

Dominate Any Database in 5 Minutes or Less

OLA/WLA 2013

Three Most Important Things to Remember

1. **Don't rush.** Taking a couple of minutes to get acquainted with a database will save you a lot of time in the long run and help you use your resources effectively. Just make sure to communicate with your patron so s/he knows what you're doing.
2. **Always conduct a reference interview.** Your research skills won't matter if you don't make sure you know what the patron needs.
3. **Read the whole screen.** The feature you need might not be front and center. Look for information and options on the sides of the page as well as the top and bottom.

Four Features to Look for in a Database

1. Help section

- Sometimes represented by a question mark.
- Many databases will have multimedia tutorials, FAQs, quick tips & more

2. List of terms or subjects

- Can exist in a variety of formats; look for words like *browse*, *thesaurus*, *related subjects*.
- In some databases you need to do an initial search before you can find this list.

3. Advance search and/or other search interface options

4. Tools to limit or modify your search

- Look for words like *limit*, *modify*, *see also*, *related searches*, *date range*.

Sharing Databases With Your Colleagues & Patrons

- One sentence description of the database.
- Why would you use it? What are some questions it could answer?
- Talk about at least one cool feature.
- How can this database be accessed?

More Information

- Full slideshow can be found at <https://sites.google.com/site/databasedomination/>
- Contact **Joanna Milner** with questions or comments or to see Multnomah County Library curricula: joannam@multcolib.org or 503-988-5471