



**Deets Library**  
SOUTHWESTERN COLLEGE

# Introduction to the Library

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## Professional Studies Version

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**Website: <http://www.sckans.edu/library/>**

**1.866.734.1275 (toll free)  
620.229.6225**

**100 College Street  
Winfield, KS 67156**

**Updated January 2012**

## Table of Contents

The Library and Its Services .....	3
Library Contacts.....	3
Library Services .....	4
Library's Website .....	5
Accessing Online Services .....	7
Basic Searching Skills .....	8
Features of Catalog .....	12
Features of Databases .....	14
Expanded Academic ASAP .....	14
Academic Search Premier .....	17
Evaluating Information.....	20
Plagiarism.....	23
Glossary .....	24

## Welcome to the Southwestern College Library

The library strives to assist Southwestern College (SC) learners and employees in finding and accessing information. We are here to help you!

This manual is an introduction

- to the library and its services,
- to the library's website,
- to basic searching skills, and
- to evaluating information.

More advance information and tutorials are available on the library's website under the "Help & Tutorials."

## The Library and Its Services

### Library Contacts

When you have questions about the library or problems accessing the library's online services, you can contact the library.

Phone - 620.229.6225 or 1.866.734.1275

Email - librariansupport@sckans.edu or library2@sckans.edu

Chat - Use the Chat with a Librarian 24/7 tool.

Text a Librarian - Send a text to 66746. Start message with sclib.

You may also call or email a specific librarian or library staff member. The library tries to respond to all messages within 1 business day. If you don't receive a response within 2 business days, please try contacting a different staff member.

Elise Blas, Reference/Instruction Librarian (elise.blas@sckans.edu or 620.229.6127)

Elise is your contact for any questions you may have.

Veronica McAsey, Library Director (veronica.mcasey@sckans.edu or 620.229.6271)

Veronica is your contact for any questions you may have.

Cheryl Barnett, Resource Sharing (cheryl.barnett@sckans.edu or 620.229.6312 )

Cheryl manages the library's interlibrary loan service.

## Library Services

*Reference* is the service of answering your questions and of helping you find information. Elise Blas and Veronica McAsey are here to answer any questions you have about finding information, searching databases, etc. If you have a question, we will try to answer it.

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*Books, ebooks, and eaudiobooks* are available for all learners. You will probably mainly use the library's ebooks and eaudiobooks.

### Vocabulary

eBook: Electronic format of a print book that is accessible over the Internet

eAudiobook: Electronic format of an audio book that is accessible over the Internet

However, you may request any SC owned material by using the "Request SC Material" form under "About Us" on the library's website. The library will mail the requested item to you, but you are responsible for any additional fees such as return postage. Materials can also be returned by dropping them off at any SC campuses in Wichita, KS.

Note: Remember that the arrival of requested items depends on the speed of the US postal service.

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*Databases* are the place to start when searching for articles from periodicals (magazines, journals, newspapers). There are some unique databases such as WorldCat, which is a national and international catalog of libraries' holdings, and Naxos Music Library, which is a collection of over 75,000 streaming music tracks.

### Vocabulary

Databases: Collection of information organized for rapid search and retrieval by a computer; e.g. library catalog, items listed under "Find Articles (Databases)" on the library's website, and search engines

Search Engine: Websites which allow users to query or search a database of other sites e.g. Google, Yahoo! See page 12 for more information about search engines

*Interlibrary loan (ILL)* is the service to request an item not owned by the SC library from a library that does own the item. It usually takes 3-14 days for the item to arrive at the SC library. Then, the item will be shipped to you if you are unable to pick it up.

Although the library is happy to fill any of your ILL requests, you may find it quicker to use the ILL service at your local library. Additional information about ILL is listed on the library's website.

# Library's Website

http://www.sckans.edu/library/

The screenshot shows the Deets Library website for Southwestern College. At the top right, there are links for SC Home, Self Service, Blackboard (with a red '1' icon), and SC Email. The main header features the Deets Library logo and the text 'Deets Library SOUTHWESTERN COLLEGE'. Below the header, there are several sections: a left sidebar with navigation links (e.g., SC Catalog, eBooks, Reference eBooks), a central search area with 'Search General Databases' and 'CREDOreference' options, and a right sidebar with 'Slow Connectivity' and 'Library News'. The 'Library Hours' section lists: Monday-Thursday 7:30am-Midnight, Friday 7:30am-5:00pm, Saturday 10am-4pm, and Sunday 3pm-Midnight. The 'Ask a Librarian' section provides contact info: Call 620.229.6225 or 866.734.1275, Chat with a Librarian 24/7, Email the Library and Tech Support, Text a Librarian to 66746, and Start message with sclib followed by your question. The 'Available Resources by Subject' section includes icons for Athletic Training, Business, Communication, Computer Science, Criminal Justice, and Education. A bottom sidebar has an 'Ask a Librarian' form and a 'Feedback' button.

1. Quick links to other helpful SC websites.

## 2. Website Navigation

SC Catalog - Search for ebooks, eaudiobooks, and physical items owned by the library.

eBooks & eAudiobooks - Search one of the several providers for ebooks and/or eaudiobooks that can be accessed online.

Reference eBooks - Electronic format of reference books such as dictionaries and encyclopedias; Great place to start for general information

**Note:** Although Wikipedia provides useful information, you do not want to use it in your research since anyone can alter its content and it is not reviewed by experts for accuracy, completeness, and reliability. Read their disclaimer before using in research.

Books - Search Kansas, national, and international library holdings to locate books as well as other physical materials held in libraries.

Find Articles - Search for articles from magazines, journals, or newspapers.

Find an Article with a Citation - When you have a citation to an article, enter the information in the form to search for the full text article.

Find Full Text Periodicals - Use to see if the library has a specific periodical in full text

# Library's Website (continued)

<http://www.sckans.edu/library/>

The screenshot shows the library website interface. On the left is a navigation menu with items like 'Mobile Version for smartphones', 'SC Catalog', 'Renew Physical Items Online', 'eBooks & eAudiobooks', 'Reference eBooks', 'Books', 'Find Articles (Databases)', 'Find an Article with a Citation', 'Find Full Text Periodicals', 'Naxos Streaming Classical Music', 'Interlibrary Loan', 'Help & Tutorials', 'FAQs', 'About Us', 'Selected Web Sites', 'Professional Studies', and 'Return to Library Home'. A red circle '1' is next to 'About Us'. Below the menu is an 'Ask a Librarian' form with a text input field and a 'Send' button, with a red circle '7' next to the 'Send' button. At the top center is a search box for 'Search General Databases' with a 'Search' button and checkboxes for 'Full Text' and 'Peer Reviewed', with a red circle '2' next to the 'Full Text' checkbox. Below the search box is the 'CREDOreference' section with a search box and a 'SEARCH' button, with a red circle '3' next to the search box. To the right of the search box is the 'Library Hours' section with a red circle '3' next to the hours list and a red circle '4' next to the 'Ask a Librarian' contact information. Below the hours is the 'Available Resources by Subject' section with a red circle '6' next to the heading and a grid of subject icons including Athletic Training, Business, Communication, Computer Science, Criminal Justice, Education, History, Leadership, Literature & English, Military, Music & the Arts, Newspapers, Nursing & Healthcare Administration, Political Science, and Psychology. On the right side of the page is a 'Slow Connectivity Help' section, a 'LearningExpress Library' section, and a 'Library News' section with a red circle '5' next to the news items. At the bottom right is a 'Feedback' button.

## 1. Website Navigation (continued)

Naxos Streaming Music - Listen to classical, jazz, and world music. Only five simultaneous users may access it at a time. Please observe copyright laws.

Interlibrary Loan - Information about borrowing items from another library and ILL forms

Help & Tutorials - Instructions and tutorials about finding, evaluating, and using information

FAQ - Frequently asked questions about accessing the library, e-books, etc.

About Us - Various information about the library such as staff contact information

Selected Web Sites - Web sites that may be of interest such as writing tools, citations, tax forms, and government agencies

Professional Studies - Quick information for PS learners about the library

## 2. Multi-database search tool - Search more than 1 database for articles, books & ebooks, reference ebooks using the appropriate tab and its accompanying search box.

## 3. Library Hours when the library is open.

## 4. Library contact information. Call, email, or text if you have questions.

## 5. News posted on the library's Twitter.


## 6. Available Resource by Subject - List of resources related to the subject

Select the subject that is relevant to your topic to retrieve a list of resources to use to find articles, books, ebooks, etc.

## 7. Instant Message the library. Ask a Librarian is found on all library webpages.

Alta Vista Babel Fish (not pictured) will translate the web page into 8 different languages. It is located behind Ask a Librarian instant message.

## Accessing Online Services



Access to commercial databases, e-books, and e-audio books is restricted to only members of the Southwestern College community.

Your username is your Southwestern ID number. Your password is the last 5 digits of your social security number. For those who do not have a social security number, the password will be the same as the last 5 digits of your Southwestern ID number.

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**Please enter your username:**

**Please enter your password:**

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**Account**  
All SC employees and enrolled students and learners have an account. If your account doesn't work, please contact the SC Library at 866.734.1275, 620.229.6225, or [email tech support](#).

**Cookies**  
As you access databases, they may use cookies. Your ability to use these databases depends on whether or not you allow their cookies to be set or sent to your computer's hard drive. Cookies need to be enabled at a medium or lower setting. [Instructions on how to enable cookies](#)

**Firewalls**  
Some users trying to access databases from a business or a military base may have problems with firewalls or other restrictions. You will need to contact your network

All online services (databases, ebooks, etc.) that are purchased by the library require password protection. Before you are able to access any of these online services you will be prompted to enter your SC ID number and your password.

You can get your SC ID number by contacting your advisor or the library. Your password is the last 5 digits of your social security number or the last 5 digits of your SC ID number.

If you ever have problems accessing any of the online services, please contact the library.

## Basic Searching Skills

Before you begin searching for information, you should attempt to answer the following questions to help focus your searches:

1. What exactly are you looking for?
2. Where will you find this information?
3. What terms relate to the information you need?

Now you are ready to begin searching for information.

Accessing or searching for information entails using the right:

Database(s),  
Access point(s), and  
Term(s).

### Vocabulary

**Access point:** Feature of a database that you select to search; normally listed in a dropdown box next to a text box

Four most common access points are:

*keyword:* usually the default; use any terms but not all results will be relevant

*subject:* all results relevant but must use exact terms or phrases used by the database; subject terms are assigned by an individual

*title:* search for items with terms in title

*author:* search for works by individual; enter last name before first name

## Use the Right Database(s).

When selecting the right database, consider what format of the information you are looking for and what subjects are relevant to your topic. Examples of databases are the library catalog, items listed under “Databases” on the library’s website, and search engines.

**Format:** This depends on the information you need and its currency to your topic. Books and e-books are good sources for historical information while newspapers and magazines are good sources for current information.

Development of Information after an Event	
<i>Event Occurs</i>	<i>Information appears:</i>
Minutes and hours after	Websites, Television, Radio
Days after	Newspapers
Weeks after	Magazines
Months after	Journals
Years after	Books, ebooks

What database do you use to find what format of information?

*Note: The following is not comprehensive.*

#### Books, ebooks, and eaudio books

- Library catalog
- eBook Collection and other options under “eBooks & eAudio Books”
- WorldCat under “Books”
- Reference eBooks

#### Newspaper Articles specific databases

- LexisNexis Academic Universe
- ProQuest Historical Newspapers: New York Times
- ProQuest Newspapers: Wall Street Journal

#### Articles from Magazines and Journals

- The majority of databases have articles from magazines, journals, and newspapers. Best ones to use depend on the topic of your research.

Subject: This depends on the topic of your research. On the library’s website under “Find Articles,” all databases are classified by subject, by alphabet, and by provider.

Using the subject listing, you can select the subject that relates to your topic and view all the databases with that subject.

Search Tip: Remember that research topics often involve more than one subject. You may want to search more than one subject specific database. Also use a general database if there isn’t a subject that relates to your topic.

Note: Articles found through a database are the electronic version of a print source. Thus, they are not web pages. They should be cited as an electronic article.

### **Use the Right Access Point(s).**

Access points are how you search a database. Most often you can change your access to the database by selecting a point from a dropdown box next to the text boxes where you enter your terms. Since search engines only have one access point (keyword), they can be difficult to focus a search and retrieve relevant results. This is why starting with databases purchased by the library can speed up the process of finding information.

When starting a search, use the keyword access point to retrieve some results that are relevant to your topic. Look at the records of a couple of items that fit your topic. What subject headings or descriptors are assigned to that record? Use some of those terms in a subject search to find more relevant sources.

## Use the Right Term(s).

Think of terms you would use to find information on your topic. Consider synonyms, slang, or regional words. Use Boolean logic (*and* to narrow, *or* to broaden, *not* to exclude) to link the terms together.

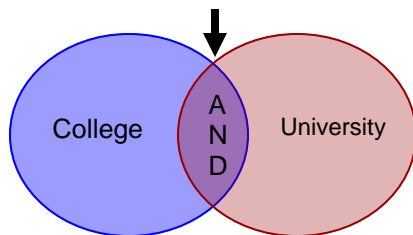
Search Tip: Although each database may search differently, use the best terms and access points that worked in a previous database first. This provides you with a place to start rather than beginning from scratch every time you change databases during your research.

Boolean logic (*and*, *or*, *not*) are used to link terms together to focus your searches.

### Search Tip

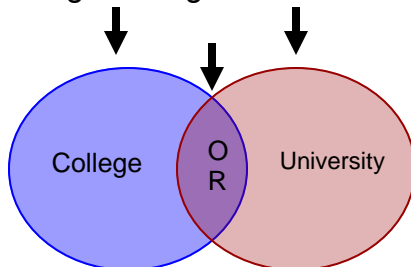
**And** - narrows a search, only finds results with both terms

e.g. "College AND University" retrieves the center with both terms.



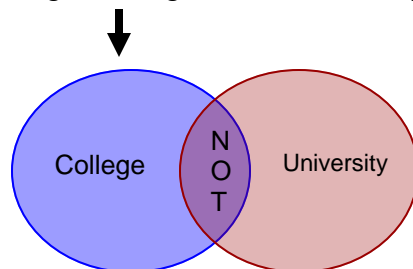
**Or** - broadens a search, finds results with both terms and each separate term (great to use with synonyms)

e.g. "College OR University" retrieves all results with the terms or term.



**Not** - limits a search, finds results only with the wanted term

e.g. "College NOT University" retrieves results only with "College."



## Additional Search Tips

- Phrase Search - Use quote marks (“”) to search for a phrase (very useful when searching the Internet); e.g. “global warming”
- Truncation - Search for variations of a term by entering the root followed by an asterisk (\*); e.g. instruct\* retrieves instruction, instructor, instructional
- Wildcard - A character usually a question mark (?) that assumes the value of any alphanumeric character and permits more options; e.g. wom?n retrieves women and woman

## The Internet

Searching the Internet can be difficult because of the huge volume of information and because of the lack of organization. Unlike a database purchased by the library, search engines are in the business of promoting web pages that have paid a fee to appear in the top results. Search engines also use algorithms to retrieve results according to popularity or to the fees paid by owners of websites.

In other words, although search engines are free and may seem easier to use, you do not receive the same quality of searching service and information as provided by databases purchased by the library.

However, there are some great sources of information available on the Internet if you can find them.

Try these search options when using a search engine such as Google.

- Phrase searching (placing a phrase in quotes “”) is the most helpful search tool. It allows for the search to retrieve more relevant results. e.g. “global warming”
- You can also use Boolean logic on the Internet.
  - *And* is the default between terms. You can also place a plus sign (+) before a word to include it.
  - *Not* is represented by placing a minus sign (-) before a word to exclude it from the search. e.g. “global warming” -.com
- Word order matters when searching the Internet.

Finally, give yourself a time limit when searching the Internet. For example, after 15 minutes of searching without any success, re-think your search terms or consider searching some place else such as a different search engine, a database, or a print source.

## Features of Catalog

The screenshot shows the Deets Library catalog interface. At the top left is the Deets Library logo (1). The top navigation bar includes 'Home', 'Sign In', and 'Switch Language'. Below this is a menu with 'Search', 'Lists', 'My Account', and 'Help'. The main search area is titled 'Select search type and enter your criteria' (2). It features three search input fields: 'Word(s)', 'Subject', and 'Title'. Each field has a dropdown menu for search type and a 'Go' button (4). A 'Find:' section includes a checkbox for 'Linked Media (e.g., images, sounds, etc.)'. A 'Display results:' section has a dropdown for '25 per page'. A 'Limit this search to:' section includes dropdowns for 'Format', 'Media', 'Language', 'Location', and 'Collection'. A 'Publication Year:' section includes a range input field with examples: '1973 - 1990 (Year range)' and '2002 (Single year)'. A 'Useful Links' sidebar is on the left, and a 'Power Search' link is at the bottom (6).

1. Click the icon to return the SC Library homepage.
2. The access point options in the library catalog. Word(s) is keyword so any terms can be entered. Adjusting the access points may focus your search to more relevant items.
3. Text box to enter terms that are used to search that access point.
4. Boolean Logic (*and, or, not*) that can be adjusted to narrow, broaden, or limit your search.
5. Search options (or limiters) - They are normally hidden. Click on the hypertext "Show search options" to open. Some options to consider are:
  - Media - select "eBook" to retrieve only ebooks
  - Location - search only collections of online materials such as "Kansas Virtual Library" (ebooks, eaudio books, digital music and videos purchased by Kansas Libraries and accessible to SC learners) or "NetLibrary Collection" (all ebooks and eaudio books purchased from NetLibrary)
6. Search tips - basic information to help with constructing searches

## Features of Catalog (continued) Retrieved Records

The screenshot shows the Deets Library catalog interface. At the top, there is a navigation bar with 'Home', 'Sign In', and 'Switch Language'. Below this is a search bar with 'Search', 'Lists', 'My Account', and 'Help' buttons. The search results page displays '657 Unique Hits' and a list of records. The first record is 'The new Cambridge companion to Shakespeare' (Book) and the second is 'The sonnets [electronic resource]' (e-Book). Red circles 1 and 2 highlight the hit count and the title link, respectively.

1. Number of records retrieved with search.
2. Records may be listed according to rank or alphabetically by title.  
The hypertext is the title of the item. Selecting the hypertext will open the complete record revealing the item's subjects. Subjects are assigned by an individual thus showing the main topic(s) of the item.

Search Tip: When you find that perfect source for your topic, look at the subjects and use some of them in a subject search to retrieve more similar items.

The hyperlinked URL opens the ebook. You will be prompted for your SC login and password before the e-book is viewable.

## Features of Databases: Expanded Academic ASAP

The screenshot shows the 'Advanced Search' page of the Expanded Academic ASAP database. At the top, there is a navigation bar with links for 'CHANGE DATABASES' (1), 'TOOLBOX' (2), 'SOUTHWESTERN COLLEGE', 'RETURN TO LIBRARY', and 'NOT SIGNED IN? LOGIN'. Below this is the 'Expanded Academic ASAP' logo. A secondary navigation bar contains 'HOME', 'BROWSE SUBJECTS', 'BROWSE PUBLICATIONS', and 'ADVANCED SEARCH'. The main search area includes a search bar (3) and three dropdown menus for search criteria, each set to 'Keyword(ke)' (4). Boolean logic options 'And' are shown (5). A 'SEARCH' button and 'Add a Row' link are present. Below the search area, there are 'Limit Results' options (6): checkboxes for 'to documents with full text', 'to peer-reviewed publications', and 'to document with images'. At the bottom, there is a 'By Document Type' dropdown menu set to '\*None selected\*'. A 'Search Tips' link and a star icon are also visible.

1. Change Databases - Click to select and deselect any database provided by Gale. Selecting more than one database allows you to search more than one database with a single search.
2. Toolbox - Instructions created by Gale about using their databases.
3. Subject Guide Search - Search for subject terms used by the database. Great place to find terms to focus your searches.
4. Access points options
5. Boolean logic options
6. Limit results to documents with full text - Retrieves only records with full text in this database. Drawbacks are that it does not retrieve records that the library may have full text in another database and that it could miss finding that perfect article because not available in full text. Limit results to peer-reviewed publications - Retrieves only records that have been peer-reviewed a feature common with journal articles. So only scholarly articles are found.

## Features of Databases: Expanded Academic ASAP (continued) Retrieved Results

The screenshot displays a search results interface. On the left, there is a 'Refine Results' sidebar with a search input field (1) and a 'GO' button. Below it are options to 'Limit to' (full-text, peer-reviewed, with images) and 'Limit by'. An 'Image Results' section shows a grid of 9 images (14 total) with a 'VIEW ALL »' link. At the top, there are filter tabs (2) for 'Academic Journals (1997)', 'Magazines (2734)', 'Books (0)', 'News (1272)', and 'Multimedia (17)'. The main results area shows 'Showing 1 - 20 of 1997 results' and a 'SORT BY' dropdown set to 'Publication Date'. Two search results are visible: the first is an article from *BioScience* (3) with a paper icon (4) and a blue 'A' icon (5); the second is an essay from the *Journal of Environmental Education* (4) with a blue 'A' icon (5). At the bottom, there are links for 'Interlibrary Loan' and 'Link to Full Text'.

The above screen shot is of the first 3 records from a keyword search of “global warming and United States.”

1. Search within the records retrieved by entering other terms.
2. Select a tab to view articles from a specific source. “Books” are entries from books such as encyclopedias.
3. You can mark records that interest you. But you will need to print or email the list before closing the databases or you will lose all your marked records.
4. Gale uses icons to represent the information available. The paper icon means there is full text. A PDF icon also means full text but as a PDF.

**Search Tip:** A good search is one that retrieves the information you need and a number of records that you are willing to browse to find the articles you need.

In the above screen shot, I need to focus my results more since I retrieved 1997 records, too many to browse. I can do this by adding more terms to my search and/or using various access points such as subject.

5. A paper icon with a blue ‘A’ means abstract only, no full text. However, click on the ‘LS’ icon to automatically search all the library’s databases for the full text article. If the library does not have the full text, options such as ILL will be opened.

## Features of Databases: Expanded Academic ASAP (continued) Reading a Record

Search within this Publication

Results for **AdvancedSearch** (ke (global warming)) And (ke (united states))

Mark [Back to search results](#) [◀ Previous](#) [Next ▶](#)

**Academic Journals (1997)** **Magazines (2734)** **Books (0)** **News (1272)** **Multimedia (17)**

**Environmental education for the 21st century: where do we go now?(Essay).**  
*Journal of Environmental Education* 41.1 (Wntr 2010): p22-33.

[Show details](#) ▶

Library Links:  
[Interlibrary Loan](#)

[Link to Full Text](#)

**Abstract:** A new legislation on environmental education that increases funding for grants and educator training and is more systemic may be needed to address the challenges of climate change and **global warming**. The National Environmental Education Act, passed in 1990, is outdated and does not drive systemic change. The range of strategic-level discussions must also be expanded to include sectors aside from the education field.

**Source Citation**  
Potter, Ginger. "Environmental education for the 21st century: where do we go now?" *Journal of Environmental Education* 41.1 (2010): 22-33. *Expanded Academic ASAP*. Web. 14 Jan. 2010. <http://find.galegroup.com/fgbl/start.do?prodId=EAIM&userGroupName=knb\_southwest>.

**Related Subjects** **1**

[Environmental Education \(1260\)](#)  
[-- Curricula \(105\)](#)  
[-- Laws, Regulations and Rules \(10\)](#)

**Tools**

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Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it.

**Search Tip:** If the document type is "review," use the book or item being reviewed. A review simply gives someone's opinion about a source that you could use in your research. Try eliminating reviews from your results with the Boolean logic *not* and term *review*.

1. Related Subjects are terms assigned to this article by an individual. They tell you what the article is about. Also when you find that perfect article, use some of the subject terms in subject searches to focus your results to more relevant information.
2. Abstract gives you an overview of the article's information before you read the article or before you try to find the full text, if not available, in the database. Reading them can save you time.

## Features of Databases: Academic Search Premier

The screenshot shows the Academic Search Premier search interface. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. On the right, there are links for 'Sign in', 'Folder', 'Preferences', 'Languages', and 'New Features!'. Below the navigation bar, the search area includes a search box with a 'Suggest Subject Terms' checkbox (3), a 'Choose Databases' link (1), and a 'Search' button (2). The search area also features three rows of search criteria, each with a dropdown menu for 'Select a Field (optional)' (4) and a 'Search' button. The first row has a '5' callout next to the search box. Below the search area, there are links for 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. The 'Search Options' section includes radio buttons for 'Boolean/Phrase' (selected), 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching Hint'. There are also checkboxes for 'Apply related words' and 'Also search within the full text of the articles'. The 'Limit your results' section includes checkboxes for 'Full Text' (6) and 'Scholarly (Peer Reviewed) Journals' (7), a 'Publication' text box, and a 'References Available' checkbox. The 'Published Date from' section has dropdown menus for 'Month' and 'Year' with 'to' labels. The 'Publication Type' section has a dropdown menu with options: 'All', 'Periodical', 'Newspaper', and 'Book'.

1. Choose Databases - Click to select and deselect any database provided by EBSCO. Selecting more than one database allows you to search more than one database with a single search.
2. Help - Instructions created by EBSCO about using their databases.
3. Subject Terms - Search for subject terms used by the database. Great place to find terms to focus your searches.
4. Access points options - The default "Select a Field" is keyword.
5. Boolean logic options
6. Full text - Retrieves only records with full text in this database. Drawbacks are that it does not retrieve records that the library may have full text in another database and that it could miss finding that perfect article because not available in full text.
7. Scholarly (Peer Reviewed) Journals - Retrieves only records that have been peer-reviewed a feature common with journal articles. So only scholarly articles are found.

## Features of Databases: Academic Search Premier (continued) Retrieved Results

The screenshot displays the Academic Search Premier interface. At the top, there are navigation links: New Search, Publications, Subject Terms, Cited References, More, Sign In, Folder, Preferences, Languages, and New Features! Ask a Librarian. The search bar contains 'global warming' and 'united states'. The search results page shows 4338 results. On the left, there are filters for 'Refine your results' (Full Text, References Available, Scholarly) and 'Source Types' (All Results, Academic Journals, Magazines, Newspapers). The main results list includes two entries: 1. 'The Jevons Paradox and Anthropogenic Global Warming: A Panel Analysis of State-Level Carbon Emissions in the United States, 1963–1997.' and 2. 'Regional warming from aerosol removal over the United States: Results from a transient 2010–2050 climate simulation.' Red circles highlight the 'Folder' button, the 'Check Journal Finder for Full Text' button, the 'Full Text' filter, and the 'All Results' filter.

The above screen shot is of the page of records from a keyword search of “global warming and United States.”

1. Select a link to view articles from a specific source type. “Books/Monographs” will provide entries from reference books.
2. EBSCO databases allow you to create an account to keep all records you add. With an account, you can add records, leave the database, and return to find your added records in your account. Without an account, all items added to your folder will disappear when you leave the database.
3. The article may be available as PDF or HTML. In some cases, you will need to request the article through interlibrary loan. The process for an interlibrary loan takes 7-10 days to get the article to you.
4. Limit the search to Full Text to see only articles available as PDF or HTML.

The difference between HTML and PDF is the amount of time to open the article. HTML will be faster if you are using a dial up Internet connection. HTML full text articles may also not have images, charts, and tables that would be in the PDF version.

## Features of Databases: Academic Search Premier (continued) Read a Record

The screenshot displays the Academic Search Premier interface. At the top, there are navigation links for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. A search bar contains 'global warming' and 'united states' with dropdown menus for field selection. A 'Search' button is visible. Below the search bar, there are links for 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. The main content area shows a 'Result List' for 'Confronting the Climate Cranks.' with 3 of 4338 results. The record details include: Authors: HERTSGAARD, MARK; Source: Nation; 2/7/2011, Vol. 292 Issue 6, p17-21, 4p, 1 illustration; Document Type: Article; Subject Terms: \*CLIMATE change skepticism, \*CLIMATIC changes, \*GLOBAL warming, \*GREENHOUSE gases, UNITED States -- Politics & government -- 2009-; Geographic Terms: UNITED States; People: SENSENBRENNER, Jim; Abstract: In this article the author voices his opinion on the denial of climate change and global warming, and the activities of corporate lobbyists and right wing ideologues who attempt to restrict the U.S. government from addressing the issue of climactic changes. It is noted that the emission of greenhouse gases was seen as an environmental threat as early as the 1980s. A number of other topics are addressed including the record heat wave in Europe in 2003, the author's view that climate change deniers lack credibility, and the opinions of... A sidebar on the right contains 'Tools' such as 'Add to folder', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create Note', 'Permalink', and 'Bookmark'. A 'Detailed Record' sidebar on the left shows a 'PDF Full Text (136KB)' link with a red circle '1' and a 'Find Similar Results' button.

Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it.

1. Document Type indicates what the article is classified as. If it is a review, use the reviewed item.
2. Subject Terms are terms assigned to this article by an individual. They tell you what the article is about. Also when you find that perfect article, use some of the subject terms in subject searches to focus your results to more relevant information.

Abstracts give you an overview of the article's information before you read the article or before you try to find the full text, if not available, in the database. Reading them can save you time.

## Evaluating Information

Evaluating information is necessary to determine its quality, accuracy, and relevancy. This process entails examining the content and the source.

### Evaluate Content

1. Compare information between sources. What are the similarities and differences?
2. Corroborate information between sources. Verify information with various reviewed sources.
3. Reviewed sources have a higher degree of reliability and are an excellent place to start a comparison and corroboration of information.

#### Vocabulary

Peer Review - A process used to check the quality and importance of research before being published

Some questions to consider when evaluating content are:

1. What is the main idea?
2. Does the information relate to your topic?
3. Who is the intended audience? Is the information too basic or too technical for your research?
4. Is the information fact, opinion, or propaganda?
5. Is the information researched and valid?
6. Are there any errors or omissions?
7. Does the information correspond with other sources?
8. Is it a primary or a secondary source?

#### Vocabulary

Primary Source - Source that presents original research or writings on a subject; e.g. diaries, newspapers, science journals

Secondary Source - Sources that give analysis of primary sources; e.g. books

### Evaluate Source: Books & eBooks

1. Author
  - a. Is the author an authority or expert in the subject?
  - b. What is the author's education?
  - c. What are some of the author's past writings?
  - d. What is the author's experience?
  - e. What affiliations with reputable institutions does the author have?
2. Publisher
  - a. Who is the publisher?
  - b. Sources associated with an academic institution such as the University Press of Oxford indicate that it is a scholarly work. However, a reputable publisher does not always ensure high quality.

## Evaluate Source: Books & eBooks (continued)

3. Currency
  - a. How does the information relate to your topic?
  - b. Does your topic need current or historical information?
  - c. Is the information too current or out-of-date for your topic?
4. Revisions - Further editions indicate that the information has been updated and has included previous omissions. It also reveals that the source has become a standard in the subject and is reliable.

## Evaluate Source: Periodicals

Evaluating between a journal and a magazine involves reviewing the content of the article and, if possible, the entire source. Both print and online articles can be evaluated by looking for or lack of specific characteristics. The evaluation of articles indicates their level of scholarship and the type of citation you need to use for them.

Basically, a magazine is published for the general public while a journal is for experts or scholars in that field.

The biggest indicator is citations in the article. A journal article would have citations in a bibliography or in footnotes that support the article's information. A magazine article does not have citations.

Search Tip - Citations in a journal article, book, or e-book are a great place for additional sources without additional searching. If the author used it in her/his publication, then it should relate to your research.

Distinguishing between a journal and a magazine is not black and white. There are some periodicals that have characteristics of both. In those instances, use your best judgment.

### Characteristics of a Journal and a Magazine

#### **Journal**

1. Citations - Bibliography or footnotes
2. Author - scholar or expert in the subject
3. Language - associated with the field and assumes reader has some scholarly experience with topic
4. Charts and tables
5. Many are sponsored by professional organizations or academic institutions.
6. Reports on original research

#### **Magazine**

1. No bibliography, footnotes, or citations
2. Author - journalist or generalist covering a range of topics
3. Language used for the audience of the general public. No or few technical words.
4. Glossy and colorful photos
5. Prominent advertisements

## Evaluate Source: Web Pages

The best start when evaluating web pages is to do some preliminary research and reading in reliable sources to gain some background information.

Some other items to consider are:

1. Look at the URL (the web page's address)
  - a. Extensions indicate the type of domain being used (.com, .net, .gov, .edu, .org, .mil)

Search Tip - Be wary of web pages with .com and .net extensions because they are more commercial Internet sites.

.com - commercial sites

.net - administrative sites

You still need to evaluate web pages with .gov, .edu, .org, and .mil, but they are more reliable in providing accurate information.

.gov - government sites

.edu - educational sites

.org - organizational sites

.mil - military sites

Remember that the above mentioned URL extensions are primarily domain names used in the United States. Other countries use additional domain names.

b. Symbols in the URL such as ~ and % represent personal web pages.

Personal web pages are not bad but you need to investigate the author carefully since there is no domain owner vouching for the information.

2. Authority (e.g. author and/or designer)
  - a. Who is making the statement?
  - b. What authority or experience does s/he have?
  - c. Why is s/he making the statement?
3. Currency
  - a. How often is the information updated?
  - b. Is the information current?

Although the above items help in evaluating web pages, the best evaluation is the information. Anyone can create a web page with a pseudonym and a current date.

## Plagiarism

Plagiarism is the use of someone else's work without giving that person credit and claiming someone else's work as your own.

Forms of plagiarism include:

- Directly copying someone's paper such as a classmate, a paper purchased online, or a paper copied from the Internet,
- Quoting from another source without marking the material as a quotation, and
- Paraphrasing from another source without marking the material as a paraphrase.

To avoid plagiarism, you must acknowledge the ideas and experiences of others by providing citations. Citations serve two purposes:

1. tells readers and instructors where the information came from and
2. gives credit to the individuals whose ideas, thoughts, and experiences, and words appear in the text (Hacker 109). Don't forget using footnotes or a bibliography to list sources used (see bottom of this page).

A citation is necessary for when a direct quote is used, when a source is paraphrased, and when facts and ideas are taken from a source excluding common knowledge (Hacker 109).

However, citations are not enough to protect you from plagiarizing. Plagiarism also occurs with inaccurate quotations and paraphrases. These incidences appear when there's a failure to cite direct quotes or borrowed ideas, when "borrowed language" is not enclosed in quotation marks, and when a paraphrase isn't in your own words (Hacker 110).

Additional information about citations can be found on the library's website under "Online Resources." Click the link for "Writing Tools & Citations" for a list of reputable online sources.

Also consult the manual of the citation style you are using for further explanation of proper quoting, summarizing, and paraphrasing and of correct citations.

## Conclusion

This concludes the introduction to the SC Library and basic searching. Additional and advance searching skills are available on the library website under "Help." You may also contact the library and any staff member anytime you have questions.

- Phone - 620.229.6225 or 1.866.734.1275
- Instant Messaging on homepage of library's website
- Email addresses under "Library Information" of library's website

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Hacker, Diane. A Pocket Style Manual. 3rd ed. Boston: Bedford/St. Martin's, 2000.

## Glossary

**Abstract** - An overview of the article's information; read the abstract to decide if the article is relevant before reading the entire article or finding the full text article

**Access point** - The searchable fields in databases; normally listed in a dropdown box next to a text box

*keyword* - allows use of any terms but not all results are relevant

*subject* - allows only specific terms used by the database but all results are relevant

*title* - search for works with terms in title

*author* - search for works by individual; enter last name before first name

**Boolean Logic** - The words *and*, *or*, *not* that link terms together in a search

*and* - narrows a search

*or* - broadens a search

*not* - limits a search

**Citation** - Only the publication information such as author, title, page numbers, etc is provided

**Copyright** - Exclusive rights to regulating the reproduction, sale, and distribution of a work

**Database** - Collection of information organized for rapid search and retrieval by a computer; e.g. library catalog, items listed under "Databases" on the library's website, and search engines

**eAudiobook** - Electronic format of an audiobook that is accessible over the Internet

**eBook** - Electronic format of a print book that is accessible over the Internet

**Full Text** - The entire article, entry, or book

**Hypertext** - Text on web pages that are linked to perform an action such as open a different webpage

**Interlibrary Loan** - The borrowing of items from another library

**Journal** - A periodical geared toward scholars with long, in-depth articles based on research; will have citations to support the research

## Glossary (continued)

Metasearch Engine - An Internet search engine that searches multiple engines in a single search; e.g. Dogpile.com

Reference Book or eBook - A book or ebook that provides specific information such as facts, dates, statistics rather than being read from cover to cover; e.g. dictionaries and encyclopedias

Peer Review - A process used to check the quality and importance of research before being published

Periodical - Publications that appear at fixed intervals such as magazines, journals, newspapers, and trade publications.

Plagiarism - Using someone else's ideas or work without giving credit and claiming it as one's own work

Primary Source - Source that presents original research or writings on a subject; e.g. diaries, newspapers, science journals

Search Engine - Websites which allow users to query or search a database of other sites e.g. Google, Yahoo!

Secondary Source - Sources that give analysis of primary sources; e.g. books

Terms - The words, synonyms, and/or slang to enter in the text boxes beside the access points

Truncation - Search for variations of a term by entering the root followed by an asterisk (\*); e.g. instruct\* retrieves instruction, instructor, instructional

Wildcard - A character usually a question mark (?) that assumes the value of any alphanumeric character and permits more options; e.g. wom?n retrieves women and woman