# Dominate Any Database in 5 Minutes or Less

## 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