

## How to use Basic Search.

Searching on the ADF Library webpage is just like searching Google.

You can also [refine the search](#), [save the search](#), [save items and make lists](#), [email an item](#), [cite the item and send it to Endnote](#) and [save the permalink for your referencing](#). Let's look at each of these options.

Here is a general [video on basic searching in WorldCat Discovery](#).

### Search on the ADF Library webpage

1. Go to the [ADF Library webpage](#). Insert your search term in the Everything search box and leave it as a basic Keyword search. Select the red Search button.

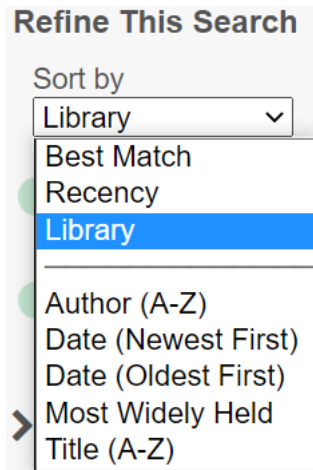
The screenshot shows the ADF Library homepage. At the top, the ADF logo is followed by the text "Alcohol and Drug Foundation". Below this is a navigation bar with the text "TALKING ABOUT DRUGS" and "REDU". The main heading is "ADF Library". Below the heading are navigation tabs for "Everything", "Articles", "Journals", and "Books". A search box contains the text "drug" and has a dropdown menu open with options: "Keyword", "Author", "Subject", and "Title". A red "Search" button is to the right of the search box, with a link for "Advanced Search" below it.

2. Here you can see that there are 1,891,622 results for the search term 'drug' which is far too many. It is recommended to sign in at this point so that you can use resources when you find them. On the left menu, you can see Refine This Search.

The screenshot shows the search results page for the term "drug". The search bar at the top contains "drug" and has a red "Q" button. To the right of the search bar are "Library Links" and "Sign In" buttons. Below the search bar, the text "Advanced Search" is visible. The main heading is "Current Search" followed by "drug" and "1,891,622 results in Alcohol and Drug Foundation". On the left, there is a "Refine This Search" section with a "Sort by" dropdown set to "Library" and three checkboxes: "Keep selections for subsequent searches", "Group related editions", and "Expand search with related terms". The main content area shows a list of results, with the first result being "Drug safety." which is an eJournal, eMagazine 19uu. It is held by Alcohol and Drug Foundation and has a red "Access journal" button. At the bottom right of the result card are icons for "Cite", "Link", "Email", and "Save".

## Refine your search

1. Refining your search by selecting library, language, date range, type of resource and database allows you to find the most relevant resources. Below, we will select each one of these to find the best results.
2. Whilst you can select to sort by a few options, it is best to sort by Library as this will give you the resources available in the ADF Library first.

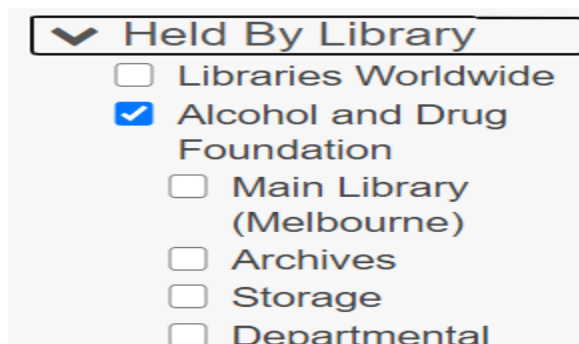


**Refine This Search**

Sort by

- Library
- Best Match
- Recency
- Library**
- Author (A-Z)
- Date (Newest First)
- Date (Oldest First)
- Most Widely Held
- Title (A-Z)

3. In the Held by Library option leave it as Alcohol and Drug Foundation so that you see the resources which you can access via the ADF Library.



**▼ Held By Library**

- Libraries Worldwide
- Alcohol and Drug Foundation
  - Main Library (Melbourne)
  - Archives
  - Storage
  - Departmental

4. In the Publication Year section, you can select the year range of resources you would like and then Apply Year Range. Resources published between 2020 – 2021 have been selected.



**▼ Publication Year**

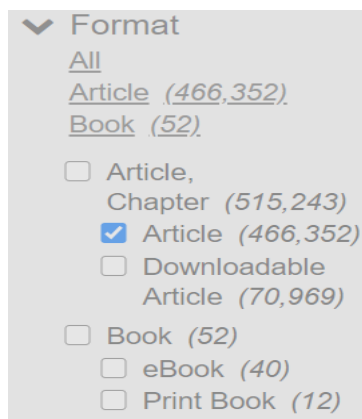
- [All](#)
- [Last 5 Years](#)
- [Last 10 Years](#)
- [Last 25 Years](#)
- Custom Year Range
  - From
  - Through

**Apply Year Range**

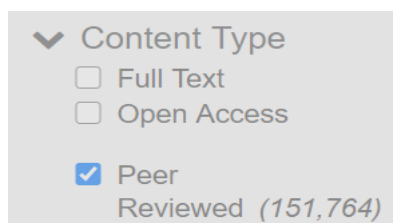
5. In the Language filter it is recommended to select English



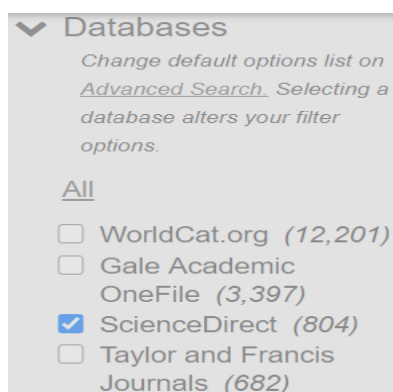
6. In Format select the type of resource you would like to use. You can select more than one. Here we are selecting Article.



7. If you are researching, it is recommended that you select peer reviewed resources in the Content Type section.



8. In the Databases section you can leave it as All in the beginning and refine later if required. Here we have selected to see all the peer-reviewed journal articles supplied by the Elsevier Science Direct journals. The list includes all the electronic collections held by the ADF Library.



9. So now, instead of 1,891,622 results, we have 804 more relevant results. To search in a more detailed way it is recommended to select the Advanced Search.

The screenshot shows the Alcohol and Drug Foundation search interface. The search bar contains the word "drug". The search results show 804 results. The first result is "A geology of drug morals" by Cameron Duff. The interface includes a search bar, filters, and a "View full text" button.

## Save your search

1. To save your search you need to sign in. Select the Sign in option in the drop-down menu. If you are unable to sign in, you may need to select the Join the ADF Library option first. See the How to set your password information if you need help.

The screenshot shows the Alcohol and Drug Foundation search interface. The search bar contains the word "drug". The search results show 804 results. The first result is "A geology of drug morals" by Cameron Duff. The interface includes a search bar, filters, and a "Sign In" option in the drop-down menu.

2. When you are signed in, the Saved Searches option appears. Select Save Search on the left.

The screenshot shows the Alcohol and Drug Foundation search interface. The search bar contains the word "drug". The search results show 804 results. The first result is "A geology of drug morals" by Cameron Duff. The interface includes a search bar, filters, and a "Save Search" option in the drop-down menu.

3. Confirm that this is the search that you want and select Save.

### Save Search

**Your Search:** drug

**Sort:** Library

**Group related editions:** off

**Held By Library:** Alcohol and Drug Foundation

**Publication Year:** 2020 - 2021

**Format:** Article

**Language:** English

**Databases:** ScienceDirect

**Content Type:** Peer Reviewed

Cancel

Save

4. To see this and other saved searches, select View Saved Searches.

### Save Search

✓ Saved search criteria.

**Your Search:** drug

**Sort:** Library

**Group related editions:** off

**Held By Library:** Alcohol and Drug Foundation

**Publication Year:** 2020 - 2021

**Format:** Article

**Language:** English

**Databases:** ScienceDirect

**Content Type:** Peer Reviewed

View Saved Searches

OK

5. In your personal profile you can select your Saved Searches and then select the 'drug' search we just saved to be able to review the results.

ADF | Alcohol and Drug Foundation

Search

Hello Selina Song

My Account ▾

Advanced Search Resources ▾

Selina Song

[View Profile](#)

CHECKED OUT (1) REQUESTED FEES (A\$0.00) **SAVED SEARCHES (1)** PROCESSED

Select All DELETE SEARCHES

**drug**  
Saved on 08/05/2020

6. When you want to see your Saved Searches later, select it from the top menu.

ADF | Alcohol and Drug Foundation

drug

Advanced Search

Library Links

A to Z Journals

Contact ADF Library

Join the ADF Library

eBooks Browse A - Z

Advanced search

Google Scholar

Selina

My Account

Import My Lists

My Personal Lists

**My Saved Searches**

Sign Out

Current Search **drug** >> 18,012 results in Alcohol and Drug Foundation

Keep selections for subsequent searches  
[Save Search](#)

Refine This Search

Sort by  
Library ▾

Group related editions

Expand search with related terms

1. **Human subject issues in drug abuse research**  
by [College on Problems of Drug Dependence](#)

Article | Peer-reviewed  
| No other editions or formats

**Journal:**  
Drug and Alcohol Dependence v37 n2 (1995)

Administration of drugs of abuse to human v...  
an important and valuable clinical research p...  
College on Problems of Drug Dependence re...

## Save an item and use your personal lists

1. When you do a search, you will want to assess the results and save those resources that are possibly relevant to be able to check later. Select the Save star in each result that you want to add to a list.

**CIDF** Alcohol and Drug Foundation | drug | **Advanced Search** | Saved Searches | My Items (0)

**Current Search** drug >> 804 results in Alcohol and Drug Foundation

Keep selections for subsequent searches

- Peer Reviewed
- 2020 through 2021
- English
- Article
- ScienceDirect

[Save Search](#) [Reset](#)

**1.** **A geology of drug morals** by [Cameron Duff](#)

Article | Peer-reviewed | No other editions or formats

**Journal:** International Journal of Drug Policy

Held by Alcohol and Drug Foundation

[View full text](#)

[Cite](#) [Link](#) [Email](#) [Save](#)

2. Here you can see that you have saved this result and that you have 4 items saved. To see your saved items, select My Items in the top black bar.

**CIDF** Alcohol and Drug Foundation | drug | **Advanced Search** | Saved Searches | My Items (4)

Peer Reviewed (804)

Author/Creator

Databases *Change default options list on Advanced Search. Selecting a database alters your filter options.*

All

- ScienceDirect (804)
- ProQuest Ebook

**1.** **A geology of drug morals** by [Tim Rhodes, Alison Ritter](#)

Article | Peer-reviewed | No other editions or formats

**Journal:** International Journal of Drug Policy v76 (February 2020)

Held by Alcohol and Drug Foundation

[View full text](#)

[Cite](#) [Link](#) [Email](#) [Saved](#)

3. It is recommended to create a list to which you can add items. Select Create List.

**My Items (4)**

**!** Delete your list of saved items before leaving a public computer. Your items are visible to others temporarily. Create a personal list or save these items to an existing personal list for later reference.

Select All Items

[+ Create List](#) [Email](#) [Cite](#) [Move](#) [Delete](#)

**A geology of drug morals** by [Cameron Duff](#)

4. Complete the information as you like. You can select either to keep the list private or make it public so that you can share it with others. Select Save.

### Create a Personal List

\* Required field

List Name: \*

Drug

List Description:

Wiley Online Library resources for 2020-2021

Privacy \*



**Private**

Only you can see this list.

Save

Cancel

Privacy \*



**Shared**

People can view, cite, and share your list with a sharable link.

5. You can create the list first and move the saved results to your list. In your My Items list you have 5 items. Select Move.

Saved Searches

★ My Items (5)

## My Items (5)

! Delete your list of saved items before leaving a public computer. Your items are visible to others temporarily. Create a personal list or save these items to an existing personal list for later reference.

Select All Items

+ Create List

✉ Email

🗉 Cite

↔ Move

⊖ Delete

Clinical drug investigation.

eJournal, eMagazine  
Database: WorldCat



6. Select which list you want the items to be in. Select List.

### Move Records ✕

You are attempting to move:  
**5 record(s)**

Please select a list:

Drug

Drug list 2

Please note: These records will be moved to the new list and will be deleted from the old list.

**Select List** **Cancel**


7. Those 5 items now appear in the selected list.

## Drug list 2


Private (5 records)

showing how to move saved items to a list

 **Edit**  **Delete**


Select All Items  **Email**  **Cite**  **Move**  **Delete**


[Clinical drug investigation.](#)

 eJournal, eMagazine  
**Database:** WorldCat

8. There are now no items in your My Item list. It is empty as everything was moved.

## My Items (0)

 Your record(s) were moved to [Drug list 2](#).

 **Delete your list of saved items before leaving a public computer.** Your items are visible to others temporarily. Create a personal list or save these items to an existing personal list for later reference.

## Add records to your list

Your temporary list is empty. You can add and remove records on your list by clicking this icon on the search result record: ☆

9. To see your saved items in their list, select My Personal Lists from the top menu.

The screenshot shows the top navigation bar of the ADF website. The logo for the Alcohol and Drug Foundation (ADF) is on the left. A search bar and a menu icon are on the right. A dropdown menu is open, showing options like 'Library Links', 'A to Z Journals', 'Contact ADF Library', 'Join the ADF Library', 'eBooks Browse A - Z', 'Advanced search', 'Google Scholar', 'Selina', 'My Account', 'Import My Lists', 'My Personal Lists', and 'My Saved Searches'. Below the navigation bar, the page title is 'My Items (0)'. A green notification box says 'You created a new personal list Drug.' A yellow warning box says 'Delete your list of saved items before leaving a public computer. Your items are visible to others temporarily. Create a personal list or save these items to an existing personal list for later reference.'

10. Here are your lists. You now have no items saved in your My Items list as they are now in your 'Drug' or 'Drug list 2' list.

The screenshot shows the 'My Personal Lists' page. At the top, there is a 'Create List' button and privacy options: 'All', 'Private', and 'Shared'. Below this, there are two list cards. The first card is titled 'Drug' and is 'Private (4 Records)'. It contains the text 'Wiley Online Library resources for 2020-2021' and has buttons for 'Email', 'Cite', and 'Delete'. The second card is titled 'Drug list 2' and is 'Private (5 Records)'. It contains the text 'showing how to move saved items to a list' and has buttons for 'Email', 'Cite', and 'Delete'.

11. If you decide that you do want to share or email this list, you can edit it. Select the 'Drug' list title. Select Edit.

The screenshot shows the 'Drug' list page. The title is 'Drug' and it is 'Private (4 records)'. Below the title, it says 'Wiley Online Library resources for 2020-2021'. There are 'Edit' and 'Delete' buttons. Below this, there is a toolbar with a checked 'Select All Items' checkbox and buttons for 'Email', 'Cite', 'Move', and 'Delete'. Below the toolbar, there is a list of items. The first item is 'A geology of drug morals' by Cameron Duff, which is selected with a checked checkbox.

12. Change the Privacy slider to Shared and select Save.

### Edit List

\* Required field

List Name: \*

Drug

List Description:

Wiley Online Library resources for 2020-2021

Privacy \*



**Shared**

People can view, cite, and share your list v

Save

Cancel

13. This selection gives you a shareable link.

### Drug

Shared (4 records)

Wiley Online Library resources for 2020-2021

**Shareable Link:** <https://adf.on.worldcat.org:443/list/17012189>

Anyone with this link may access and view list contents while visibility is shared.

Copy Link



Edit



Delete

## Cite an item

1. To cite your list of items, select All or the items you want to cite and Cite.

### Drug

Private (4 records)

Wiley Online Library resources for 2020-2021



Edit



Delete

Select All Items



Email



Cite



Move



Delete

[A geology of drug morals](#)

by Cameron Duff

Article | Peer-reviewed

Database: ScienceDirect



Add Note



Delete

- Select the citation style you need and then copy and paste the resulting citations. It is recommended to check these with the version of the style your institution requires. To export the list of results to Endnote, or your citation management system, select the relevant Export option.

**Cite List**

**4 Citations** exist in **Drug**

**Export:**

- [Export to EndNote](#)  
Downloads a file for use in EndNote.
- [Export to RefWorks](#)
- [Export to RIS](#)  
Downloads a file for use in EasyBib, Mendeley, Zotero, etc.

**Copy & Paste:** APA 7th ed.

Select a citation style

ACS 3rd ed.

AMA 10th ed.

**APA 7th ed.**

ASA 6th ed.

Bluebook 20th ed.

Chicago (author - date) 17th ed.

Chicago (notes - bibliography) 17th ed.

CSE 8th ed.

Harvard (Cite Them Right) 10th ed.

MLA 8th ed.

Turabian (author - date) 9th ed.

Turabian (notes - bibliography) 9th ed.

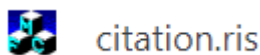
Proofread capitalization pages. That you citation. loss of in

Duff, C. (2020). *International Journal of Drug Policy*. 16/j.drugpo.2020

Powered by EasyBib  
a Chegg service

**Close**

- Select the downloaded .ris file.



- All the results should appear in your Endnote.

EndNote X9 - [My EndNote Library Linda 20190716]

File Edit References Groups Tools Window Help

Vancouver Superscript

Author	Year	Title
	2020	Themed collection: "C"
Duff, Cam...	2020	A geology of drug mor
Qiu, Mich...	2020	Prenatal drug exposur
Rhodes, T...	2020	Editing the Internation

Reference Preview Attached PDFs

1. Rhodes T, Ritter A. Editing the International Journal of Drug Policy. *International Journal of Drug Policy*. 2020;76.

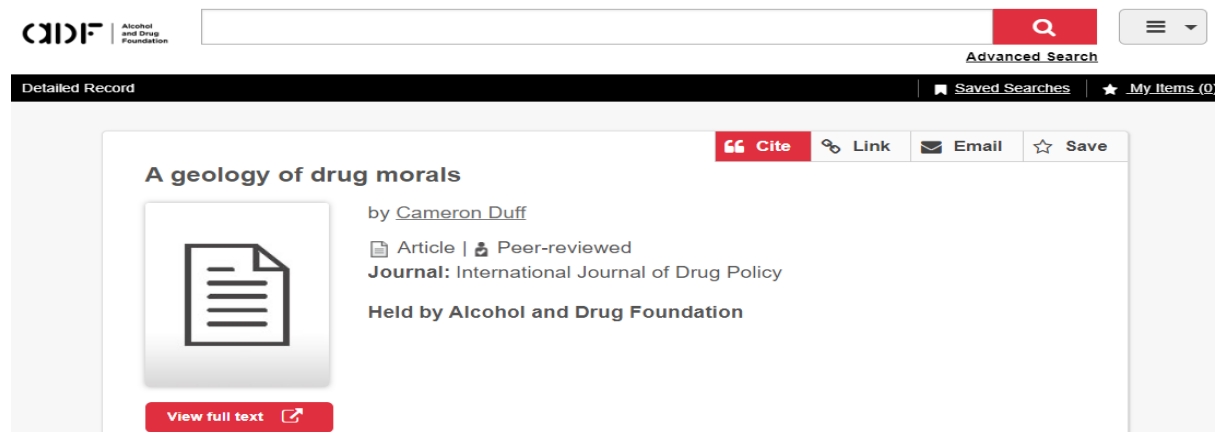
- If you just want to cite an item, select the title to open the record.

**A geology of drug morals**

by [Cameron Duff](#)

Article | Peer-reviewed  
Database: ScienceDirect

6. Select Cite.



**CIDF** | Alcohol and Drug Foundation

Advanced Search

Detailed Record

Saved Searches My Items (0)

**A geology of drug morals**

by Cameron Duff

Article | Peer-reviewed

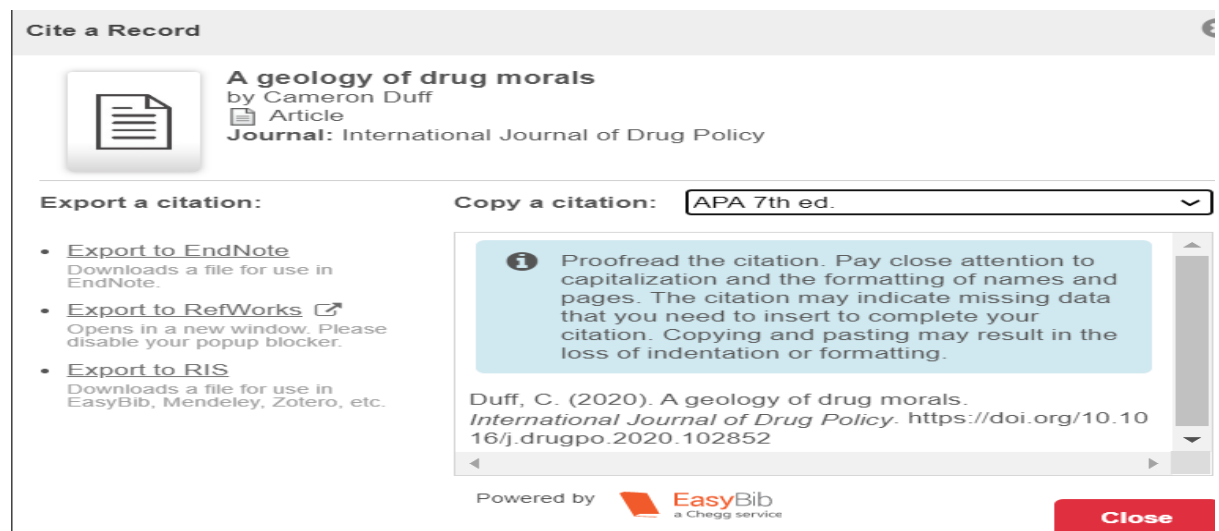
Journal: International Journal of Drug Policy

Held by Alcohol and Drug Foundation

View full text

Cite Link Email Save

7. Select the arrow to view the citation options and select the one you need. It is recommended that you check the citation with your required version of the style. To export the citation to Endnote, or your citation management system, select the correct Export option.



**Cite a Record**

**A geology of drug morals**  
by Cameron Duff  
Article  
Journal: International Journal of Drug Policy

Export a citation:

- Export to EndNote  
Downloads a file for use in EndNote.
- Export to RefWorks  
Opens in a new window. Please disable your popup blocker.
- Export to RIS  
Downloads a file for use in EasyBib, Mendeley, Zotero, etc.

Copy a citation: **APA 7th ed.**

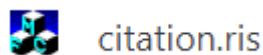
**Proofread the citation. Pay close attention to capitalization and the formatting of names and pages. The citation may indicate missing data that you need to insert to complete your citation. Copying and pasting may result in the loss of indentation or formatting.**

Duff, C. (2020). A geology of drug morals. *International Journal of Drug Policy*. <https://doi.org/10.1016/j.drugpo.2020.102852>

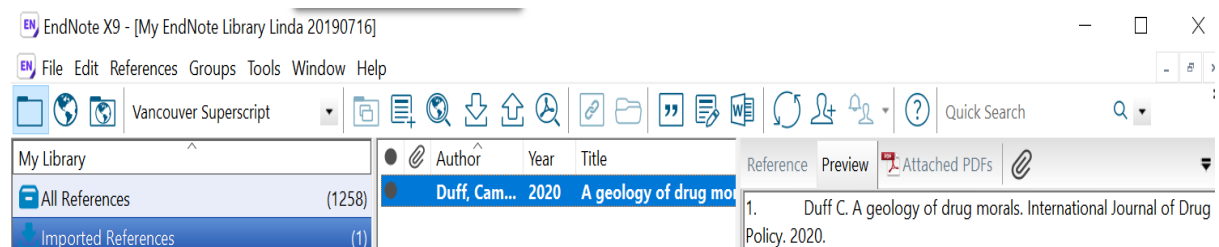
Powered by **EasyBib** a Chegg service

Close

8. Select the downloaded .ris file.



9. Your resource item should appear in your Endnote.



EndNote X9 - [My EndNote Library Linda 20190716]

File Edit References Groups Tools Window Help

Vancouver Superscript

My Library

- All References (1258)
- Imported References (1)

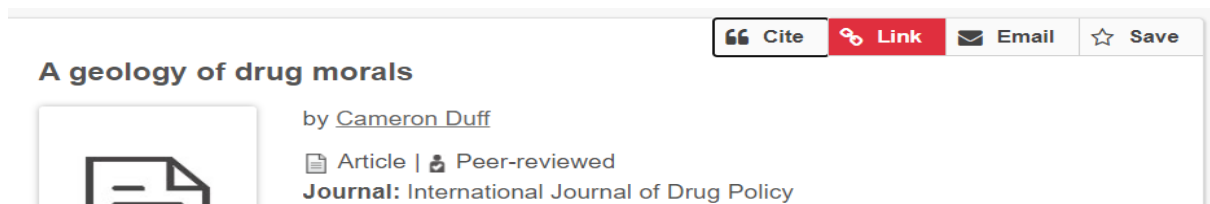
Author	Year	Title
Duff, Cam...	2020	A geology of drug mo...

Reference Preview Attached PDFs

1. Duff C. A geology of drug morals. International Journal of Drug Policy. 2020.

## Link to an item and create a permalink

1. To get a shareable link which will always take you straight to the item, select Link in the top menu.



The screenshot shows the top navigation bar with four buttons: 'Cite', 'Link' (highlighted in red), 'Email', and 'Save'. Below the bar, the item title 'A geology of drug morals' is displayed. To the left is a document icon. To the right, it says 'by Cameron Duff', 'Article | Peer-reviewed', and 'Journal: International Journal of Drug Policy'.

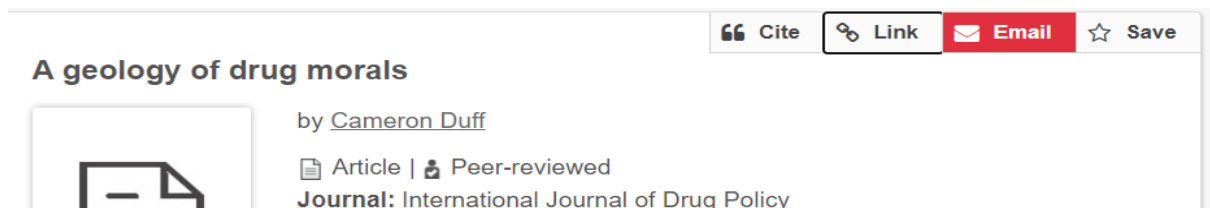
2. Copy the provided permalink and insert it in your referencing if required.



The dialog box is titled 'Share record link' and contains the text 'Share this record by copying this URL:' followed by a text input field containing the URL: <https://adf.on.worldcat.org/oclc/8631601042>.

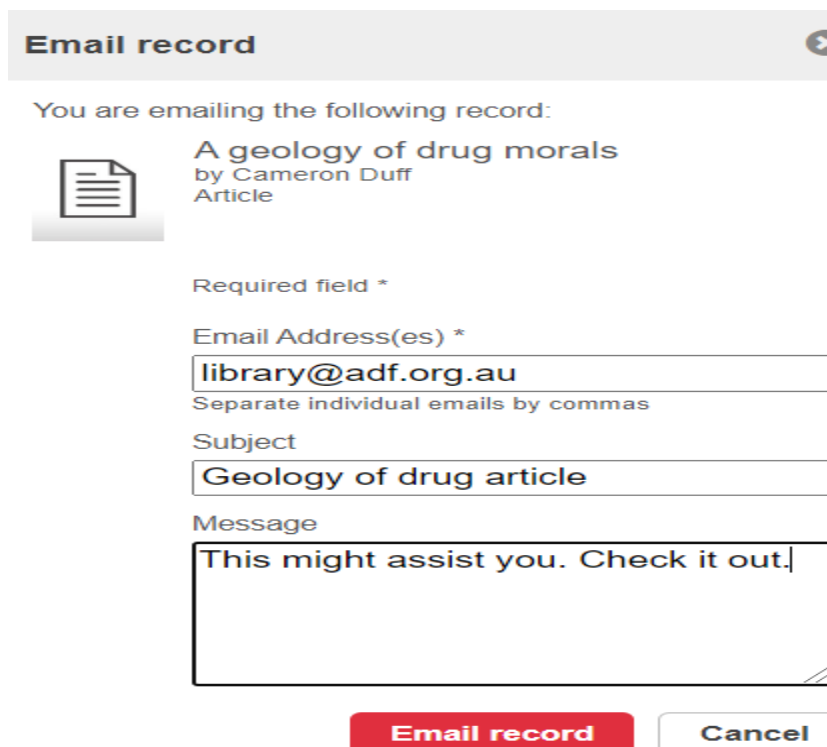
## Email an item

1. To email your item, select Email in the top menu.



The screenshot shows the top navigation bar with four buttons: 'Cite', 'Link', 'Email' (highlighted in red), and 'Save'. Below the bar, the item title 'A geology of drug morals' is displayed. To the left is a document icon. To the right, it says 'by Cameron Duff', 'Article | Peer-reviewed', and 'Journal: International Journal of Drug Policy'.

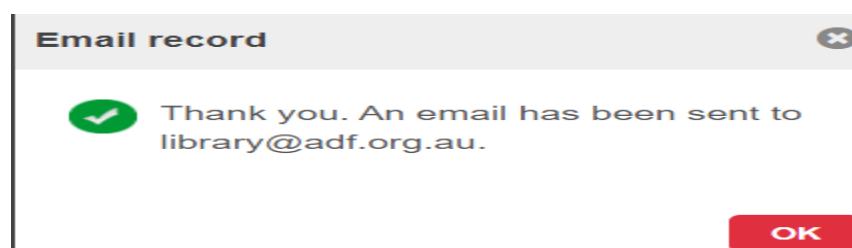
2. Complete the fields and select Email record.



The dialog box is titled 'Email record' and contains the following fields:

- You are emailing the following record:**
  - Document icon
  - A geology of drug morals**
  - by Cameron Duff
  - Article
- Required field \***
- Email Address(es) \***  
  
Separate individual emails by commas
- Subject**
- Message**
- Email record** (red button)
- Cancel** (white button)

3. You will receive a confirmation. Select OK.



4. The email will come from [do-not-reply@oclc.org](mailto:do-not-reply@oclc.org). You might like to let the person know to expect it from this email address.

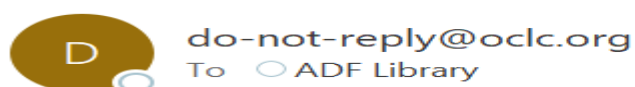
---

**do-not-reply@oclc.org** **Geology of drug article**  
This might assist you. Check it out.

---

5. When the recipient selects the title link, they will go straight to the article record.

## Geology of drug article



This might assist you. Check it out.

### [A geology of drug morals](#)

by Cameron Duff

**International Journal of Drug Policy**

Article | Peer-reviewed

ISSN: 0955-3959

OCLC Number: 8631601042

Sent from Alcohol and Drug Foundation <https://adf.on.worldcat.org/>

6. When they select View full text, they will be asked to sign in. If they can't sign in, they need to become a free member of the ADF Library by completing the [Join the ADF Library form](#).



### A geology of drug morals



by [Cameron Duff](#)

Article | Peer-reviewed

**Journal:** International Journal of Drug Policy

**Held by** Alcohol and Drug Foundation

View full text 