

Introduction to Searching Library Databases

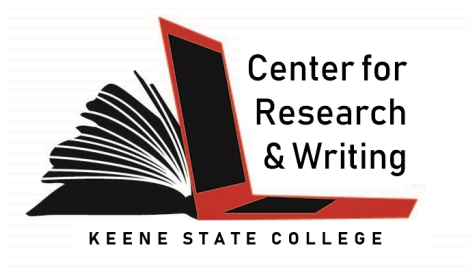
Sign in to your Google Drive account and you can make a copy and edit your own copy OR print OR download as a .doc to your own computer.

Want help with your research and writing?

Request an appointment with a Research & Writing Tutor:

<https://library.keene.edu/appointments>

Or, drop-in at the Mason Library's Research & Writing Help Desk



SOME HELPFUL LINKS

Mason Library website: <https://library.keene.edu/home>

A to Z List of all databases available: <http://library.keene.edu/az.php>

Interlibrary loan, how to request materials not available in full text:

<https://tinyurl.com/qsh6fg2>

LINK TO THIS WORKSHEET ONLINE

<https://bit.ly/KSCwrk23>

Note: This worksheet demonstrates Ebsco databases - for help using other databases contact the Center for Research & Writing.

Keywords & Synonyms: Focusing in on your topic

What's your topic/research question?

Write what you already know about your topic and any questions you have about what you want to research. You don't need full sentences.

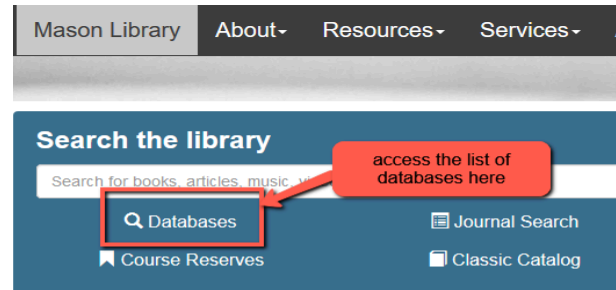
Highlight/circle the key words & phrases in the statement above. Brainstorm *synonyms* and *other concepts that mean the same thing*. You will use these words to search for information in databases.

Search for articles on your topic in a database

Access the A to Z list of library databases from the Library's home page:

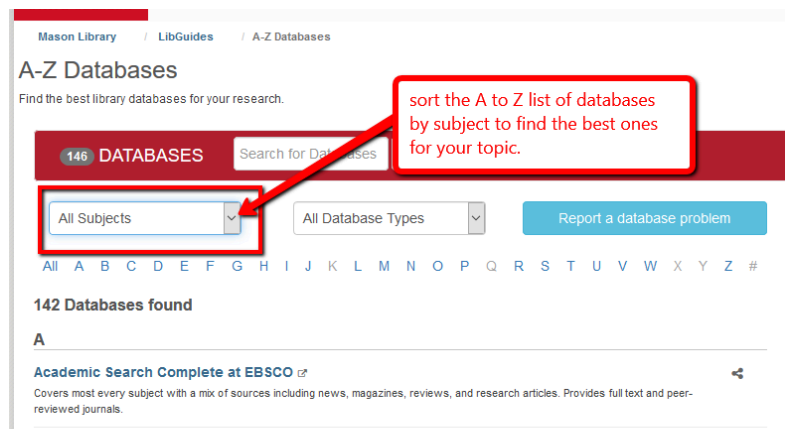
<https://library.keene.edu/>

Click on Databases:



Sort the A to Z list of databases by subject to find the best databases for your topic.

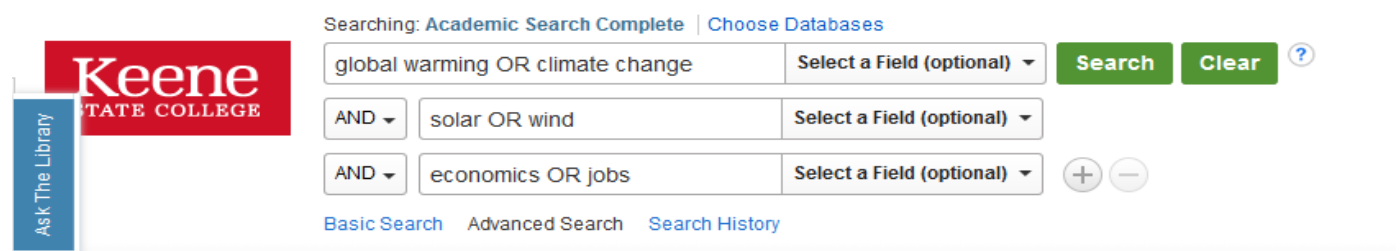
The most common database used is **Academic Search Complete** by Ebsco because it covers most all subjects and has a wide variety of publications.



For help using Ebsco databases, see this [handout](#) or videos on this [Research Guide](#).

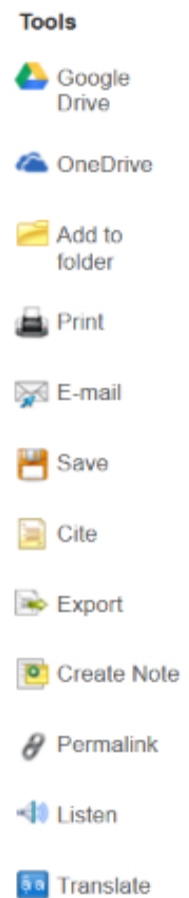
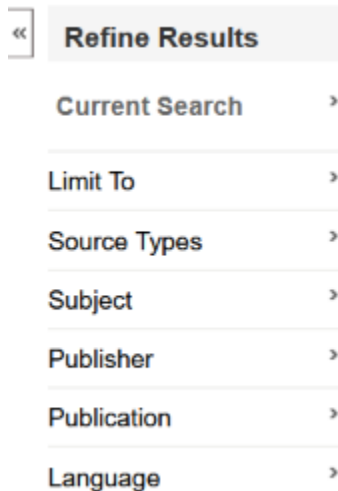
Use keywords from your list to search. ***It is important to search using a variety of words because the most relevant article may not use the words you first think of. Also databases search for exactly what you type in.***

Include synonyms on the same line with an OR in between. Put one idea per line. Example: Searching for information on climate change and either solar or wind energy on the economy I could search like this:



Limit your search results using the “Refine Results” options on the LEFT side of the Ebsco database.

Use the “Tools” on the RIGHT side of the Ebsco screen to print, save or cite your sources.



Does your assignment require “*peer-reviewed*” articles?

See this video on [What is peer-review](#)? Or this guide on [Identifying a Scholarly Article](#). You can Refine Results to “peer reviewed” in the menu on the left of your results screen.

Write down what searches worked well for you:

Search 1: Put one idea per line! Include *synonyms* on the same line with an *OR* in between.

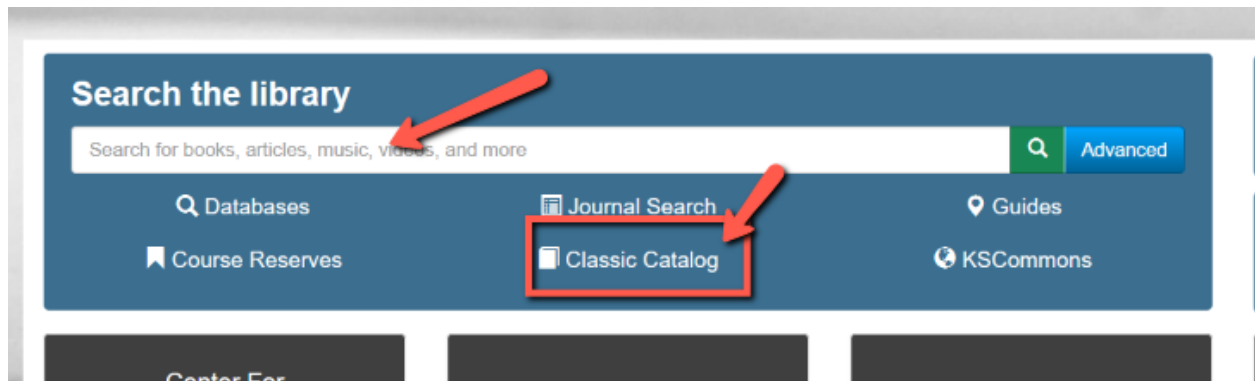
Line 1.
_____ (OR) _____
(AND)
Line
2. _____ (OR) _____
(AND)
Line 3.
_____ (OR) _____

Search Notes:

Paste citations or links to relevant sources here:

Search [DISCOVERY](#) and/or the LIBRARY [CATALOG](#)

- “Discovery” is like Google for the library - it searches journal articles, videos, and books that are online *and* in hard-copy on the shelves in the library. Use the options on the left-side of your results list to narrow what type of source you want (book, ebook, article).
- The “Classic Catalog” *searches only hard-copy materials* available on the shelves in the Mason Library and at Keene Public Library.



Search for and *find a book* on your topic and identify relevant chapter(s).

- If the book is hard-copy in the library, write down the CALL NUMBERS and LOCATION:
- If it is an eBook, copy and paste the URL or email it to yourself so you can access it later:

Copy & Paste or Make Note of [Citations](#) here: