## **Introduction to DCC LRC Services**

## Staff

Bill Dey Director of Learning Resources and Distance Learning

Amy Abbott Instructional Designer

Beth Astin LRC Specialist

Chris Ford Library Assistant

CJ Olp LAC Specialist

Barbara Grether Librarian

Barbara Hopkins Librarian - Sunday

Marie Lewis LRC Secretary/Technical Services Specialist

Letitia Lunsford Tutoring Center Coordinator

Lily Turner Librarian - Sunday

Walter Easly Instructional Assistant - Tutoring Center

## **Telephone Numbers**

Audiovisual Services – (434) 797-8454

Learning Assistance Center - (434) 797-8404

Library - (434) 797-8555

Teaching, Learning, Technology Center – (434) 797-8557

Tutoring Center – (434) 797-6432

### Hours

#### Mary M. Barksdale Library Hours

#### **LAC Hours**

### **Fall and Spring Semesters:**

### **Fall and Spring Semesters:**

Manday Thursday	0.00 am 0.00 am
Monday – Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 12:00 noon
Saturday	Closed
Sunday	1:00 pm - 5:00 pm

Friday Saturday 1:00 pm - 5:00 pm Sunday

8:00 am - 9:00 pm

Closed

Closed

8:00 am - 12:00 noon

7:30 am - 6:30 pm 8:00 am - 12:00 noon Closed

1:00 pm - 5:00 pm

**Summer Semester:** 

Monday - Thursday

**Summer Semester:** 

Monday - Thursday

Monday - Thursday 7:30 am- 6:30 pm Friday 8:00 am - 12:00 noon

Saturday Closed Sunday Closed

Intersession:

Friday

Saturday

Sunday

Intersession:

Monday - Friday 8:00 am - 5:00 pm Monday - Friday 8:00 am - 5:00 pm Closed Closed

Saturday Saturday Sunday Closed Sunday Closed

#### **Holidays and Special Hours:**

The library and LAC will be closed whenever the college is closed. Special hours for holidays, faculty planning and preparation days, and other special occasions will be posted on the library and LAC's telephones and at the front of the LRC.

The Whittington W. Clement Learning Resources Center is comprised of three components: the Learning Assistance Center (LAC), the Mary M. Barksdale Library, and the Tutoring Center. All of these areas are located on the upper level of the Learning Resources Center. Classrooms (LRC 5 and LRC 15) are located on the lower level of the LRC.

## The LAC

The Learning Assistance Center (LAC) provides an open-access computer lab for students, staff, and public users. The LAC is equipped with fifty-one computers for patron use. LAC computers are loaded with most of the software used and taught on campus. Patrons may also access personal (non DCC-related) e-mail from stations located in the LAC. Patrons are asked to sign in before using LAC computers.

The DCC Testing Center in the LAC proctors make-up tests and distance learning exams. The College's Compass placement testing is administered by Student Services. For information on Compass Testing , please contact (434)797-8460 or visit Counseling in Wyatt 108.

# The Tutoring Center

The DCC Tutoring Center is located at the back of the LAC. The Tutoring Center provides support for student learning through a combination of peer and professional tutoring services.

**Free peer and professional tutoring is available to any DCC student with an academic need**. Tutoring is provided by appointment for individuals and small groups. Trained peer tutors and paraprofessionals are available to tutor specific areas and to assist students in developing effective learning strategies.

Students interested in receiving on-campus tutoring fill out an Application for Peer Tutoring and return the application to the Coordinator of the Tutoring Center, Letitia Lunsford. If you have any questions about tutoring, contact Ms. Lunsford at (434)797-6432.

## Mary M. Barksdale Library

The Mary M. Barksdale Library is a member of VIVA, the Virtual Library of Virginia. VIVA is a consortium of nonprofit academic libraries within the Commonwealth of Virginia. Through VIVA students have access to almost 200 databases, with FULL TEXT access to millions of articles from journals, magazines, and newspapers. VIVA provides access to approximately 17,000 full text journals, over 5,000 full text works of poetry and verse drama, more than 10,000 electronic books ,and close to 40,000 additional full text materials, including working papers, transactions, and proceedings. VCCS students have access to thousands of e-books through such collections as eBooks on EBSCOhost, Safari Books Online , the Gale Virtual Reference Center, and Oxford Reference Online.

The Mary M. Barksdale Library includes almost **55,000 books** in our print collection, **over 500 compact discs**, and **more than 2,000 videos and DVDs**. The library also subscribes to **approximately 100 journals**, **magazines**, **and newspapers** in our print (paper) periodical collection, found in the Periodicals Room. The Library also contains atlases, maps, and government documents.

Seventeen computers in the Library provide access to the Internet. In addition to using these computers to search on the Internet, these stations can also be used to access VCCSLinc (the Online Catalog), Blackboard, the Student Information System, and Student Email. Students can also use these computers to access Microsoft Office 2007 programs, including Word, PowerPoint, Excel, and Access. Students can also access the Internet on their laptops by using DCC's wireless network. Please note that chatting and playing games is NOT permitted in either the Library or the LAC. Personal email is not available in the Library, but can be accessed in the LAC.

### Printing:

One printer serves all the computers in the Library. **Printing in the Library and LAC is free and no limit is placed on the number of pages that students print**. The printers in both areas are set to print on both sides of the page, in an effort to go "green" and conserve paper. Please use the printers wisely and do not waste paper and ink!

#### The Periodicals Room:

Back issues of magazines and newspapers are located in the Periodicals Room. The most recent issues of magazines and newspapers are available in the lounge area next to the Periodicals Room.

A **copy machine** is also located in the Periodicals Room. The price for photocopying is **10 cents per page**. The photocopier will accept nickels, dimes, quarters, and \$1.00 bills. Please note that change for the photocopier is

not available in the LRC, as staff is not permitted to handle cash. A **microfilm/microfiche reader and printer** is also located in the Periodicals Room. Back issues of magazines, journals, and newspapers can be viewed on the microfilm machine. Back issues from **The New York Times** are available on microfilm from 1854 to 2004 (there are gaps in the collection). There is no charge to print from the microfilm machine.

The **Archives Collection** is located in a room at the back of the Periodicals Room. Materials in archives deal with the **history of DCC**. These materials are for **in-library use only**. Please contact a librarian if you would like to see the materials in this collection.

Microscopes and reserve materials for Anatomy and Physiology classes are also found in the Periodicals Room (see information below under **Reserves**).

### Study Areas:

Tables with space to accommodate approximately 50 students are available in the Mary M. Barksdale Library. Carrels for individual study are located by the windows at the side and back of the Library. The Regional Room is available for group study. Students should reserve use of the Regional Room with a librarian at the Circulation/Reference Desk.

## **Borrowing Library Materials**

**Library Privileges:** DCC students must present either a DCC Student ID card or a driver's license in order to borrow materials from the Mary M. Barksdale Library. Students who present a driver's license must also give their empl ID number to the librarian in order to check out materials. **Library cards are issued to community borrowers**. Community borrowers are required to show some form of picture identification, preferably a driver's license or a Virginia ID, before a library card can be issued. Community borrowers must be at least sixteen years old and must live in the DCC service region. Community borrowers will be asked to fill out an application for a library card. When borrowing materials community borrowers will be required to show both their library card and a picture ID. There is no charge for a library card. Community borrowers who lose their library cards must pay \$1.00 for a new library card.

#### **Loan Periods:**

Books 14 days

CDs 14 days

Circulating Videos 2 days

Shaver Film Collection 2 days

Some items in the Library cannot be checked out. Periodicals (magazines, journals, and newspapers) and reference books (works such as encyclopedias, dictionaries, and almanacs which are in the Reference Collection) are for in-library use only.

**Renewals:** Books may be renewed <u>one</u> time. Borrowers can renew books by either calling the Library at (434)- 797-8405 or by coming into the Library. Renewals must be made <u>on or before</u> the due date. Books cannot be renewed if they are overdue. The Library does not renew CDs, DVDs, or videos.

**Fines**: The Mary M. Barksdale Library does not charge fines. However, borrowers who have overdue items cannot check out additional items until all overdue items have been returned.

How many items can be checked out?

DCC students can borrow 10 items. A maximum of 5 books can be borrowed on the same topic.

Borrowers can check out a maximum of 2 CDs at a time. Only 1 video or DVD from the Video Circulating Collection or the Shaver Film Collection can be borrowed at a time.

#### Faculty/Staff Videos and DVD's:

The Library possesses a collection of videos and DVDs which may only be borrowed by DCC faculty and staff. While students cannot check out items from this collection, they can view these videos and DVDs in two areas in the Library: a small viewing room at the back of the Library and another viewing area located behind the Circulation/Reference Desk. These items are identified as belonging to the **Video Collection** on the Online Catalog. Come to the Desk to ask to view items from this collection.

### **Borrowing Materials from Other Libraries: Interlibrary Loan**

If a DCC student needs a book or a copy of a periodical article which is not available in our library, the student can request the item through **Interlibrary Loan**. Through Interlibrary Loan the DCC Library will borrow books and request copies of articles from other libraries. **A maximum of 5** items may be requested at a time. Come to the Circulation/Reference Desk to fill out an Interlibrary Loan Request Form.

#### **Reserve Materials:**

Materials which faculty place on reserve are located behind the Circulation/Reference Desk. Come to the Desk and ask a librarian for the items you need. Most reserve items are placed on "Desk" Reserve, which means that the materials are for in-library use. The Biology faculty place slides on reserve, and microscopes to view the slides are available in the Periodicals Room. The Anatomy and Physiology instructors have a variety of items on reserve, including a skeleton, bones, and anatomical models, such as the eye, the ear, the heart, etc. All of these items are located in the Periodicals Room. A sign-in sheet is available in the Periodicals Room for students to write their names and check the Anatomy and Physiology items they are using.

### Research Assistance

Librarians are available to help you and to offer research assistance. Librarians will assist you to:

Find information for research projects and papers Develop research strategies Find facts and statistical data Locate library materials

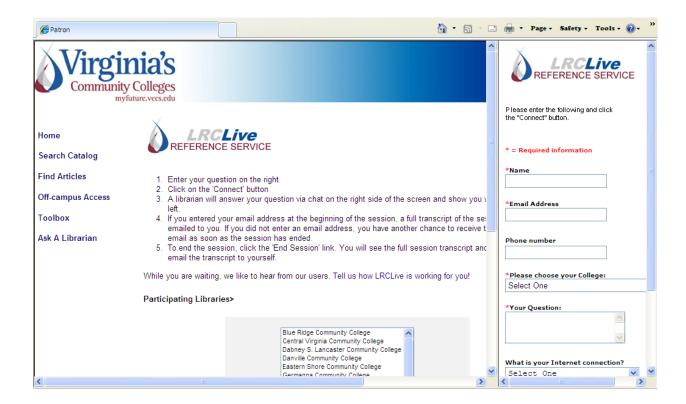
To request assistance:

Come to the Circulation/Reference Desk in the Library Call the Circulation/Reference Desk: (434) 797-8555

**E-Mail** – Go to the following address, select DCC, enter your email address and type your question. http://library.vccs.edu/reference/contact.html#email

**LRC Live** – an online reference service which enables you to chat with a librarian in the VCCS (Virginia Community College System) and to receive assistance with research. See detailed information below.

## **LRC Live**



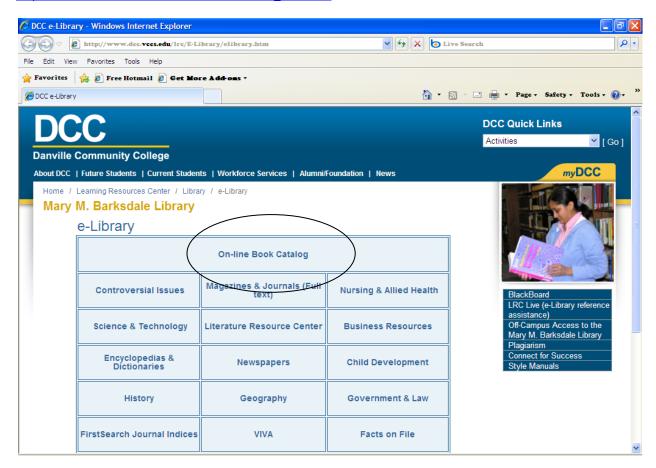
LRC Live is available on the **e-Library** page and provides online research and search strategy assistance to students within the Virginia Community College System. LRC Live enables you and a reference librarian from the VCCS to chat online and to share online content in real time. At the end of the session you will receive a transcript of the entire session, including links to web pages, provided you entered a valid email address when signing on. LRC Live is available 24/7 to assist students with research.

## **Connect for Success**

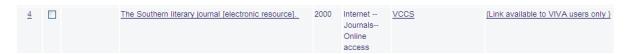
Connect for Success is a set of seven Web-based instructional modules dealing with Information Literacy. The modules teach students basic information-seeking skills and students learn how to locate and evaluate information. Modules deal with: the steps in the research process; identifying appropriate types of sources for different types of information needs; searching library databases; finding information resources; using web resources; evaluating sources of information; citing sources and fair use. Exercises accompany each module, and an Information Literacy pre-test and post-test are provided. Connect for Success is available on DCC's e-Library page. The modules were designed by reference librarians at James Madison University and adapted by librarians in the VCCS.

# Searching the Online Catalog (VCCSLinc)

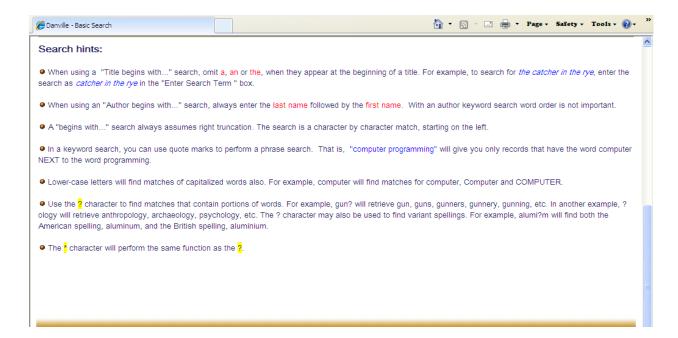
The Online Catalog is available on the e-Library page and can be accessed at: <a href="http://vccslinc.vccs.edu/F/?func=find-b-0&local\_base=dcc">http://vccslinc.vccs.edu/F/?func=find-b-0&local\_base=dcc</a>



The Online Catalog is used to search for books, government documents, and audio visual materials, including compact discs, videos, and DVD's. Thousands of e-books are also found on the Online Catalog. Links to online journals, magazines, and newspapers are also found on VCCSLinc. However, **you cannot search for periodical articles on the Online Catalog**; use the electronic databases which DCC subscribes to, such as *Academic Search Complete* or *Opposing Viewpoints*, to search for articles. In the example below, **The Southern Literary Journal** is identified as an online journal.



See the tutorial **Searching on the Online Catalog (VCCSLinc**), available on Blackboard and also on the **e-Library** page, for a more detailed tutorial on how to search the Online Catalog. General Hints for searching on VCCSLinc are available when you scroll down the Basic or Advanced Search page. Additional information is available by clicking on the **Help Using Catalog** link at the upper right corner of the search page.



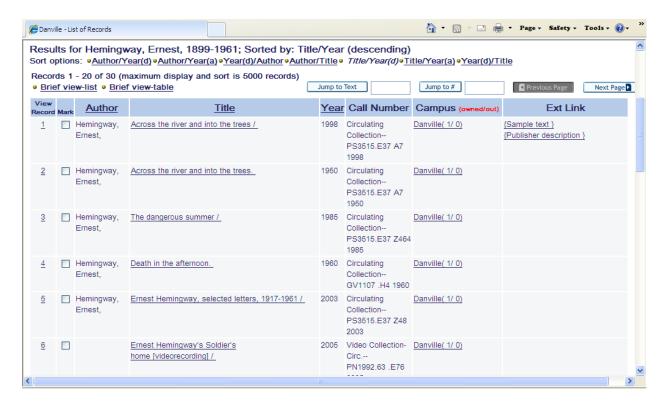
You can search the Online Catalog by author, title, subject, or keyword. As indicated in the Search hints above, if you know an author's full name, always enter the author's last name, followed by the first name. To search for works by *Ernest Hemingway*, select Author (last name first) from the Choose Search Type box and enter Hemingway, Ernest in the Search Terms box.

When searching for a **title**, **omit** the words **a**, **an**, or **the** from your search when they appear at the beginning of the title. To search for *The Great Gatsby*, select **Title Begins with** from the Choose Search Type box and type **Great Gatsby** in the Search Terms box.

When performing keyword searches, enclose search terms in quotation marks to search for the words as a phrase. For example, if you select Keywords Anywhere as your search type and type "global warming" in the Search Terms box, you will retrieve records in which the word global appears NEXT to the word warming.

When you perform a search and retrieve more than one record, a page which displays the **Brief View** for each record appears. The **Brief View** of a record displays the author, title, year of publication, collection the item belongs to, and the call number for each item. The circulation status for each item is also provided, indicating whether an item is available on the shelf or is currently checked out.

### **Brief View of a Record**



The Brief View above displays of list of records retrieved when searching for works by Ernest Hemingway in DCC's catalog. **The column labeled <u>Call Number provides information on how to find items in the Library</u>. In order to find an item, look first at the collection the item belongs to. Most of the items on this page are part of the Circulating Collection. Notice that item # 6 is a video and is part of the Video Circulating Collection. Other collections include Reference, New Books, CD, Archives, Shaver Film Collection, and the Regional Collection. After identifying the collection, look at the Call Number to find the item in the library.** 

Materials in the library are arranged by the **Library of Congress Classification System**. Each item in the library is assigned a **Library of Congress Call Number**, a unique alpha-numeric code, which arranges items by subject matter and serves as an "address" to locate materials in the library. To find the first item in the list, **Across the River and into the Trees**, write down the call number, **PS 3515.E37 A7 1998**, and go to the shelves in the Circulating Collection which contain that call number.

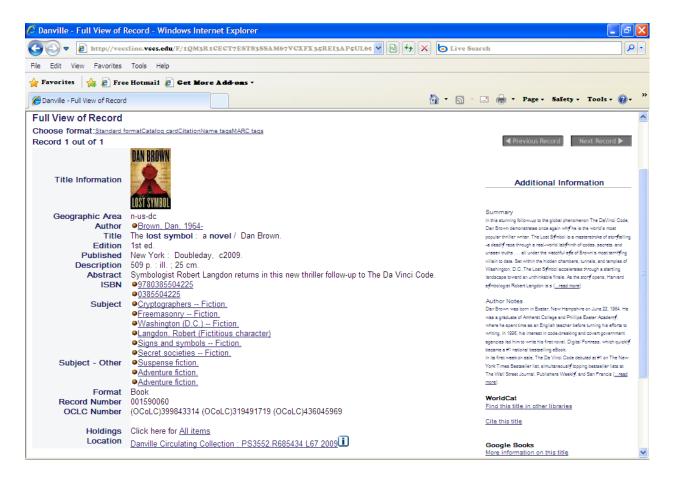
The column labeled **Campus** provides information on whether an item is available or is currently checked out. After *Danville* there are two numbers separated by a slash mark. The number in front of the slash mark indicates how many copies the library has of that item; the number after the slash mark indicates whether or not the item is checked out. **1/0** indicates that the library has one copy of the item and it is **NOT** checked out; **1/1** indicates that the library owns one copy of the item and it is checked out. To see the due date for an item which is checked out, click on the number for that item under the View Record column at the extreme left side of the page, and then select the link for either **All Items** or **Location** at the bottom of the Full View page.



# Placing a Hold on an item

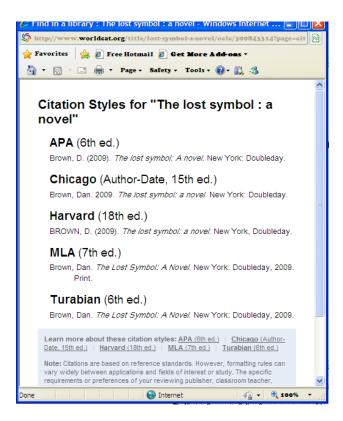
As you can see, the above item, which is a CD, has a due date of 07/06/10. If an item which you need is checked out, come to the Circulation/Reference Desk and ask a librarian to place the item on Hold for you. A librarian will call you when the item is returned, and the library will hold the item for you for one week after you are notified the item is available. Please note the item's due date. Sometimes you will see an item which was due a number of years ago. The library can place a Hold on the item for you, but if something was due a number of years ago, it is unlikely that it will be returned any time soon and you may want to look at other titles. (The library eventually deletes items which are long overdue from the collection).

## **Full View of a Record**



If you retrieve only one record when you search on the Online Catalog, the **Full View** of the record will be displayed. The **Full View** of a record provides additional information which is not displayed on the Brief View of the record. Notice that in the **Full View** for **The Lost Symbol**, by **Dan Brown**, information on the edition, place of publication, publisher, date, and number of pages is given. An abstract, or summary, is also provided, along with links to subject headings which have been assigned to this novel, including **Signs and Symbols – Fiction**, and **Secret Societies – Fiction**. Clicking on the link for any of the subject headings will take you to other items in DCC's collection which have been assigned that subject heading. Click on the author link to see if DCC has any other works by Dan Brown.

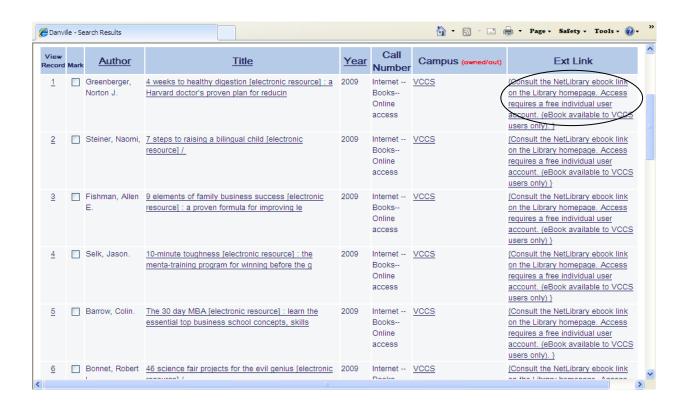
On the right side of the page, under Additional Information, there are **Author Notes**, a link under World Cat to find this title in other libraries, and also a link to more information on this title from **Google Books**. Also note the link to **Cite this title**. When you click on this link you are given the citation for the title in MLA and APA style, along with a number of other style formats, such as Chicago and Turabian. **A complete book citation includes the author, title, publisher, place of publication, and publication date.** 



# E-Books on the Online Catalog (VCCSLinc)

As mentioned earlier, in addition to books and audio-visual materials, e-books can also be accessed on the Online Catalog. **eBooks** on **EBSCO***host* is a collection of thousands of e-books dealing with a wide variety of topics. **Safari Books Online** is a collection of over 6,000 e-books dealing with technology, business, and digital media. Other topics provided include math and science, and personal and professional development.

**Notice that if an item is an e-book, under Call Number you see Internet Books—Online Access**. To view an e-book, click on the link under the heading **Ext Link**.





**eBooks on EBSCO***host* is a collection of over 7,000 electronic books covering a wide variety of topics, which was formerly available through **Netlibrary**. This database can be accessed by selecting the link to *Magazines & Journals* (Full Text) on the **e-Library** page, which can be found at: http://www.dcc.vccs.edu/lrc/E-Library/elibrary.htm and then finding the link to the database

alphabetically within the list of **EBSCO***host* databases, or by entering the following URL: http://library.vccs.edu/license-bin/linker.plx?ebsconlebk.

Users can read these ebooks online, print and email pages, and download the ebooks offline. If you are printing an EBSCOhost ebook, a maximum of 60 pages of a title can be printed per user. In order to download ebooks, you must create an EBSCOhost account. Select the link to Sign In at the top of the page and then select Create a New Account. You can either Sign In before starting to search on the database, or you will be prompted to enter your EBSCOhost User Name and password when you select the link to download a title.

In order to download and read ebooks offline, you must install Adobe Digital Editions (version 1.7.1 or higher) on your computer. This is free software and can be downloaded from <a href="http://www.adobe.com/products/digitaleditions">http://www.adobe.com/products/digitaleditions</a>. A maximum of 10 ebooks can be checked out for download per person. When you download a title, you select a **Checkout period** from a drop-down menu of from 1 to 7 days.





**Safari Books Online** is a collection of over 6,000 electronic books covering technology, digital media, and business. Topics covered include the following: certification practice exams, customer service, databases, desktop applications, digital photography, e-business, economics, entrepreneurship, graphics, hardware, Internet, IT management, marketing, markup languages, multimedia, networking, operating systems, programming, security, software engineering, web development, Windows, and much more. As of October 2009, Safari Books Online uses Adobe Flash version 9 or above to display content. You may have trouble accessing a Safari title if Flash is not updated on your computer. Get the latest version of Flash to access Safari Books Online.

Electronic books dealing with career development, health & fitness, personal productivity, goal setting, and stress management are also part of this collection. When you select a title, you can read an overview of the book, see the Table of Contents, or search for a word or phrase within the book. You cannot print an entire book; however, you can usually print individual sections at any time.

# **OverDrive**

OverDrive is a collection of over 1,000 audiobooks, almost 200 videos, and music which can be checked out and downloaded. OverDrive can be accessed on the e-Library page or at <a href="http://vccs.lib.overdrive.com">http://vccs.lib.overdrive.com</a>. Students do not use their library cards to check out items on OverDrive; instead, students must use their <a href="MyDCC login">MyDCC login</a> to borrow OverDrive materials. Please note that OverDrive content cannot be downloaded on campus computers. Students must download these audiobooks, videos, and music off-campus, and free software must be downloaded on your home computer prior to downloading OverDrive content for the first time. Many audiobook titles can be transferred to a portable listening device. Some audiobooks may also be burned to audio CD. See the Quick Start Guide, Digital Help-FAQ, and Check Out Assistance at the left side of the page for assistance with getting started with OverDrive. See also the link to a list of compatible portable devices. Users can check out 4 titles at one time.



# **Library Databases**

A database is an organized collection of electronic information that can be searched. From DCC's e-Library page, you can access databases that the library subscribes to, such as Opposing Viewpoints, the EBSCOhost databases, and Facts-on-File's Issues & Controversies. These library databases can be searched for articles from magazines, journals, and newspapers. You can also search for e-books, images, and multimedia, such as videos and audio files, are available on some of the library's databases. The library databases can be accessed from any computer on campus. However, in order to access the databases off-campus, a student must provide his or her MyDCC login. The databases are available off-campus only to currently enrolled DCC students, faculty, and staff.

**Note:** Two DCC databases can only be accessed on campus, <u>in the library</u>. They are **Well Connected** and **Casefinder**. (Casefinder is available on the desk tops of the stations in the library).

For information concerning off-campus access to the library's databases, see the link on the **e-Library** page entitled **Off-Campus Access to the Mary M. Barksdale Library**, available at:

### http://www.dcc.vccs.edu/lrc/e-Library/offcampusaccess.htm

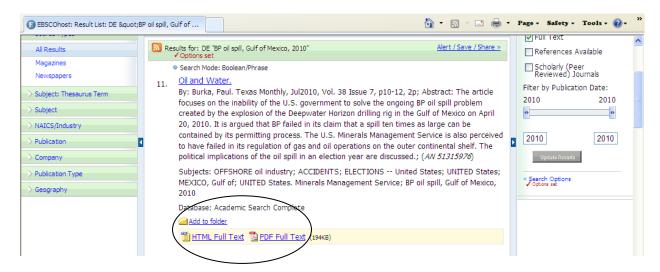
An **electronic journal** is a journal available online in HTML or PDF format. The online version has the same content as the print version, but the online journal articles are searchable via library databases.

**Database Coverage**: Some databases are **general** in coverage, and cover items from a wide variety of subject areas. Two examples of such multidisciplinary databases are **Academic Search Complete** and **Master File Premier**, both available from **EBSCO***host*. (Select the link **Magazines and Journals** from the **e-Library** page to access the **EBSCO** databases).

Other databases index articles from a **specific subject** area, such as health or history or psychology. For example, **Cinahl** and **Medline** are two databases which deal with health and medicine. To see a list of article databases arranged by subject, go to the VCCS Online Library Services page and select the tab **Article Search**. Then scroll down the page to see a list of databases arranged by subject. <a href="http://library.vccs.edu/reference/articles.html">http://library.vccs.edu/reference/articles.html</a>

**Opposing Viewpoints** is an excellent database to use if you are doing research on a "hot topic" or a controversial issue. In addition to providing articles from academic journals, magazines, and newspapers, **Opposing Viewpoints** also includes viewpoint essays, overviews of the topic, statistics, and websites concerned with the topic. If you are writing a position paper or giving a persuasive speech, in which you must take a pro or con position on an issue, **Opposing Viewpoints** is a valuable resource to use in your research. Other databases which also deal with controversial issues are **CQ Researcher** and **Issues & Controversies**.

Databases provide **citations** for each item or record in the database. A **citation** is **information which fully identifies a publication**. A complete article citation includes the author, article title, source journal title, volume, issue, publication date, and page numbers. Shown below is an article retrieved from Academic Search Complete dealing with the British Petroleum oil spill which occurred in April, 2010:



Author: Burka, Paul

Article Title: Oil and Water Source: Texas Monthly

Volume: **38** Issue: **7** 

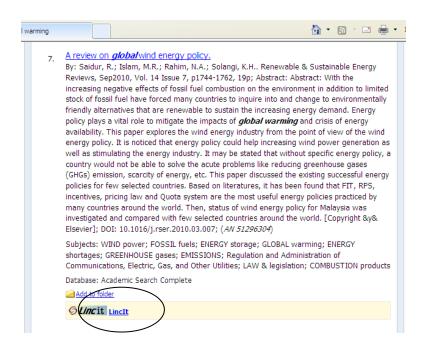
Publication date: July 2010

Pages: 10-12

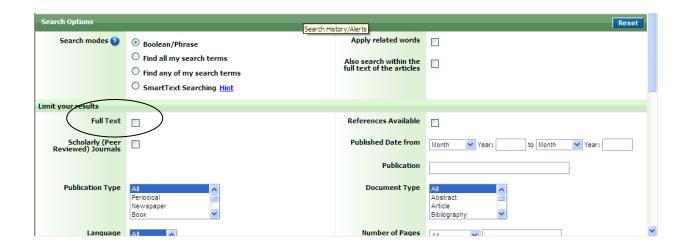
See Module 7 of Connect for Success, Citing Sources and Fair Use, for information on citations. As module 7 points out, "the function of a citation is to: give credit to the author or creator; to enable a reader to locate the source you cited; to lend credibility to your work." Module 7 is available at: http://library.vccs.edu/reference/Connect/Module%207

Many databases provide the **FULL TEXT** of articles. This means that the entire article is available on the database. You can read the article online, or print it, email it, or save it.

Some databases, such as **Project Muse** and **Opposing Viewpoints**, provide the full text for every article on the database. Other databases, such as **Academic Search Complete**, provide full text for some, but not all, of the articles. Other databases may provide the citation to an article and an abstract or summary of the article, but not the full text. In the example shown below, notice that there is no link to HTML or PDF full text for this article. While the full text for this article is not available in EBSCO's **Academic Search Complete**, the full text may be available on another database which DCC subscribes to.



At the bottom of the record there is a link called **LincIt**. Click on **LincIt**, and if the full text of the article is available on another database, you will be taken to it. You will receive a message that "No full text is available for this item" if none of the databases which DCC subscribes to provide full text for the article. (**You can request an article for which full text is not available through Interlibrary Loan**). If the database you are searching provides full text for some, but not all, of the articles it indexes, look for a place on the search page where you can limit your search results to full text. The **limit your results to full text box** on EBSCO's **Academic Search Complete**, for example, is circled below:



# **Scholarly versus Popular Articles**

As previously mentioned, when you search DCC's databases you will retrieve articles from scholarly journals, magazines, and newspapers. Your instructors may specify that you use only scholarly journals in your research. What is the difference between scholarly journals and popular magazines?

**People, Ladies Home Journal**, and **Glamour** are examples of popular magazines. Articles in popular magazines are written by journalists and freelance writers. Articles in magazines do not provide in-depth coverage of a topic; their purpose is to inform and entertain. Magazine articles are written for the general public and tend to be short in length. You will see many advertisements and lots of photos in popular magazines, many of them in color. Magazines are published by commercial publishers.

The Journal of the American Medical Association, The Journal of Marriage and the Family, and American Journal of Nursing are examples of scholarly journals. In contrast to magazines, scholarly journals are written by scholars and experts in the field. Scholarly articles tend to be long, and are written not for the general public, but for other scholars and also for students. They are published by professional organizations and academic institutions. They tend to be in black and white. You will rarely see advertisements, but you will see tables, charts, and graphs. There will also be a list of cited references.

Scholarly articles may also be referred to as "peer-reviewed" or "refereed" articles. A peer-reviewed article is reviewed by a "peer" or a fellow expert in the field before it is published. For additional information on peer-reviewed articles, watch the video entitled Peer Review in Five Minutes, created by the North Carolina State University Libraries:

http://www.lib.ncsu.edu/tutorials/pr

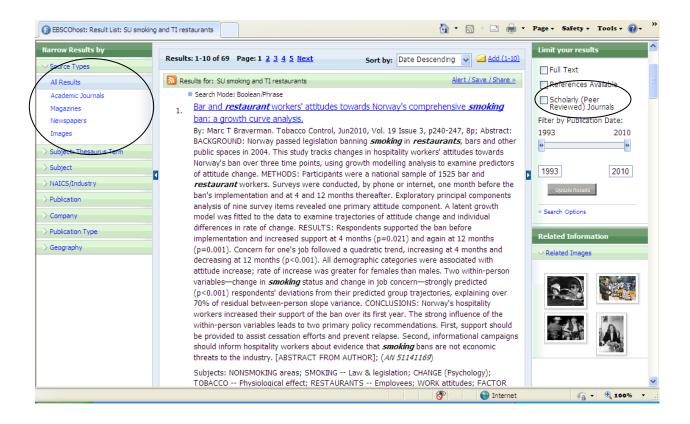
See Connect for Success, Module Four: Finding Information Resources, for additional information on scholarly articles:

http://library.vccs.edu/reference/Connect/Module%204/ModuleFour6.html

The above Connect for Success module also includes a link to **Anatomy of a Scholarly Article**, created by the North Carolina State University Libraries:

http://www.lib.ncsu.edu/tutorials/scholarly-articles

When searching for articles, check to see if the database you are searching gives you the option to limit your search to peer-reviewed journals. For example, when searching the EBSCO databases, see the box under Limit your results on the right side of the screen to restrict your results to peer -reviewed journals. Notice that on the left side of the screen you can narrow your search results by Source Type, by academic journal, magazine, etc.



Detailed information on more than 300,000 periodicals of all types—academic and scholarly journals, peer-reviewed titles, popular magazines, newspapers, and newsletters from around the world is available on **Ulrich's Periodicals Directory.** Go to the VCCS Online Library Services – Find Articles page <a href="http://library.vccs.edu/reference/articles.html">http://library.vccs.edu/reference/articles.html</a> and find **Ulrich's** by searching the **Article Databases by Title**.

Read the information which databases provide to learn about the types of publications they include. For example, the database **Health Source – Consumer Edition** provides articles from consumer health magazines. **Health Source – Nursing/Academic Edition**, in contrast, provides access to over 550 scholarly journals. **Project Muse** states that it provides articles from journals of "high-quality scholarly content…by the most respected scholars in their fields."

## Searching Library Databases vs. the Web

When you search on a search engine like **Google**, or **Yahoo**, you are searching on the **"Open Web."** Open Web resources are free, and can be accessed by anyone. The library databases which DCC subscribes to are part of the **"Deep Web."** As discussed earlier, the general public does not have access to these databases. As DCC is paying for these resources, they are available only to authorized users. This is the reason you must provide your MyDCC login username and password if you want to search these databases off-campus. The **"Deep Web"** is also referred to as the **"Invisible Web"** or the **"Private Web."** 

The Internet contains a wealth of information published by governments, organizations, educational institutions, commercial enterprises, and private individuals. Anyone can create a web site. Since there are no standards for quality, you have no assurance that the information that you find on the World Wide Web is accurate or unbiased. You should evaluate the information that you find on web sites, to make sure that it is reliable. Listed below are some questions to ask when evaluating a web site.

- Is there another information source that you know of where you could find this information or check for accuracy? If so, where?
- Can you identify the author or producer of the web site? Who are they?
- Is contact information for the author or producer available?
- Is the author affiliated with an organization, agency, company, or institution?
- Is there a link to more information about the organization, agency, company or institution?
- What is the expertise of the person who created this site? What are their qualifications?
- Is there an evident bias on the web site? If so, what is it and how is it important to your research?
- What is the purpose of the web site? Is it supposed to be informative or entertaining?
- Who is the site's target audience? (adults, children, college students, etc.)
- Is the page dated? When was the web site last revised?
- Did you find many "dead" links? (And don't assume that the links on the web site are the best available, either. Be sure to ask the same questions of those sites).

The information that you retrieve from library databases has been evaluated and is organized so that you can perform precise searches. Most of the information found on the Open Web, (i.e. Google) has **not** been evaluated and is disorganized. It can be difficult to narrow search results on Google. For example, if you perform a search for "global warming" on Google, you will retrieve more than 60 million records. Not every result will be relevant. The phrase "global warming" will appear in each result that you have retrieved, but that doesn't mean that every one of these millions of records actually deals with global warming. By contrast, when you search for global warming on a library database, you can specify that you want global warming to be the subject of an article, or that you want the words global warming to be in the title of an article, etc.

Library databases also give you the ability to narrow your search by date, so that you can retrieve the most current information. When you search on Google, much of the information that you find may be old and out-dated. If you find an article on a database and want to look at it again at some point in the future, it will probably still be available on the database. However, that same degree of permanence does not apply to web sites and web pages. Web sites and web pages can disappear and no longer be available.

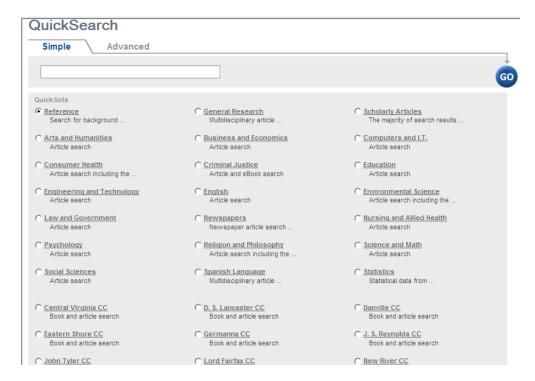
The Library at J. Sargeant Reynolds Community College has produced an excellent handout contrasting library databases and internet search engines. You can view this information at <a href="http://teach.jsr.vccs.edu/library/Blhandout/databasesvsinternet.pdf">http://teach.jsr.vccs.edu/library/Blhandout/databasesvsinternet.pdf</a>

If you would like to learn more about searching for information on Internet search engines, the **University of California at Berkeley offers an excellent tutorial entitled Finding Information on the Internet**. This tutorial provides a wealth of information, including: a comparison of Google, Yahoo, and Exalead; a web page evaluation checklist; the invisible or deep web; meta-search engines; recommended subject directories; a glossary of internet and web jargon; exercises on "Googling to the Max." This tutorial can be found at <a href="http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html">http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html</a>

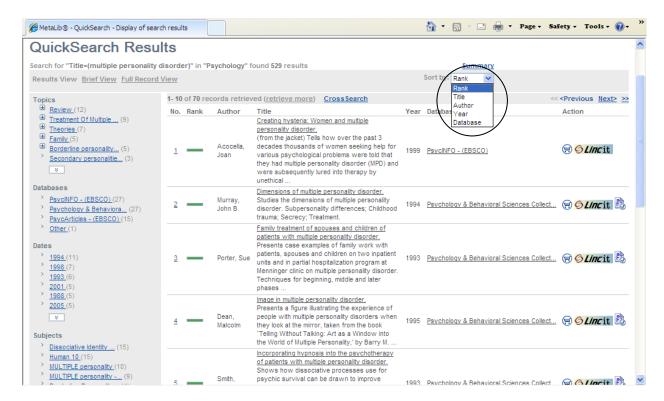
### MetaLib

**MetaLib** is a library portal providing end users with an interface which can **CrossSearch** (search simultaneously) for information in a variety of electronic resources, such as catalogs, reference databases, digital repositories, or subject-based Web gateways. These information resources are collectively referred to as databases. You can access **MetaLib** by selecting **myDCC** on the **e-library** page, logging in, and selecting **Library Services**.

The Quick Search screen is displayed below.

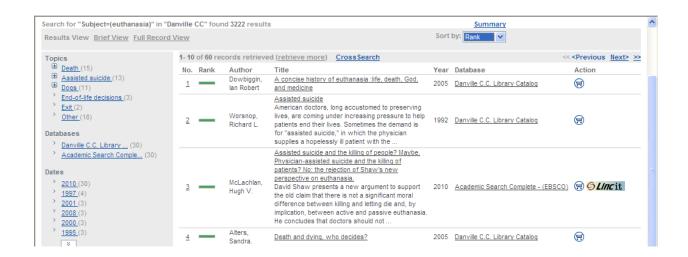


**QuickSearch** enables you to cross search databases dealing with a particular topic simultaneously. Let's say you would like to search for articles dealing with multiple personality disorder. The **Simple** search appears by default in QuickSearch. Select **Advanced**, which provides additional search options. Click inside the arrow in the box which says All Fields, and select **Title**. Enter **multiple personality disorder** in the search box. Next click inside the circle by **Psychology**. When you click on **GO** Metalib will search four psychology databases simultaneously for articles with **multiple personality disorder** in the title of the article. The first page of results is displayed below.

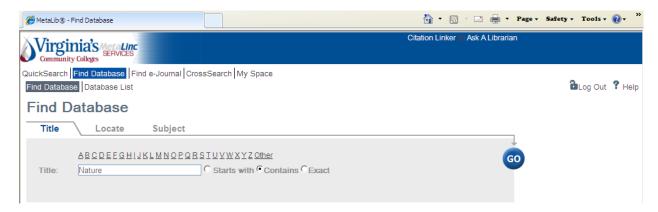


Articles are displayed by Rank, with the most relevant articles displayed at the top of the results list. You can also sort articles by title, author, year, or database. Click inside the **Sort by** box to change the way in which articles are displayed.

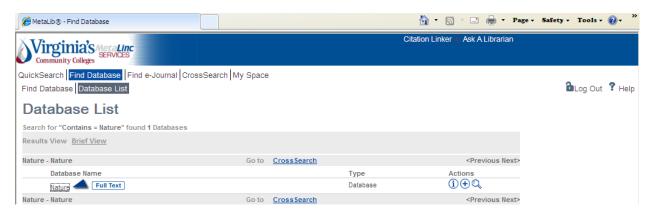
Notice that the **QuickSearch** page also displays the names of the colleges within the Virginia Community College System. Clicking the circle by a college will enable you to search both that college's online catalog and the Academic Search Complete database at the same time. Do an Advanced search and search for **euthanasia** as a **subject**. Then click inside the circle by **Danville CC** and select **GO**. Shown below are the first records retrieved for this search.



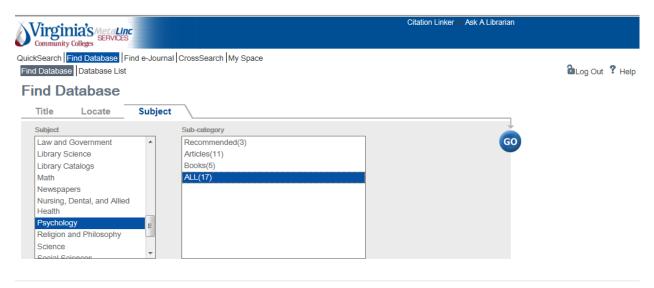
MetaLib also enables you to search for databases by title and subject. Select the Find Database tab.



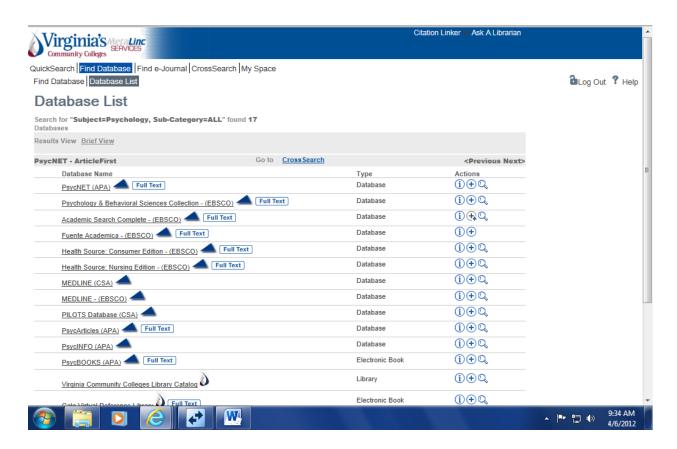
By default MetaLib will search for databases by **Title**. Enter the name of the database you want to find or click on the letter which the database name begins with to see a list of databases beginning with that letter. Click on **GO**. In the example above, the database **Nature** is entered in the search box. After selecting **GO** the page below appears. Click on **Nature** to search the database.



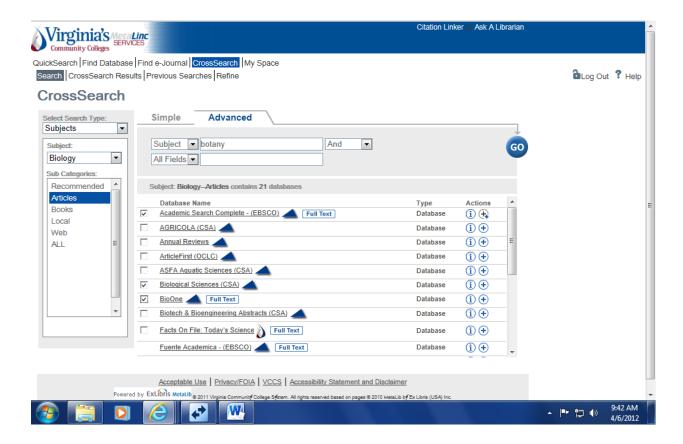
The Find Database tab also enables you to search for databases by subject. Select Subject under Find Database.



You can search for databases by **subject** and by **sub-category** on the **Subject** page. In the above example the subject selected is **Psychology** and the selected sub-category is **ALL.** There are seventeen sub-categories (article databases, books, etc.) which deal with **Psychology**. Click on **GO** to display the list of databases. Click on the database name or on the icon which looks like a magnifying glass to search one of the databases.

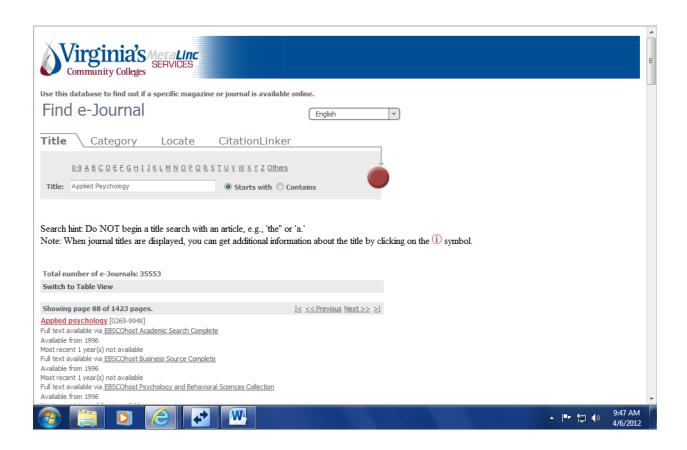


To search the databases simultaneously, click on **CrossSearch**. On the **CrossSearch** page select **Subjects** within the *Select Search Type* box, **Biology** within the *subject box*, and **Articles** within the *Sub-Categories* box. Place a check mark inside each of the databases you want to search, enter your search term, and select **GO**.

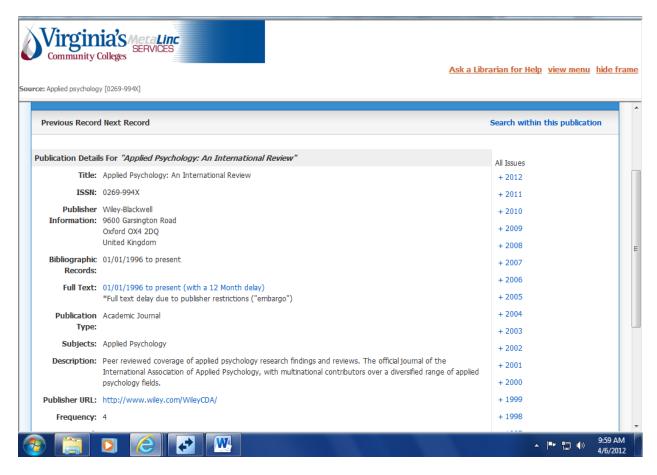


Click inside the down arrows in the search boxes above to see the many different search options that are available in **CrossSearch**.

Select the tab **Find e-Journal** to discover if a journal is available through one of the databases that DCC subscribes to. For example, to search for the journal **Applied Psychology**, enter **Applied Psychology** in the Title search box, select the button by **Starts with**, and click on the red button. The following page is displayed on the screen.



The screen above indicates that **Applied Psychology** is available in full text from 1996 on a number of different databases, including EBSCO's Academic Search Complete, Business Source Complete, and Psychology and Behavioral Sciences Collection. Click on the link to one of the databases to bring up the journal issues. For example, when the link to **Academic Search Complete** is selected, the following page appears:



Notice that a list of issues for the years in which full text is available is displayed under **All Issues** on the right side of the page. Select the year and then the individual issue. Individual issues are arranged by Table of Contents.



Note that the page displayed also provides information about the journal, including the publisher, the dates for which bibliographic records and full text are available, the publication type (academic journal), a brief description of the journal, frequency of publication, and whether the journal is peer reviewed.

You can also link to Find e-Journal by selecting Index of E-Journals on the e-Library page.

This concludes the introduany assistance, please ask.	ction to the LRC at Danville Co We are here to help!	ommunity College.	If you have any questions or if yo	u need