

## Sacramento City College Library Orientation

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### 1. Library hours and contact information:

Feel free to contact the Library with any questions about the library or about your research:

SCC library reference desk: 558-2461

SCC library circulation desk: 558-2301

Virtual Library help: <http://www.scc.losrios.edu/library/services/ask-librarian/>

#### Library hours:

Monday through Thursday, 7:30 a.m. to 9:30 p.m.

Friday, 7:30 a.m. to 5:00 p.m.

Saturday, 9:00 a.m. to 3:00 p.m.

Sunday, closed

### 2. Reference books:

Reference books are an excellent place to begin your research because they help define and describe your topic and give you important background and history. Reference books also help you discover keywords that you can use to search for more books and articles in the library catalog and databases. In the SCC library the reference books are located on the book stacks behind the reference desk. You can find reference books on your topic by doing a keyword search in LOIS, or you can simply ask a librarian to help you find them. Examples of reference books include "The Gale encyclopedia of medicine," "The encyclopedia of law enforcement," and "The Oxford dictionary of the classical world."

The reference books are arranged by call number, and each call number represents a subject area. For example, United States history is located in call numbers E and F, anthropology is in GN, and health and medicine is in R. The same call numbers will work for your topic in any college library in the U.S. (The public library uses a different numbering system.) You will find the call numbers for books on your topic when you use OneSearch to find books. You can also ask a librarian for help in finding the call numbers for your topic.

### 3. SCC Library Website:

Access to SCC Library materials, including print books, ebooks, and articles from scholarly journals, newspapers, and magazines, are findable through the Library website. You can access individual

databases by clicking on the “Research Databases” link from the Library’s main page. SCC Library databases contain thousands of articles, ebooks, videos, encyclopedias and other reference sources.

4. Your Library Card:

Your student access card is your library card. If you don’t have a student access card, you can get it at the Instructional Media desk on the first floor of the Learning Resource Center with a picture ID. As an SCC student you can use your student ID number ("w" + student ID) and unified password (same as your eServices password) to renew your books online, request books from other libraries in the district, read ebooks online, and use the Library’s research databases from off-campus.

5. OneSearch:

OneSearch provides access to the content of nearly every database held by Los Rios Libraries. Also provides access to books, videos, and other content from library shelves. Go to the SCC library webpage (<http://www.scc.losrios.edu/library/>) and enter your search in the search box. There is also a OneSearch button on the Library’s main page; this will take you directly to the OneSearch platform.

6. Keywords and keyword searching in OneSearch:

Keywords are the most important words (usually nouns) that describe your topic. For example, if your assignment is to find books and articles about how children are affected by violence on TV, your keywords could include any of these terms: children, youth, violence, television, media, movies. Keywords can be phrases, for example, gene therapy, age discrimination, and secondhand smoke are both useful keyword phrases. Brainstorm a list of keywords before you start searching, and add to the list whenever you discover new words.

In general, the more keywords you use in OneSearch, the more focused your topic will be and the fewer results will be retrieved. If your topic is very broad, for example, “education,” you will get an overwhelming amount of results. In this case, narrow your focus by adding one or two keywords specific to your topic. If you do not get any or any useful results, broaden your search by using fewer keywords. Also, check your spelling, as the OneSearch interface will not correct spelling for you.

When you hit Enter or Search, OneSearch will return a Results Page with a list of all the articles, books, ebooks, and other resources that contain your keywords. This list includes items from all five district libraries and is arranged with the most relevant items at the top. Click on the title of an item that interests you to see more information.

7. Searching for books in OneSearch:

To search for a book, click on the Books tab from the Library main page search box. Click on the “Include eBooks” button if you would like to include ebooks in your search. Type part or all of the title of the book and if known, the author. Be certain to use correct spelling in your search; otherwise, you probably will receive zero results.

You may also enter the book’s title, or title and author, and hit search from the default search box on the main page. Once you have your results, you can narrow down to “Books and Videos on Library Shelves” to see available materials in print.

To limit your list of results to SCC library, look on the left-hand side of the results screen to narrow your results down by location. Check the box under the Location limiter that says “Sacramento City College,” to see materials located at SCC.

For SCC books, ask a librarian if you need help finding the item on the shelf. Check out books at the Circulation Desk using your Student Access Card; this card is also your library card.

If SCC owns the book but it is checked out, or if the book is owned at a different library, you can place an electronic request to have the book held for you when it is turned in or to have it sent to you from the other library. With the book information page open, click the "Request this item" button. On the Request screen, type your student ID number and unified password in the spaces provided. Go to the box that says "Choose a Pickup Location" and click SCC. Hit the Submit button. The book will be held for you at the circulation desk when it is available. It takes 2 to 3 business days for a book to come from the other libraries.

8. eBooks: In addition to books, you will also find electronic books, or eBooks, in your Result List. You can read eBooks online on any campus computer, or you can read them online from off-campus using your student ID number (include the "w" as part of your login) and unified password. To open an ebook in OneSearch, click on the title, and then click on the PDF Full Text link on the left-hand side of the screen. Click "next" and "previous" to page through the book, or use the table of contents on the left hand frame to find a chapter of interest. Click the "Back" button in the upper left corner of the screen to return to your search results. Note: SCC library eBooks are in PDF format and require Adobe Reader software to read them.

9. Reserve textbooks:

The SCC library keeps a copy of many of the textbooks used at SCC at the Circulation Desk. You can borrow most of these textbooks for two hours at a time. To find your textbook in OneSearch, start at the SCC Library main page (<http://www.scc.losrios.edu/library/>) and click on the Textbooks tab. Using the pull-down menu, select the department name of your class (e.g. ENGWR), then in the space for class number, type the class number (e.g. 300). If you know the name of the book or the professor's last name, include those as well and hit Enter. Write down the call number for the textbook, and go to the Circulation Desk to check it out. You will need to show your Student Access Card to check out Reserve textbooks.

10. Research Databases:

Library databases contain articles from periodicals (magazines, newspapers, and journals) that are delivered to SCC electronically, many in full-text. Databases are organized by their topic of focus, so instead of scanning every library resource available, which is what OneSearch does, the individual databases provide a narrower search than OneSearch. For example, if you are researching a topic such as environmental policy, consider using a database such as Environment Complete. This strategy will often yield more focused search results than OneSearch.

To enter the databases, go to the SCC library home page (<http://www.scc.losrios.edu/library/>) and click on the Research Databases link. Look through the list of databases to choose the best ones for your topic. Academic Search Premier (an EBSCO database) is a good starting point for every topic. CQ Researcher or Opposing Viewpoints are good for current or controversial topics. You'll also find databases for newspapers, encyclopedias and dictionaries, and much more.

Tips for using the databases:

- a. Start with the same keywords that worked in OneSearch. Then try additional keywords that you find during your research process.
- b. Use "and" to link your keywords, e.g., slavery and history. Use "not" to eliminate items you don't want (book reviews), e.g., children and television not review.

- c. If you get zero or only a few articles in your results list, try deleting some of your key words to make the search broader.
- d. Use synonyms and mix and match your keywords until you find the combination that works best for your topic. Depending on the angle of your assignment, it is often useful to use keywords such as “benefits,” “effects,” and “impact” in combination with your main keywords.
- e. To find articles that argue pro and con, you often need to read the article and decide for yourself what is the author’s point of view. You could try adding these keywords to your search: opinion, editorial, argument, debate, viewpoint, pro, anti, support, against, moral, ethics, etc.
- f. In several databases you can click a box on the basic search screen or on your first results screen to limit your results to full-text articles. If you must have only scholarly, peer-reviewed, or refereed articles, you can also click a box for that.
- g. Use the Advanced Search screen to build a very specific search. Look for options that let you limit your results to specific dates, article type (editorial, cover story, etc.), most recent articles, and more.

The SCC library does own print periodicals on the 3 tall book stacks in the southwest corner of the second floor. Periodicals are shelved alphabetically in this area. If you don’t find enough full-text articles through the databases, you may want to use the print periodicals collection. A good way to find print articles is to start with a search in the databases. If you find an article you like but it doesn’t include full text, check the SCC library print collection. Ask at the reference desk on the second floor for help.

Is it a magazine or a journal?

Magazines usually have a glossy appearance, advertisements, and shorter, non-technical articles with no footnotes. The authors may be reporters or staff writers. The purpose of magazines is to inform, entertain, and sell advertising. Examples of magazines are People, Newsweek, and Time.

Journals usually have few pictures or advertisements and longer, in-depth articles with footnotes and bibliography. The authors are researchers and experts in their field and their articles are reviewed by other experts before they are published (peer-reviewed or refereed). The purpose of journals is to present the results of research to other experts. Examples of journals are Journal of the American Medical Association, Science, and Child Development.

11. Citation style for books, articles, and websites:

When it comes time to make the Works Cited Page for your research paper, ask for help at the Library’s Research Help desk or download the MLA or APA citation style handout from the Library’s Research Guides page (<http://researchguides.scc.losrios.edu/#quickguides>). These brief guides will help you cite most books and articles, including those you find in the library databases and on the Internet. For more detail, ask the librarian for the MLA or APA style manuals, kept behind the reference desk.

12. Using SCC Library services from off-campus:

You can use your student ID number and unified password to renew your books, request books from other campuses, put holds on books that are currently checked out, and access all SCC Library research databases and eBooks from off-campus. Just go to the SCC Library main page. When prompted, enter your student ID number including the “w” and your unified password (same password as eServices).

13. Searching the World Wide Web:

Information found on the open Web ranges from the useful to the ridiculous, but there are several steps you can take to make your internet search more effective. First, choose the right search tool.

Below are some starting points:

- Google – <https://google.com>
- Google Advanced Search – from Google’s main search page, click on the gear icon on the top left-hand corner and select “Advanced Search”
- Google Scholar – <http://scholar.google.com/>
- Dogpile – <http://www.dogpile.com/>
- Bing – <https://www.bing.com/>

To begin, use keywords that describe your topic accurately and specifically. You can start with more general keywords, similar to those that worked in LOIS: children, violence, television, media. For Google Advanced Search, type your keywords in the appropriate boxes, “with all the words” or “with the exact phrase.” “With all the words” will find web pages with your keywords in any order. “With the exact phrase” will find web pages with the keywords side-by-side in the order you typed them, such as gene therapy or secondhand smoke. Google Advanced also allows you to add keywords you do not want. For example, if you want websites that discuss secondhand smoke but you do not want these pages to mention cancer, you would type the word cancer in the search box labeled “without the words.”

The Google Advanced Search screen lets you limit your results by language and date. It also allows you to find web pages that contain your keywords in the title of the page or anywhere on the web page. Most important, Google Advanced Search lets you limit your results to websites that contain a particular domain, such as .com, .gov, .org., and .edu. The domain name tells you what type of organization created or sponsored the website. A website with .com as the domain is sponsored by a company. Websites with .org in the domain are sponsored by non-profit organizations, such as the National Cancer Society. Websites with the domain .gov are sponsored by U.S. government agencies. Websites with .edu in the domain are sponsored by colleges and universities. Websites with domains or .org, .gov, and .edu are often considered more reliable than websites with the domain .com.

To determine the accuracy and reliability of a website, ask yourself these questions:

- Who is the author of the website? What are their qualifications? Can you find contact information?
- What is the website domain (.com, .gov, .org, .edu)?
- Does the author give a bibliography or links to additional sources of information?
- Is the website free of spelling and grammar errors?
- What is the purpose of the website? To entertain, educate, sell, incite?
- Who is the likely audience for the website?
- Does the webpage show a date when it was updated?
- Is the information on the website useful and relevant to your needs?
- Is the information on the website reasonable and verifiable in print sources?