

Gale Resource Center Databases

Databases:

Biography Resource Centre	InfoTrac OneFile
Business Reference Suite	Literature Resource Centre
Contemporary Women's Issues	Opposing Viewpoints Resource Centre
Discovering Collection	Student Resource Centre College Edition Expanded
Health and Wellness Resource Centre and Alternative Health module	TableBase (RDS)
History Resource Centre: Modern World	What Do I Read Next?

Access:

Go to the Library's database website page:

<http://www.wairoadc.govt.nz/culturecommunity/library/epicdatabases/>

Click on **GALE**


To use these databases you need to be a member of the Wairoa Centennial Library. When you enter the databases you will be prompted for your library membership barcode number.


E.g.



Searching:

Take a few minutes looking at the **Search Tips** screen before you start your search.

For more detailed information during your search, click on the **Help** button  [Help](#)

Each database has unique content and features, but search techniques are similar across the databases  [Search Tips](#)

- Look for the **Advanced Search** option (In What Do I Read...use Custom Search).
- Advanced Search provides a structure for formulating and limiting a search.
- Use **Boolean operators**

AND to narrow your search; results must contain both terms	<i>olympics and greece</i>
OR to broaden your search; results can contain either term	<i>wellness or health</i>
NOT to narrow your search; results exclude a term	<i>greece and history not ancient</i>
- Use the **proximity operator W** with a numeral to narrow your search; terms must be within specified number of words *time W1 travel* for *time travel, travel time*
- Use **truncation *** to search for alternate endings with any number of additional characters - *catalog** for *catalog, catalogs, catalogue, catalogues, cataloguing...*
- Use **truncation !** to search for alternate endings with no or one additional character - *catalog!* for *catalog, catalogs*
- Use **wildcard ?** for an alternate character within a word - *organi?ation* for *organisation, organization*
- Use **"quote marks"** for phrases "merchant of Venice"
- **Don't use** ampersands (&) *society and maori* or apostrophes (') *womens health*

- Use **limiters**, where available. These vary with the database, but might include:
 - Full text
 - Peer-reviewed/refereed publications
 - Map
 - Date range, such as *from January 1 2000 to December 31 2003* (truncation symbols cannot be used here)
- Look for **special features**. Some databases provide links to
 - English language dictionary
 - Research Guide
 - Toolbox (tips for searching, writing assignments, citing sources...)
- Look for **database specific tools**
 - Subject encyclopedia
 - Faculty/Teacher Guide
 - Timeline
 - More!

How to Start Searching a Gale Group Database:

This menu displays the Gale Group database subscriptions available at this library location. Some libraries customize their database collections. Ask your administrator if you have a question about which collections are available.

Each database listed in the menu has the following features:

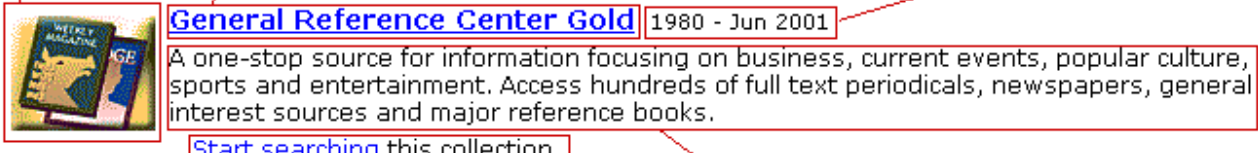
- A **database name**. You can click on the database name to start your search.
- Some databases have a **date range** to show how many years of periodical or journal material are covered.
- A short **description** that should give you an idea which database you might want to choose for your particular need.
- A link labeled **Start searching** that you also can click on to start searching.
- Some libraries display an **icon**, or picture, just to the left of the database name and description. You can click on the icon to start your search if it is displayed.

Here is an example of a Gale Group database in the menu:

You can click on the **icon** to start your search.

You can click on the **database name** to start your search.

The **date range** shows the years of coverage



General Reference Center Gold 1980 - Jun 2001

A one-stop source for information focusing on business, current events, popular culture, sports and entertainment. Access hundreds of full text periodicals, newspapers, general interest sources and major reference books.

[Start searching](#) this collection.

The **Start searching** link provides a text-based prompt on where to click to start.

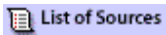
The **database description** should help you select the right database for your particular need.

Once you have selected a Gale Group database to search you can return to the Gale Group database menu by selecting the button marked **Gale Group Databases**.

Other Controls on the Gale Group Database Screen:



You may see an icon, or picture, labeled Library Home. This link returns you to a main page specified by the library or institutions that subscribes to this database. Note that not all libraries or institutions enable this link (if you do not see this icon, try using the Home Page button on the browser).



The link titled **List of Sources** takes you to a section of the Gale Group web site that lists the individual name and coverage of each journal or periodical in a database. You can display this information on screen by selecting the HTML link. There are a variety of electronic file formats that can be downloaded.

Selecting Records:

Results will be displayed in a list.

Tick in the box next to the document to select it; in some databases you will then need to click on **Update Mark List**.

Click on **View Mark list**.

Click on a title to read the document.




Printing, Saving, Emailing: **Print Email**

- Documents must be printed, saved or emailed **individually**. Click on the title of a document to display it.
- To Print or Save click on **Print**. This will format the document for printing or saving. Use **File > Print** or **File > Save as** in your browser toolbar to print or save.
- To Email click on **Email**. Documents can be emailed as HTML or Plain Text. Use **File > Send** to email images.

Use the Back button on your browser to return to the search screen.

Bookmarking pages:

An InfoMark  at the top of any page indicates that the URL of the page persists even when the session is over. Use your browser to save the page as a bookmark, or right-click on the address bar to copy and paste the address in to a document, Web page or email.

Gale Databases

Biography Resource Centre

This database contains an extensive range of contemporary and historical biographies of notable people including some New Zealanders. It is searchable by name, nationality, and occupation.

Business Reference Suite

This collection allows for searching across three related business databases Business and Industry; Business and Management Practices; and TableBase. Updated daily, topics include business planning and management, products, brands, and markets. TableBase covers current international market share and rankings forecasts, and production statistics

Contemporary Women's Issues

This contains a huge range of articles and reports on women's issues from professional and popular journals, and newspapers. It can be also searched by subject, for example, gender equity.

Discovering Collection

This comprehensive database allows for searching under a range of subjects including history, literature, geography, and biographies. There is also a multimedia gallery containing photographs, graphs, maps, and sound and video clips.

Health and Wellness Resource Centre and Alternative Health module

This database provides authoritative answers to health and medical questions from a huge range of over 700 health/medical journals and pamphlets. It covers topics like mainstream and alternative medicines, nutrition, diet, fitness, and disease. It also includes an online medical encyclopaedia and links to relevant websites.

History Resource Centre: Modern World

Search this database for 20th century history topics history relating to America. It features full text articles from over 100 history journals, and includes primary documents, maps, and images.

InfoTrac OneFile

Containing 35 million articles and updated daily, InfoTrac is an ideal general research tool with huge topic coverage from contemporary art to science. Articles are available from a wide range of overseas magazines and newspapers.

Literature Resource Centre

This database contains critical essays and biographical information on over 100,000 authors, both historical and contemporary. A superb and comprehensive resource for students. It also includes information on major New Zealand authors.

Opposing Viewpoints Resource Centre

Useful database for exploring popular social issues. Opposing Viewpoints is ideal for those wanting information covering both sides of contemporary issues like the GE debate. Includes topical overviews and point-of-view articles. An excellent resource for those wishing to do in-depth investigations about major contentious topics.

Student Resource Centre College Edition Expanded

The Student Resource centre provides cross-curricular information suitable for senior secondary school students. Students can search topics including history, literature, geography, and biographies. Also available is a multimedia gallery containing photographs, graphs, maps, and sound and video clips.

TableBase (RDS)

TableBase comprises tabular information of a strategic nature. The tables provide information such as: market share, market size, capacity, production, imports, exports, sales, product and brand rankings, forecasts, healthcare statistics and demographics.

What Do I Read Next?

This excellent database helps you identify new books to read. Covers adult and young adult as well as children's fiction and non-fiction. Searching is by author, title, subject, genre, character, and topic. What Do I Read Next? also contains an extensive selection of award winning books, over 50,000 plot summaries and promotions for upcoming titles.