal, from 1993-2009.**

4. **Advanced Search.**

Using advance search mechanism is permeated when the user intends to ask the database to provide either alternative search result, particular search results or two to three different results from a singular search operation. This is so as the advance search engine provides Boolean phrase connectors for researchers' use. Thus, simply

- Click on the **Advance search** box
- A dialogue box/ page will appear: Having instructions like:-

FIND_____pest_____ in All Fields (Abstract, volume, Title etc)

AND NOT/OR____animal_____ " " " " " "

AND _____human_____ " " " " " "

DATE FROM: 1997 to 2008: **(Date must be within the years 1993-2009)**

(SEARCH)   (CLEAR)

- Select Journals to search
- Enter journal Name : (If you have any not in the database lists Type it here)

OR

- Select from the Box available Below any journal title you wish to search from,
- As you select **click ADD or REMOVE e.g**

  African Crop Science; Acta Agriculture Scandinavica, Section A; Animal Science;

  Acta Agriculturae Scandinavica Section C; Food Economics, Agricultural Systems.

- **Click Search**

5. **Using Quick Search**

As the phrase implies, this database tool enables you to fastidiously retrieve your needed information **especially,** if you are aware of the **Surname** of the Author OR Name of any **Journal Title** in the database **OR** any **key word/concept** related to your search. For example

- Type in a Surname, e.g **Azeke, Obilo, Ikotun, Tolera-Aber, Nwachukwu.**
- Type in a Known Journal Name e.g, **African Crop Science, World Animal Review, Arid Land Research and Management, Nigerian Agricultural Journal.**
- Type in concepts or Agricultural or Science (**Your Discipline related**) terms e.g. **Pest, Infection, Bacteria** etc
- Under the search bar: **Not sure where to start? Browse our journals:: click and browse list of journal Titles**

6. **Help**

The help tool links you to a web of information on how to use this database effectively

7. **To Save and Print Search Result page**

This tool enables the user to access a dialogue box that explains the functions/ workings of the database. For example if a user intends to **Save, and Print search Results**

- On the search result page
- Click on the check box to the left of the article to **select**
- Or Click on **select all** to choose all the result on the page or **de-select all** not to select any,
- To save selected articles,
- Click **save selected result link** @ the top right of result page, **Save result** in the dialogue box opened
- To print marked citations, select your options from the print options drop down menu. A dialogue box will appear select what to print.
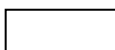
The End:

HINARI

Welcome to Hinari website/database. This is a multidisciplinary information storehouse.

- ❖ To log on to Hanari database/website **type in the link:** www.who.int/hinari. On the **INTERNET ADDRESS BAR**
- ❖ On the home page that welcome you to the database, you will find the **log on dialogue box**
- ❖ Type in your **User ID**: **NIE0}It is case sensitive.**
- ❖ Type in your **Password: 60}.**
- ❖ The database will communicate you that you **are now logged on:** This information you will find at the **top right corner of the home page.** If you are not logged on **NOTE,** you cannot access the content of the database which include, **JOURNAL TITLES** and **BOOKS.**
- ❖ At the home page, you will find similar dialogue boxes such as this;

green	→ The green colored box, indicates that the user has full access to the article
	→ The white colored box, indicates that users have little or no access to the information

Content	Subject	Languages	Publishers	Training Materials
Clicking on content! Makes you remain on same home page	This link "subject" allows you to search by subjects, for example, **Biochemistry-** Takes user to lists of journals in **Biochemistry. Agriculture or Animal culture-** same thing.	As in home page, English, Portugal, Spain etc	No Information	This Link contains materials for self training.

- ❖ On the Hinari home page you will find
- ❖ **JOURNAL COLLECTIONS**
  A; B; C; D: E; F; G; H; I; J; K; L; M; N; O; P; Q; R; S; T; U ;V; W; X; Y; Z.

  This link above: with alphabets, allows the user to **search and select** known journals using alphabets. For example, **Z= Zoology- Zoological Science, Vol. 12 (1998), and also P= Psychological Review. NOTE:** *This link allows you to access directly the information content of articles/ journals selected*
- ❖ **Complete list of Journals: Click to view all available journals:** This link when clicked will enable you to view all the journal titles in the database. **NOTE:** *The content cannot be accessed through the medium.*

- ❖ **BOOKS COLLECTIONS**
  A; B; C; D: E; F; G; H; I; J; K; L; M; N; O; P; Q; R; S; T; U ;V; W; X; Y; Z.

  This link above: with alphabets, allows the user to **search and select** known journals using alphabets. For example, **Click on alphabet, P or K. All information contained are arranged**

alphabetically. NOTE: *This link allows you to access directly the information content of books selected*

❖ **Complete list of Books: Click to view all available Books:** This link when clicked will enable you to view all the book titles in the database. **NOTE:** *The content cannot be accessed through the medium.*

❖ At the home page, bottom right, there is a dialogue, similar to the one below, when you click on

FREE COLLECTIONS

The box, it produces a dialogue box that contains list of databases containing information resources, such as:-

Bioone

Biomed

Highwire,

PubMed Central etc. this is a link that enables the user to get access to these database

The End

Thank You