

Off Campus Access to Library Resources

The Library HomePage serves as a menu to the library's resources and other useful information. You can reach the library website from within BlackBoard, from John A. Logan College's website, or directly using the URL: [HTTP://www.jalc.edu/lrc/library](http://www.jalc.edu/lrc/library). The website includes links to library resources, to library services, to assistance in writing and reference list creation, and to e-mail and chat reference services. From the Library HomePage, you may:

Access the Library Catalog

The **Library Catalog** includes the holdings (books and video) of John A. Logan College Library and the Media Distribution Center as well as the holdings of other libraries in the Heartland Library System consortium. It can be accessed from the **Find Books & Media** link on the **Library HomePage**. **Search tips:** Start with a keyword search (either title or subject). When you find an interesting book, look at the subject headings in the record. By clicking any one of those subject links, you can refine your search to include all books with that particular subject heading.

To activate your JALC OneCard as your library card, bring it into the Library along with a photo ID. At that time, you will also select a four digit number (PIN) which will allow you to request materials online and provide you access to "your account" within the catalog.

As part of the Heartland Library System, you may request material from other libraries in the system. Depending on availability, items are usually delivered within three days. You will need your Library Card and PIN to request material. The material will be sent to the John A. Logan College Library and we will contact you when it arrives. If you do not find what you are looking for in the Heartland Library System or through our Online Databases, you can search the catalogs of other libraries. To request materials from outside the Heartland Library System, use the **Book Request Form** in the **Find Books and Media** link from the **Library HomePage**. This may take longer to obtain so plan accordingly. Please ask a Librarian for assistance if you need help.

From the Library Catalog, you can check on due dates and renew materials, and check on the status of requests. Click on "my account", log in using your barcode and PIN, and view/select items from the lists within your account.

Access eBooks

The **eBook Collection** is a searchable database of digitized electronic books covering a wide variety of subject areas. These can be viewed online, saved in a folder, or "checked out".

Access online databases

Use online databases to locate articles, reports, and other documents on your topic. Most of these resources provide full-text articles, which you can print, save, or e-mail. A research guide is available from the Library HomePage by selecting **Research Guides** and choosing **Research Using JALC Library Resources** in either the slide show or

the handout version. The guide discusses searching techniques, broadening and narrowing searches, information on using the databases and the catalogs, and tips on creating Reference Lists and writing papers.

To access the online databases, start at the Library's homepage, choose **Find Journals and Articles** and select **OneSearch, Databases in Alphabetical Order**, or **EJournals by Title**. **OneSearch** allows searching of multiple databases at one time. After selecting the **OneSearch** icon, choose as many databases as you'd like to search, press continue, and begin searching. **Databases in Alphabetical Order** lists all of the databases subscribed to by the library. Select a database for searching based on your information need. **Academic Search Complete** is a large multi-disciplinary database that provides full text for more than 11,000 journals, including full text for more than 6,000 peer-reviewed titles so it is a good database to search first.

Most of the databases may be accessed off-campus. From the Library's homepage, choose **Off-Campus**. After inputting your password and ID, you will choose from the **OneSearch** option or the list of databases to conduct your research.

We also have print subscriptions to some magazines and journals that aren't available electronically. If an article you need is not available at the John A. Logan Library in either print or electronic format, you can request the article from another library through Interlibrary Loan by using the forms found on the library's website by clicking on **Find Journals and Articles** and completing and submitting the "**Article Request Form**".

Contact the Library

From the Library Homepage, e-mail library@jalc.edu to communicate with a JALC librarian. You can also call the reference desk and speak directly to a reference librarian at ext. 8104. The **Askaway Service** provides live chat reference 24/7. You will usually not be talking to a John A. Logan College Librarian but to a librarian through the AskAway service who will be able to assist you.

Government Documents

As a member of the Government Depository Program, you have access to materials from the Government Printing Office. The Government Document WebPage has some quick links to help you find this information. From the Library HomePage, select "Government Documents".

General Information

The Library website will also give you our contact information (hours/phone/e-mail), as well as other general information on the Library and current news and/or events.