Basic directions about how to use this service are provided in the following slides.
Some General Notes

WebSPIRS is an automated information retrieval system for the Criminal Justice Abstracts. This system simplifies conducting a search of this important database and should prove valuable to all that use it in conducting research. Competent use of it will lead the user to hundreds of sources of useful information going back almost thirty years in some cases. For those who might complain that "I couldn’t find anything" I would suggest that your search strategy (methodology) is lacking in some regard. Try different options and terms in constructing your inquiry.

Our licensing agreement only permits four simultaneous users. Therefore you may experience some difficulty accessing the system. Try doing your research at different hours to assure access.

It is important to know that the Criminal Justice Abstracts do not include all relevant sources of criminal justice information. Searching other databases is still important if you want to be thorough in your inquiry.
Inter-library Loan

Virtually no library in the United States has all documents referenced in the Criminal Justice Abstracts. Therefore, Inter-library loan may well be an important part of your research. Remember, that you need to fill out the appropriate request forms that are available from the library. These forms will ask you for bibliographic information about the information that you are requesting. This information is contained in your “Search Results” using WebSPIRS. (You may want to bring a printed version of the abstract with you when filling out the forms). TIMING is important. It may take our library some time to find a source for your request, and it may take further time for the sending institution to process your request. If you make your request late in a semester, you may have not have enough time to receive the material and work with it for your research. Be prepared to document when you originally asked for the material and when you received it if you want to claim that the library did not process your request “quickly enough.” Such claims are rarely (if ever) sufficient to relieve the researcher of his or her responsibilities.

Professor Bassi
Welcome to WebSPIRS

Please type your username and password and click on Login to WebSPIRS to proceed. Click on any ? to get help.

User name: c118800
Password: *********

Login to WebSPIRS

WebSPIRS Version 4.02, Copyright 1997-1998, SilverPlatter Information. Send comments to webspirs@silverplatter.com. For Technical Support, write to: support@silverplatter.com.

This is the address (URL) that you use!
This is the user name for the Brockport account.
The password for Brockport is atindaixu
After you enter the user name for Brockport and the password, click on this button.
Put a check in this box.

Then select this button to proceed with your search.
Select the kind of search you want here. The broadest search is “Words anywhere”.

Select this button after you have entered your search terms.

Type your search terms here. You may choose to use the buttons on the right to select the most efficient search terms.

This is the basic screen from which you actually begin a search. From this page you can control many of the functions that apply to your search.
Change Display Options

What to display
Records to show at once: 10
Show field names with: Short labels

Display records with:
- Title only
- Citation only
- Citation and abstract
- Complete record
- Specific Fields: *LHC, *LHM, AB, AU, BK, JN, OT, PY, T1
  Select Fields

Sorting
- Do not sort
- Sort by: Fields below are unique to Criminal Justice Abs. 1966-1998/99 ---
  Ascending  Descending (if fewer than 50 records)

Showing results:
- Display intermediate results in search history
- Display results by database in search history
- Show records immediately after searching (main search page only)
Use the "Confirm Changes" or "Cancel" button to change the display and to proceed with your search.

This screen allows you to customize your display. Try using the default settings before customizing the display options. If the default settings do not provide you with enough information, try changing the setting to see what happens.
Help Contents

- **WebSPIRS Basics**
  Logging in, using the toolbar, selecting databases, getting help while you work, and more.

- **Searching with WebSPIRS**
  Submitting search requests, search examples, using database indexes, thesauri, and more.

- **Working with Your Search Results**
  Using your search history, displaying, printing, saving and e-mailing records, changing display options, getting holdings info, linking to electronic journals, ordering documents for delivery, SDIs/Alerts, and more.
A new search on "Police corruption" is being done.

This screen shows that another search exists, (on terrorism), there were 99 items found and asks if you want them displayed. If you want them display, check the box, then choose "display."
This is how a search is displayed. Title, author, journal (if it comes from one), year of publication and abstract are presented. You **MUST** have bibliographic data to retrieve the document if you plan to use it.

Note!!! The library may not have a journal or title that is displayed. Use of inter-library loan however, can get you the material. **BUT** the library needs sufficient lead time to find the material and have it sent here. Remember, our library has **NO CONTROL** over other libraries that may give their patrons priority service.
This is the screen that appears if you choose to Save Records on disk. Note that you have a choice of what records to save, including those you may have chosen. Save records are easily opened in MSWord.
This is a normal window that appears when you save or download a file. Note that you need to give the document a location (the drive where your disk is) and a file name. The windows that appears in the background (Norton Antivirus) may not appear. In this case, the computer automatically checked the saved file to make sure that it did not contain a virus. Having a “virus checking” is highly advisable, but not absolutely necessary.

1. Give a location of where you want to save the file.
2. Give the file a name you will remember, e.g. police corruption.
3. Select the “type” of file you want to save this as. If you leave it as “All files” your research will be easily accessible by most word processing programs.
You may choose to email your search results to yourself. This is sometimes a good thing to do if you don’t have time to print records or you don’t have access to a printer. If you have a computer and printer at home, you could choose to access the material there, download it to your computer and print it out for use while you are in the library.
If you have access to a printer while doing a WebSPIRS search, you may choose to have records printed for your "off-line" use. Note the options that you have in selecting what items to print.