

databases 101

.....and why high school students need to know about them



What is a database?

A database is a computer program that stores “data” and allows the user to insert a “search term” to search the saved data.

In non-technical terms, you can think of the data being stored in a large....very large filing cabinet.

The computer program allows the user to put in a search term. The program then compares the search term to every piece of data that it has stored.

It works at a fast....very fast rate of speed.

Any matches are put in a list for the user to access.

Search Term



Where are they used?

Databases are used in every type of business, occupation and everyday life.

Police use them to search criminals and fingerprints.

Hospitals use them for patient records.

Schools use them for attendance (Aspen).

Libraries use them for their catalog and research.

And **YOU** use them every time you search for something on the Internet.

.....to name just a few!

Why in the library?

Remember looking through all that microfiche or going to some dusty room in the library to find that **ONE** journal article that you needed to complete your research paper?

With technology, came the ability to digitize and to compile information into a database to be searched.

Online Research or Library Databases were created.

Information found is reliable, credible and trustworthy.

Reference books, magazines, academic journals, newspaper, images, audio and video are included.....many of which are **not** available on the Internet.

And they come with a complete **citation**.

Why do your students need to know about them?

Because they will need them to be successful in college. Colleges and universities, (from Middlesex Community College to Harvard) **expect** students to know what they are and how to use them.

Where are ours located?

On the LHS Web page → Parents and Students

Click on **Library/Media Center**

Click on Online Resources

Click on Gale Databases/Encyclopedia Britannica/Boston
Globe

If logging in through our web page the user **will not need** a
library card

Things to Know

There are many publishers of library research databases...EBSCO, JSTOR, GOOGLE SCHOLAR (plus multiple others)
ours is **GALE**

In addition to our school, Gale Databases are available to our students at **all public libraries, state colleges and universities** (with a card)

Gale Databases are connected to **Google Drive** and **Google Classroom**

A user is **not** connected to the Internet when using a database

Articles can be **multi-leveled and translated into many languages**

Encyclopedia Britannica and **The Boston Globe**, are not part of Gale databases but are included in our package.

A **citation** is included with every source.

Being Organized!

Students are encouraged to organize themselves in their drive by creating a research folder. The databases connect to Google Drive and Classroom.

Create the folder, name it, and color it (so that it is easily recognized)

an online place to keep everything associated with this project in one place

Within the folder create two documents and name them

Works Cited (In Progress)

a place to keep track of citations

Websites or Bookmarks

a place to paste website addresses or Bookmarks , for easy way to return to that site

Everything from this project goes into this folder!

Everything in one place!

Easily accessible!



Accessing the Databases

Gale's collection of databases numbers around 45on a wide variety of topics.

The image to the right, shows what will appear when a user connects through our webpage.

The list on the left side of the image are different topics or subjects, when clicked on, 5-10 databases will appear that will be most useful.

Lowell High School



Resources by Subject eBooks Encyclopedias Resources (K-12) All Resources A-Z Video Quick Tips Studio

Resources by Subject

Brought to you by the Massachusetts Board of Library Commissioners and Massachusetts Library System with state funds and federal Institute of Museum and Library Services funds.

<p>Featured</p> <ul style="list-style-type: none">Arts & HumanitiesBiographyBusinessCareers & EducationEncyclopedias (English and Spanish)EnvironmentGeneral ReferenceHealth & NursingHistoryHome & TravelLiteratureK-12 ResourcesNewspapersScience & TechnologySocial Sciences	<h4>Featured</h4> <div><p>The premier source for peer-reviewed articles covering all academic disciplines.</p></div> <div><p>Full-text of Boston Globe from 1980-present</p></div> <div><p>Comprehensive encyclopedia with dictionary, thesaurus, atlas, and more</p></div> <div><p>Comprehensive encyclopedia with dictionary, thesaurus, atlas, and more</p></div> <div><p>Millions of articles cover a full range of academic and general-interest topics</p></div> <div><p>Search full-text articles by headline, date, newspaper section and more.</p></div>	<h4>Quick Search</h4> <p>Search all journal and e-book content here:</p> <h4>Additional Links</h4> <ul style="list-style-type: none">Find more e-resources at the Boston Public Library using your BPL eCardSearch Commonwealth Catalog for books, DVD's and more statewide.Search Digital Commonwealth for historical photographs, documents, sound recordings and more
---	---	--

Using the databases can be overwhelming!

Selecting only a few of the databases at a time helps.

Library Guides can be created for a project that will pinpoint the best databases to use.

Guides are shared with teachers to post in Google Classroom.

In most college students will find Library Guides on their College/University library websites

Library Guide

Becoming researchers.....

Project: Genocides

The quest for credible information....Internet (some), books, research databases

Be organizedUsing Google Docs

Create a Folder - call it (Your Project Topic)

Create a Document - Works Cited (Your Project Topic),

Databases → Parent & Student → Library → Online Resources-->Gale Databases

Tools: Downloading, Citations, Emailing....Limit Your Search

History Tab ...World History in Context,

GVRL- Gale Virtual Reference Library a collection of ebooks

NewsstandNarrow your search by Publication Title

(New York Times, Washington Post)

Narrow Search Document Type:

(Editorials....newspaper's opinion

Columns.....opinion of the columnist

Letters to the editor....opinions of readership

General Reference Tab - General OneFile Tab (Magazines)

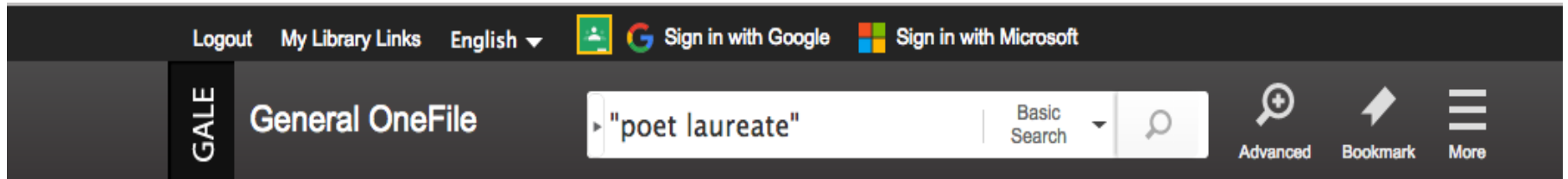
Narrow Search by Publication

(Newsweek, The Atlantic)

Tool: Database Toolbar

This toolbar appears in every database and on every page

Some tools are used in the search process, others once the article is selected....



English –allows user to switch here for other languages

Sign in with Google

Users can sign into their Google Drive or Google Classroom

Advance - allows user to do advanced searching

Bookmark - allows user to bookmark an entire database or individual articles

More - gives user several more tools...highlighting, my folder, Search History ect.

Tool: Limit the Search

Appears on the right hand side of screen when searching a topic

The amount of articles retrieved in a database search can be in the hundreds or thousands. This can be overwhelming to a novice researcher or even to a seasoned one.

Limiting the search allows the user to whittle down the amount of articles....to focus in on their specific topic.

The search can be limited within each content (academic journal newspaper, ect):

Publication Dates

Document Type

Publication Title

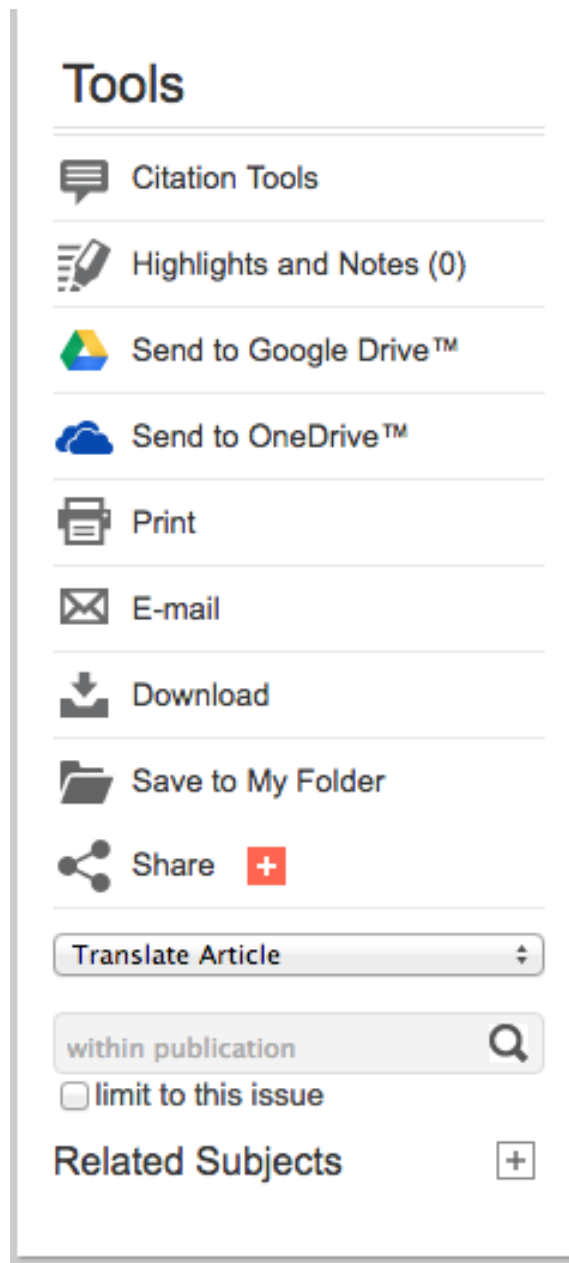
Searching within the results

Reading Level(sometimes)

Students will not learn this skill on the first try. It is helpful, within the guide, to “limit” their “limits”. For example: **Publication Title:** New York Times, **Document Type:** Editorials, columns, and Letter to the Editors, **Publication Date:** past year

Tool: Article Toolbar

This tool box appears once a user has selected an article.



Tool: Keeping a copy of the article

Google Drive VS Bookmarking VS Saving to Folder

Send to Google Drivethis tool creates an orange folder with the name of the database in the user's drive and stores a copy of the article

Bookmarking.....this tool presents a copy of the IP address, the user must copy and paste it onto a stored document

Saving to My Folder.....allows the user to store ALL the articles found in one database by clicking on Save to My Folder. Once the folder is opened (In **More** tool) it then can be sent to Google Drive. Once the user leaves THAT database, the folder is emptied.

Tool: Citations and Highlighting

Citation Tool.....creates a citation for the article in either **MLA** 8 Edition, **APA** 6th Edition, or **Chicago** 17th Edition. It can be downloaded into the “downloads” folder on their computer or exported to their Google Drive (among many options) and will be stored in the same folder as their article.

Highlight and Notesallows the user to highlight portions of the article and annotate. When the article is saved to Google Drive the highlighting and notes are also saved. This can also be done once inside their Google Drive.

Tools: Download, Email, Print, Translate and Listen

Download....sends a copy of the article to the computer's "downloads" folder

Emailemails a copy of the article to the user's email. Some databases do not have a downloading tool and email is the only way to get a copy

Translate Articleallows article to be translated

Print....prints a copy of the article. Our library has always had a policy of charging for articles printed from the databases or the Internet

Listen... Users may listen to each article, tool under title of article

ASK!

Students are encouraged to ask if they do not understand something about databases or researching...and they do!

Please....ask!

I ended up learning so much about how to use them (databases) this year and I know that knowledge is something I will carry on throughout my education.

K. Diamantopoulos '18

By using databases now with help from teachers and librarians, we will do just fine in college conducting research.

S. McCloskey '18
