Class Description: Learn about what the library has for newspapers and how to access them. Learn about local papers, the NYT, and the Boston Globe.

Skills needed: This is an intermediate class, basic computer skills like typing, using the internet, performing basic searches, and interfacing with a database are required.

Learning Objectives:
- Accessing newspapers
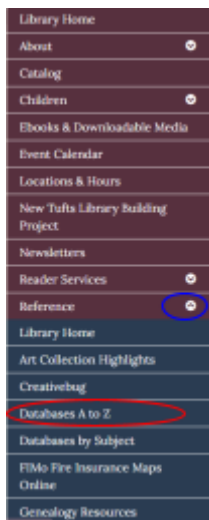- Searching for articles
- Browsing newspapers

Step 1:
Accessing Local Papers
- Go to https://www.weymouth.ma.us/weymouth-public-libraries

- On the left hand side choose reference
- Click the drop down arrow next to reference

- Choose databases A-Z
- Scroll down to Newsbank and double click on it

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NewsBank	NewsBank Read hundreds of local newspapers, both back and current issues.
The New York Times	The New York Times 1985 Full-text of The New York Times from 1985- searchable as a standalone file (also included in Academic OneFile and General OneFile).

Step 2:
Newsbank

- When you first enter Newsbank you will be given a variety of options to choose from

NewsBank provides a comprehensive collection of reliable news sources covering a wide array of topics and issues.

- You can pick an individual paper to view or you can use the search bar on the top of the screen to search throughout all of the newspaper databases
- When you click on a newspaper you will be brought to a screen that looks like the one below

Source Name	Dates	Location	Type	Format	Language
Boston Herald (MA)	1991 - Current	USA - MA - Boston	Newspaper	Text	English
Boston Herald (MA)	2018 - Current	USA - MA - Boston	Newspaper	Image	English
Boston Herald: Blogs (MA)	2005 - 2018	USA - MA - Boston	Blog	Text	English

- Text means that it is only the text of the article and no pictures will be included
- Image means that both the text and the images will be included and it will look like a digital version of the paper on your screen
- No matter which style of paper you choose once one is clicked on you will be brought to a screen that looks like a calendar
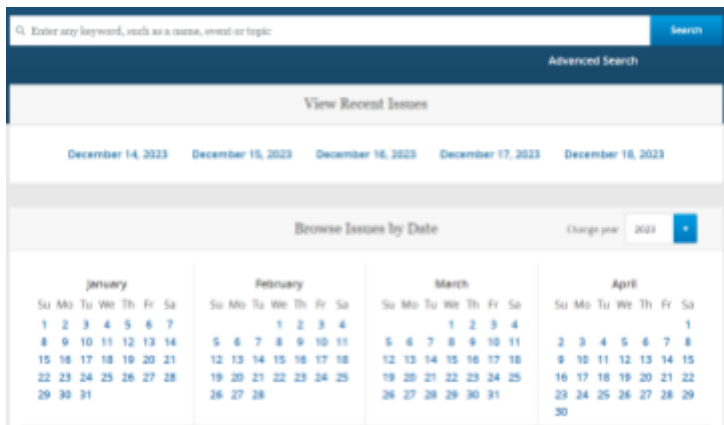
- You can then choose to select a date (blue means there was a paper published that day while a gray number means that there was no paper published that day)
- If you select a date it will bring you to a list of articles that appeared in the newspaper that day or it will bring you to a digital copy of the paper depending on what you chose when you first entered the individual newspaper
- For this lesson we are going to use the text only articles as an example

- This is what a text only article list looks like
- If you click on one of the hyperlinked articles you will be brought to the article itself

Step 3:
Searching in Newsbank
- Like I mentioned before, you are able to search through all the newspapers at once or you can search through them individually
- For the most part searching either way works the same with the one caveat being that if you search via an individual title you will not need to search by that function

- For the example today we are going to be searching through all the newspapers at once
- That means on the homescreen of Newsbank we will enter our keyword or words into the search bar
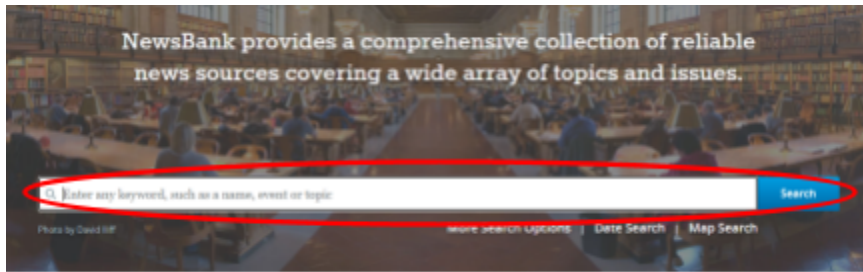
- After you enter them you will hit enter on your keyboard or search on the screen
- On the left side of the results you will see different categories that we can choose from to help lower the number of results we receive so they are easier to sort through
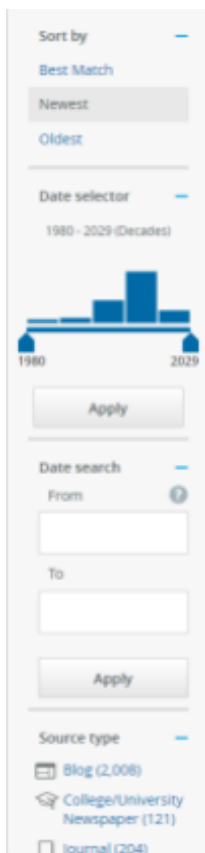
- The more qualifiers you place on your search results the more specific to your search request the results will be
- With some qualifiers you will have to click on the apply button to get them to activate within your results while some you will just have to click on the hyperlinked word

Step 4:
Accessing The New York Times
- Go to https://www.weymouth.ma.us/weymouth-public-libraries

- On the left hand side choose reference
- Click the drop down arrow next to reference
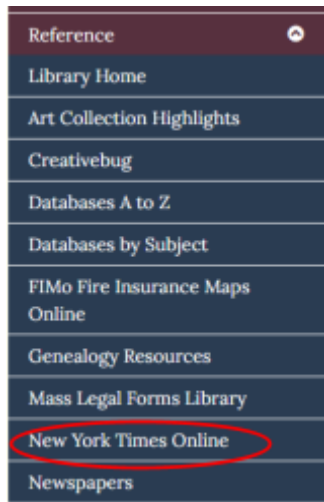
- Choose New York Times Online
- If you are in the library you will choose In Library Access and if you are at home you will choose At Home Access
- In Library Access will bring you directly to the New York Times
- At Home Access will send you to a second page where there will be a code that you need to redeem

- Then you will want to click where it says redeem
- Next it will bring you to a page where you will need to enter your email address

The New York Times

Log in or create an account

Email Address

jlinsky@weymouth.ocln.org

Continue

or

By continuing, you agree to the updated Terms of Sale, Terms of Service, and Privacy Policy.

G Continue with Google

f Continue with Facebook

🍎 Continue with Apple

- After entering your email address click on continue
- You will then have to create a password if you have not used this before if you have used it before you will need to enter your password

The New York Times

Log in to your account

Email Address

jlinsky@weymouth.ocln.org   Edit

Password

| Show

Forgot your password?

Log In

Log in without password

- After you click log in you will be brought to a page that tells you how long you have access to the NYT (it is 3 days,s o every three days you will need to get a new redemption code by following the steps above)

The New York Times

Your access code is valid

We've sent a confirmation email to jlinsky@weymouth.ocln.org

Access

News for 3 days

Access Starts

Today

Access Ends

Dec. 23, 2023

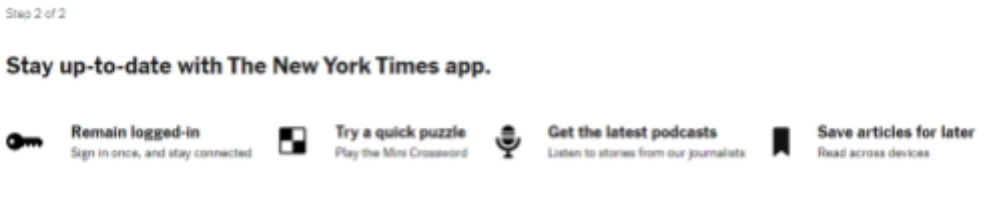Set up your subscription experience in a few quick steps.

Continue

- Click on Continue to access the NYT
- Next you will be brought to page where you can choose what updates you want sent your email address, after choosing them click on Save and Continue

The New York Times

Step 1 of 2

Get insight from our journalists right in your inbox with Times newsletters.

DAILY
The Morning
Make sense of the day's news and ideas with David Leonhardt and other Times journalists.

FOR TIMES SUBSCRIBERS
WEEKLY
Well
Essential news and guidance to live your healthiest life.

AS NEEDED
Breaking News
Get informed as important news breaks around the world.

AS NEEDED
Your Places: Extreme Weather
Get notified about extreme weather before it happens with custom alerts for places in the U.S. you choose.

AS NEEDED
Your Places: Global Update
All the latest news for any part of the world you select.

- The next page will give you the option to download the App onto your phone

Step 2 of 2

Stay up-to-date with The New York Times app.

Remain logged-in
Sign in once, and stay connected

Try a quick puzzle
Play the Mini Crossword

Get the latest podcasts
Listen to stories from our journalists

Save articles for later
Read across devices

Scan the QR code with your phone camera to download the app.

or visit **nyti.ms/app** on your phone browser

- Once you have clicked through both of these pages you will be brought to the main page of the NYT

The New York Times

- From here you can click on any of the home articles or you can click on the different sections of the top to see articles about a specific topic, lastly you can use the magnifying glass to search for articles
- On the homepage if you click on where it says today's paper you will be brought to a page where you are able to older editions of the NYT

- This membership also provides access to NYT cooking and games which you can access by clicking their respective sections on the top of the homepage
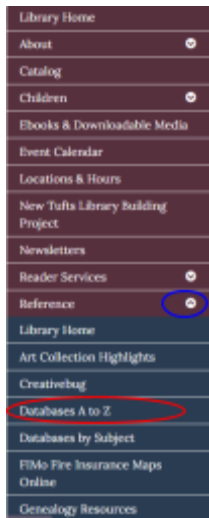
Step 5:
Accessing the Boston Globe
- Unlike the other papers the Boston Globe is more of a database than getting access to the physical newspaper
- The database itself provides full text coverage from 1980
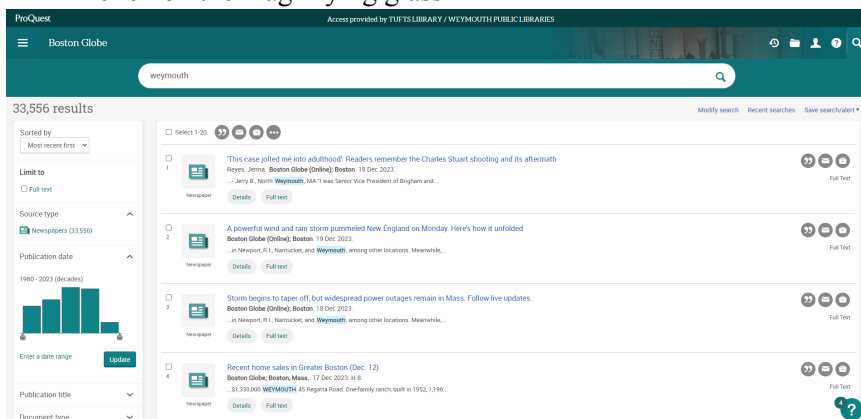- Go to https://www.weymouth.ma.us/weymouth-public-libraries

- On the left hand side choose reference
- Click the drop down arrow next to reference

- Choose databases A-Z
- Scroll down to the Boston Globe
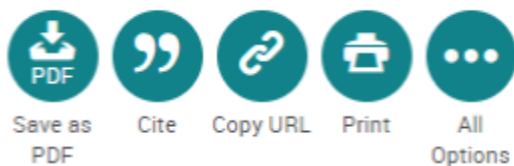- Double click on it to bring you to the home page
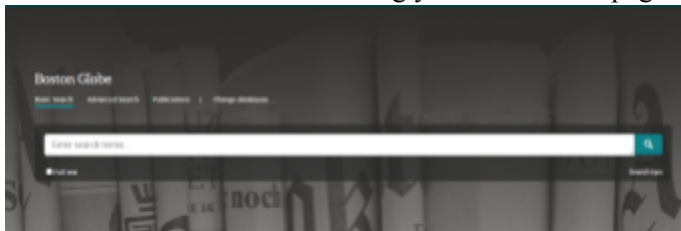
- To search for materials in the Boston Globe you will put keywords into the search box and then click on the magnifying glass

- You can see when you type in a keyword depending on what it is you can get a lot of results
- To reduce the amount of results that you are getting you can use the qualifiers on the left hand side of the screen
- These qualifiers work like the qualifiers in Newsbank
- To use them you would click on the hyperlinked text and that would reduce your results to reflect only what you have chosen
- This is only different for the date and the sorted by date you will have to enter in the dates you want to search between and in sorted by you will have to click the dropdown arrow and select the way you want them sorted

- Once you click on an article you are able to cite it, download it as a PDF, copy the URL, or print it

Save as PDF | Cite | Copy URL | Print | All Options

Step 6:
**Accessing the NYT Database**

- Like the Boston Globe the NYT database is a database rather than the newspaper style you are getting with the NYT subscription talked about previously
- The database itself provides full text coverage from 1985
- Go to https://www.weymouth.ma.us/weymouth-public-libraries

- On the left hand side choose reference
- Click the drop down arrow next to reference
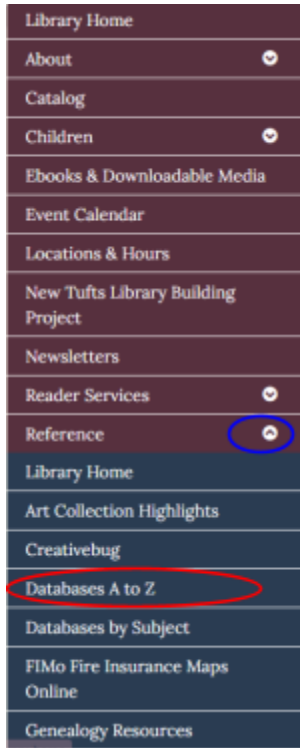
- Choose databases A-Z
- Scroll down to the The New York Times 1985
- Double click on it to bring you to the home page


THE NEW YORK TIMES ARTICLE ARCHIVE
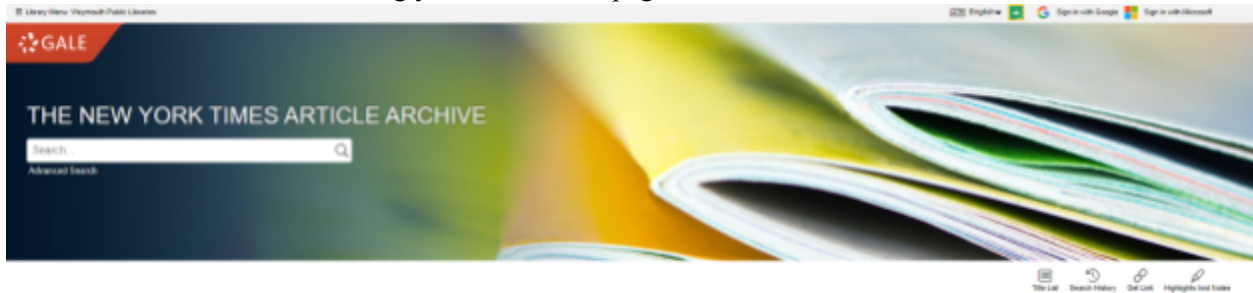
- You are then able to type in your keywords in the search bar and then click on the magnifying glass to search for the information
- You can then filter your results by using the limiters on the right hand side of the page

FILTER YOUR RESULTS

Publication Date	Subjects	Document Type
Publication Title	Sections	Lexile Measure
Search Within		

☑ Documents with Full Text
☐ Document Contains Images

- Publication date and search within you will have to type your information into it so for example if you were looking for an article from 1986 you would type that in
- The rest of the limiters have drop down topics that you can click on to include them in your results, the ones you do not click on will be excluded
- Lexile measure is the reading level of the text
- In the upper right hand corner there are also some tools that you can use when searching through this database

Search Alert   Search History   Get Link   Highlights And Notes
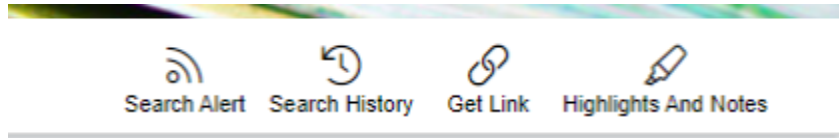
- Search Alert allows you to sign up for alerts if anything new comes in that fits your search criteria
- Search history allows you to see everything that you have previously searched
- Get Link provides the link to these search results so that you may return to them
- Highlights and notes allows you to refer back to any highlights or notes that you make during your search session
- To highlight you would scroll over the materials you wanted highlighted or to take a note about and a pop up screen will appear allowing you to highlight or take notes
- Once you are in the article you are also able to print, enlarge or shrink the text, share the article or download it, and also will give you a citation for the article as well at the bottom of the page