



Freehold Regional HS District Media Center Information

Using the Monmouth Co. Library Databases

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Introduction

FRHSD has partnered with the Monmouth County Public Library System to provide FRHSD students who are residents of Colts Neck, Englishtown, Farmingdale, Freehold Township, Howell, Manalapan, and Marlboro and the staff of CNHS, FTHS, HHS, MNHS, & MRHS access to the online resources available through those county libraries. Freehold Public Library website.

- In Genesis, the username and pin/password are located on the Student Data “Summary” tab. **It is FRHSD and your student ID #. Your password is the last 4 digits of your 7 digit ID #** (For example: FRHSD2478123 and the password for that student ID would be 8123.) If you copy it from Genesis, use “**Shift Ctrl V**” to paste it.
- Staff members can reach out to Laurie Floyd (lfloyd@frhsd.com) for their username and passwords.
- If a student’s username and password are not working, also please reach out to Laurie Floyd (lfloyd@frhsd.com).

This Week	M	T	W	R	F
Attendance	-	-	-	-	-
Assignments	2	4	0	3	0

Information

Rotation Group:

Counselor:

Age:

Birthdate:

Lunch Status:

Lunch Balance:

Locker:

2022-23 Option II Path:

2022-23 Option II Decision:

Monmouth County Library Card:

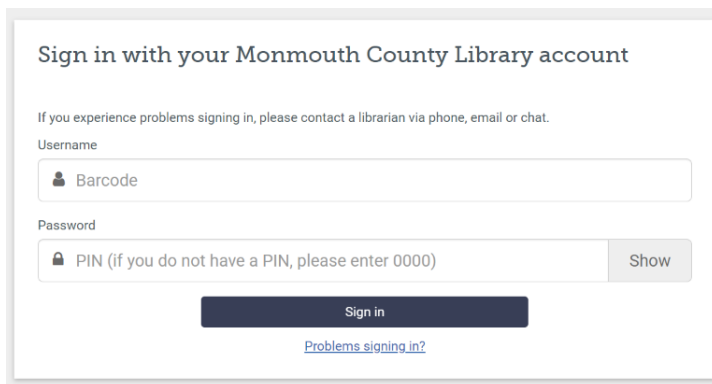
Monmouth County Library Pin:

Boro Library Card:

Boro Library Pin:

Accessing Databases

- Head to the “Research” tab on the [Monmouth County Library website](#).
- Use the black rectangle box on the right side of the page or the list databases and simple descriptions on the left side of the page.
 - Look on the [Media Center Resources page](#) for databases suggestions based on subject material.
- Choose a database to start in and click on its name in th black rectangle OR the white individual boxes.
- The first time that you are accessing a database that day, you will be prompted to enter a username and password.
 - See directions above to access your username and password in Genesis; your username is **FRHSD** and your student ID #. **For example:** Username: FRHSD2256099 and Password: 6099

A screenshot of a login page for Monmouth County Library. The title is "Sign in with your Monmouth County Library account". Below the title is a link: "If you experience problems signing in, please contact a librarian via phone, email or chat." The form has two sections: "Username" and "Password". The "Username" section has a label "Barcode" and a text input field. The "Password" section has a label "PIN (if you do not have a PIN, please enter 0000)" and a text input field, with a "Show" button to its right. Below the password field is a dark blue "Sign in" button. At the bottom of the form is a link: "Problems signing in?".

Searching Databases

Most databases have similar searching options and some have filters. Some suggestions:

- Figure out what words you can search for.
 - If this is a brand new topic to you, one suggestion is to look up your topic on Wikipedia and then make a list of possible search terms from that article (i.e. Laws and people associated with it, controversies about the topic, key events related to it, etc.).
 - Start broad and then add more search words. (i.e. search “Covid-19” first and then add words like “Covid-19 and effects on asthma” and then even maybe “Covid-19 and effects on asthma in adults”).
 - Think of possible synonyms for your search terms as well.
- Put quotes around terms when you want them all to appear in the results. For example, if you search flu pandemic without quotes around the words, you may get some articles that refer to any pandemic.
- In most databases, there is an option to use **Advanced** searching that will allow for Boolean search options (and, or, not).
 - **AND** searches find all of the search terms. For example, searching on dengue AND malaria AND zika returns only results that contain all three search terms. This will limit results.
 - **OR** searches find one term or the other. Searching on dengue OR malaria OR zika returns all items that contain any of the three search terms. Returns a larger number of results.
 - **NOT** eliminates items that contain the specified term. Searching on malaria NOT zika returns items that are about malaria, but will specifically NOT return items that contain the word zika. This is a way to fine-tune results.
- In most databases, there is also a way to finetune results with filtering.
 - Filters may include date ranges,

magazines), peer review, and most importantly, sometimes an option to filter for “Full text online.”

- If there is an option for “Full text online”, definitely choose that option. Otherwise you will be frustrated with the names of articles that you do not actually have access to.
- A note about searching within Ebscohost Web:
EbscohostWeb is an umbrella for 43 other databases. These can be searched individually by clicking on their name on the Monmouth County Library Research page (i.e. Academic Search Premier, ERIC) OR you can search multiple databases at once by clicking on Ebscohost Web and then clicking on “All databases”. Unclick “Select all” and then choose the databases that you want to search within and click “Select”.

Select databases to search

At least one database must be selected. Selecting all databases for search may result in slow response time.

☒ Select all

- | | |
|--|--|
| ☒ Academic Search Premier | ☒ MAS Reference eBook Collection |
| ☒ Audiobook Collection (EBSCOhost) | ☒ MAS Ultra - School Edition |
| ☒ Biography Reference Bank (H.W. Wilson) | ☒ MasterFILE Elite |
| ☒ Biography Reference Center | ☒ MasterFILE Premier |
| ☒ Biography Reference eBook Collection | ☒ MasterFILE Reference eBook Collection |
| ☒ Business Source Elite | ☒ MEDLINE |
| ☒ Business Source Premier | ☒ Middle Search Plus |
| ☒ eBook Collection (EBSCOhost) | ☒ Middle Search Reference eBook Collection |

Cancel

Select

Saving Articles & Citations

Databases have amazing and numerous resources but it can be difficult to refind sources if you do not save or print them when you are searching. It is much easier to save all possible articles while you are doing your research.

- Before you start your searching, create a folder in your Google Drive and name it the name of your assignment/topic.

To save your articles:

- Although many databases have a “Save to Google Drive”, that will not work. Instead, use this “trick”:
 - Use “ctrl P” or click on the button to “Print”.
 - When the Print pop-up box appears, click on the arrow in the “Destination” box. Change the option to “Save to Google Drive” and then choose the folder you create in your Drive to save it to.

To save your citations:

- Within the folder you created for the assignment, create a Google Doc and name it “Possible Sources”.
- In all databases, there is an option to “Save citations” or “Cite”. Click on that
 - Choose the correct type of citation (i.e. MLA, APA, etc.). If unsure, choose MLA.
 - Highlight the correct citation and type “ctrl C” to copy it.
 - Go back to your “Possible Sources” doc and type “shift ctrl V” to paste the citation in the Doc in the format of your Doc.

