

## Exercise #4

### Database Features

In this exercise you will try to distill a few key functionality features of a database that a user will need to know to use it successfully. You will then work with your partner to practice explaining these features to a user.

#### PART I

**Instructions:** Select an article database from your own or this library's website. If possible, choose a database that your library owns but that you have not used extensively. Practice using the database so that you feel comfortable performing most of the tasks on the checklist below.

#### Limit

- To full text only
- To a specific periodical
- By date

#### Print (please do not actually print results)

- HTML text
- PDF

#### Email

- HTML text
- PDF

#### Save

- HTML text
- PDF

#### PART II

**With a partner, each play the role of a library staff member and a library user once.**

**User:** Ask the staff member which database they profiled, then ask a question from the question list provided that might be answered using that resource.

**Staff Member:** Assist the user to find useful results and get the results in a format the user wants: saved file, printout, or email.

**Reminder:** The point of this exercise is to assist a user to use a library database, not to provide a "correct" answer. Fight the temptation and focus on the process, not the result.

**Switch:** Reverse roles so that you both have an opportunity to be the staff member.