



Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with EBSCO and Databases



Prepared by Samantha Mercer, Digital Learning & Outreach Librarian

August 2017

Table of Contents

1 Definition	3
2 About EBSCO	3
3 Your Account	3
3.1 Create	3
3.2 Use.....	4
4 Databases.....	4
5 Tools.....	9
5.1 Thesaurus	9
5.2 Subjects	9
5.3 Publications	9
5.4 Images	9
6 Search	9
6.1 Basic	9
6.2 Advanced Search	10
6.3 Search History	11
7 EBSCOhost app.....	12
8 Help	12

1 Definition

Databases: are where information is stored on a certain topic. The Peace Library System subscribes to multiple databases that EBSCO host sorts through in order to find the content that matches your search.

ESBSCOhost platform: is the site where people input a search. The EBSCO search engine runs through all the subscribed databases to find the relevant information.

2 About EBSCO

EBSCO host is the platform in which you run searches through the databases the Peace Library System has subscriptions to. EBSCO host allows you to search through one, some, or all of the 18 databases for books, journals, images and more. You are welcome to save all of the relevant content to your EBSCO account and organize it by class or format. This allows you to use one location to hold all of your data instead of risking losing it or having to use multiple sites.

3 Your Account

3.1 Create

Once you have logged into TRAC and accessed the EBSCO host website you can choose to create an account on EBSCO where you can save all of your information.

1. Select Sign in on the top right
2. Select Create a new Account
3. Fill out the form
4. Select Save Changes

Create a new account - Personal Account [?](#)

First Name

Last Name

E-mail Address

User Name 254 character maximum

Password Password strength: Include digits/symbols or make your password longer and more random. [?](#)

Retype Password


Secret Question Used to help identify your account if you forget your user name or password.

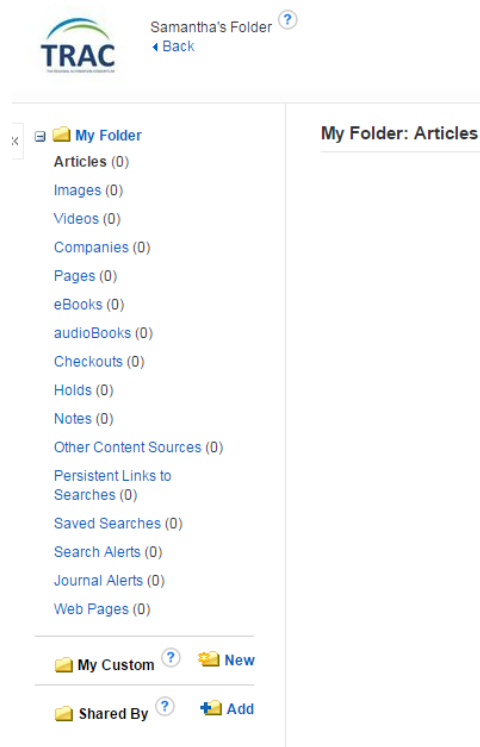
Secret Answer

Note: Please remember your account information for future reference.

3.2 Use

Once you have created an account, you are able to store all the articles, images, videos and more found using EBSCO host. You can use the pre-made folders which sort content by format, you can also create custom folders and create shared folders to pass along your data.

1. Select Folder from the top right (to see your account content)
2. Run a search and for items you want to save, select the  icon on the right side of the item in the search results page. This icon is also on the far right in the tools section on the item description page
3. Select Folder and select the format using the My Folder options on the left
4. Select the box beside the item you want
5. Select Copy To to store the article in more than one folder
6. Select Move To to completely move the article or item from one folder to another.



4 Databases

After logging into TRAC you will be brought to the e-Resource Targets page where you can choose from potential databases. You can also select Search All:

E-Resource Targets

Academic Search Elite
Provides full text journal coverage for nearly all academic areas of study including social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts, literature, medical sciences and ethnic studies.

Canadian Newsstand
Access articles, columns, editorials, and features from over 240 Canadian newspapers, including the Calgary Herald and Edmonton Journal.

Canadian Reference Centre
Access articles, editorials, features, biographies, photos, maps and flags from leading Canadian magazines, newspapers, newswires and reference books.

General Reference Centre
Full text from general interest sources: magazines, children's magazines, almanacs, encyclopedias, reference books, and newspapers.

MasterFILE Premier
Offers thousands of full text articles, book reviews, biographies, and information covering general reference, business, health, general science, and multicultural magazines. Also includes an Image Collection with photos, maps and flags.

Regional Business News
Access full text articles from more than 80 US and Canadian business journals, newspapers and newswires.

Search All
A single search for all the databases. Excludes downloadable content and DIY E-Resources.

The Peace Library System has access to these 19 databases:

1. Academic Search Elite:

Multi-disciplinary, full-text scholarly database for students, faculty. Academic institutions worldwide depend on this database as their core resource of scholarly information. Academic Search Elite contains full text for more than 2,100 journals, Nearly 150 journals have PDF images dating back to 1985.

2. AHFS Consumer Medication Information:

Vital medication information for patients. AHFS Consumer Medication Information is a trusted source and recognized standard for patient drug information, available in both English and Spanish. Published by the American Society of Health-System Pharmacists, AHFS includes more than a thousand drug information monographs written in lay language for consumers and has been a Top Ten Award Winner in the Department of Health and Human Services National Consumer Education Materials Contest. This content is updated monthly.

3. Alt HealthWatch:

Holistic, alternative approaches to medicine. This database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers libraries full text articles for more than 180 international, and often peer-reviewed journals and reports. In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts. Alt HealthWatch provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine. This database features indexing and abstracts going back as far as 1984, and full text going back as far as 1990

4. Business Source Elite:

This business database provides full text for over 1,000 business publications. The rich collection of titles in Business Source Elite provides information dating back to 1985. More than 10,100 substantial company profiles from Datamonitor are also included. This database is updated on a daily basis via EBSCOhost.

5. Canadian Newsstand Complete:

This full text database includes the complete available electronic backfile for most newspapers, providing full access to the articles, columns, editorials, and features. Some backfiles date as far back as the late 1970s and 1980s. Canadian Newsstand content is updated daily so researchers always have timely access to new information. Canadian Newsstand™ offers unparalleled access to the full text of nearly 300 newspapers from Canada's leading publishers, including The Globe and Mail.

6. Canadian Reference Centre:

Comprehensive collection of Canadian full-text content. Canadian Reference Centre combines Canadian magazines, newspapers, newswires and reference books to create the largest collection of regional full text content available to Canadian libraries. This database includes leading Canadian periodicals and international (U.S. and U.K) periodicals in full text; full text reference books; over 87,900 full text biographies and an Image Collection of over 502,000 photos, maps, and flags. This database is updated on a daily basis.

7. Education Research Complete:

Definitive online education research resource. Education Research Complete is the definitive online resource for education research. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. Education Research Complete provides indexing and abstracts for more than 2,100 journals, as well as full text for more than 1,200 journals, and includes full text for nearly 500 books and monographs.

8. Environment Complete:

Environment Complete contains more than 2.4 million records from more than 2,200 domestic and international titles going back to 1888 (including over 1,350 active core titles) as well as more than 190 monographs. The database also contains full text for more than 920 journals.

9. ERIC:

Comprehensive index of education literature and resources. ERIC, the Education Resource Information Center, provides access to education literature and resources. The database contains more than 1.3 million records and provides access to information from journals included in the Current Index of Journals in Education and Resources in Education Index.

10. General Reference Center:

Full Text Reference Magazines, Journals, Books. General Reference Center provides 24-hour access to an integrated set of general interest sources: magazines, newspaper articles, children's magazines, almanacs, encyclopedias, dictionaries, reference books and more. With more than 1,000 full-text titles specifically selected for public libraries, you won't have any frustrated off-site users complaining about access. Because your researchers need complete answers to general reference questions — anytime, anywhere — there's General Reference Center. A 20-year backfile is integrated and included with your subscription. And with InfoTrac's linking between source types, it's easy for users to find comprehensive answers in one seamless, self-directed search process.

11. Health Source - Consumer Edition:

Consumer health information from full-text magazines. This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. Health Source: Consumer Edition provides access to nearly 80 full text, consumer health magazines.

12. MasterFILE Premier:

Full-text general-interest business, health, education, etc. resource. Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,700 periodicals with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 592,000 photos, maps & flags. This database is updated daily via EBSCOhost.

13. Polaris PowerPAC:

TRACpac. Using Polaris PowerPAC, you can connect to the library via the Internet from a remote location such as a personal computer in the home, dormitory, office, or classroom.

14. Regional Business News:

Full text for more than 50 regional business publications. This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States. [Click here for a complete title list.](#)

15. Science Reference Center:

Comprehensive full-text resource for science research. Science Reference Center is a comprehensive research database that provides easy access to a multitude of full text science-oriented content. This database contains full text for nearly 640 science encyclopedias, reference books, periodicals, etc. Topics covered include: biology, chemistry, earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology and wildlife

16. Teacher Reference Center:

Index of hundreds of teaching, education, curriculum titles. Teacher Reference Center provides indexing and abstracts for 280 of the most popular teacher and administrator journals and magazines to assist professional educators.

17. World Book Kids:

Encyclopedia. With content from the award winning World Book Student Discovery Encyclopedia, the site offers simpler navigation, thousands of colorful illustrations, diagrams, and maps, and dozens of activities tied to national curriculum standards.

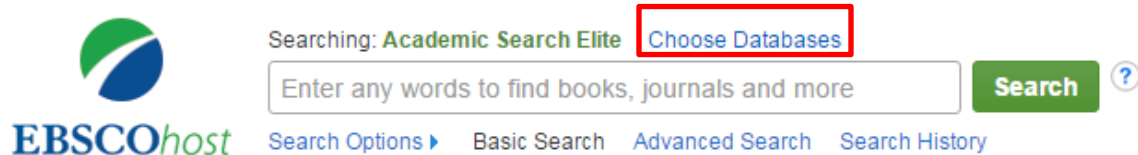
18. World Book L'Encyclopédie Découverte:

Encyclopedia. French-language version of encyclopedia

19. World Book Online Info Finder

Offers encyclopedia entries, biographies, projects, research aid, current events and newspaper

To access any of these databases, all you have to do is select one of these from the Peace Library System's eResources page, log into TRAC with your library barcode and pin, select the database from the list and it will launch in EBSCO host.



If you want to expand your search to multiple databases:

1. Select Choose Databases
2. Select all of the Databases you want to search
3. Select Ok
4. Run search

HINT: If you aren't finding exactly what you are looking for, try using synonyms as different databases may catalogue or categorize things differently. For example, if you are looking for something with the keyword "Russia", try using "Soviet" or "USSR" as well. Don't be afraid to search all the databases available as well.

NOTE: Searches will take longer the more databases you search.

5 Tools

Different databases offer different material so the tools on the top bar will change sometimes to offer different features that literature databases offer but where business databases don't. These are just a few that you will see

5.1 Thesaurus

Thesaurus can help you if you aren't sure what language to use in your search or if the language you are using isn't getting you what you need. The Thesaurus tool does not appear when you have selected All Databases for searching.

1. Select Thesaurus from the top left
2. You can search through the thesaurus of the database you have selected using the search bar and limiting your search to Term Begins With, Term Contains and Relevancy Ranked
3. You can browse through the thesaurus of the database you have selected using the list below the search bar
4. Select the relevant term and click ADD to search for an additional part of your search query

5.2 Subjects

Subjects will appear when more than one database is selected for searching. Select the database from the drop down menu and you will be brought to the Thesaurus.

5.3 Publications

Publications offers publication records on your databases such as if it is peer reviewed, what time period does it offer, what is the published URL, and who the publisher is. Select the database from the drop down menu and browse through the records.

5.4 Images

Images allows you to search through Image Collection and Image Quick View Collection. Fill out the search bar and run a search as normal. You can filter the images by black and white or colour or look for maps or graphs specifically.

6 Search

Your homepage is your search page. The default search is the Basic search but you can select Advanced Search and Search History below the search bar to get more help.

6.1 Basic

Use the default search bar to search using keywords or authors.

1. Select the database you wish to search
2. Enter your keywords or author
3. Select Search

4. Apply filters to your results using the refine results on the left and limiting which sources you look at using the Integrated Search on the right

The screenshot displays the TRAC search interface. At the top, the search bar contains the keyword 'Russia' and a 'Search' button. Below the search bar, there are navigation links for 'Basic Search', 'Advanced Search', and 'Search History'. The main content area shows 'Search Results: 1 - 20 of 14,630'. Two search results are visible, each with a title, author information, and a 'PDF Full Text' link. On the left side, there is a 'Refine Results' panel with sections for 'Current Search' (showing 'Russia'), 'Limiters' (with checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals'), and 'Limit To' (with checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Image Quick View'). On the right side, there is an 'Integrated Search' sidebar with a red border, containing an 'Update' button and several search filters like 'TRACpac', 'Polaris PowerPAC', 'General resource', 'Business Source Elite', 'Full text for more than 50 regional business publications', 'Regional Business News', and 'Multi-disciplinary, full-text scholarly database for students, faculty Academic Search Elite'.

6.2 Advanced Search

If your basic search didn't get what you were looking for, use the Advanced Search


1. Input the keywords, author or titles using the multiple bars on the top left
2. Select Search Modes and Expanders to use Boolean words or related words
3. Specify full texts with publication dates as well as a variety of other factors
4. Each database selected will also offer special limiters for their content like what publication or document type they are and how many pages

6.3 Search History

This allows you to look over your past searches and see how many results they got. This can help you learn what terminology is working best, if you should use the advanced search and combine searches.

To combine:

1. Select the box beside each search you want to run
2. Click Search AND to combine
3. Click Search OR to find results for one or the other search queries



Searching: [Business](#), [Show all](#) | [Choose Databases by Subject](#)

THE REGIONAL AUTO
CONS

Search
?

Basic Search
Advanced Search
Search History ▾

Search History/Alerts

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#)

Select / deselect all

Search with AND

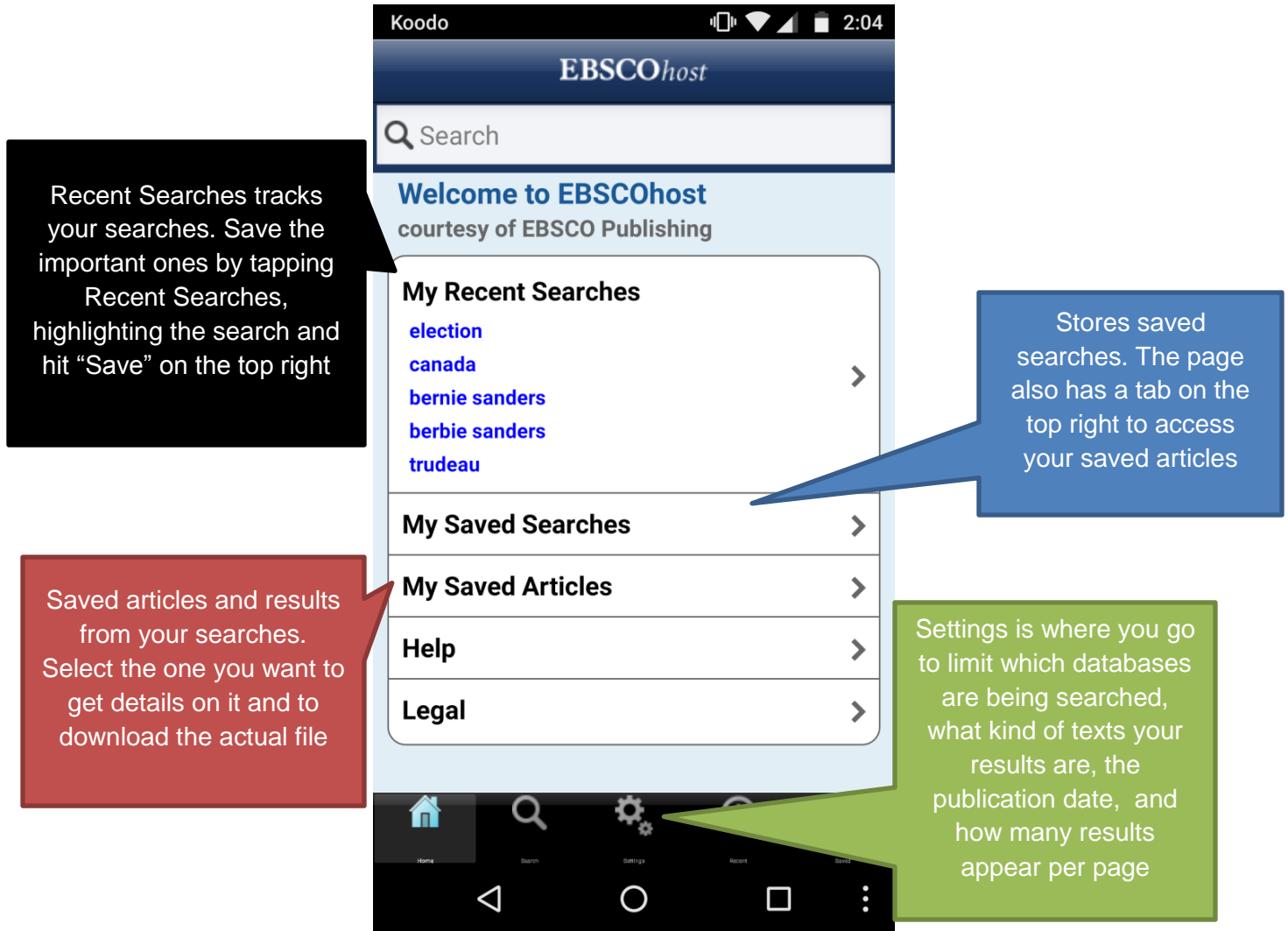
Search with OR

Delete Searches

Search ID#	Search Terms	Search Options	Actions
<input type="checkbox"/>	S6 S2 AND S3	Search modes - Find all my search terms	View Results (63) View Details Edit
<input type="checkbox"/>	S5 Russia	Limiters - Full Text; Scholarly (Peer Reviewed) Journals Narrow by Language: - English Search modes - Find all my search terms	View Results (83,742) View Details Edit
<input type="checkbox"/>	S4 Russia	Limiters - Full Text Narrow by Language: - English Search modes - Find all my search terms	View Results (1,012,482) View Details Edit
<input type="checkbox"/>	S3 Russia	Search modes - Find all my search terms	View Results (180) View Details Edit
<input type="checkbox"/>	S2 eBooks	Search modes - Find all my search terms	Rerun View Details Edit
<input type="checkbox"/>	S1 eBooks	Search modes - Find all my search terms	Rerun View Details Edit

7 EBSCOhost app

EBSCOhost offers a free app for download for Android devices and iPhones. The app is found in the respective app store by searching “EBSCOhost.” Once downloaded and activated, your app should look something like this:



8 Help

EBSCO offers a Help tab on the top right of the page

EBSCO offers help on their Support YouTube page here:

https://www.youtube.com/channel/UCBC_CPIZqhatEZJN_olldtg/featured

EBSCO offers help on their Information Services YouTube page here:

<https://www.youtube.com/user/ebscopublishing>