

TexShare Databases Program

Using TexShare Databases for Basic Reference

Instructor Guide



Trainer Notes:

These times are recommendations. Depending upon variables (Internet connection speed, number of learners, engagement level of the learners, etc.) in training environment, teaching time may be longer or shorter than indicated. Make note of the times to teach each topic so times can be updated later, if needed.

Duration: 3.5 hours, includes two 10-minute breaks

Module Outcomes and Objectives	3
Module Introduction (15 min.)	4
Introduction	4
Reasons for using the TexShare Databases	5
Accessing the Databases	7
Lesson 1: The Search Process (70 min.)	8
Conducting the Reference Interview.....	9
Formulating a Search Strategy	10
Selecting the Databases Needed for the Search.....	11
Overview of Types of TexShare Databases	11
Initiating the Search Process	19
Subject Term Search	21
Interpreting the Results.....	22
Narrowing, Refining, and Revising Searches	24
Viewing the Final Results.....	27
Group Discussion Topics	30
Lesson Summary for the Search Process	31
Break (10 Min.)	31
Lesson 2: Common Basic Reference Databases (70 min.)	32
Introduction	32
Overview of the TexShare Basic Reference Databases.....	32
Overview of EBSCO databases accessible through <i>EBSCOhost</i>	37
Consumer Health Complete Interface.....	42
Additional Features	45
Lesson Summary	46
Break (10 Min.)	46
The EBSCO Support Site (15 min.)	47
Basic Reference Databases Module Assessment (30 min.)	48

Module Outcomes and Objectives

Learning Outcomes	Learning Objectives
<p>The librarian will be able to identify the steps of the search process.</p>	<ul style="list-style-type: none">• Identify the patron's information needs by asking the patron questions.• Explain the difference between using the databases versus a web search engine.• Show the library patron how to access TexShare database locations at the public library and away from the library, including the library's user id and password.• Demonstrate to the library patron how to formulate a search strategy.• Show the library patron how to identify database(s) to use for a search.• Demonstrate to the library patron how to perform the search process.
<p>The librarian will be able to aid library patrons in accessing basic reference information using the TexShare databases.</p>	<ul style="list-style-type: none">• Show the library patron how to access the most common databases used for basic reference searches.• Show the library patron where to find additional information about the types of sources and information available in the TexShare databases. (The EBSCO Support Site is an excellent source for this information).• Show the library patron how to conduct a search using the TexShare databases to find the information he needs.

Module Introduction (15 min.)

Introduction

Trainer Notes:

In the **Search Process** lesson, the following will be covered:

- 1) Reasons to use the TexShare databases
- 2) Steps in the Search Process:
 1. Conducting a reference interview
 2. Formulating a search strategy
 3. Accessing the databases
 4. Identifying the appropriate databases
 5. Performing the search

In the **Common Basic References Database** lesson, these common databases will be discussed:

MasterFILE Premier

Academic Search Complete

Business Source Complete

Newspaper Source

Consumer Health Complete

INFORMATION IN DATABASES

TexShare provides access to a large number of subscription-based databases that include both academic and general reference information. Magazines, newspapers, images, primary source documents, radio and TV news transcripts provide a wide range of topics including business, health, current events, animal science, ethnic and multicultural studies, history, music, psychology, religion, and women's studies, etc.

This training module presents information about how to use the most common TexShare databases for basic reference in the public libraries:

- *MasterFILE Premier*
- *Academic Search Complete*
- *Business Source Complete*
- *Newspaper Source*
- *Consumer Health Complete*

Reasons for using the TexShare Databases

Trainer Notes:

Review the many reasons for using the TexShare databases and query participants on additional differences, other than those listed below, between a database, a search engine, and print resources. Emphasize the advantages of the TexShare databases.

Electronic databases, specifically the TexShare databases, have several advantages over Web search engines:

- Electronic databases provide access to information that has been written by professionals and reviewed by peers and subject matter experts.

Web searches often yield unreliable or inappropriate information. Information from many of these resources is not verified, is incorrect, or unsubstantiated. Results from web searches often yield results that are not appropriate for the information needs or age of the library patron.

- Electronic databases provided by TexShare are free for the library patron to use and often include full text articles, images, and videos. Copyright laws apply and full citations are provided by EBSCO.

Resources from websites may not be free. Often full-text resources, graphics, and other information require a fee to access them. Patrons are also left to create their own full citations.

- Electronic databases have features that allow patrons to conduct focused searches using limiters and expanders like full text and publication dates.

Web searches often yield too many results. Too many results make it difficult to find specific information. "Limiters," similar to the ones used in electronic databases, are uncommon on the Web, so narrowing a search is not as easy.

Electronic databases also have several advantages over print resources:

- Electronic databases provide both historical and up-to-date information. Information found in EBSCO databases is updated continually.

Information in print resources can quickly lose currency and relevance.

- Electronic databases are stored electronically and require no shelf space. Print resources require shelf space, which can be at a premium in some library facilities.

- TexShare databases allow both small and large libraries to access the same resources.

Acquisition of print resources is often driven by budgetary constraints.

- Electronic databases allow the patron to search many sources at once, saving valuable research time. Databases also allow keyword searches and advanced searches, which can make finding information faster and easier than simply using a book's index and table of contents.

Searching print resources is a cumbersome and time-consuming process and often yields incomplete search results.

- Electronic databases provide portable information to library users -- users may print, save or email articles. Patrons can also copy and paste article content to word processing software (as long as the source document is appropriately cited).

Print resources must be checked out for a specified time and returned.

Activity – Internet Search

1. Access the internet and navigate to www.google.com.
2. Conduct a keyword search on a sample reference question you might have encountered at your library.
3. Note the information on the page that is helpful to you. Note what is not helpful.

Trainer Notes:

Ask participants about their Google® results. Would these results satisfy their patrons? How would they feel ending the reference discussion at that point? Good news – you don't have to!

Accessing the Databases

Trainer Notes:

Verify access to the Library of Texas website. Contact the Technical Operations Specialist, TexShare at (512) 463-7402 with any Library of Texas website or the TexShare database website issues.

Determine the audience's database experience with a show of hands.

For training purposes, access a Texas Public Library website and click on the TexShare icon. If accessing remotely, select the TexShare icon and type the library's TexShare user id and password.

TexShare databases can be accessed from a Texas library's website or the Library of Texas website at <http://www.libraryoftexas.org/>. Accessing the TexShare databases and a library's own subscriptions from the library's website offers patrons a single, convenient place to search.

Library system administrators may contact the TexShare Technical Operations Specialist at (512) 463-7402 for information about their library's user ids and passwords.

Lesson 1: The Search Process (70 min.)

Trainer Notes:

Steps of the search process:

1. Conducting a reference interview
2. Formulating a search strategy
3. Accessing the databases
4. Identifying the appropriate databases
5. Performing the search

Steps of the Search Process:

Library patrons routinely arrive at the reference desk with information needs that require the librarian to evaluate which library resources could best provide answers to their questions.

The steps of the search process include:

1. **Conducting a reference interview** – information gathering from the patron about his search.
2. **Formulating a search strategy** – determine which references are best to use for the query – databases versus Web search engine, print sources, or library catalog.
3. **Accessing the databases** – show patron where databases may be found on library website.
4. **Identifying appropriate databases** – show patron a list of databases available with summaries to help them decide which to use for a successful search.
5. **Performing the search** – demonstrate how to conduct a search within the databases using search strategies like limiters, expanders, quotation marks, etc.

Conducting the Reference Interview

Trainer Notes:

Discuss the importance of the reference interview and emphasize the role of the patron.

The reference interview is a critical tool used to determine the information needs of a library patron. Information gathered during the reference interview helps the librarian determine exactly what information is needed to help the patron form the relevant keywords and search terms. The patron can then be guided to the appropriate database where he can locate timely, useful, and correct information to satisfy his information needs.

A thorough reference interview, which includes the use of open-ended questions, generates the following information:

- The patron's information need
- Patron's purpose (or desired outcome)
- Type and amount of information needed
- Types of sources needed
- The patron's knowledge of the subject
- Previous searching efforts
- Project deadline
- Teacher demands for types of materials, if any
- Final product – report, essay, debate, poster, etc.

At the end of the reference interview, rephrase the patron's questions and responses to ensure that both you and the patron have an understanding of the information needed.

Keep the following factors in mind during the reference interview:

- Communicate with the patron in a receptive and polite manner
- Avoid using jargon
- Make sure the query you enter into the database is free of spelling or other errors
- Explain the search strategy and sources
- Help to narrow or broaden the search as needed

Activity – Database Search

Trainer Notes:

Allow 5 minutes for each team to identify a sample reference question (perhaps the same question they used in the Google exercise), then conduct a relevant search using one of the Texshare databases. How do these results differ from the results they saw earlier?

Work with a partner to conduct a search within one of the Texshare databases on the topic of your choice – perhaps the same topic you used earlier for your internet search. How do these results differ from your internet search?

Formulating a Search Strategy

Trainer Notes:

Describe the various types of search strategies and the results yielded: Keyword Search, Phrase Search, and Subject Term Search.

When formulating a search strategy, first brainstorm about a list of keywords and phrases to use during the search. Then decide which limiters to apply during the search: for example “only full text articles” or “recent publication dates”.

Types of Searches

Some topics are too broad for a simple keyword search. For example, using *sports* as a search term yields many irrelevant results, whereas searching for *sport franchises* may yield more pertinent information. Using limiting factors helps narrow the results. Here are some common types of searches:

- **Keyword search:** Most basic searches are keyword searches. A keyword search looks through titles, subtitles, abstracts, author names for all terms entered in the search field.
- **Phrase search:** Search for a phrase by placing quotation marks around the search terms to keep the terms next to one another (i.e., “constitutional amendments”).
- **Subject term search:** Find subject terms by browsing a subject thesaurus.

Activity - Limiters

Trainer Notes:

Allow 5 minutes for brainstorming on limiters, and then discuss what the keyword and limiters are and why they were chosen.

With a partner, select an example from the list below. Brainstorm a list of keywords and phrases and determine possible limiting factors. Discuss a list of keywords, phrases, and limiting factors and why they were chosen.

- Homelessness
- Alternative energy sources
- Health care reform

Selecting the Databases Needed for the Search

Trainer Notes:

Describe the various database subject categories below (General Information, Homework & Education, History & Genealogy, Health & Medical, Business Resources, Books & Literature). Each section includes a description for a group of subject-related databases, a list of TexShare databases within that category, and example searches using the subject-related databases.

After determining the search strategy, the patron needs to determine which databases to access. Many public libraries list their databases alphabetically; others group them by subject.

Overview of Types of TexShare Databases

Locating Information about the Types of Sources and Information Available

Trainer Notes:

Emphasize that this process allows librarians and patrons to find information about the databases.

Use a Texas Public Library website and then click on the TexShare icon to demonstrate the location process. Trainers may select any database to use for their training.

To learn more about the databases and the types of resources and information that TexShare provides, follow these steps:

1. Go to a Public Library website; find a list of databases including the TexShare resources.
2. Click on the **TexShare icon** to see a list of available resources.

- Click on the **Complete List of Databases** link:

a program of the Texas State Library and Archives Commission

Exclusive Online Resources for Texas Library Patrons
The commercial databases licensed by TexShare offer authoritative, full-text articles from verifiable, subscription-only sources. Every search y

[Bridge to TexShare](#) | **Complete List of Databases** | [TDNet Journal Locator](#) | [Troubleshooting](#)
SP denotes databases with Spanish language content available.

General Information and Periodicals

Ebsco MasterFile and Academic Search - Search general interest and peer-reviewed publications.

ProQuest eLibrary - Explore newspapers, magazines, and journals, plus multi-media & radio/television transcripts. SP

Homework and Education

Ebsco Student Research Center - Ebsco resources selected especially for youth in grades 6-12.

Ebsco Kids Search - Ebsco resources selected specifically for primary and middle school students.

History and Genealogy

HeritageQuest Online - Research materials to trace family lineage.

Digital Sanborn Maps - Texas Digital Sanborn Maps - Historic

Handbook of Texas Online - Explore Texas with articles on people, places, and events.

Ebsco - Texas Reference Center - Search E

- Now click on **All EBSCO Databases**.

Complete List of Licensed Databases
SP denotes databases with Spanish language content available.

GENERAL INFORMATION

All Ebsco Databases
more info

[Academic Search Complete](#)
more info

[eLibrary](#) SP
more info

[Fuente Academica](#) SP
more info

[Funk and Wagnall's New Encyclopedia](#)
more info

[InfoTrac Custom Newspapers](#)
more info

[Legal Collection](#)
more info

[MasterFile Premier](#)
more info

[Military and Government Collection](#)
more info

[NetLibrary \(27,000 eBooks\)](#)
more info

[Newspaper Source](#)
more info

[Psychology and Behavioral Science Collection](#)
more info

[Religion and Philosophy Collection](#)
more info

HOMEWORK AND EDUCATION

[Ebsco Student Research Center](#)
more info

[Ebsco Kids Search](#)
more info

[ERIC](#)
more info

[MAS Ultra: School Edition](#)
more info

[Middle Search Plus](#)
more info

[Primary Search](#)
more info

[Professional Development Collection](#)
more info

[Searchasaurus](#)
more info

[Teacher Reference Center Index](#)
more info

[TOPIC Search](#)
more info

[Vocational and Career Collection](#)
more info

General Information and Periodicals

Generally, these databases cover many topics and can be used for most searches. They include many different types of sources, such as scholarly journals, magazines, newspapers,

reference books, primary source documents, and images. The TexShare website includes the following general information databases:

- **Academic Search Complete (EBSCO)** is a valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 7,000 full-text periodicals and indexing with abstracts for more than 11,000 journals. The database features PDF content going back as far as 1887.
- **MasterFILE Premier (EBSCO)** is designed specifically for public libraries and provides full text for over 1,750 periodicals on topics of general reference, business, health, education and general science. Contains full text for an extensive amount of reference books, biographies, primary source documents, and images.
- **Newspaper Source (EBSCO)** provides cover-to-cover full text for 185 national (U.S.) & international newspapers. Contains selective full text for 392 regional (U.S.) newspapers. In addition, full text television & radio news transcripts are also provided.
- **Psychology and Behavioral Science Collection (EBSCO)** is a database covering information concerning topics in emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational & experimental methods. The world's largest full text psychology database offering full text coverage for over 560 journals.
- **Religion and Philosophy Collection (EBSCO)** provides coverage of such topics as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy, and the history of philosophy. Offers nearly 300 full text journals, including more than 250 peer-reviewed titles, making it an essential tool for researchers and students of theology and philosophical studies.
- **NetLibrary**

Activity – Building-Block Approach to Searching

Trainer Notes:

Allow 5 minutes for participants to conduct some sample searches using one of the examples below. Instruct them to start in one of the above databases. Begin with a keyword search, then try a phrase search, then move to a subject search to identify key content. Discuss which search strategies and results they preferred. .

Select a General Information database to search, then select an example from the list below. Conduct three different searches to find relevant conduct: begin with a keyword search, then try a phrase search, then move to a subject search from the database's thesaurus. How do your results differ?

Example Searches:

- Children and Nutrition

- Energy Conservation
- Attention-deficit Disorder
- Renewable Resources

Homework and Education

Designed for students and teachers, these age-appropriate databases for students at the primary and secondary levels, include teacher resources and professional development articles. The TexShare databases include the following homework and education interfaces and databases:

- **Primary Search (EBSCO Searchasaurus and Kids Search)** provides more than 70 full text popular magazines for elementary school research and over 450,000 images. All full-text articles are assigned reading level indicators (Lexiles) and MLA citations.
- **Middle Search (EBSCO Kids Search, Student Research Center)** provide full text for more than 140 full text popular, middle school magazines. All full text articles are assigned reading level indicators (Lexiles). Full text is also available for more than 84,000 biographies, 105,000 primary source documents, and an Image Collection of over 450,000 photos, maps and flags.
- **MAS Ultra (EBSCO Student Research Center)** is designed specifically for high school libraries. This database contains full text for more than 500 popular, high school magazines. It provides more than 360 full text reference books, 85,000 biographies, 105,000 primary source documents, and an Image Collection of over 450,000 photos, maps & flags
- **ERIC (EBSCO)** the Education Resource Information Center contains more than 1,300,000 educational literature and resources.
- **Professional Development Collection (EBSCO)** is designed for professional educators, providing a highly specialized collection of nearly 520 high-quality education journals.

Activity – Searching within the Student Interfaces

Trainer Notes:

Allow 5 minutes for participants to conduct a sample search using one of the examples below. Instruct them to access the *Student Research Center* or *Kids Search* interface and conduct the search here. What do they like about using these student-friendly interfaces?

Homework and Education databases may also be accessed using EBSCO's specially-design student interfaces. Return to the Texshare Databases website and select either the *Student Research Center* or *Kids Search* interface. Conduct a search using one of the examples from below. Which features and design aspects of the interface were helpful in conducting your search?

Example Searches:

- "I have a dream" speech

- President Obama and education
- Recycling
- Desert habitats
- Terrorism and the United States
- Homeless people
- Georgia history, map, flag, photos

History and Genealogy

The databases designed specifically for historical research include:

- **Texas Reference Center (EBSCO)** is a Texas-specific product comprised of periodicals, reference books, reports, and other content relevant to the state. Contains more than 75 full-text periodicals, 150 full-text reference books, several Texas newspapers, and more.
- **World History Collection (EBSCO)** offers a global look at history with content from Africa, Asia, North and South America, Europe, and the Middle East. Contains cover-to-cover full text for 150 journals.
- **Military & Government Collection (EBSCO)** offers current news pertaining to all branches of the military and government. Provides cover-to-cover full text for nearly 300 academic journals and magazines.
- **Handbook of Texas**
- **HeritageQuest Online**
- **Texas Digital Sanborn Maps**

Activity – Searching within the History Databases

Trainer Notes:

Allow 5 minutes for participants to conduct a sample search using one of the examples below. Instruct them to access one of the History databases using the EBSCOhost interface.

Return to the Texshare Databases website and select one of the History databases. Conduct a search within EBSCOhost using one of the examples from below:

Example Searches:

- Texas wildflowers
- Texas Indians
- Military bases in Texas
- Democratic Party in Texas
- Qualifications to join Navy Seals

Health and Medical

This group of databases contains health and medical information for both health professionals and consumers. Some of these databases contain scholarly, academic articles and research, while others include health information written for the general public. The TexShare databases include the following health and medical databases:

- **Health Source: Consumer Edition (EBSCO Consumer Health Complete)** is a collection of consumer health information available to libraries worldwide, providing information on many health topics including aging, cancer, diabetes, drugs & alcohol, fitness, nutrition, children's health, men & women's health. Provides access to nearly 80 full text, consumer health magazines, medical reference books, images and health videos.
- **Health Source: Nursing/Academic Edition (EBSCO Consumer Health Complete)** provides nearly 550 scholarly full text journals focusing on many medical disciplines and the **Lexi-PAL Drug Guide**, which covers 1,300 generic drug patient education sheets with more than 4,700 brand names.
- **Natural and Alternative Treatments (EBSCO Consumer Health Complete)** provides content covering the many perspectives of complementary, holistic and integrated medicine.
- **Health and Wellness Resource Center**
- **Health Reference Center Academic**

Activity – Searching within the Health and Medical Databases

Trainer Notes:

Allow 5 minutes for participants to conduct a sample search using one of the examples below. Instruct them to access one of the Health and Medical databases using the EBSCOhost interface.

Return to the Texshare Databases website and select one of the Health and Medical databases. Conduct a search within EBSCOhost using one of the examples below:

Example Searches:

- Diabetes
- Attention-deficit videos
- Pamphlet about knee surgery
- Is MRSA gone from schools?
- Drug Ambien
- Diagrams of brain, eye, heart
- Alzheimer's disease

Business Resources

This group of databases provides information on topics related to business, including marketing, management, accounting, finance, and economics. They also provide scholarly journals on business, country and industry reports, company and business reports. Includes the following:

- **Business Source Complete (EBSCO)** is the world's leading scholarly business database. Provides bibliographic and full-text content for more than 1300 business journals as far back as 1886. Contains additional full-text, non-journal content including financial data, books, monographs, major reference works, conference proceedings, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.
- **Newspaper Source (EBSCO)** provides cover-to-cover full text for over 185 national (U.S.) & international newspapers. The database contains selective full text for 392 regional (U.S.) newspapers. In addition, full-text television & radio news transcripts are provided.
- **Regional Business News (EBSCO)** provides full-text coverage of more than 80 regional business publications covering both metropolitan and rural areas within the United States.
- **InfoTrac Custom Newspapers**

Activity – Searching within the Business Databases

Trainer Notes:

Allow 5 minutes for participants to conduct a sample search using one of the examples below. Instruct them to access one of the Business databases using the EBSCOhost interface.

Return to the Texshare Databases website and select one of the Business databases. Conduct a search within EBSCOhost using one of the examples below:

Example Searches:

- Company profiles
- Industry profiles
- Country profiles
- Latest copy of Business Week
- Strengths and weaknesses of Wal-Mart

Books and Literature

These databases contain information regarding authors and their works. Some provide full text of poems or other works, while others provide scholarly criticism. Includes the following books and literature databases:

- **20th Century Poetry Collections**
- **Contemporary Authors**
- **Contemporary Literary Criticism**
- **Dictionary of Literary Biography**
- **Literature Resource Center with Scribner and Twayne's**
- **WorldCat**

Example Searches:

- Analysis and criticism of The Adventures of Huckleberry Finn
- Biographical information about William Shakespeare

Initiating the Search Process

Trainer Notes:

Refer to **Formulating a Search Strategy** for a review of the search types. This section describes basic and advanced search interfaces, limiting search features, Boolean operators, and subject term searches. Consider writing key terms on the white board to keep a running glossary of items to review at the end of the session, i.e. source type, Boolean, thesaurus.

Performing a Search

In this step, the search strategy comes in to play. Use a list of keywords and phrases and a general idea of the limiting features to begin the search. Remember there are three common types of searches:

- Keyword
- Phrase
- Subject term

Basic Searches - A basic search contains one or more keywords or phrases. Quotation marks are used to keep words within a phrase together when searching.

Advanced Searches - Advanced Search allows the patron to search using keywords or phrases. The search may be narrowed by using limiters, Boolean operators, and field codes.

Limiters - Performing an advanced search using limiters can narrow down the number of results, making the list of results more useful.

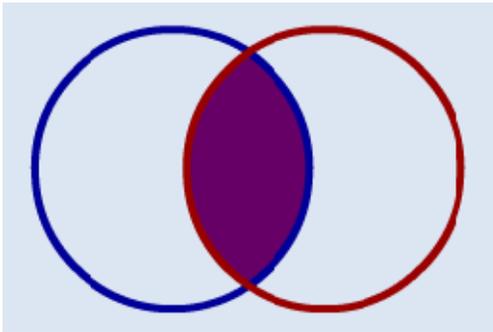
Most databases include limiting features which can be used to refine a search:

- **Full Text:** Search only articles that are available in full text.
- **Publication Date range:** Search only articles published within a certain date range.
- **Publication type:** Specify the material(s) in which to search, such as magazines, books, journals, or newspapers.
- **Source type:** Choose to search for scholarly or informative articles such as primary source documents, images, conference papers, biographies, or radio and TV news transcripts.
- **Multimedia Images:** Some electronic databases include an image collection with maps, flags, photos of places, photos of science, science videos, and historical videos.

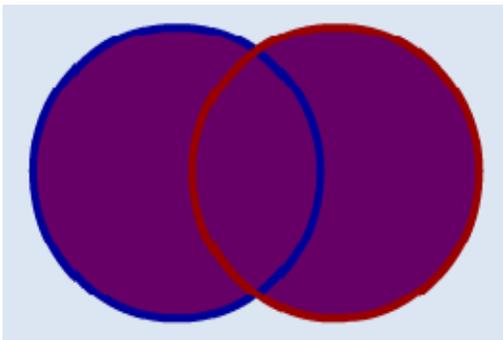
Boolean Operators

Boolean operators define the relationship between words or phrases. Most TexShare databases include the following Boolean operators:

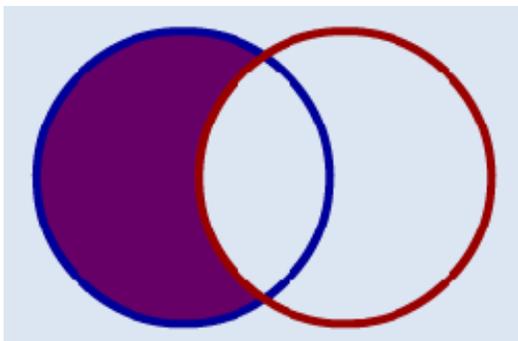
AND: Narrows a search to include only results containing all words separated by this operator. For example, **ocean and pollution** finds all results that contain **both** terms.



OR: Broadens a search to include results containing any word separated by this operator. For example, **ocean OR whale** finds results that contain **either** ocean or whale. This is effective when search terms have synonyms or spelling variations.



NOT: Narrows a search to exclude words following this operator. For example, **ocean NOT whale** finds results that have the term ocean **but not** whale.



Subject Term Search

Trainer Notes:

For the Subject Term example, go to EBSCOhost's Academic Search Complete database. Select the Subject Terms field located on the blue navigation bar at the top of the screen. Type a term into the **Browse** field, and then click **Browse**. Try the keyword **dog** or another keyword.

Go to EBSCOhost's *Academic Search Complete*. Select Subject Terms at the top of the screen. A subject term search generates a list of related terms, like a thesaurus. If the patron is having difficulty finding relevant search terms, this is a useful search. The subject term search allows patrons to see the controlled vocabulary used in the database. The subject terms may also provide lists for broader terms, narrower terms, and related terms.

The screenshot shows the EBSCOhost interface for a Subject Term search. At the top, there is a navigation bar with options: New Search, Publications, Subject Terms, Cited References, and More. Below this, the EBSCOhost logo is on the left, and the search area contains the text "Searching: Academic Search Complete" and a "Choose Databases" link. A search input field is empty, with "Search" and "Clear" buttons to its right. Below the search area are links for Basic Search, Advanced Search, Visual Search, Search History/Alerts, and Preferences. A green bar highlights the "Subjects" section, with "Places" and "People" also visible. Under "Subjects", the text "Browsing: Academic Search Complete -- Subject Terms" is shown. A search input field contains the word "dog", which is circled in red. To the right of this field is a "Browse" button. Below the input field are three radio buttons: "Term Begins With" (selected), "Term Contains", and "Relevancy Ranked". Below these are "Page: Previous | Next" links. A section titled "Select term, then add to search using:" has a dropdown menu set to "or" and an "Add" button. Below this is a list of related terms, each with a checkbox and a link to "Use" a specific term. The terms listed are: DOG Use DOGS; DOG adoption; DOG attacks; DOG barking Use DOGS -- Barking; DOG breeders; DOG breeders' societies Use DOGS -- Breeding -- Societies, etc.; DOG breeding Use DOGS -- Breeding; and DOG breeds.

Activity – Subject Term Search

Trainer Notes:

As a group, review the scenario below. Brainstorm possible keywords to use in the search (*learning, education, Down syndrome*).

Ask participants to then work with a partner to conduct a search using the *Academic Search Complete* database within *EBSCOhost*. Have them discuss their results.

Example Search: A parent wants to learn more about the education of children with Down Syndrome. The keywords she has been trying have yielded too many results. Recommend that she use a subject term search to generate some possible search terms to help narrow the results. Discuss as a group the following:

What were some of the controlled vocabulary words and phrases?

Did any of the words or phrases seem as though they would help to narrow the results?

Interpreting the Results

Trainer Notes:

Describe the various ways to interpret the search results and the options available to limit or expand the results. State that users can use an abstract to determine if the article is relevant to their information needs, but that patrons can also go directly to the full text in HTML or PDF (as available).

After entering keyword terms and clicking on the **Search** button, a result list of articles displays. To view further information about an article, click the article title in the result list to view the detailed citation/summary.

Citation

The detailed citation (or summary) contains useful information including the article abstract, source name, document type, and subject terms. The document type provides information about whether the source is an article, book, newspaper, dissertation, or other content type. The subject terms listed in the citation indicate the topics that are covered in the article. They can be useful in determining if the article contains information to satisfy the user's query.



Citation



[HTML Full Text](#)



Title: **The Battle of Yorktown.**

Authors: [Badertscher, Eric](#)

Source: [Battle of Yorktown](#); 2009, p1-2, 2p, 1 chart

Document Type: Article

Subject Terms: [YORKTOWN \(Va.\) -- History -- Siege, 1781](#)
[UNITED States -- History -- Revolution, 1775-1783](#)
[CORNWALLIS, Charles Cornwallis, Marquis, 1738-1805](#)
[WASHINGTON, George, 1732-1799](#)
[GREAT Britain -- History -- 1760-1789](#)
[VIRGINIA -- History -- Revolution, 1775-1783](#)

Abstract: Presents an overview of the 1781 Battle of Yorktown, Virginia. Decision of British General Charles Cornwallis to take his army in Yorktown while attempting to secure South Carolina; How the forces of General *George Washington* and his French allies surrounded Cornwallis; Organization of the Continental Army; Cornwallis' surrender after his forces were besieged for three weeks; Details of British casualties; Impact of the American victory on the remainder of the war.

Lexile: [1200](#)

ISBN: 1-4298-0426-2

Accession Number: 17914767

Persistent link to this record (Permalink):



Database: MasterFILE Premier

Narrowing, Refining, and Revising Searches

Trainer Notes:

Demonstrate the example below.

1. Select EBSCOhost's *MasterFILE Premier* database.
2. Type *economy and France* in the **Find** field.
3. On the left side of the result list, under "Narrow Results by", click on **Subject** and then click on one of the listed subjects.
4. Ask participants to conduct their own search and practice 'narrowing' using Subjects and Source Types.

The Results pages of many TexShare databases contain menus for narrowing the results. These menus are typically located on the left or right side of the result list. For example, searching for the topic *economy of France* in *MasterFILE Premier* returns numerous results. The patron could narrow the results by using the Source Types like Periodical, Newspapers, or Country Reports. The results could also be narrowed by Subject by selecting France, France – economic conditions, Gross domestic product, etc.

The screenshot displays a search interface with a 'Narrow Results by' menu on the left and a list of search results on the right. The menu is expanded to show the 'Subject' category, which includes options like 'FRANCE', 'FRANCE -- Economic conditions', 'GROSS domestic product', 'ECONOMIC indicators', 'FRANCE -- Economic conditions -- 1995-', and 'ECONOMICS'. The search results on the right are for 'economy of France' and include three entries: 'Executive summary: Highlights', 'MapSearch', and 'Gournay, Vincent de'. Each entry includes a brief description, the database name 'MasterFILE Premier', and options to 'Add to folder' or view 'HTML Full Text' or 'PDF Full Text'.

Activity – Narrowing Your Search

Conduct a search of your own within EBSCOhost. When your results are displayed, use the **Source Types** and **Subjects** within the **Narrow Results by** column to refine your search.

If narrowing the results on the result list does not yield pertinent results, revise the search terms by searching the subject thesaurus, or by adding limiters. Many of the databases contain an advanced search with more options for narrowing and refining. Some of the most common limiters are Full Text and Publication date.

The screenshot displays the EBSCOhost search interface. At the top, there are navigation tabs: **New Search**, **Subjects**, **Publications**, **Dictionary**, and **More**. Below these is a header with **Sign In to My EBSCOhost**, **Folder**, **New Features!**, **Help**, and **Exit**. The main search area shows a search for **MasterFILE Premier** with the text **george washington** entered in the search box. There are three rows for adding terms, each with an **and** dropdown and a **Select a Field (optional)** dropdown. Below the search box are **Search** and **Clear** buttons. A navigation bar below the search box includes **Basic Search**, **Advanced Search**, **Visual Search**, **Search History/Alerts**, and **Preferences**. The **Search Options** section is highlighted in green and includes a **Reset** button. It contains **Search modes** (radio buttons for **Boolean/Phrase**, **Find all my search terms**, **Find any of my search terms**, and **SmartText Searching** with a **Hint** link) and **Apply related words** (checkboxes for **Apply related words** and **Also search within the full text of the articles**). The **Limit your results** section is also highlighted in green and includes: **Full Text** (checkbox), **Publication Type** (dropdown menu with options: **All**, **Primary Source Document**, **Biography**, **Pamphlet**), **Publication** (text input), **Number Of Pages** (dropdown menu with **All** and a text input), **Image Quick View Types** (checkboxes for **Black and White**, **Photograph**, **Diagram**, **Illustration**, **Chart**, **Color Photograph**, **Graph**, **Map**), **Peer Reviewed** (checkbox), **Document Type** (dropdown menu with options: **All**, **Abstract**, **Article**, **Bibliography**), **Published Date from** (two rows of **Month** dropdowns and **Year** text inputs), **Cover Story** (checkbox), **Image Quick View** (checkbox), and **PDF Full Text** (checkbox). A **Search** button is located at the bottom left of the options section. At the bottom of the page, there is a **Top of Page** link, a footer with **EBSCO Support Site**, **Privacy Policy**, **Terms of Use**, and **Copyright**, and a copyright notice: **© 2009 EBSCO Industries, Inc. All rights reserved.**

Trainer Notes:

After each point below, discuss as a group some personal examples of searches that yielded too many, too few, and irrelevant results. Ask learners how they resolved each of those situations.

When a search yields too many results, too few results, or irrelevant results, try the following techniques:

For too many results, try the following:

- Use more specific keywords, phrases, and/or subject terms
- Use limiters, including Full Text, Publication dates, Peer Reviewed
- Use Boolean operators, including AND, OR, NOT
- Use quotation marks around phrases

For too few results, try the following:

- Use broader keywords and/or phrases
- Use different keywords and/or phrases
- Use different Boolean operators
- Remove some or all of the limiters
- Use “expanders”, including “Search within the full text”, or “Use related words”

For irrelevant results, try the following:

- Use different keywords and/or phrases
- Search in a different database
- Use the “more like this” feature

Activity – Successful Searching

As a group, describe and discuss the steps and strategy of a successful search.

Viewing the Final Results

Trainer Notes:

Remind library staff that patrons have several means of viewing and saving the full text or citations. This section describes the process for storing full text or citations to a folder in order to print, save, or email later. Demonstrate the processes described using one of the TexShare databases, such as Academic Search Complete, Business Source Complete, or MasterFile Premier.

Examples:

Global economy

Hotel management

Absenteeism (Labor)

To view the full-text articles **only**, patrons should check the **Full Text** limiter.

Show participants both processes below for accessing the full text of an article, then have them conduct their own full text search and compare HTML and PDF results.

Keep this browser session open to use for the discussion of printing, emailing, etc.

After the patron has decided which resources are acceptable, she can view the full citation and/or text of a resource. To do this:

1. Click the article title in the result list and view the citation/summary.

In most databases, a citation with an abstract displays. Sometimes the full text of the article is included with the detailed citation and other times either the abstract alone is supplied or a link to a PDF or HTML-version of the full-text article is provided.

2. OR Click the full text link for the article. This article could be an HTML or PDF version.

Activity – Viewing the Full Text

Conduct a search within EBSCOhost and limit your results to **Full Text**. Find a result with a link to PDF full text. Open the PDF to view the article. Next, find a result item with a link to HTML full text. Open the HTML-version to view the article. How do these items differ?

◀ 49 of 10621 ▶ [Return to Result List](#) | [Refine Search](#)

 Citation
  [HTML Full Text](#)
 [PDF Full Text \(90KB\)](#)







Title:	Trickle Down.
Authors:	McGowan, Jo
Source:	Commonweal ; 10/23/2009, Vol. 136 Issue 18, p8-8, 1p
Document Type:	Article
Subject Terms:	<ul style="list-style-type: none"> *GLOBAL warming *CLIMATIC changes *PROBLEM solving *GLOBAL temperature changes *ENVIRONMENTAL disasters
Abstract:	The author examines the need for institutions and corporations to take responsibility for <i>global warming</i> and climate change alongside individuals. She states that only when people start to address the systemic nature of the problem can solutions emerge. The author observes that people as citizens can demand government response on the problem and also collectively educate the public on the urgency of the issue.
Full Text Word Count:	900
ISSN:	00103330
Accession Number:	44810991
Persistent link to this record (Permalink):	<input type="text" value="http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=4"/>  BOOKMARK 
Database:	Academic Search Complete

Personal Folders

The EBSCO databases offer an option to group desired results into either a temporary EBSCO folder or a personal folder. To save results to a temporary folder, patrons may click on the folder icon under the result title, or click on the folder icon on the citation or full-text article.

◀ 49 of 10621 ▶ [Return to Result List](#) | [Refine Search](#)

 Citation
  [HTML Full Text](#)
 [PDF Full Text \(90KB\)](#)







Title:	Trickle Down.
Authors:	McGowan, Jo
Source:	Commonweal ; 10/23/2009, Vol. 136 Issue 18, p8-8, 1p
Document Type:	Article
Subject Terms:	<ul style="list-style-type: none"> *GLOBAL warming *CLIMATIC changes *PROBLEM solving *GLOBAL temperature changes *ENVIRONMENTAL disasters

Print, Email, Save, Cite, or Export Articles and Images

Trainer Notes

For each of the following discussions, demonstrate the process to the class.

- **Print:** Print the full citation, article or image. To print, click the print icon. Select the desired bibliographic citation format. On the Print Manager page, indicate the number of copies and print specifications, then click the **Print** button.
- **Email:** Email the full citation, article, or image to an email address. To email, click the email icon. Complete the email addresses and comments with the desired bibliographic citation format and then click the **Send** button.
- **Cite:** Displays different bibliographic citation formats for the article. To view the citations, click the citation icon. A new window with multiple citation formats for this article will appear. At this point, you may cut and paste the citation you need, or export the citation to a bibliographic management software program, such as EndNote or ProCite.
- **Save:** Save the full citation, article or image to a flash drive, desktop, etc. To save, click the **Save** icon.
- **Export:** Export the article to a bibliographic management software program. To export, click the **Export to Bibliographic Manager** icon. On the Export Manager page, select the desired bibliographic citation format and then click the **Save** button.

Activity – E-mailing Results

Conduct a search within EBSCO*host*. Select an item from the result list and add it to your temporary folder. Open the temporary folder to see how this item is now displayed. Select another item from the result list and email it to yourself.

Personal EBSCO folder

- **Create a personal EBSCO folder:** After temporarily saving your articles and images, click on **Sign In**. Complete the “I’m a new user” form, creating a personal user id and password in the process. Then click the **Submit** button.
- **Save to personal EBSCO folder:** After creating a personal EBSCO folder, a patron can save articles, searches, images, videos, persistent links, and more to a personal folder with user id and password protection. All materials are saved for at least 18 months and can be accessed any time the patron uses an EBSCO interface.

Activity – Creating a personal My EBSCO*host* Folder

Follow the steps above to create your own, permanent My EBSCO*host* folder. Conduct an image search with EBSCO*host* and save some of your results to your folder. Open your folder to see how these items are now displayed.

Group Discussion Topics

Trainer Notes

If time allows, review the discussion topics below to reinforce the value of online databases.

Answers for question 1 could include:

- ✓ Provide historical and up-to-date, timely information
- ✓ Require no library shelf space
- ✓ Allow the patron to search many sources at one time
- ✓ Allow both small & large libraries to access the same resources
- ✓ Are accessible remotely

Answers for question 2 could include:

- ✓ Provides full bibliographic citations in various formats
- ✓ Reliable sources from reputable publishers
- ✓ Results can be easily narrowed to identify most-relevant information
- ✓ No advertisements
- ✓ Results can be sorted by reading level

Answers for question 3:

- ✓ PDF is a scanned version of the article in its original format
- ✓ HTML is an electronic version of the article text and may not be the article's original format
- ✓ Some full-text articles may be available in PDF only, HTML only, or both
- ✓ HTML text is translatable using the machine translation feature in EBSCO*host*.

1. Electronic databases have several advantages over print resources. What are some of the advantages for using electronic databases rather than print resources?
2. Electronic databases have several advantages over free internet search engines. What are some of the advantages for using electronic databases rather than free internet search engines?
3. What's the difference between PDF and HTML full-text results? Which one is translatable? Why?

Lesson Summary for the Search Process

Lessons learned:

- The components of the reference interview and why conducting the reference interview is a vital step in the search process.
- When to use databases rather than web search engines or print sources.
- How to access all TexShare databases.
- How to formulate a search strategy, the types of searches available, database limiting features, and basic and advanced searching techniques.
- How to conduct a database search, interpreting search results, refining results, and viewing, printing, emailing, saving or exporting the final results.
- How to create and use a personal EBSCO folder.

Break (10 Min.)

Lesson 2: Common Basic Reference Databases (70 min.)

Introduction

Trainer Notes:

Take a few minutes to recap Lesson 1. What did participants find most helpful or most interesting? What was least helpful?

Next, describe the five common TexShare reference databases to be used in Lesson 2. Review of each database includes an overview, how to access the database, and an example search.

Five of the most common TexShare reference databases will be used in this next lesson. How to access them, how to find information in them, and how to conduct a search will be discussed. This process will help the librarian to guide patrons to relevant articles using the TexShare reference databases.

The featured TexShare databases found in EBSCOhost include:

- *MasterFILE Premier*
- *Academic Search Complete*
- *Newspaper Source*
- *Business Source Complete*
- *Consumer Health Complete*

Overview of the TexShare Basic Reference Databases

Trainer Notes

For demonstration purposes, all databases should be accessed from the TexShare icon found on any Texas Public Library website.

Introduction

Librarians and patrons can access the TexShare databases directly from their Public Library website by selecting the TexShare icon. If the icon is not available, they may access the databases from the Library of Texas website at <http://www.libraryoftexas.org>.

Overview of Types of Sources and Information Available

To learn more about the databases and the types of resources and information that TexShare provides, follow these steps:

1. Go to a Public Library website; find a list of databases including the TexShare resources.
2. Click on the **TexShare icon** to see a list of available resources.
3. Click on the **Complete List of Databases** link.

EBSCO Search Interfaces

Trainer Notes

Explain that the Basic Reference databases are included in the EBSCO*host* interface. The Consumer Health content is included in the *Consumer Health Complete* interface.

The databases discussed in this lesson are EBSCO databases and most can be found in the EBSCO*host* interface. *Consumer Health Complete* is its own interface and is not found in EBSCO*host*. Most of the features found in EBSCO*host* are the same in *Consumer Health Complete*, including search strategies, limiters, folders, and alerts.

Trainer Notes

- 1) Review the keyword search from Lesson 1 in **Formulating a Search Strategy**.
- 2) Review the simple steps in searching.
- 3) Review the definition of Boolean Operators from Lesson 1, if necessary.
- 4) After discussing the four **Search Modes** available in EBSCO*host*, allow participants to conduct their own searches and view the different results each mode generates.

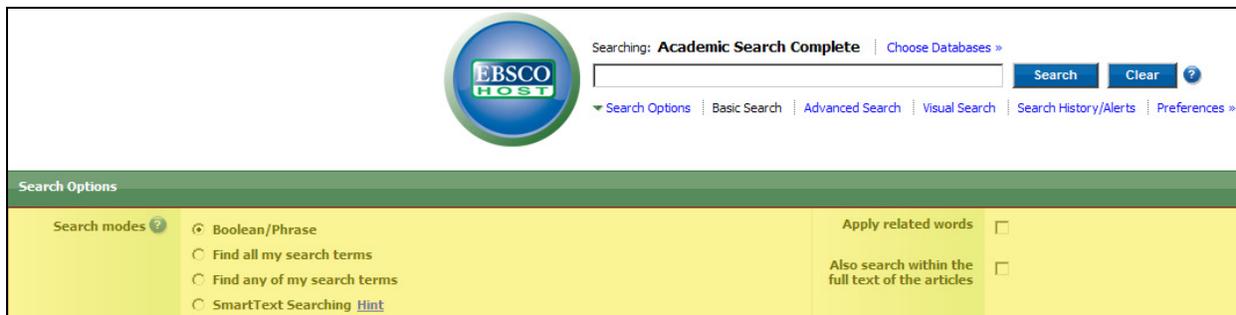
EBSCOhost Search modes

The EBSCOhost interface has four different Search modes:

- **Boolean/Phrase:** Searches for keywords as an exact phrase.
- **Find all my search terms:** Finds results by placing the AND Boolean operator between each search term.
- **Find any of my search terms:** Finds results that use any search term in the Search field. This option operates like the OR Boolean operator.
- **SmartText Searching:** This mode allows you to copy and paste blocks of text into the Search field and then summarizes the text into the most relevant search terms before conducting the search.

Any of the Search modes can also be combined with the following two expanders:

- **Apply related words:** Check this option to expand your search to include true synonyms and plurals of your term(s).
- **Also search within the full text of the articles:** Check this option to search for terms throughout the full text of an entire article, in addition to the fields normally searched.



The screenshot shows the EBSCOhost search interface. At the top, there is a search bar with the text "Searching: Academic Search Complete" and a "Choose Databases" link. Below the search bar are "Search" and "Clear" buttons. A navigation menu includes "Search Options", "Basic Search", "Advanced Search", "Visual Search", "Search History/Alerts", and "Preferences". The "Search Options" section is expanded, showing four search modes: "Boolean/Phrase" (selected), "Find all my search terms", "Find any of my search terms", and "SmartText Searching" (with a "Hint" link). To the right, there are two expanders: "Apply related words" and "Also search within the full text of the articles", both with unchecked checkboxes.

Activity – Using different Search Modes

Select a two or three-word phrase of your choice. Using this phrase, conduct four searches in EBSCOhost, each time selecting a different Search Mode. How do your results differ? Why?

The EBSCOhost interface also provides several options for limiting the search results. The “Limit Your Results” section is found below the Search Modes:

The screenshot displays the EBSCOhost search interface. At the top, there is a search bar with the text "Search" and "Clear" buttons. Below the search bar, there are navigation links: "Search Options", "Basic Search", "Advanced Search", "Visual Search", "Search History/Alerts", and "Preferences". The main interface is divided into two columns. The left column is titled "Search Options" and contains a "Search modes" dropdown menu, a "Boolean/Phrase" checkbox, and three radio buttons: "Find all my search terms", "Find any of my search terms", and "SmartText Searching [Help](#)". The right column is titled "Apply related words" and contains a checkbox "Also search within the full text of the articles". Below these sections is the "Limit your results" section, which is highlighted in yellow. It contains several checkboxes and dropdown menus: "Full Text", "Scholarly (Peer Reviewed) Journals", "Publication Type" (with a dropdown menu showing "All", "Periodic", "Newspaper", and "Book"), "Number of Pages" (with a dropdown menu showing "All" and a text input field), "References Available", "Published Date from" (with two dropdown menus for "Month" and "Year" and a "to" separator), "Publication" (with a text input field), "Language" (with a dropdown menu showing "All", "Dutch", "English", and "French"), "Image Quick View", and "Image Quick View Types" (with checkboxes for "Black and White Photograph", "Color Photograph", "Graph", "Map", "Chart", "Diagram", and "Illustration"). A "Search" button is located at the bottom left of the "Limit your results" section.

Limiters

The two most common limiters are **Full Text** and **Publication Date**. Limiters include:

- **Full text:** Check this box to limit the search to only those articles available in full text.
- **Scholarly (Peer Reviewed) Journals:** Check this box to limit the search to only those articles that have been reviewed by the author’s peers, such as a sponsoring organization or credentialed experts.
- **Publication Type:** Use this scrollbar to choose a publication type like periodical or book. To make multiple selections, hold down the **Ctrl** key while clicking each selection.
- **Number of Pages:** Enter the desired number of pages into the field. Use the drop-down menu to choose to search for All, equal to, less than, or greater than the number entered.
- **References Available:** Check this box to search for articles that include cited references.
- **Published Date from:** Use the drop-down menus to include a publication date range for the search. The search tool only returns results published within that range.
- **Publication:** Limits the search to results within the named publication.

- **Language:** Use the drop-down menu to search for results written in a specific language.
- **Image Quick View:** Select to find **only** articles with images. A thumbnail view of each image is displayed when available.
- **Image Quick View Types:** Limit the Quick View results by searching for a specific type of image. Options include Black and White Photograph, Color Photograph, Graph, Map, Chart, Diagram, and Illustration.

Activity – Searching with Limiters

Conduct a search in EBSCOhost, using some of the limiters listed above. Which limiters do you think will be most useful for your patrons?

Trainer Notes

Explain that participants will now learn to search key database resources for public library patrons. These databases can be searched together, all at once, or can be searched individually, depending on the needs of the patron. Conduct an open discussion about the benefits and/or pitfalls of searching more than one database, i.e. searching the resources together will yield the most results, which can then be narrowed as necessary.

Accessing information from EBSCOhost

Public librarians will find that EBSCOhost's *MasterFile Premier*, *Business Source Complete*, and *Academic Search Complete* databases will provide ample and relevant results for most general and academic questions asked by their patrons. These key resources can be searched separately or together, all at once.

Overview of EBSCO databases accessible through EBSCOhost

- **MasterFILE Premier** is designed specifically for public libraries. Provides full text for over 1,750 periodicals on topics of general reference, business, health, education and general science. Contains full text for an extensive amount of reference books, biographies, primary source documents, and images.
- **Academic Search Complete** is a valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 7,000 full-text periodicals and indexing with abstracts for more than 11,000 journals. The database features PDF content going back as far as 1887.
- **Business Source Complete** is the world's leading scholarly business database. Provides bibliographic and full text content for business journals as far back as 1886. Contains additional full text, non-journal content including financial data, books, monographs, major reference works, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.
- **Newspaper Source** provides cover-to-cover full text for over 185 national (U.S.) & international newspapers. The database contains selective full text for 392 regional (U.S.) newspapers. In addition, full-text television & radio news transcripts are provided.

Access the TexShare site to begin the search

1. From a Public Library's website, click on the **TexShare** icon. Then click on **Complete List of Databases**.

The screenshot displays the TexShare website interface, which is a program of the Texas State Library and Archives Commission. The main heading is "Exclusive Online Resources for Texas Library Patrons". Below this, there are several navigation links: "Bridge to TexShare", "Complete List of Databases" (highlighted with a red box), "TDNet Journal Locator", and "Troubleshooting". A note indicates that "SP" denotes databases with Spanish language content available. The website is organized into several categories:

- General Information and Periodicals:** Includes "Ebsco MasterFile and Academic Search" (general interest and peer-reviewed publications) and "ProQuest eLibrary" (newspapers, magazines, journals, and multi-media & radio/television transcripts).
- Homework and Education:** Includes "Ebsco Student Research Center" (resources for youth in grades 6-12) and "Ebsco Kids Search" (resources for primary and middle school students).
- History and Genealogy:** Includes "HeritageQuest Online" (research materials to trace family lineage) and "Texas Digital Sanborn Maps" (historic maps).
- Other Resources:** Includes "Handbook of Texas Online" (articles on people, places, and events) and "Texas Reference Center" (searchable reference materials).

- Click on **All EBSCO databases**.

Complete List of Licensed Databases
 SP denotes databases with Spanish language content available.

GENERAL INFORMATION

- [All Ebsco Databases](#) more info
- [Academic Search Complete](#) more info
- [eLibrary](#) more info **SP**
- [Fuente Academica](#) more info **SP**
- [Funk and Wagnall's New Encyclopedia](#) more info
- [InfoTrac Custom Newspapers](#) more info
- [Legal Collection](#) more info
- [MasterFile Premier](#) more info
- [Military and Government Collection](#) more info
- [Net library \(27,000 eBooks\)](#) more info
- [Newspaper Source](#) more info
- [Psychology and Behavioral Science Collection](#) more info
- [Religion and Philosophy Collection](#) more info

HOMEWORK AND EDUCATION

- [Ebsco Student Research Center](#) more info
- [Ebsco Kids Search](#) more info
- [ERIC](#) more info
- [MAS Ultra: School Edition](#) more info
- [Middle Search Plus](#) more info
- [Primary Search](#) more info
- [Professional Development Collection](#) more info
- [Searchasaurus](#) more info
- [Teacher Reference Center Index](#) more info
- [TOPIC Search](#) more info
- [Vocational and Career Collection](#) more info

- Check off *Academic Search Premier*, *Business Source Premier*, *Newspaper Source*, and *MasterFile Premier* to search all three databases simultaneously. Or select just one of these key resources to refine your search from the start. Then click **Continue**.

Choose Databases | [Select another EBSCO service](#)

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click **Continue**.

Select / deselect all

- Academic Search Premier**
 This multi-disciplinary database provides full text for more than 4,500 journals, including full text for more than 3,700 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.
[Title List](#) [More Information](#)
- Business Source Premier**
Business Source Premier is the industry's most used business research database, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. *Business Source Premier* is superior to the competition in full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. This database is updated daily on EBSCOhost.
[Title List](#) [More Information](#) [Enhanced Business Searching Interface](#)
- MasterFILE Premier**
 Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,750 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also includes nearly 500 full text reference books, full text from 86,017 biographies, 105,786 full text primary source documents, and an Image Collection of 341,655 photos, maps and flags. This database is updated daily via EBSCOhost.
[Title List](#) [More Information](#)

The EBSCOhost Basic Search screen is clear, easy-to-use, and uncluttered. But typing in a general search term on the Basic Search screen, particularly when searching multiple databases, may yield an exorbitant number of results for patrons conducting detailed research.

To speed the research process and pinpoint relevant results, public librarians may want to demonstrate Advanced Searching with patrons:

Conducting an advanced search:

Advanced Search with Guided-Style Fields:

1. Click the **Advanced Search** link below the **Find** field.
2. On the Advanced Search Screen, enter search terms in the **Find** fields.

The screenshot shows the EBSCOhost Advanced Search interface. The search fields are highlighted with a red box. The search terms are 'going green' in 'TI Title', 'and global warming' in 'TX All Text', and 'and' in 'Select a Field (optional)'. The search options section includes 'Search modes' (Boolean/Phrase selected), 'Limit your results' (Full Text checked), and 'Image Quick View Types' (Black and White Photograph, Color Photograph, Graph, Map, Chart, Diagram, Illustration).

Activity - MasterFILE Premier Search Example

Trainer Notes:

Review the assignment below with participants and give them 5 minutes to complete the activity. Keywords you may want to recommend include: *euthanasia*, *legal*, *United States*.

Discuss the results. Are there too many? Are there too few? Ask for suggestions to obtain better results and then try the new suggestions as a group.

With a partner, review the scenario below and determine an appropriate search strategy using EBSCOhost's Advanced Search screen and the MasterFILE Premier database. What keywords or limiters would be appropriate?

A member of Toastmasters International is researching euthanasia laws in the United States in preparation for a speech.

Academic Search Complete - Example

Trainer Notes:

Demonstrate the search below using the following keywords: **teen, driving, texting, parenting**. Note that you will need to “add a row” to allow four separate search terms.

If the Search mode is set to “Boolean/Phrase, EBSCOhost will display the following message in red at the top of the result list:

Note: Your initial search query did not yield any results. However, using SmartText Searching, results were found based on your keywords.

Remind learners that SmartText Searching was discussed earlier. Review as needed.

Point out that EBSCOhost automatically switches to SmartText Searching when an alternative search mode does not yield results.

Ask participants to provide alternatives, such as different keywords, plural forms, and other limiters that might yield results without reverting to SmartText Searching, as well as ways to refine the search further.

Let’s look at an example using the *Academic Search Complete* database.

A high school driver’s education teacher is researching information for his driver’s education course about teens who text while driving. He would like a good article to share with his students – preferably one that notes the impact their poor driving habits could have on parents, as well.

Using *Academic Search Complete*, conduct the search.

1. Navigate to the *Academic Search Complete* database within EBSCOhost and type the keywords: *teen, driving, texting, and parenting*.
2. Click the **Search** button. The Results page opens. Note the red message:
Note: *Your initial search query did not yield any results. However, using SmartText Searching, results were found based on your keywords.*
3. Find the article entitled Teens and texting: It’s not OK behind the wheel.

Activity - Newspaper Source or Business Source Search Examples

Trainer Notes:

Review the activities below with participants. In pairs, ask them to pick one scenario to explore.

If they need assistance with the *Newspaper Source* example, suggest searching in EBSCOhost with the keywords: *employment, jobs, Austin*.

If they need assistance with the *Business Source* example, suggest searching in EBSCOhost with the keywords: *used bookstore, profit, nationwide average*.

Ask participants to share their results, including how the patron might print or email content.

With a partner, review the two scenarios below and pick one to explore. Determine an appropriate search strategy using either the *Newspaper Source* or the *Business Source* database. Which keywords or limiters would be appropriate? Discuss your results and how each patron might keep these results for future reference?

Scenario 1: A recent college graduate is researching employment opportunities in major cities within Texas.

Scenario 2: A local business owner wants to research average profits for used bookstores nationwide.

Consumer Health Complete Interface

Consumer Health Complete is a comprehensive resource for consumer-oriented health content. This database, with its own unique interface, provides convenient access to health and medical information that the library patron or user can easily comprehend.

Consumer Health Complete provides full text for more than 200 health reference books and encyclopedias, as well as images, videos, and diagrams covering all areas of health and wellness. Content comes from mainstream medicine to the many perspectives of complementary, holistic and integrated medicine. This full-text database covers topics such as aging, cancer, diabetes, drugs & alcohol, fitness, nutrition & dietetics, children's health, men & women's health, and more.

Key Features of the Basic Search Page

The screenshot displays the Consumer Health Complete Basic Search Page. At the top, it features the logo and name 'Consumer Health Complete powered by EBSCOhost', along with navigation links for 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and a 'Language' dropdown menu. Below this, there are links for 'Home', 'Advanced Search', and 'Medical Dictionary'. The main search area includes a search bar with the text 'Find: Glaucoma', a 'Search' button, and a 'Clear' button. To the right of the search bar is a 'Quick Find' section with a heading 'Find a disease, condition, injury or procedure:' and a grid of letters from A to Z. Below the search bar, there are eight categories of content, each with a representative image and a link: 'Evidence-Based Reports', 'Encyclopedias & Reference Books', 'Fact Sheets & Pamphlets', 'News', 'Drug & Herb Information', 'Alternative Sources', 'Images & Diagrams', and 'Videos & Animations'. On the right side, there is a 'Health Highlight' section titled 'National Heart Month' with a sub-heading 'Learn how to measure your blood pressure at your own home.' and a link 'Instructions here' next to an image of a blood pressure cuff. At the bottom, there are two sections: 'Browse Popular Sources' featuring three book covers with links to 'AMA Complete Medical Encyclopedia', 'Complete Guide to Prescription & Nonprescription Drugs', and 'Cornell Illustrated Encyclopedia of Health'; and 'Search by Topic' with a list of topic links including 'Alternative Treatments', 'Beauty', 'Children's Health', 'Conditions & Diseases', 'Environmental Health', 'Food, Nutrition & Exercise', 'Medications', 'Men's Health', 'Mental Health', 'Oral Care', and 'Parenting'.

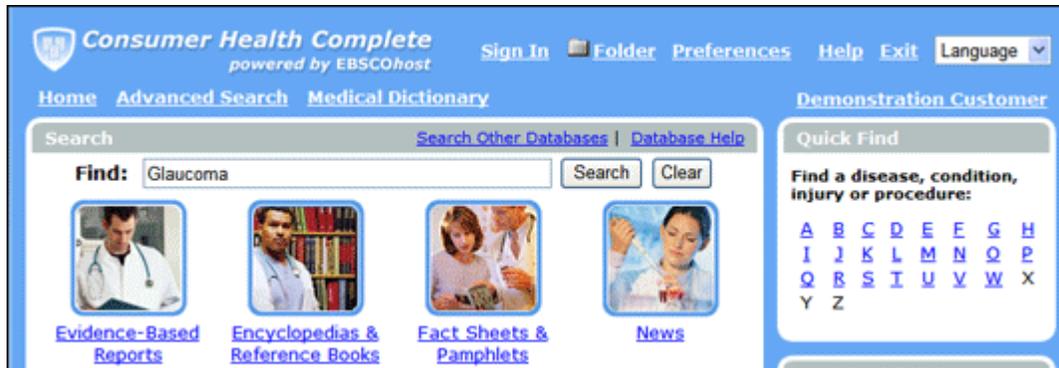
The following are some key features of the Basic Search page:

- **Single Find Field** – searches content of the entire database
- **Enhanced Spellchecker** – includes medical terms (spellings and synonyms)
- **Auto Complete Keyword function**
- **Source Type Search** (overview of each document/content type)

- **Evidence-Based Reports**
Thousands of high-quality evidence-based articles written for the layperson, these topic-based articles include original content, such as descriptions on conditions and procedures.
- **Encyclopedias & Reference Books**
Full text for over 170 health encyclopedias & reference books, most available exclusively within *Consumer Health Complete*.
- **Fact Sheets & Pamphlets**
Over 550 full-text consumer health pamphlets and leaflets from organizations such as:
 - American Red Cross
 - Centers for Disease Control and Prevention
 - Food & Drug Administration
 - National Cancer Institute
- **News**
Cover-to-cover full text from more than 760 consumer health related periodicals.
- **Drug & Herb Information**
Lexi-PALS Drug Information for over 1,000 drug medications, natural products, and vaccines, as well as a Complete Guide to Prescription & Nonprescription Drugs with information on over 5,000 brand names and 800 generic-named drugs.
- **Alternative Sources**
Full text for nearly 180 U.S. & International periodicals about alternative treatments.
- **Images & Diagrams**
Hundreds of topic-based medical images and diagrams.
- **Videos and Animations**
More than 800 physician-generated videos to inform your patrons about specific diseases, treatments, and conditions, as well as 240 animations with narration on topics such as diabetes, high blood pressure, and pregnancy.

To conduct a basic search:

1. On the Home Page, enter the search term(s) in the **Find** field and click **Search**.



2. *Consumer Health Complete* displays a result List sorted by "source type" - for example, **Encyclopedias** and **Reference Books**. If available, Evidence-Based Reports is the default tab. To view a different source type, click the appropriate tab.



Additional Features

The screenshot shows the 'Consumer Health Complete' website interface. At the top, there are navigation links: 'Home', 'Advanced Search', 'Medical Dictionary', 'Sign In', 'Folder', 'Preferences', 'Help', 'Exit', and 'Language'. A search bar contains the text 'Find: Glaucoma'. To the right of the search bar is a 'Quick Find' section with a grid of letters A through Z. Below the search bar are several categories: 'Evidence-Based Reports', 'Encyclopedias & Reference Books', 'Fact Sheets & Pamphlets', 'News', 'Drug & Herb Information', 'Alternative Sources', 'Images & Diagrams', and 'Videos & Animations'. A 'Health Highlight' section features 'National Heart Month' with a blood pressure monitor image. At the bottom, there are two sections: 'Browse Popular Sources' showing book covers for 'AMA Complete Medical Encyclopedia', 'Complete Guide to Prescription & Nonprescription Drugs', and 'Cornell Illustrated Encyclopedia of Health'; and 'Search by Topic' with a list of topics including 'Alternative Treatments', 'Beauty', 'Children's Health', 'Conditions & Diseases', 'Environmental Health', 'Food, Nutrition & Exercise', 'Medications', 'Men's Health', 'Mental Health', 'Oral Care', and 'Parenting'.

Quick Find

The **Quick Find** feature on the Home Page provides easy access to health reports on common diseases, conditions, and injuries. From the Home Page, click any of the **A - Z** links. A list of available Conditions & Procedures is displayed. To learn more, click the linked condition or procedure name.

To find more information about a condition or procedure, click any links in the **Related Information** area. The Result List will display articles about the condition or procedure you selected.

Browse Popular Sources

Several popular encyclopedias and health-related reference books are available for browsing right from the Home Page. From the **Browse Popular Sources** area of the Home Page, click any of the linked **encyclopedias** or **reference books**. You can use the **A - Z** links to browse through the list. Some books have a table of contents—you can click any of the links to view more detailed information.

Search by Topic

If you'd like to search for articles on a certain topic, you can click on a **topic** in the **Search by Topic** area. A list of subtopics appears on the right side of the screen. You can check any subtopics in the **Search within current topic** area, and enter search terms in the **Find** field. Click **Search** and a Result List is displayed.

Trainer Notes:

Ask participants to conduct a search within *Consumer Health Complete*. They may search a topic of their choice, or suggest they search *peanut allergy*. Encourage participants to click on the *Fact Sheets & Pamphlets* icon.

Discuss the results, as well as options for printing, emailing, etc. How might you find additional information in *Consumer Health Complete* regarding peanut allergies? Ask for suggestions.

Activity – Searching within *Consumer Health Complete*

Conduct a search of your choice in *Consumer Health Complete*. If you need a search suggestion, try *peanut allergy*. Try a basic keyword search, then try limiting your search to one of the specific content areas, such as *Fact Sheets & Pamphlets*. What options do you have for printing, emailing, etc.?

Lesson Summary

Congratulations! You have completed The Basic Reference Databases lesson. In this lesson, you learned:

- How to help library patrons access basic reference information using the most common TexShare databases.
- Locations of the basic reference databases on the TexShare website.
- How to find important information about each database and its sources.
- How to conduct searches using the basic reference databases.
- How to access FAQs and training materials on the EBSCO Support Site.

Break (10 Min.)

Trainer Notes:

When participants return from the break, take a few minutes to recap Lesson 2 and evaluate participants' reactions. What worked well for participants? Which products or features do they think will be most useful to their patrons? What did not work well?

The EBSCO Support Site (15 min.)

<http://support.ebsco.com>

Trainer Notes:

Demonstrate the EBSCO Support Site by clicking the link in the upper-right corner of the Select Service Screen in EBSCOhost, or by clicking on the Support Site link at the bottom of any EBSCO product page. Allow participants 5 minutes to explore the Support Site on their own.

The EBSCO Support Site offers an abundance of customer support information to help you find answers, conduct training, and advertise these valuable resources with your patrons.

- ✓ **Top Stories**
- ✓ **Knowledge base**
 - Frequently Asked Questions
 - Help Sheets
 - Complete User Guides
 - Teaching/Trainer Guides
- ✓ **Training**
 - Online Tutorials
 - Online Training Courses
 - Trainer Guides
 - User Guides
- ✓ **Customer Success**
 - Access to Free Databases
 - LISTA
 - Teacher Reference Center
 - Success Tools including Lesson Plans for educators
 - Variety of downloadable support materials
- ✓ **Promote Your Online Resources**
 - Market-Specific Tools
 - Printable Resources
 - Request Printed Materials
- ✓ **Contact Us**
 - How to reach EBSCO Publishing for assistance

Activity – Searching the EBSCO Support Site

Take a few minutes to explore the EBSCO Support Site on your own. Which of the training or promotional materials available here would be useful at your library?

Basic Reference Databases Module Assessment (30 min.)

Trainer Notes:

Assessment questions can be conducted in a group, in pairs, or as an individual exercise. At least some of the questions should be answered. Encourage discussion about the approach to answering.

If participants are working alone, go over the correct answers (on the next page) after everyone has completed the assessment questions. Encourage discussion to clarify answers and review the ways in which participants arrived at the correct answers.

- 1) A patron is asking for information about what plants to use in his garden to attract butterflies. Using *MasterFile Premier* and *Academic Search Complete*, what search terms would be used to find the answer?

- 2) A patron would like to find an article he recently saw on the cover of *Newsweek* magazine about the Taliban in Afghanistan. He was not able to read the article completely and would like a copy of the article. Using *MasterFILE Premier*, *Business Source Complete*, and *Academic Search Complete*, what search terms and limiters would be used in advanced search to find the answer?

- 3) A patron is thinking about making his home more energy efficient. He would like to find some articles about this topic to learn about changes he can make to his home. Using *MasterFILE Premier*, *Business Source Complete*, and *Academic Search Complete*, what search terms and limiters could be used to find the answer?

- 4) A patron has an elderly relative coming to live with her. She would like information about what remodeling ideas would work to make her home more accessible for her relative. Using *MasterFILE Premier*, *Business Source Complete*, and *Academic Search Complete*, how would the librarian find information about this topic?

- 5) A college student in library school needs to find out which professional library journals are available in *EBSCOhost*. How would you conduct the search?

- 6) An Army soldier is preparing to deploy to Afghanistan and wants to find information about the country, such as regions, population, currency, etc. Using the *MasterFILE Premier* and *Business Source Complete* databases, locate Afghanistan's country report.

- 7) A student needs a picture of Mount Vernon to add to her research paper. How would the librarian help her find what she needs using *EBSCOhost*?

- 8) A patron wants to buy a new GPS device. Using the *MasterFILE Premier* database, what search terms would the librarian use to find reviews about available GPS devices currently on the market?

- 9) A teacher needs a copy of the Martin Luther King speech entitled "I have a dream". How would the librarian find a copy?

- 10) A patron's mother has been diagnosed with Alzheimer's and he would like to find some evidence-based information about the disease. He also wonders if there is any way he could continue to receive new information as it becomes available. Using *Consumer Health Complete*, what would the librarian do to help this patron find his information? How could he be alerted about the newest information?

Assessment Answers:

- 1) In the **Find** field, type *butterfly gardens* or *butterfly gardening*.
- 2) Go to Advanced Search. In the **Find** field, type *Afghanistan and Taliban*. Type *Newsweek* in the **Publications** field. Check off the “Cover Story” box. Type *2009* in the Publication date field.
- 3) In the **Find** field, type *energy efficient and house*. Select the **Full text** limiter and then click **Search**. Narrow results by using the subject headings listed in the left column of the results page.
- 4) Begin your search in the *Academic Search Complete* database. Click on **Subject Terms** on the top toolbar. In the **Subject Terms** find box, type *remodeling* and click Browse. An entry for *Dwellings – Remodeling* is available. Check the box next to *Dwellings – Remodeling* and click **Add** at **Select term, then add to search using and**. *Dwellings – Remodeling* will automatically be added to the **Find** field. Add the terms *and elderly* in the **Find** field and click **Search**.
- 5) Select either *Academic Search Complete* or *MasterFILE Premier* in EBSCOhost. Click on **Publications** on the top toolbar. Under the Browsing Publications field, select **By Subject & Description**. Type in *library* to view the books and magazines related to library science. Those entries with the publication dates listed as “to present” are the currently-published library journals.
- 6) Type *Afghanistan and country report* in the **Find** field and click **Search**. To refine results further, select **Country Report-Afghanistan** within the **Narrow Results by** box on the left-hand column of the results page. OR

Type *Afghanistan* in the **Find** field and click **Search**. Select publication type **Books/Monographs** within the Narrow Results by box on the left-hand column of the results page. Find the *CIA World Fact Book* for information.
- 7) Click on **Images**, then **Image Collection** within the top toolbar on EBSCOhost. Check the box titled **Photos of places** and type *Mount Vernon* into the **Find** field.
- 8) Type *JN consumer reports and gps* in the **Find** field and click **Search**. OR

Type *gps* in the **Find** field and type *consumer reports* in the **Publication** limiter field.
- 9) Using *MasterFILE Premier*, type “*I have a dream*” and *Martin Luther King* into the **Find** field and click **Search**.
- 10) On the home page of Consumer Health Complete, type Alzheimer’s into the **Find** field and click **Search**. Show the patron all of the document types that are available about this disease, within each tab of the results page. Instruct him on creating a person My EBSCOhost Account. Demonstrate how to create a search alert by email or by RSS feed so the patron may receive new information as it is posted to the database.