This presentation will walk you through the basic skills necessary to use the library databases at Pacific Oaks Library. You will be given practice exercises to illustrate the concepts.
Please open a new internet browser window or tab and follow along.

Table of Contents

Logging In to Databases From Off Campus.................................................................1
Ebrary ..............................................................................................................................1
Academic Search Complete...........................................................................................4
Using Multiple EBSCO Databases .................................................................................6
Logging In to Databases From Off Campus

1) Go to http://po.librarypass.org/all-databases

2) Scroll down slightly until you see the names of the databases. Click on any of the names. For example, the first one listed is Ebrary.

3) This will open the library pass login page. It should look like this:

   ![Login Page]

   Library Pass offers access to online databases which include both abstracts as well as full text to journals and electronic books. Access to these resources is limited to students, faculty and staff. If you need assistance, you can e-mail the helpdesk at helpdesk@thechicagoschool.edu Our telephone number is 312-467-8600.

   Please enter your username: [ ]
   Please enter your password: [ ]
   [Login]

4) Enter your Active Directory username and password. Your username is your three initials followed by the last 4 digits of your student ID number. Your password most likely starts with MrT or Welcome. If you do not know your password, or you are having trouble logging in, please contact Terry Utter at 626.529.8402 or TUtter@pacificoaks.edu for help.

Ebrary

Ebrary is a large e-book database. It contains about 500,000 full-text books that you may read online. Most of the books can also be downloaded for temporary offline use. The library does not choose which specific titles are included in this database; rather it is a subscription service covering a wide range of material. It’s a good place to start for background information on almost any subject.

The challenge: You have chosen to write a paper on emotional development in children. You’re looking for some information on helping children develop their emotional lives and empathy with others. Let’s see how you might do this.

1) Open Ebrary – go to http://po.librarypass.org/all-databases. Click on “e-book collections,” or just scroll down until you see the listing for “Ebrary”. Click on this link. Log in if necessary.

2) In the search box, enter [emotional development children] (without the brackets) and hit “search.”

3) Browse the results list. Note that it’s not necessarily the most relevant title that is listed at the top. Find the title “Developing Children’s Emotional Intelligence” and click on the title or cover of the book.
4) Navigate to chapter 5 – “Stress Relief” by clicking on the link in the hyperlinked table of contents on the right hand side. What is our greatest weapon against stress?

5) Scroll down to the publication information below the table of contents. What year was this book published?

6) Using your mouse, right click on the text to bring up a context menu. Select print to bring up the print menu. What is the maximum number of pages you can print? (you do not have to actually print anything)
7) Click “sign in” in the upper right. Enter your login credentials as you would to log in to any of the databases.

8) Do a search on a topic of interest to you, or redo the search on emotional development in children.

9) For ANY of the titles that interest you, click the “add to bookshelf” button below the title and publication information.

10) Now click on the “bookshelf” tab near the top left of the screen. See that the item you added to your bookshelf is there. Explore adding items to folders.

11) Click on “help” in the upper right.

12) Navigate to “document downloading” using the outline on the left of the help window. What free program do you need to install to download entire books?
Academic Search Complete

Academic Search Complete is a large database containing scholarly literature, periodicals, and newspaper articles. Unlike most of our other databases, it is not confined to a single subject area, but rather contains sources from a number of different disciplines, and therefore is a good starting place for all students regardless of major or program. Furthermore, search skills learned by using Academic Search Complete will translate to all the other EBSCO article databases.

The challenge: You’re interested in learning more about family rituals for a research project in your Human Development class. You need 3 scholarly articles related to this topic. Let’s see how we can use Academic Search Complete to meet this need.

1) Open Academic Search Complete. Go to http://po.librarypass.org/all-databases. Click on “Multi-Discipline,” or just scroll down until you see the listing for “Academic Search Complete.” Click on this link. Log in if necessary.

2) Type [family rituals] (without the brackets) in the first search box at the top of the screen. Leave all the other options alone for now. Hit “search.”

3) You should have about 175 results (look at the top of the leftmost column). Scroll through them to see if we’re on the right track.

4) A lot of these look like newspaper articles (look for the “news” or “periodical” icon by the search results). Let’s narrow it down to scholarly literature. On the left hand side of the screen, click the checkbox that says “Scholarly (peer reviewed) journals.” Hit “update.”

5) You should now have about 102 results. All the icons near the search results should say “academic journal.” If we scroll down the results a bit, there’s some good stuff here, but the first couple results are not very relevant. That’s because by default the database sorts the results with the most recent at the top.
You can change that, however. In the blue bar right above the search results, look for the link that says “date descending sort.” Click on this. A drop-down menu should appear. Click on “relevance sort.”

6) Your results should now have been re-sorted so that some articles strongly related to this topic appear at the top. Look for the “PDF Full Text” link and icon below any of the articles, and click on it. This will load the full text of the article.

7) Once the article is open, hold your cursor over the icons on the far right hand side of the screen. Notice that you can save, print, and email articles to yourself. Try clicking on the yellow sheet of paper “Cite” icon to generate an APA citation for this article.

8) Click your browser’s back button or “Search Results” in the upper left and scroll through the list of articles again. Notice that some of the articles do not have PDF full text. The “Check SFX” function means that we do not have full text of this article in Academic Search Complete. Clicking on “check SFX” will see if we have full text in another database. If we don’t have full text access, you can contact the library to learn about other options for obtaining the article.

9) Or, you can narrow your results to just those that are available in full text in this database. Go back to the far left where you narrowed your search to scholarly reviewed journals, click the “full text” box, and hit update. This should take you down to about 50 results, so you can see there is a tradeoff in using this tool.

10) Explore some of the other options on the left hand side of the screen, such as the date and language functions. These functions, called “limiters,” are also available from the initial search screen. See if you can start a new search and use the checkboxes below the search boxes to generate a search on family rituals, including only scholarly and full text articles.

At this point you should have a good starting point for a project on family rituals, with about 50 articles that are fairly relevant. You can skim the full text or abstract of the items to determine which are most relevant, and perhaps even narrow your topic to a specific aspect of family rituals for your project.
Using multiple EBSCO databases

For many topics, there is at least one subject-specific database that you might want to use, in addition to the multidisciplinary databases like Academic Search Complete. It can therefore be efficient to search multiple EBSCO databases at once.

1) Click on “Select multiple EBSCO databases to search at one time” from the top of the library databases page at http://po.librarypass.org/all-databases/.

2) This will bring up a list of all of the EBSCO databases we subscribe to (this is essentially all our databases except for Ebrary and the ProQuest Dissertation Database).

3) Read the brief descriptions of the databases, and use the check boxes to select which ones you would like to search. For example, for an article relating to psychology you might choose Academic Search Complete, PsycARTICLES, PsycINFO, and PsycBOOKS, the eBook Collection, and OmniFile Full Text Select.

4) Click the “Continue” button at the very top or very bottom of the page. You will then be at the familiar EBSCO search interface and you may search as usual, with most of the common limiters (full text, scholarly articles only, etc.) available. If you scroll down past the common limiters, you can select special limiters for the individual databases.

5) Although searching multiple databases is the most efficient way to search broadly, there are some tradeoffs. The chart below compares the pros and cons of using the multiple database function versus searching individual databases separately.

<table>
<thead>
<tr>
<th>Searching Multiple Databases</th>
<th>Searching Individual Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pros:</strong></td>
<td><strong>Pros:</strong></td>
</tr>
<tr>
<td>• Usually saves time; more</td>
<td>• Can easily use special</td>
</tr>
<tr>
<td>efficient, especially for</td>
<td>limiters, such as the “</td>
</tr>
<tr>
<td>broad or multidisciplinary</td>
<td>Methodology” limiter in</td>
</tr>
<tr>
<td>topics</td>
<td>PsycARTICLES</td>
</tr>
<tr>
<td><strong>Cons:</strong></td>
<td>• Using a subject database</td>
</tr>
<tr>
<td>• Searching many databases</td>
<td>increases relevance of</td>
</tr>
<tr>
<td>may cause search times</td>
<td>results</td>
</tr>
<tr>
<td>to increase</td>
<td><strong>Cons:</strong></td>
</tr>
<tr>
<td>• More likely to return</td>
<td>• Takes more time; less</td>
</tr>
<tr>
<td>irrelevant results</td>
<td>efficient</td>
</tr>
<tr>
<td>and/or duplicate entries</td>
<td><strong>Extra Credit:</strong> Redo the</td>
</tr>
<tr>
<td></td>
<td>search on family rituals,</td>
</tr>
<tr>
<td></td>
<td>selecting multiple databases</td>
</tr>
<tr>
<td></td>
<td>(such as the psychology ones</td>
</tr>
<tr>
<td></td>
<td>listed above) and see how</td>
</tr>
<tr>
<td></td>
<td>your search results change.</td>
</tr>
</tbody>
</table>

Extra Credit: Redo the search on family rituals, selecting multiple databases (such as the psychology ones listed above) and see how your search results change.