

# Data Reference in Depth: Access, Citation and Instruction

Paul H. Bern, Ph.D.  
Syracuse University

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“... how data librarians craft the tools they use to guide researchers and answer questions...”

- Probably as many tools as there are data librarians
- Depends very much on what you have access to as well as your own expertise
- Focus on tools that just about everyone has and don't require specialized knowledge

# Tools for Keeping Track of Sources

- Excel
- Google Custom Search Engine
- Access – 2010 will be much better

# Using Excel

- Can be a rather useful alternative to a database
- Can keep track of more sites than you'll ever need
- Easily tweaked to accommodate new ideas
- Can output web pages as well as PDF, Word, etc

# Using Excel

- Decide what columns you want
  - Create a header row
- Enter some data
- “Format as Table”
  - Filtering and sorting on columns is now available
- Insert a new row to add new data
- You can copy and paste results to another sheet or word document or email

# Using Excel

- If you want to create a web page:
  - Copy and paste to another sheet
  - Format as needed (column width, wrap, auto height)
  - Save -> Other Formats -> web page (.htm, .html)
    - Choose if you want the entire workbook or just the current sheet
    - If you choose the entire workbook, then all sheets will be saved/converted as well
  - Upload the .htm file as well as the “\*\_files” folder

# Using Google

- Useful in that it does a search of the site
  - A Google-type search
- Can filter
- Good for more obscure sites
- Easy to set up a simple CSE and easy to maintain
- Always have access to it

# Using Google

- Create an account – it's free
  - <https://www.google.com/accounts/>
  - <http://www.google.com/cse/>
- Create a list of sites
- Install the Google Marker to make adding new sites easy
- Follow the instructions for making your CSE more useful



# What to Provide

- Depends
  - Who are your users?
  - What do they want to use – raw data, tables, maps?
- Basic sources
  - Census
  - Polling
- Specialized/Subscription sources
  - ICPSR
  - WRDS