**Using the Databases at HA**

Databases rule because someone gathered all the information they could find and put it in one place for you.

1. First you must go to the Hopkins Academy library web page: [www.halibrary.weebly.com](http://www.halibrary.weebly.com)
2. Click on Databases. (<http://halibrary.weebly.com/databases.html>)
3. Notice that the lists of databases are categorized according to content area. The “in-context” databases are your best bet.
4. If you’re looking for a shorter piece of text, use one of the encyclopedia databases in “General Reference” at the top of the list on the Databases page of the library web page. The encyclopedia pages might also be helpful in finding some great key words.
5. All databases have a search box. Try to change up your key words. (don’t input a whole question) Key words: think about why, how, who, what, when, and where. You can look at books and articles, a thesaurus, or look at key words in your research question to help you find the best words to use for your search.
6. You can use what’s called Boolean operators. You can use the words *and, or, not* or a + or – sign with your key words to do a more thorough search. For example, if you want to find information on a Dr. Ferrari, it might be tough because Ferrari is a type of car and much of the information that comes up will be about the car. In the search engine you can put “Dr. Ferrari **not** car” or “Dr. Ferrari –car.” This will help you get more focused information. See more on this on my research process page.
7. Once you use your key words in a search, results will come up on the screen. To the right will be a box with all or some of these: overview, reference, biographies, primary sources, images, videos, audio, magazines, news, and academic journals. If you need a variety of sources, databases have them all for you.
8. Once a bunch of results are given (if you used great key words), open one.
9. To the right hand, top of the page, you’ll find interactive features.
   1. Click on “citation tools” if you’d like to cite this source. You can then export the citation to Google Drive or Noodle Tools (or other sites).
   2. Click on “Highlights and Notes” if you’d like to highlight portions of the text. If you highlight text with your cursor, you’ll have the option of writing a note about the text.
   3. You are also given the option of sending the text to Google Drive or to One Drive.
   4. Finally, you’re given the option to print (be careful; sometimes the text is many, many pages), email, download, save to my folder, and share.
10. Underneath the above tools you’ll find a Table of Contents where the text is divided into topics for more specific research.
11. To the left of the page you’ll see a “Listen” button. This will read the text aloud to you.
12. Password, if asked, is patriot. All lowercase.
13. If you have any questions, ask your teacher or the librarian. Happy to help. Good luck!
14. Ebook resources: BEST is to use the MA libraries - [Libby](https://www.overdrive.com/apps/libby/) and here you can get a [BPL card](https://www.surveygizmo.com/s3/5713628/eCard-Registration)! (Do it!)

Others- <Gutenberg> and [Open Library](https://openlibrary.org/) and [Archive](https://archive.org/).

1. [Advances Search help](https://docs.google.com/document/d/1HRXpmBdAdpwMnsrurGdHprYgFT09Sw9669H5mR-3Ulk/edit)
2. Video: <https://drive.google.com/file/d/1MKkIZerzUIXtFnR-CZfuR_W8PGuPVEj8/view>
3. If you want more information on Boolean searches and search operators: <https://www.mcgill.ca/caps/files/caps/gcs2014_linkedinbooleansearchtips.pdf>

<https://moz.com/learn/seo/search-operators>