TexShare Databases Program

Using TexShare Databases for Basic Reference

Participant Guide
Duration: 3.5 hours, includes two 10-minute breaks

Module Outcomes and Objectives

Module Introduction (15 min.)

Lesson 1: The Search Process (70 min.)

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

The EBSCO Support Site (15 min.)

Basic Reference Databases Module Assessment (30 min.)
## Module Outcomes and Objectives

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<th>Learning Outcomes</th>
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| The librarian will be able to identify the steps of the search process. | • 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. |

| The librarian will be able to aid library patrons in accessing basic reference information using the TexShare databases. | • 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

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

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


  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.
Accessing the Databases

TexShare databases can be accessed from a Texas library’s website or the Library of Texas website at [http://www.libraryoftexas.org/](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.)

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

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

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

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

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

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

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:

4. Now click on All EBSCO Databases.
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

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

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**

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

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

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

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

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.

Activity – Subject Term Search

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

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.
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<td>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.</td>
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Narrowing, Refining, and Revising Searches

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 Periodicals, Newspapers, or Country Reports. The results could also be narrowed by Subject by selecting France, France – economic conditions, Gross domestic product, etc.
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.
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

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?
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.

![Temporary Folder Icon](image)

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

- **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 EBSCOhost. 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 EBSCOhost Folder

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

Group Discussion Topics

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

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

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

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

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**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:

**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?

**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.
2. Click on **All EBSCO databases**.

3. 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**.

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.

![Advanced Search Screen Example]

**Activity - MasterFILE Premier Search Example**

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
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
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 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

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.

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.)
The EBSCO Support Site (15 min.)

http://support.ebsco.com

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.)

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.