

Mt. San Antonio College Library

USING THE LIBRARY

This exercise will help you use the library. It will introduce you to the different services and materials that the library provides. It will also show you how to use the library's online resources to find these materials.

LIBRARY SERVICES

The library offers many services to help you study and conduct research. One important service is the Information Desk. In our library, the Information Desk is located in the center of the building, directly across from the entrance. The Desk is staffed all hours that the library is open, and there are usually two people available to help you with your research. Many other library services are described on the library's web site, which is accessible on campus and from home.

ACTIVITY

Connect to the library's home page at <http://library.mtsac.edu>, and you should see this page:



As you can see, this page provides you with access to the library catalog, book and article databases, web sites, help, etc. You should first find out when the Mt. SAC library is open, so click on the *Hours* link to answer this question:

1. When is the library open during Fall and Spring Semesters?

Now, click on the *Library Services* link to answer the following questions. Scroll through the description of services to see what information is provided.

2. What must you have with you to check out books?

3. How many books can students check out at one time?

4. What does an IEALC card allow you to do?

5. At least how many students are needed to check out a study room?

LIBRARY MATERIALS

Now that you have an idea of what services the library provides, you're ready to learn about library materials. When doing a research project, you must support your statements with credible sources of information. Sources you want to use include books, articles, and web sites. You may also find videos and CD-ROMs that discuss your topic(s).

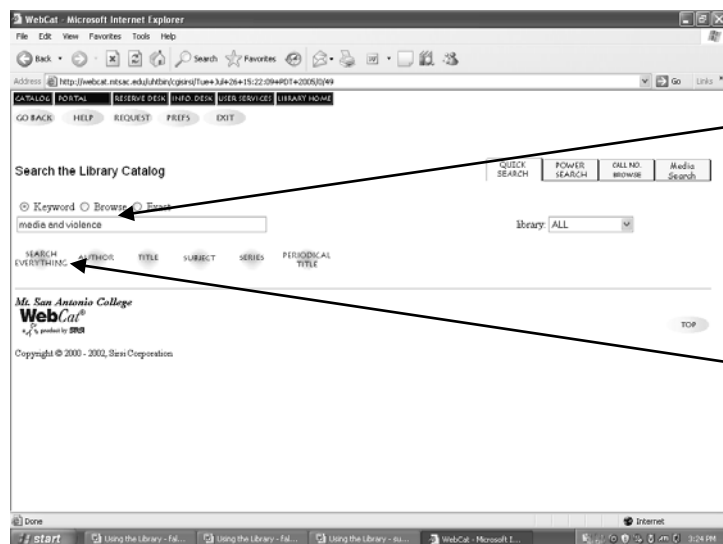
FINDING BOOKS, VIDEOS, AND CD-ROMS

You should always begin your research by looking for books on your topic. It's recommended that you start with reference books, such as encyclopedias, even if you cannot cite them in your bibliography. The Mt. SAC library owns subject encyclopedias that provide great introductions to many areas of study. These encyclopedias mention major events, people, and dates, and they often provide a list of books and articles to consult for further information.

To find materials in the Mt. SAC library, you must search the library's online catalog. The catalog tells you what books, videos, and CD-ROMs are found in the library building. The catalog is accessible on campus and from home.

The library catalog opens with the following screen. To get to this screen, start at the library's main web page -- <http://library.mtsac.edu>. Select the link to search the Mt. SAC Library Catalog. When you search the catalog, you will retrieve a list of books and other library materials.

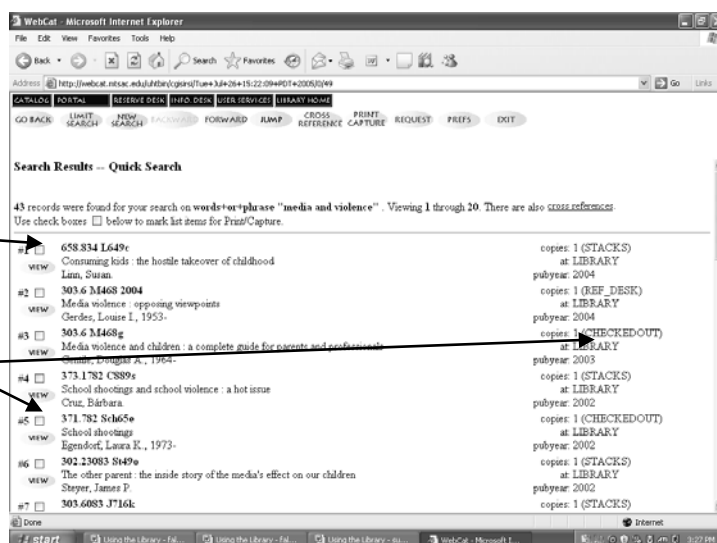
To use the library catalog, follow the directions below:



- First, type your words in the search box. (Be sure to use *and* when searching for two keywords.)
- Then, click on the appropriate button, such as *Search Everything*, *Author*, *Title*, etc.

Most students want to find materials on a particular topic. To do this in the library catalog, use the *Search Everything* button. By clicking this button, the catalog will look for your words in the author, title, subject, and table of contents fields. Do not confuse *Search Everything* with a *Subject* search! To use the *Subject* search, you must know the official Library of Congress Subject Headings. Stop by the Information Desk if you want assistance with finding and using these subject headings.

As mentioned above, entering a search provides a list of materials on your topic. This list gives you important information – the title of the book or video, its call number, and the library location. You must note this information before trying to find the item on the shelves. See the example below.



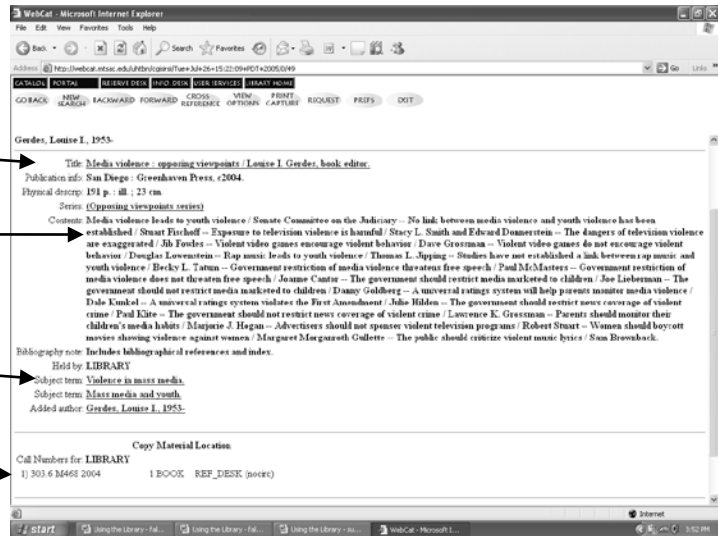
- Call Number
- Library Location (Note: if a book is “checked out,” click the *View* button to see when it is due.)

It’s a good idea to click the *View* button to learn more about a book or video. By clicking this button, you can see what subjects the material discusses. Get in the habit of looking at the

subjects, found towards the bottom of the screen, as they may help you focus your research topic. You may also find the table of contents or an abstract, which is a brief summary.

As you can see from the example below, the book, *Media violence: opposing viewpoints*, talks about media violence leading or not leading into youth violence. You learn this by reading the contents and subject term fields. You can also see that the book was written in 2004, it is 191 pages long, and some illustrations are provided.

- Publication Information and Book Description
- Contents
- Subject Term
- Library Location



ACTIVITY

Connect to the library's home page at <http://library.mtsac.edu>. Click on the link that takes you to the *Mt. SAC Library Catalog*.

1. Using the *Search Everything* button, enter a keyword search on *media and violence*. What book is written by Jodie Lynn Boduch? Give its title and call number.

2. Click the *View* button for this book. List the publication information, including city, publisher, and date.

3. What subject does this book cover? (You may have to scroll down a bit!)

4. Do a new search for *video games and violence*. List the title and call number of the videorecording shown in this list.

5. Click on the *View* button for this video and read its abstract. What does the video encourage high school and college students to do?

6. Enter a title search for *Tough Guise*. Is this a book or video?

7. Where is this item located?

8. Enter an *Author* search for *Susan Linn*. What is the title of her book?

9. According to the contents, what two characters might hook children on alcohol and tobacco?

FINDING ARTICLES

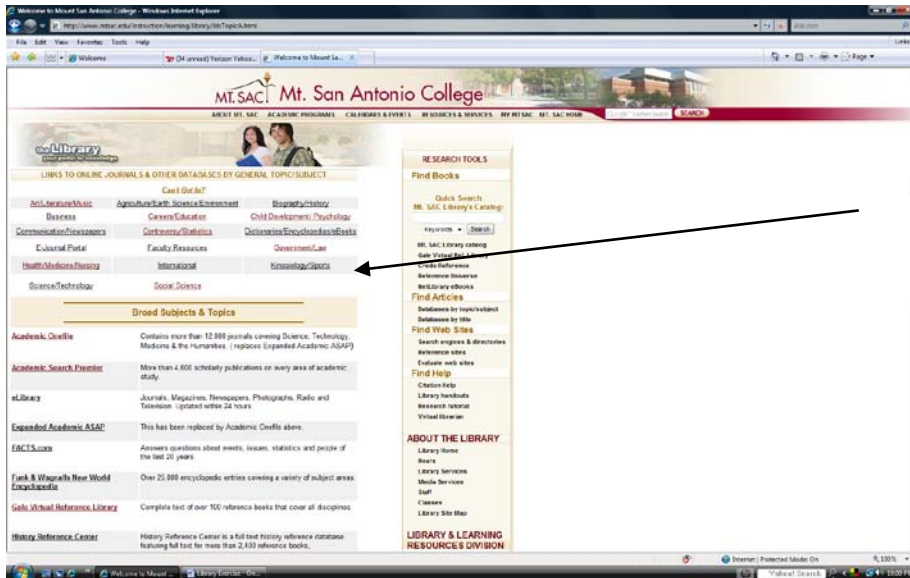
Articles are found in different types of periodicals. You can find articles in magazines, journals, and newspapers. Magazine and newspaper articles are written by journalists; journal articles are written by scholars such as attorneys, doctors, and professors. Some magazines you might know of are *Cosmopolitan*, *Newsweek*, and *Sports Illustrated*. *Critical Care Medicine* and *Journal of Applied Physiology* are journals. All three types of periodicals are valid sources of information.

Articles are useful because they contain very recent information, usually more recent than what you'll find in a book. Articles often provide very specialized information on your topic. It is a good idea to use both books and articles as sources of information. In fact, many professors will require that you use both.

At Mt. SAC, you can use online databases to find entire articles from magazines, journals, and newspapers. The databases are accessible to everyone on campus and to students, staff, and faculty from home. To access the databases from home, you must enter an ID number and PIN.

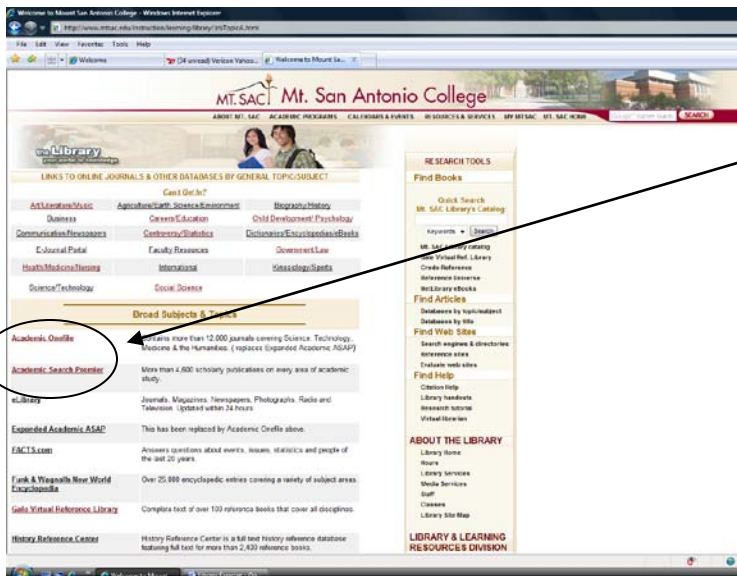
Your ID is your Mt. SAC student identification number and your PIN is the four-digit number you use for your MyMtSAC activities. Do not use dashes or spaces when entering either your ID or PIN!

From the library's home page, if you click on the *Databases by Topic/Subject* link, you will connect to a page that is similar to this:



- Click these links to find databases in a particular subject area.

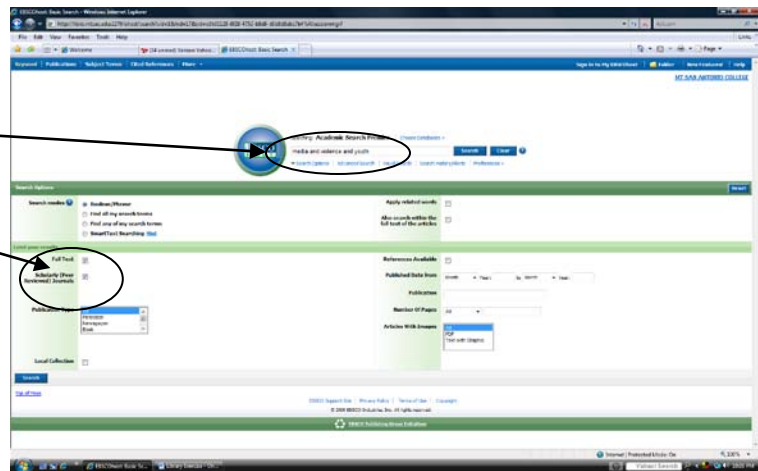
Scroll down to *All Topics in Magazines and Journals*. *Academic OneFile* and *Academic Search Premier* are good places to start your research, because you can find articles on almost any topic.



- Many students start with the "Broad Subjects & Topics" category, specifically *Academic OneFile* and *Academic Search Premier*.

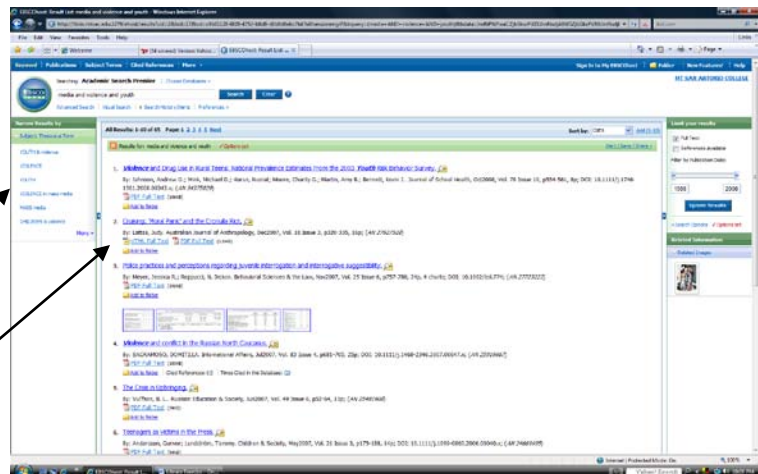
If you choose *Academic Search Premier*, you will first see this page:

- Type your topic in this box and hit enter. Use “and” if you are searching for more than one keyword.
- To search for journal articles only, check the box that says *Scholarly (Peer Reviewed) Journals*. By doing so, you will eliminate articles found in popular magazines. Many databases allow you to limit your search to journal articles only.



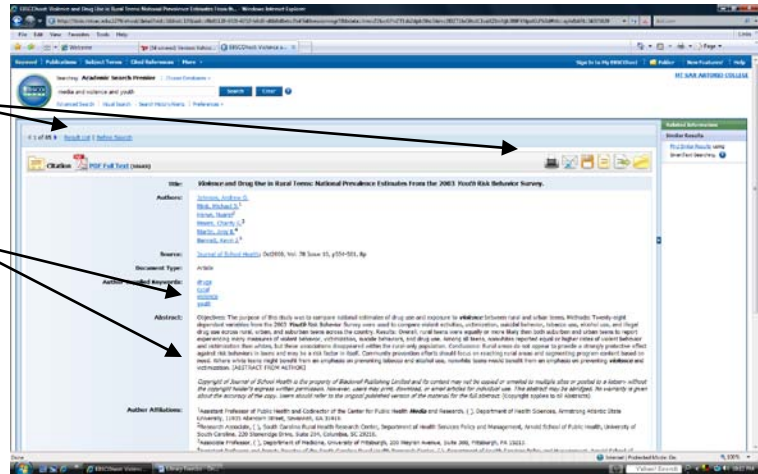
The above search *media violence and youth*, limited to journal (*Peer Reviewed*) articles only, found 65 articles, six of which are listed below:

- This screen tells you basic information about the article – article title, author, magazine, date of publication, and number of pages.
- These subject terms can help you refine your search strategy.
- Click on the article title, “HTML Full Text,” or “PDF Full Text” to read the entire article.



If you choose “Violence and Drug Use in Rural Teens:...” you would see this screen:

- Use these links to return to the original list of articles, modify your search, and print this article.
- Look for subjects, keywords, and abstracts. These are similar to what is found when searching the library catalog.



Although each database looks slightly different, each one offers you very similar options. Every database opens with a search screen, gives you a list of results on your topic, and allows you to read, print or e-mail specific articles.

ACTIVITY

Connect to the library’s web site via <http://library.mtsac.edu>, and click the *Databases by Topic/Subject* link. (If you are working from home, after selecting a database, you will be prompted for your User ID and PIN, as mentioned above.)

Now click on the *Academic Search Premier* link and answer the following questions.

1. Search for the topic *television and violence and youth*. How many articles do you find?

2. Limit the search to *Academic Journals*. (The *Academic Journals* link is found in the margin to the left of the results list.) How many scholarly articles are there on this topic?

3. Find the article that Mark I. Singer and David B. Miller wrote for *Pediatrics*. Write down the date, volume, issue, and page number of this article.

4. Click on the article title and look for the subject terms. (These subjects are found toward the top of the screen.) What other subject term could you use instead of youth?

5. This time search for *television and violence and children*. How many articles do you find?

6. How many are scholarly articles, i.e., academic journals?

Now go to <http://library.mtsac.edu>, click on *Databases by Topic/Subject*, then choose the link to *Child Development / Psychology*. Now choose *ProQuest Psychology Journals*.

7. Search for the topic *smoking and movies and teenagers*. How many articles do you find?

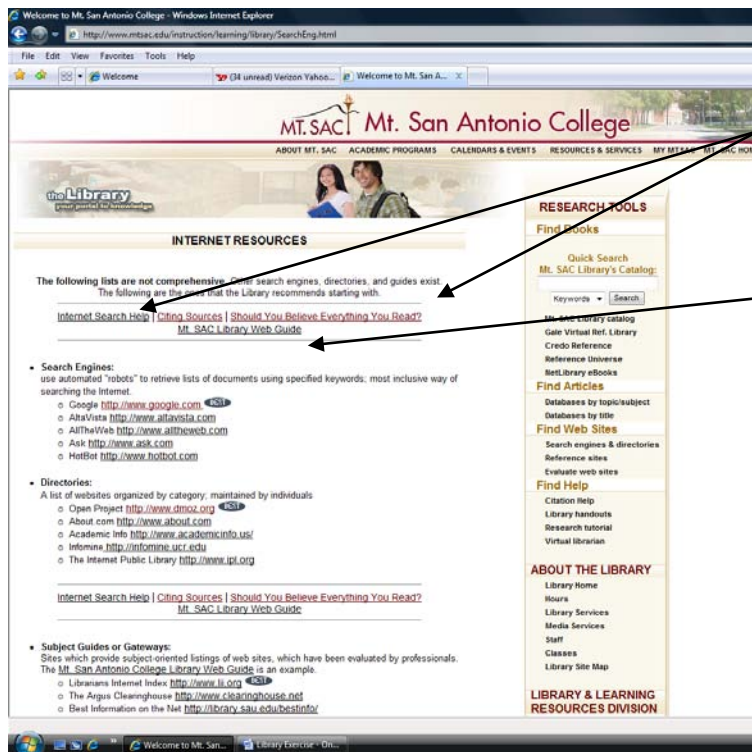
8. Find the article, “Effect of Viewing Smoking in Movies on Adolescent Smoking Initiation: A Cohort Study.” Write down the authors of this article, as well as the journal name, date, volume, issue, and page number.

9. Click on the title to read the abstract. According to the abstract, is there a link between movie smoking exposure and smoking initiation?

FINDING WEB SITES

If you have experience with searching the Internet, or World Wide Web, you know that there are millions of web sites. Entering your topic search will usually produce thousands of results. Some of these sites will be useful, but many of them will be irrelevant. Unlike books and articles, web sites are **not** evaluated for accuracy or authority before they are published. Anyone, including your 12-year-old neighbor, can put up a web page. **You** are responsible for evaluating information from the Internet before using it as a source in a research assignment.

At Mt. SAC, we will help you wade through the web to find accurate sources of information. We have created several guides that lead you to good web sites and/or tell you how to evaluate the sites that you do find. When you get to the library’s web site on *Search Engines & Directories*, you will see this page:



Follow these links to learn how to construct an Internet search, and to evaluate the pages that you do find.

Use over 25 web guides to find web pages. Be sure to use subject guides, also called gateways, if you want to find web sites that have been evaluated by a professional.

ACTIVITY

Go to the library's web pages via <http://library.mtsac.edu> and choose *Search Engines* & *Directories*. You should be at the page that's titled *Internet Resources*. Click the link *Should You Believe Everything You Read?* You should now be at the page *Evaluating Websites*.

1. What are five clues to good information?

2. If a website has .gov in its address, who has produced the site?

3. Who created the *Evaluating Websites* page, and on what date was it created?

Go to <http://www.google.com>.

4. Enter the search “*video games*”*violence children*. (Use the quotation marks – they are important to Internet searching!) Select *Violent Video Games: Myths, Facts, and Unanswered Questions*, which should be one of the first sites listed. List the URL to this web site:

5. What association has sponsored this web site? (Hint: You usually find the sponsor listed near the top and/or bottom of a web page.)

6. Who is the author of this article?

7. Where did he earn his PhD and in what field did he earn it?

8. Scroll down and find Myth 6. To what has high levels of violent video game exposure been linked?

REVIEW

You have now learned about many of the library’s services and materials. Remember to find all types of library materials as background for your research – books, videos, articles, and web sites. Most important of all, remember that the library staff is available all hours that the library is open. You should always feel welcome to stop by the Information Desk when you need assistance.