How to Access Materials in the TexShare Database
Part I: Accessing the Database
Step 1: The Library Homepage

The link to the library’s collection of databases can be found on the library’s homepage (www.benbrooklibrary.org). You’ll find the link near the middle of the page. Click on it.
Step 2: Choosing a Database

The link takes you to a list of the databases the library (and you) has access to. The list also gives a short description of what each database offers and special access rules. For example, you may only access the Ancestry database from the library, while most other databases allow you to access them from any location.

For this tutorial, we’ll take a look at the TexShare database system, which offers large number of electronic resources. So, click on the thumbnail for that database.
Step 3: Signing On

The database will prompt you to sign on using your library card number. Enter that in the appropriate field.

Note: If you are using this resource on a library computer or the library’s wifi, you will not have to complete this step.
Part II: Searching the Database
Step 1: Choosing a Database, Revisited

Once you’ve successfully signed on to TexShare, you’ll notice that you’re presented with another set of database options.

The right database for you will depend on your research needs. TexShare separates the databases by broad subjects. This tutorial provides descriptions of some of the databases in the TexShare system.
## A Few Database Descriptions

<table>
<thead>
<tr>
<th>Database</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="All EBSCO Databases" /></td>
<td>Most of the databases in the TexShare system are EBSCO databases, which provide resources on topics from home improvement and crafts to scholarly articles in history, literature, and the sciences.</td>
</tr>
<tr>
<td><img src="image" alt="GALE Legal Forms" /></td>
<td>Gale Legal Forms offers templates for standard legal forms, including lease agreements, living will and power of attorney, and divorce documents, among others. Templates are searchable by document type.</td>
</tr>
<tr>
<td><img src="image" alt="Pronunciator: Learn a new language!" /></td>
<td>Pronunciator offers language learning tools. The database offers courses in 80 languages. You can learn through a structured course, or customize to fit your learning schedule.</td>
</tr>
<tr>
<td><img src="image" alt="procitizen:" /></td>
<td>Procitizen offers study assistance for the U.S. Citizenship test.</td>
</tr>
</tbody>
</table>
## Database Descriptions, continued

<table>
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<th>Database</th>
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<tr>
<td>Learning Express Library</td>
<td>Learning Express Library offers learning resources such as test prep (GED, SAT, ACT, and AP tests), college success tools (admissions essays, study skills, placement tests), and a computer skills center.</td>
</tr>
<tr>
<td>Teachingbooks.net</td>
<td>Teachingbooks.net is an excellent resource for teachers. The database offers teaching materials related to works of literature. This includes author biographies, summaries, and study guides that are appropriate both for individual study and as classroom assignments.</td>
</tr>
<tr>
<td>The American West</td>
<td>The American West offers a comprehensive look at westward expansion in America through various types of resources, including personal accounts and letters, maps, books and journals, and artwork.</td>
</tr>
<tr>
<td>WorldCat</td>
<td>WorldCat allows you to search for resources and materials worldwide. It can tell you if our library has access to the materials you’re looking for, or if we do not, where you can find them.</td>
</tr>
</tbody>
</table>
Step 2: Searching

Once you open a specific database, you see the basic search screen (something similar to the one pictured here, Academic Search Complete). At this point, you’ll just need to type in your topic in the search box (circled).

Each database in the system is just a bit different when it comes to searching. However, most will let you search by subject or author.

Check out Part III of this tutorial to see ways you can limit your search to yield the most helpful results.
Step 3: The Results Screen

Once you’ve pressed the search button, you’ll be presented with a results screen, which lets you view the articles in the database that should relate to your topic. Below is an example of entries on a results screen. This screen will let you know the number of entries the database yielded based on your topic and other useful information, such as: TITLE, AUTHOR, MATERIAL TYPE, and a full text copy of the article if it is available.
Many of the databases in the TexShare system offer advanced search options to help you find the information you need. This section provides a few tips on how to use some of these features.
Refining Your Search: Boolean Operators

Boolean Operators allow you to broaden or narrow your search by using three simple words: AND, OR, and NOT.

AND will help you narrow your search by asking the database to search for terms as a set instead of independently.

OR will expand your search considerably by asking the database to include results that have any of your search terms.

NOT will also narrow your search by excluding an unwanted term from your search. For example, if you were looking for information on African cats, but didn't want information on lions, you could exclude lions from your search by entering the phrase(s) “NOT lions” in your search box.

Here is a visual representation of how Boolean terms work; the shaded sections of each diagram represent the results the database would yield.

Using the AND operator allows you to find only materials that include both search terms.

Using the OR operator allows you to find any materials that include either search term.

Using the NOT operator allows you to find only materials that include one search term and not the other.
Boolean Operators: Starting a Search

The easiest way to see how Boolean operators work is by practice. So, let’s say that you’ve just seen/read your first Shakespeare play, and you would like more information. Or perhaps you were given Shakespeare as a topic for a paper.

Let’s start by typing “Shakespeare” into the search box. You’ll notice it gives you search suggestions, which you can take or leave alone depending on if they are helpful to you.
Boolean Operators: Starting a Search

Once you’ve completed a search, you’ll get a results screen similar to this one. You’ll notice by just typing in Shakespeare, we’ve yielded over 25,000 resources. While this may be helpful if you are browsing, the results might not meet your needs, so we can use Boolean operators to help narrow the results into something a bit more manageable.
Boolean Operators: AND

Continuing with the Shakespeare search, let’s say that the play you watched was a comedy. We can narrow our results to search for Shakespeare and comedies. Our search string would look like this: (Shakespeare) and (comedies).

Note that it is a good idea to put your search terms in parentheses, especially multiple word phrases, to ensure the databases search them as a group and not individual words. For now, it’s just good practice!

And you’ll see our results are much more manageable, at 791 articles.
Boolean Operators: OR

We can also expand a search by using the OR operator. For example, we have 791 resources for Shakespeare and comedies, but we might have missed a few resources about our original play (*The Merry Wives of Windsor*). We can find our original search and any more that mention *The Merry Wives of Windsor* by using this search string: (((shakespeare) and (comedies)) or (merry wives of windsor)).

You’ll notice the parentheses seem to have gotten out of control, but they are where they should be. I want to search for “Shakespeare and comedies” as a group, so they need a pair of parentheses around them.

Now, you’ll notice our results have expanded a bit to include those materials that are about *The Merry Wives of Windsor*, but don’t necessarily include our original search terms.
Boolean Operators: NOT

The final Boolean operator (NOT) will help you limit your search by eliminating resources that contain an unwanted term. For example, let’s go back to *The Merry Wives of Windsor*. We still want information on the play, but are less concerned with the main character, John Falstaff. We can limit our results to articles that are not about him (some may mention him indirectly, but he will not be the focus of the article). Our search string for this would be: (((shakespeare) and (merry wives of windsor)) not (falstaff)).

So we are excluding Falstaff from our search, and by doing so, we should end up with a few articles that deal directly with the play. In fact we end up with 95 articles!
Refining Your Search: Limiters

Many databases offer search options, called limiters, to help you further narrow your search results. Most advance search pages look similar to this one (an EBSCO database). Here are a few of the search options available:

- **FULL TEXT:** The database will only yield results that have a full text version of the article available (some only have a summary or abstract for you to read).
- **PUBLISHED DATE:** This feature allows you to search for sources published within a certain time period. For example, you can limit your search to resources published after 2010 or before 1980 by placing a date range.
Limiters: Full Text

Returning to our search for Shakespeare, if I were to ask for only full text articles on our last search, my results would decrease from 95 articles to 36. And I now know that I will have full access to the articles I would like to read. You can ask the database to limit by full text on the results screen by using the Limit To options on the left side of the screen.
Refining Your Search: Limiters, Part 2

Here are a few more helpful features:

• **PEER REVIEWED:** Peer-reviewed articles have been read and approved by professionals in that field of study before being accepted for publication in the journal. This is a helpful limiter if you are looking for sources for a research paper.

• **PUBLICATION TYPE:** This feature allows you to limit the types of materials your search yields. You can choose to find only journal articles, or books, or newspaper articles, etc., or any combination that best suits your needs.
Limiters: Peer Reviewed

Searching for peer-reviewed articles can also limit your search dramatically. These are especially useful when preparing a research paper for school.

In our Shakespeare search, if I also asked the database to limit results to peer-reviewed articles, I can reduce the number of articles from 36 to 20. This limiter can also be placed after you have run a search.
If you are using database resources for a paper or project, be sure to cite your sources within your paper. EBSCO databases have tools to help you with citing an article you use in a paper.

In the database, once you click on the article you would like to use, you’ll notice a TOOLS bar on the right side of the screen, and in that bar there is an option to CITE. Click on that option.
Once you click on the citation option, the database will offer a citation in several styles: APA, MLA, Chicago/Turabian, among others. Simply choose the appropriate style, and copy it to your paper.

You also have the option to EXPORT the citation to software like Refworks or EndNote. If you would like to do so, click on that option and follow the steps as given.

Please note that while the database provides citations, they may not always be correct. Check your style guide before turning in a paper!
If you have questions or need further assistance, contact us!

Phone: 817-249-6632
E-mail: reference@benbrooklibrary.org
Facebook: facebook.com/BenbrookLibrary