

Campus Library

John A. Logan College
Carterville, IL 62918

This guide will help you get started using the resources of JALC Library

- Topics Covered
 - The online catalog for book and media location
 - Borrowing materials from other libraries
 - eBooks
 - The catalogs of other libraries
 - **I-Share** (academic libraries of Illinois)
 - **WorldCat** (libraries of all types from around the world)
 - The online databases
 - Most full-text
 - The ethics of using information
 - Evaluating resources for use in research
 - Citation Style Manual usage

Begin with the library homepage

- The **library homepage** acts as a menu to library resources and services
- <http://www.jalc.edu/lrc/library/>
- Choose from the menu
 - **Find Books & Media**
 - **Find Journals & Articles**
 - **Research**
 - **The Library**
 - **Off-Campus**

Finding Books & Other Media

- Choose “Find Books & Media”
- Select from:
 - “Library Catalog”
 - The holdings of **John A. Logan College** and other members of the **Shawnee Library System Consortium**
 - “eBooks”
 - The digital book holdings of **NetLibrary** available 24/7 to the JALC community
 - “Other Libraries”
 - The holdings of **I-Share** (76 Illinois academic libraries)
 - **WorldCat** with holdings from Illinois and 1000s of libraries from around the world

Searching the Library Catalog

- **Power Search** offers default choices which can be used or changed depending on your search strategy:
 - **Title Keyword**
 - **Title**
 - **Author**
 - **Subject Keyword**
- Choose the search index you want to use from one or more of the “**Search By**” drop-down lists.
- Enter a search term in the field that corresponds to the search index you selected from the “**Search By**” drop-down list.
- If you are searching by multiple criteria, choose the **Or**, **And**, or **Not** operators from the drop-down lists. (These operators let you include or exclude certain criteria from your search)

Limiting Your Search Results

- The online catalog includes the holdings of **John A. Logan Library** along with the holdings of the libraries of the **Shawnee Library System**
- Search results retrieved using power search can be sorted by **newest first** by selecting “**sort by**” on the **results page** and choosing “**publication date...**”
- To **limit** your search results to **John A. Logan Library**:
 - From the results page, choose “**limit by**” and select “**John A. Logan**”
- Write down the **call number** and retrieve item from stacks

Borrowing from other Shawnee System Libraries

- Library HomePage: <http://www.jalc.edu/lrc/library/>
- Once you've located an item you need owned by another library in the system:
 - Choose **“request item”**
 - Input the last 8 digits of your library card barcode
 - Input your PIN
 - Circulation desk staff can assist you with your PIN
 - Material will be sent to library via courier
 - Pick up at the circulation desk

eBooks (NetLibrary)

- An alternative to a physical book from the library is a digital version of books
 - Available 24/7
 - **Full text** of books on all topics
- To access material from off-campus, you must create a personal account from within the Carterville, DuQuoin, or West Frankfort campus
 - Use your personally created Login each time to remotely access resources

Searching NetLibrary

- Default is “**Basic Search**” Box in English searching the full text
 - Can also search **keyword, author, title or subject**
 - Results are sorted by **rank of relevancy**; can also sort by **title, author, newest, oldest**
- **Advanced Search Option**
 - Choose from pull down menu to search **title, author, keyword, subject**, etc.
 - **Search Operators**
 - **AND**: includes both of the specified words in your search term.
Example: Dogs AND cats
Expected Results: eContent containing both Dogs and Cats.

OR: include either Dogs or Cats:
Example: Dogs OR cats
Expected Results: eContent containing either Dogs or Cats: This may mean content that includes both words.

NOT: exclude either Dogs or Cats:
Example: Dogs NOT Cats
Expected Results: eContent containing the word Dogs but not Cats

NEAR: will include Dogs and Cats:
Example: Dogs NEAR Cats
Expected Results: eContent containing both words in your specified search term but only when they are close in proximity to each other: (i.e. in the same sentence).
 - Same sorting and limiting options as basic search

I-Share, WorldCat & Borrowing material from other libraries

- If you still haven't found enough material after using the online catalog and **NetLibrary**, you can search **I-Share** (academic libraries in Illinois) and/or **WorldCat**.
- To retrieve material from these libraries, a request form must be completed and returned to the circulation desk either in person or online
- Library HomePage: <http://www.jalc.edu/lrc/library/>

Finding Articles in Online Databases

- Choose **“Find Journals & Articles”**
- Select from:
 - **Most Used Databases**
 - **Reference Databases**
 - **Databases by Subject**
 - **Databases in Alphabetical Order**
 - **eJournals by Title**

Choose Database to Search

- Select database based on topic
- A good place to begin: **Academic Search Complete** – this is a multidisciplinary database published by EBSCO that includes **full text** of articles from over 7000 journals
- Default is a **keyword search**
- **Explore the buttons**
 - Learn the many search options
 - Search for **publications** (a table of contents search)
 - Search for **subject terms**
 - Help screens are available by clicking on the”?”

Academic Search Complete

- Advanced Searching
- Search terms in boxes
 - Elect to search particular fields (pull down menu)
 - Select search operators
 - **And** (default)
 - Narrows search by requiring terms to be found in search
 - **Or**
 - Broadens search by finding at least one of terms entered
 - **Not**
 - Narrows search by eliminating results containing term entered

Search Operators

- **And**

- Narrows search
- Example: Find results containing “youth” and “crime”

- **Or**

- Broadens search
- Example: Find results containing “adolescents” or “teenagers”

- **Not**

- Narrows search
- Example: Find results containing “genetic research” not “human”

Wildcard & Truncation Symbols

- Sometimes inputting wildcards helps to locate pertinent information
- Each database may use different wildcards
- The **EBSCO** databases use:
 - the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings.
 - Neither the wildcard nor the truncation symbol can be used as the first character in a search term.
 - The **wildcard** is represented by a question mark ?. To use the wildcard, enter your search terms and replace each unknown character with a ?.
 - For example, type **ne?t** to find all citations containing **neat**, **nest** or **next**. EBSCOhost does not find **net** because the wildcard replaces a single character.
 - **Truncation** is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an *. For example, type **comput*** to find the words **computer** or **computing**.
- **Note:** When searching for a title that ends in a question mark, the symbol should be removed from the search in order to ensure results will be returned.

Some Limiting Options

- You can find articles by:
 - **Full Text only**
 - **Have References Available**
 - **Scholarly (Peer Reviewed) Journals**
 - **Published Date**
 - **Publication**
 - **Publication Type**
 - **Articles With Images**

Search Results

- Even after the search is executed you can limit the results by:
 - **Full text**
 - **Reference availability**
 - **Type of source**
 - **Date**

Results Page

- **All Results** – The articles that were found display in the center of the **Result List** Screen.
- The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon to preview the Abstract.
- The **HTML Full Text** link takes you directly to the full text of the article.
- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.
- **Add to Folder** – To save an article to a Folder for later review for retrieval, click the **Add to Folder** link.

Search Results

- Library HomePage: <http://www.jalc.edu/lrc/library/>
- Can be in both **HTML** and/or **PDF**
 - **HTML** – provides the narrative but usually not photos, charts, graphs, etc.
 - Loads faster if using a dialup connection at home
 - **PDF** – provides the article exactly as it appears in the original source

For additional assistance:

- If the help screens are not “helpful”
 - Contact the library by:
 - **Telephone:** (618) 985-3741, ext.8338, 549-7335, 937-3438, 542-8612, at extension 8338. The Reference Desk extension is 8104.
 - **E-mail:** library@jalc.edu
 - **Or in person**
 - The information desk is staffed all the hours the library is open

Plagiarism and how to avoid it

- Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
- To avoid plagiarism, you must give credit whenever you use
 - another person's idea, opinion, or theory;
 - any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
 - quotations of another person's actual spoken or written words;
or
 - When you paraphrase another person's spoken or written words

Style Manuals & Evaluation of Information Resources

- There are many different style manuals:
 - Humanities disciplines tend to use **MLA** (Modern Language Association) Style Manual
 - Social Sciences disciplines use **APA** (American Psychological Association) Style Manual
 - The History discipline sometimes uses **University of Chicago Manual of Style**
 - Science disciplines sometimes use **CSE** (Council of Science Editors) Style Manual
 - A good resource on evaluating information and on using these style manuals is [Diana Hacker's Research and Documentation Online](http://www.dianahacker.com/resdoc/home.html) <http://www.dianahacker.com/resdoc/home.html>

Writing/Citation Assistance:

- JALC Writing Center

<http://www.jalc.edu/departments/english/writeplace.php>

- Each semester, hours for "The Write Place" are posted in Room E109.

- Writing tutorial:

http://www.jalc.edu/departments/english/writeplace_tutorials.php

Other Websites that can provide writing/citation assistance

- Hamilton College Writing Center
<http://www.hamilton.edu/writing/style/default.html>
- Purdue University Online Writing Lab
<http://owl.english.purdue.edu/>
- Duke University Library Citing Sources
<http://library.duke.edu/research/citing/>