# Akron-Summit County Public Library
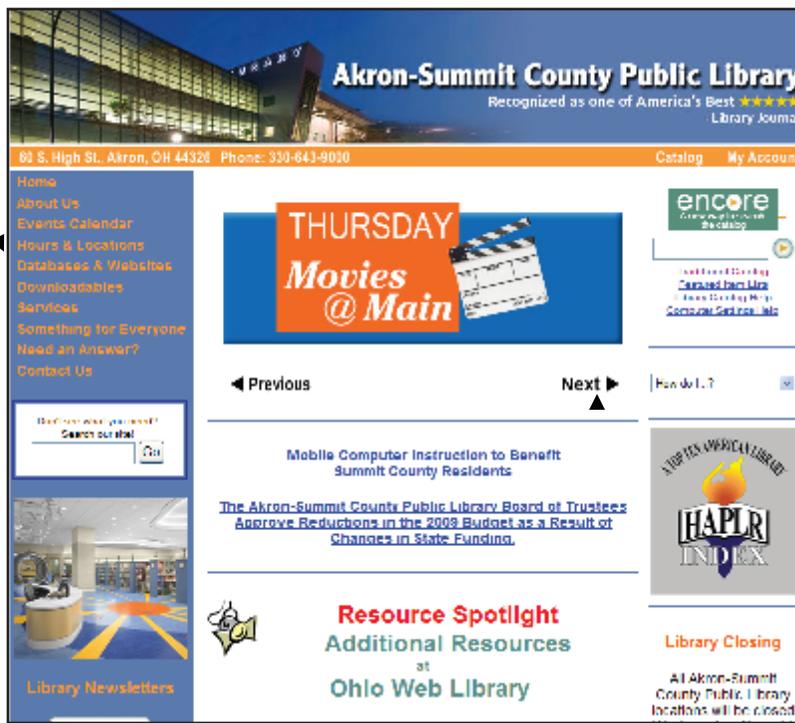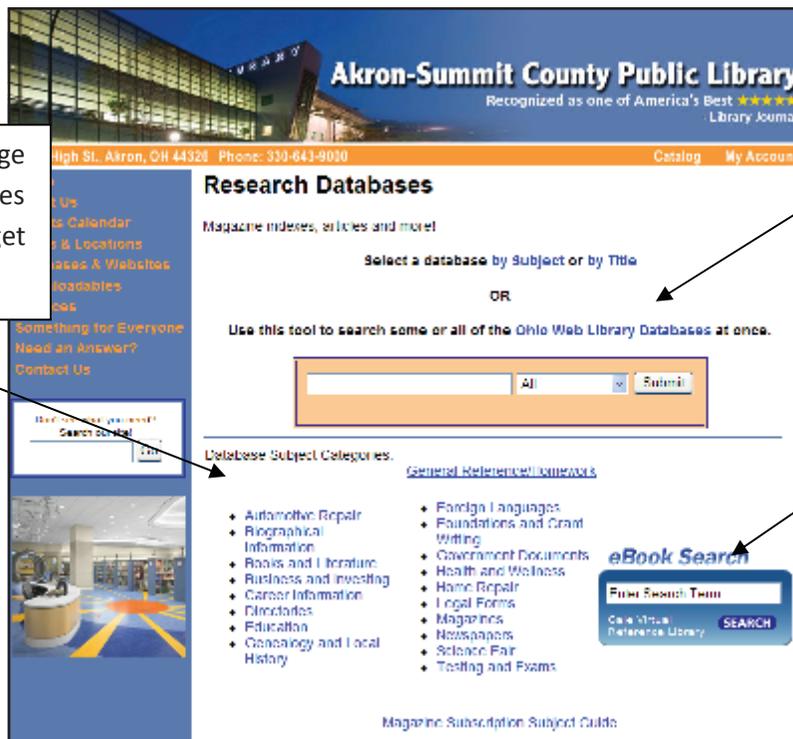## Quick Start Guide to Databases and Electronic Resources

Start at the library's homepage **www.akronlibrary.org**

In the left, blue column click on **Databases & Websites**

This is the Research Databases page

You can scroll down the page to see all of the 72 databases or click the subject link to get to that part of the list

You can search all of the Ohio Web Library resources at once – best for simple searches. You may want to try other databases as well.

You can search electronic reference books – if outside one of our libraries you will be asked for your library card number

Library databases are accessible from any computer with internet access, unless otherwise noted. Once you click to use one of the databases you may be asked to enter your zip code or library barcode.

**These are a few of the more frequently used databases:**

General OneFile
**What is it?** Database with millions of articles from thousands of periodicals across many disciplines (art, history, sports, news, politics, economics, education, health, hobbies, etc.)
**Why use it?** To search for articles and information across fields of interest, to supplement research, to stay updated with relevant and current news.

Legal Forms
**What is it?** A searchable collection of Ohio Legal forms including personal, financial and business forms in word format.
**Why use it?** To download legal forms such as Power of Attorney, Rental Agreements or Dissolution of Marriage to Microsoft Word and either enter the information in a word document or print it out and fill in.

Akron Beacon Journal
**What is it?** Indexed digital articles from the Beacon Journal
**Why use it?** For fact-checking, information gathering, and staying informed enough to exercise your civic duties.

ReferenceUSA – Business and Residential addresses and phone numbers
**What is it?** Directory assistance for businesses and residences, includes address search, name search, and reverse phone search.
**Why use it?** Research a corporation as you search for a new job. Look up the owner of a phone number. Search for contact information for a given company.

Business Source Premier
**What is it?** Access to information relevant to and about businesses. Includes full-text business related articles, company and industry profiles, market reports, and country economic reports.
**Why use it?** To research a particular company, to fact check to stay informed about economic climates, or read professional forecasts and reflections.

Regional Business News
**What is it?** Ebsco database access to articles from major business journals, wires, and newspapers from rural and metropolitan areas.
**Why use it?** Use to examine patterns in business across geographic locales, use to stay informed about issues affecting business in other areas, or maintain a competitive edge by staying informed about regional business concerns.

Learning Express Library
**What is it?** An online learning center with important academic, certification, and licensing practice tests and e-books.
**Why use it?** Practice for the U.S. citizenship test, study for the TOEFL, or explore the examination process as you consider a new career or advancement.

Quick Tips
- Most databases offer a choice of how to format a citation – great for when you are working on a bibliography.
- You can email the articles to yourself – saves printing or saving to a flash drive
- If you need help, you can call or visit the library