The Sainsbury Library
One of the Bodleian Libraries

Factiva

Factiva has over 20,000 sources of news from more than 159 countries in 22 languages, including more than 400 continuously updated newswires. Over 2,300 sources are available on or before the date of publication.

Accessing the database

To access the databases, go to the Sainsbury Library website at http://www.bodleian.ox.ac.uk/business or on the MySBS intranet at https://my.sbs.ox.ac.uk/user/login (for MBS members only) and click on DATABASES.

If accessing this database outside the Oxford network, you will be prompted for your Single Sign-On (SSO)

Searching the database

Truncation: Using the truncation symbol - * - at the end of a root word will expand the list of relevant articles found by searching for different variants of that root word. e.g. “Econom*” will find economy, economics, economical etc. in one simultaneous operation.

Proximity searching, headline searching, and word count searching

Use the proximity indicator to specify how closely you want the words to be to each other. Proximity searching will provide you with much tighter search results. Proximity indicators vary between different databases: for more details on proximity searching, see the Database searching: A brief Guide.

e.g. the search strategy below will search for documents that have the word string within the headline or lead paragraph: and search either of the words “wine” or “beer” located within 5 words of either of the words “market” or “markets”; but only those articles with a word count greater than 1000.

Further limiting

You can search against one or more publications or one or more geographical regions.
To select a publication or region, go to the left hand panel: click on one or more publications or regions to select them.

Selecting, sorting and viewing your articles

You may sort the articles retrieved by most recent first, or by last, or by relevance. Click on the title of the article to view it in full-text.
Exporting, printing or emailing your results

To e-mail, print or save a retrieved article, click the appropriate symbol located at the top of the list.

You can also mark all the articles you want by clicking the box to the left of the desired articles, and e-mailing, printing or downloading the selected articles as one combined set.