



OSH-ROM

WVU Health Sciences Library
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OSH-ROM is a major collection of bibliographic databases pertaining to occupational health and safety and environmental medicine, and it contains over one million records. Databases include CISDOC from the International Occupational Safety and Health Information Centre (CIS) of the International Labour Organisation (ILO) in Geneva, Switzerland; HSELINE from the Information Centre of the Health and Safety Executive (HSE) in the UK; MHIDAS from AEA Technology, on behalf of the HSE in the UK; NIOSHTIC & NIOSHTIC-2 from the National Institute for Occupational Safety and Health (NIOSH) Technical Information Center in the USA; RILOSH Index from the Ryerson Polytechnic University Library in Canada; and The Medline OEM (occupational and environmental medicine) subset from the National Library of Medicine (NLM) in the USA.

Access via Internet

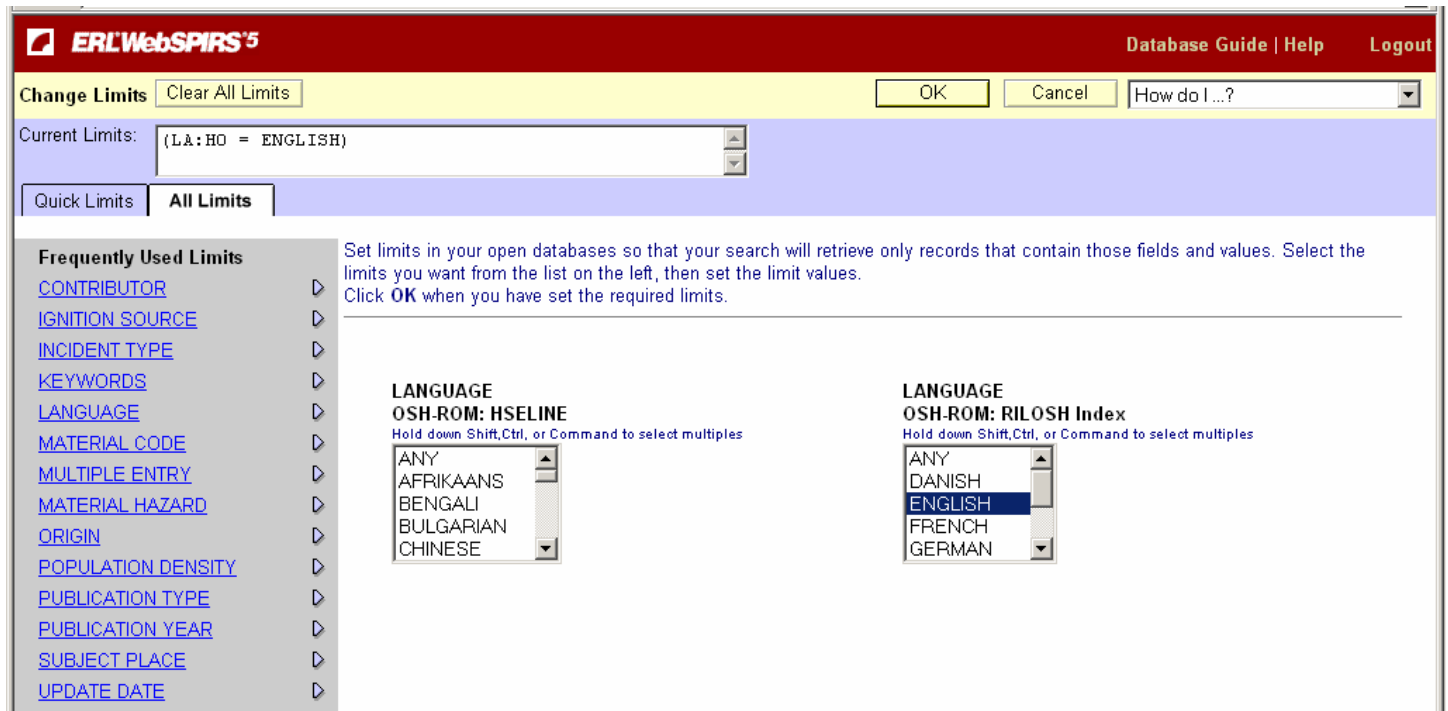
- Any computer connected to the World Wide Web can access OSH-ROM.
- The address or URL for the Health Sciences Library is <http://www.hsc.wvu.edu/library>
- Select the Health Sciences Databases link at the top left side of the page under Databases. On the next page select the OSH-ROM hyperlink under the title column.
- If unable to access program, try later because OSH-ROM is limited to 8 simultaneous users.
- **Please logout when finished** (otherwise others may have trouble using this database).

Searching

Type a word or phrase in the Search box. Type the desired phrase and click on the Suggest Button to obtain subject terms for your topic. Select one field from the Find Terms menu (Anywhere, in Subject, in Title, or in Author) to search, or leave the selection as the default. Examples of the types of searches you can enter are listed below in italics:

Term: *safety*
Phrase: *black lung*

To set limits for your search, click on the More tab under the **Limit Search To** box. You may narrow your search to English language by selecting Language from the Frequently Used Limits list.



The screenshot shows the ERLWebSPIRS 5 interface. At the top, there is a red header with the logo and navigation links like 'Database Guide | Help' and 'Logout'. Below the header is a yellow bar with 'Change Limits' and 'Clear All Limits' buttons. The main area has a blue header with 'Current Limits: (LA:HO = ENGLISH)'. Below this is a 'Quick Limits' section with 'All Limits' selected. On the left, a 'Frequently Used Limits' list includes 'CONTRIBUTOR', 'IGNITION SOURCE', 'INCIDENT TYPE', 'KEYWORDS', 'LANGUAGE', 'MATERIAL CODE', 'MULTIPLE ENTRY', 'MATERIAL HAZARD', 'ORIGIN', 'POPULATION DENSITY', 'PUBLICATION TYPE', 'PUBLICATION YEAR', 'SUBJECT PLACE', and 'UPDATE DATE'. The main content area contains instructions: 'Set limits in your open databases so that your search will retrieve only records that contain those fields and values. Select the limits you want from the list on the left, then set the limit values. Click OK when you have set the required limits.' Below the instructions are two dropdown menus for 'LANGUAGE'. The first is for 'OSH-ROM: HSELINE' and the second is for 'OSH-ROM: RILOSH Index'. Both dropdowns have 'ENGLISH' selected.

Select the limits you want from the list on the left and then set the limit values. Select the OK Button when you have set the required limits. When it returns to the original screen, click on the Search Button. OSH-ROM performs the search and indicates how many records it finds for your search.

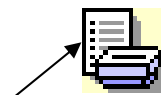
Author

Author names appear last name first, followed by initials. When searching for an author, search for the phrase, such as *Smith-MJ* or *Smith-M* and select the “in Author” Find Terms pull-down menu. Since some journals do not include authors’ middle initials, you should search *Smith-MJ* or *Smith-M* to retrieve all articles. This search will retrieve articles by any person with the initials MJ or M and the last name Smith.

Truncation

Truncation is a method to look for plural, singular, and various forms of a word. For example, typing the word electric with an asterisk, *electric** will search for any word that begins with this prefix, i.e. electric, electricity, and electronic. If you need internal truncation, the question mark is used. For example *wom?n* retrieves records on woman or women.

Printing Records



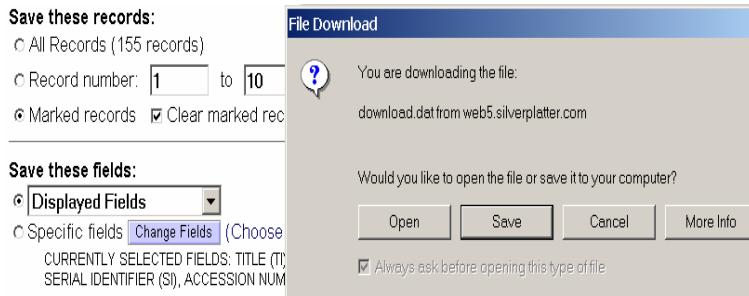
- Mark the records you want to print. Select the Printer Icon on the far right hand side of the screen.
- Choose the appropriate print options
 - Indicate which records to print.

- Select options under **Print these Fields:** or select the Change Fields Button to change the fields that are displayed (and thus, printed).
- Indicate what information you want under **Also print:**
 - Search History prints your search history with the retrieved records.
 - Record number and database name prints a number, such as "1," at the beginning of the record and the name of the database at the end of each record.
 - Select Print Button.



Saving or Downloading Records

- Mark the records you want to save. Select the Save Icon on far right hand side of the screen. Choose the appropriate options under **Save these records:**
 - Indicate which records to save.
 - Select options under **Save these fields:**
- Indicate what information you want under **Also save:**
 - Search History prints your search history with the retrieved records.
 - Record number and database name prints a number, such as " 1," at the beginning of the record and the name of the database at the end of each record.
- Select the OK button to save.



- On the File Download Dialog Box select the Save button. Select location and name of file in the Save As Box. It is highly recommended that it be saved with a .txt extension, for example, dogs.txt, to facilitate using the citation for word processing.

E-mailing Records



- Mark the records you want to E-mail. Select the E-mail Icon on far right hand side of the screen.
- Enter E-mail addresses for sender and recipient, and subject for the message.
- Then select the options you want under **Send these records:**, **Send these fields:**, and **Also send:**

From: (email address)
Send records to: (email address)
Also send to: (Hold down Shift, Ctrl, or Command to select multiples)
Subject:

Send these records:

- All Records (155 records)
 Record number: to
 Marked records Clear marked records after sending
-

Send these fields:

- Specific fields (Choose fields that you want to email)
CURRENTLY SELECTED FIELDS: TITLE (TI), AUTHOR(S) (AU), SOURCE (BIBLIOGRAPHIC CITATION) (SO), BOOK TITLE (BK), CINAHLexpress DOCUMENT DELIVERY (DD), SERIAL IDENTIFIER (SI), ACCESSION NUMBER (AN), UMI ORDER NUMBER (ON), Full Text (FTXT)
-

Also send:

- Search History
 Record number and database name
Field names with
-

- Select the **Send Mail** button to send the records.

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