Databases

What are **Databases**?

A database is an organized collection of information records that can be accessed electronically. In a library this includes indexing and abstracting databases, citation databases or full-text databases that print journal articles.

This unit will focus on online databases. In this unit you will learn:

- About available databases.
- How to search databases.
- How to locate resources in databases.

**Continue on to the next portion of this unit "Boolean Searches...Say What?"**

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**Boolean Searches**

What are **Boolean searches**?

**Boolean** searches are a tool which can narrow (focus) or broaden (expand) the number of your results. They help to define the relationship between terms/concepts. The most commonly used Boolean Logic Operators are:

- **AND** which allows you to narrow your search by combining search terms so that all of the results must contain all of the search terms used.

  *The search below *underage AND drinking* will return only those articles in which both words appear.*
• OR allows you to broaden your search by combining search terms so that the results contain at least one of the search terms used.

The search below under age OR drinking will return all articles in which under age appears, all articles in which drinking appears, and all in which both words appear. This search is best when combining synonyms. For example, you could do a search for (under age OR minors) AND drinking.
• **NOT** excludes search terms so that the results DO NOT contain that particular search term.

The search below **underage NOT drinking** will return only those articles which do **not** discuss underage drinking.

The good news is that if you use Google you have been using Boolean searches, you just didn’t know it.

Continue on to the **Basic vs. Advanced Searches** section.

• **Basic vs. Advanced Database Searches**
Types of Database Searches

Most databases offer the option to perform a basic or an advanced search. This brief overview will explain the difference between them.

Basic Searches

Basic searches are the simplest type of database search. You enter your search term(s) and the database will look for the word or words in all searchable fields. Basic searches provide a smaller number of options to limit your searching. You may be able to limit to full-text, a specific date, or to scholarly/peer-reviewed results.

Most times when you are using the basic search in a database, you are performing a keyword search.

A basic search looks in all searchable fields. For example you are searching on the keywords of "artificial intelligence." You are looking for articles dealing with intelligent computers. Because some databases look at each word separately you may get articles dealing intelligence in people or animals or articles on artificial flavorings.

Advanced Searches

The advanced search feature allows you to focus your search. Most databases provide additional fields which allow you to focus to specific fields such as: author, title, subject, publication (name of journal).

Selecting to search on a word or words as a subject forces the database to only look in the list of subject headings that describe the major focus of the article. Subject terms are assigned by the database.

Note: Remember, both subject and basic/keyword searches may provide results that are relevant to your information needs.

Continue on to the next section "Searching Academic Search Complete."
Searching Academic Search Ultimate

**Academic Search Ultimate** is one of the many databases the Frederick Douglass Library provides. It is a multi-disciplinary (many subjects) database which contains full text for nearly 4,500 journals, including more than 3,600 peer-reviewed titles. In addition to the full text, this database offers indexing and abstracts for all 8,144 journals in the collection.

To access the database follow the steps below:

- Start at the Library's homepage ([http://www.umes.edu/fdl](http://www.umes.edu/fdl))
- Click on Databases by Subject OR Find Articles - Databases. Academic Search Complete is found in either place.
  - Databases by Subject: Most database subjects include it as an additional resource. It is also listed under the subject Multidisciplinary.
  - Find Articles – Databases: Is an alphabetical listing of all the databases provided by the Frederick Douglass Library
- Click on **Academic Search Ultimate**.

After accessing the database enter your keyword(s).

To show how you would search this database, we will search for articles on "underage drinking."

Then click on the **Search** button
Once you click the search button, you will get a list of results based on your search terms. The results list will also include the following:

- Search History (at the top of the screen) - this shows all the searches you have run since entering the database
- Refine your results By (on the left side of the screen) - this allows you to limit your search to a specific type of resource such as an academic (peer-reviewed) journal, a magazine, and so forth or narrow further by subject.

In this database you may limit your results to full text articles, scholarly journals, limit by date, and more. See the portion of the screen (on the left) which says "Refine Results" for a complete listing.

Notice the search results tell you how many results were found. In this case, there are 879. Academic Search Ultimate lists the results in groups of 10.
When reviewing the results there are several options available to limit and/or narrow your results that you receive. You can do this by using the options under Refine Your Results:

**Refine Your Results:**

1. **Full Text:** This allows you to narrow down your results to just articles that are available full text in the database.

2. **References Available:** This allows you to get only those documents that have references at the end.

3. **Scholarly/peer-reviewed:** See section on Scholarly/peer-reviewed articles

4. **Publication Date:** You can narrow down the number of results you get by date. For example your teacher only wants articles from 2008 to 2018. You would slide the bar over to the years you want results from. Always ask your professor if there is a limit on how old articles can be. For some subjects, articles more than three years old may not be appropriate.

After you make the changes, you would select Update and your new results will display.
So for our example, we can narrow the results by clicking on the one of the subjects on the left side of the screen. Let's click on "Youth -- Alcohol Use." This drops the results from 623 to 79.

If we further limit the results to Academic Journals, this narrows the results from 79 to 36 academic journal articles.

Finally, if we select the full text box, your results for underage drinking drop even further. From our 623 original results, we have narrowed to 17 full-text articles.
You can further refine your search by using Alternative Vocabulary. Refer back to Unit 3 for an explanation of alternative vocabulary.

Continue on to the next portion of this unit "Viewing the Search Results."
Viewing the Results

Most of the time when you search the databases for a topic you will get results. The results may or may not include the full-text of the article. If you have narrowed your search to full text only, the results will contain one of the following links:

**PDF Full Text** - this is a scanned image of the journal or magazine. The article is displayed using Adobe Acrobat. It looks exactly as it did in print including the page numbers.

**HTML Full Text** - includes the article text. It may contain charts, graphs and images.

**Linked Full Text** - links you to an e-journal where you can access the full text of the article.

If you did not narrow your search to full-text only instead of a link to the article, you will see:

- provides links from a citation in a database to the **full text** of that article in another database, if available. You may also need to search the Library Catalog. We will discuss in greater detail in the next section.

When you have found an article that you would like to use for your research there are several options that you have. For example, I ran a search on underage drinking and found the following article:
I can get some basic information about this article. I can see that it is available in PDF format. I can get the title, author, the name of the journal, and volume & issue information. I can also read the abstract (which will tell me what the article is about). I can also select the option to Add to folder.

Add to folder allows me to select articles that I may want to look at later. This allows me to print or e-mail them out later.

You can also get more information about the article by clicking on the title of the article. Once you have clicked on the title you get the same information as on the main screen but just in a more formatted form.
You can see the title of the article, the author(s), Source which equals the name of the journal. You can click on the PDF full text of the article as well.

You also have Subject Terms. These are clickable links so you can re-run the search on those terms if you choose.

Additionally, you have several options while viewing your results. The Tools box is located on the right side of the screen, you may:
• **Add to Folder** to save the article for later access. **Note:** If you close the browser, you will lose all articles in the folder.

• Click **Print** to print the article. You should always use the icon provided by the database. (NOTE: The Internet Explorer print icon often cuts words off on the right side of the page.) If the article is available as PDF full text, you must use the print icon on the grey Adobe tool bar.

• **Email** - If you want to email a single article you will see the following screen. It is a good idea to put some identifying information in the subject field to make it easier for you to find in your email. For Academic Search Premier and all EBSCO databases, the "**From**" field will say "ephost@epnet.com."

• **Save** to save the article to your flash drive or to the Z drive.

• **Cite** Get all the information you need to cite the article correctly including the URL. It is especially important to do so when you print a PDF. **Note:** Be sure to check your style manual. The links are not in proper MLA format.

• **Export** to save the articles to citation software such as EndNote, ProCite, and Refworks if you subscribe to them. (Note: the library subscribes to Refworks and provides student access)

• **Permalink** provides you with a link that you cut and paste (if required) to cite the article correctly.

• **Share** allows you to bookmark and share articles on many social network sites such as Facebook, Twitter, and Digg.

The following feature is available if you have registered and are signed in to Academic Search Premier:
- **Create Note** allows you to write notes about an article and to save for future access.

**If you want to email multiple articles** click on the **Folder** icon at the top of the page.

Then check the box to the left of the article to email it. If you wish to email all the articles at once, simply click **Select/Deselect All**.

- **Print** - Allows you to print all the articles or as many as you like at one time.

- **Email** - email the articles to yourself or others. In Academic Search Premier you can email on or as many of the articles in the folder as you like.
- **Save as File** provides a persistent link to the article(s) you've requested. Following the link below will bring you to the start of the article or citation.
  Cut and Paste: To place article links in an external web document, simply copy and paste the HTML below, starting with "<A HREF." You may also continue, in Internet Explorer, select FILE then SAVE AS from your browser's toolbar above. Be sure to save as a plain text file (.txt) or a 'Web Page, HTML only' files (.html).
- **Export** (to Bibliographic Manager) - allows you to export the article's information to a variety of citation software programs. See the graphic below. (NOTE: UMES does not subscribe to any citation software programs).

Continue on to the Using Find It/Citation Linker section.
Find it

Databases come in a variety of formats including indexes, abstracts, partial full-text, and completely full-text. Each is described below:

- **Index - they do not contain full-text.** In most cases each entry includes only bibliographic information. More and more indexes include abstracts as well. One example is Physical Education Index.
- **Abstracts** such as Animal Behavior Abstracts. Abstracts do not contain full-text. In most cases in addition to bibliographic information, it includes an article summary.
- **Partial full-text** such as Academic Search Complete. It may include full-text articles or abstracts and indexes.
- **Completely full-text** such as African American Studies Center.

[find it] is a service which links articles to full-text in other databases, to the Library catalog, or to Interlibrary loan using ILLiad. If you need help, click the Ask a Librarian link to e-mail the Reference Department.

When you find a citation that is relevant to your research, click on [find it]. If the article is available in full-text, you will be given a link to it. The full-text of the article "The Boys Are All Right" is available in the following databases: Academic Search Premier, Business Source Premier, Masterfile Premier, GaleGroup Science Resource Center, and LexisNexis Academic. Click on the "Go" button to access the complete article.

**What if the full text is not available?**

When the full text of an article is not available, [find it] will display the message "Not available online." You will also see the phrase "Request a document from ILLiad" (i.e. Inter-library Loan) followed by the "GO" button. Click on the words "Request it from" to request the article. **NOTE:** You must have registered your UMES I.D. card with the library to take advantage of this service.
Interlibrary Loan or ILL is a library service which allows UMES faculty, staff and students to request materials not available in the Frederick Douglass Library. These materials include but are not limited to:

- Books
- Magazines and journal articles
- Dissertations (Note: Some institutions do not loan dissertations)
- Videos/DVDs
- Reports

To process Inter-library Loan requests the Frederick Douglass Library uses a system called ILLiad. ILLiad allows the library to receive and process your Inter-library Loan requests and to send a link to articles which are received electronically via your email. ILLiad also allows registered users to track the progress of their requests online from the original submission until it is placed in your request history.

**First-time ILLiad users must register with the ILLiad system.** If you have not registered your UMES I.D., when you click on the ILLiad link using [find it], a screen will appear like the one below: If you have used ILLiad before, simply enter your barcode number and last name and click Logon to ILLiad. If this is your first time using ILLiad, click where it says: First time users on the left side of the screen
Scroll to the bottom of the page and click where it says **First time Users click here.**
You will be asked to provide the following information:

1. First and last name
2. ID number
3. email address
4. daytime phone
5. Primary Address including city, state and zip code (usually your on-campus address if you are staying in the dorms)
6. Status (Are you a student? faculty? Staff?)
7. Department (i.e. if you are a agriculture major you would select Agriculture)
8. Your 14 digit barcode number (found on the lower portion of your Hawk card. It begins with 21431)
9. You will then enter your last name two more times
10. Click submit information
You will then be connected back to the ILLiad request form. **HINT**: Go back and click the Request it From link again so it will populate your fields.

The turn around time for delivery is two weeks for books on average. Articles can be sent in 24 hours but can take longer depending on the article. It is wise to allow at least a week for receipt of the article just in case.

ILLiad allows you to request up to 20 items per session, review the status of your requests, and make changes to your personal information.

The Frederick Douglass Library does not charge a fee for Intercampus or Interlibrary Loans. However, other institutions may charge fees for delivering an Interlibrary Loan
item or photocopy. You are responsible for all fees, however, no item will be ordered for cost without your written permission. The requester is responsible for all overdue fines, lost or damaged book fines, and all other expenses charged to the Frederick Douglass Library by the lending library except standard postal delivery charges.

Most books and other returnable items come within 2 to 4 weeks, and are loaned for 2 to 4 weeks. Some items are renewable. Most photocopies arrive within 7 days. Difficult to find or very popular items may take longer. Speak to a staff member if you need an item in less than 2 weeks. Some items may not be available at all or may arrive later than acceptable for your purposes.

Before making an ILL request, be sure to search the online catalog to verify that the Frederick Douglass Library does not have the resource needed. Next, search the other USM library holdings to see if they have the book that is needed. If another library in the system has the book, you may request it via the Online Library Catalog.

For more information on interlibrary loan, please re-read the unit 'Learning About the Library.'

**Citation Linker**

Another way to find additional articles for your project is to check the reference at the end of the articles you have already found. To check our databases and the library catalog, click on **Citation Linker.** It is located in the maroon box on he left side of the Library's home page. It is immediately below the Research Port link.

Suppose you found the following reference in another paper, and you want to see if we have it in full-text:

Click on Citation Linker and fill out as much information as possible. The more information you fill in, the better your search will be. After the Citation Linker form is filled out click the Find Article link. In this case, we received the following information:

It tells me that the full text is available in the database JSTOR and potentially in print in the Library. To open the article in JSTOR click on "Read full text at". A new window will open displaying the article. For example, for the article above you would see:

You may then print, email, or save the article as the database permits.

Complete the Database Assignment, the Database Quiz, and Discussion 5, and then continue on to Unit 7: Learning About the Internet.