A Quickie Guide to Using Databases

There’s lots of cool stuff you can do with databases, but this will get you started!

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1. Go to the College home page, click the drop down menu Our ACM.
2. Click Library.
3. Click on ACM’s Library Online.
4. You’ll be directed to the ACM Polaris portal.
Once you reach the portal, choose On- or Off-Campus Access to Databases. Note: If you are Off-Campus, you need to login with your ACM username and password (the same login you use for Blackboard and Self-Service).
5. This is a view of the on-campus list of databases. Each blue link represents a collection of documents in a specific database. Several of the larger databases are provided by EBSCO and ProQuest, but we also receive some from Gale and CQ, etc.
6. You might choose to search a few times under different databases.
For this demonstration, I chose Business Source Premier from EBSCO. Any of the EBSCO sites will look the same.

--To begin a search, type in the topic in as limited terms as you can.
--You might choose **Find all my search terms** in **Search Options**.
--You will likely want the full text articles, so check **Full Text**. Otherwise, you will see both full-text and abstract-only articles. The library can help you obtain the full text of abstract-only articles.
Using the search term “reverse mortgages,” I have 576 hits. I know they are full-text articles. Also, under each article link, I can read “subject descriptors,” other words associated with the topic.
I will click on the title to read the abstract and the article.
Once you click the link, you will go to the page with the subject terms (for further research ideas), the abstract (a summary of the article), and links to open the full article. To the right, you see buttons to e-mail the article, print the article, add to a folder which you can access later. Also, you will see the **Cite** button. The next slide will present how to use the Cite button.
Clicking on the Cite button will take you to a page with the citation of the article for each of the documentation styles. In this example we use APA, the style required in many ACM classes. For English, you might use MLA. For history, you might use Chicago/Turabian. Always check with your instructor.

You can copy and paste the citation onto your Word Document. However, always check the accuracy. Note the disclaimer at the top of the webpage.
Perhaps there is a mistake in the APA citation, but you want to seek clarification. Click on the APA link (red arrow indicated on the previous slide), and the instructions for APA will appear.

For more help with different citation styles, click the link on the ACM Library Polaris portal page under How to...Cite your Sources.
Below is an example of a ProQuest database. I clicked on the Criminal Justice Periodicals link in Online Databases to access this. Next, I clicked on the Social Sciences box to find the Criminal Justice database link.
It has the same functions as the EBSCO sites, just a different look. Under **Basic Search**, I typed in “home invasion” and checked **Full text documents only**.
I see 1140 hits, and at the top of the page I see additional **Suggested Subjects** to search. For example, Police AND Burglary, etc.
At the top of the results list, I see icons to print, e-mail to myself, copy the link and to cite the article. Note that detailed information about the article, including document type, document id number, DOI, etc. appear at the very bottom. Scroll all the way down past the full-text. This is a different arrangement of information than the EBSCO databases.
This is the view of the bottom of the ProQuest record which follows the full-text. It includes “Indexing details” useful later should you cite it. The ProQuest Document ID is similar to the EBSCO accession number. If a DOI were available for this article, it would appear here. The Document type is worth noting also: it will indicate if the article is a review of a movie or a book, an editorial, a basic article, etc.
Once I click on the **Cite this** link, I am directed to a screen where I can choose the documentation style (in the example below I chose APA style) and the appropriate citation will appear. I can copy and paste it in to my bibliography. Again, note the disclaimer at the bottom of the screen encouraging you to make sure you check that it is cited correctly. **Ultimately, it is the student’s responsibility to make sure it is cited correctly.**
Using the Databases

This was a basic look at the databases. Go to one of the campus libraries, or check in with your instructor if you have more detailed questions.

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