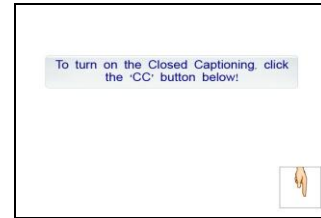
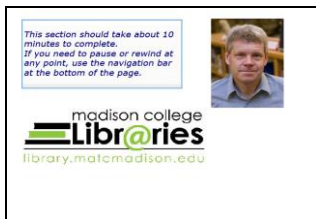


Slide 1 - Title: Locating and retrieving sources



Slide 2 - Closed Captioning

Text Captions: To turn on the Closed Captioning, click the 'CC' button below!



Slide 3 - Intro to Module. Hi, I'm Mark, one of the librarians at Madison College Libraries, where we help you find and evaluate the information you need for your assignments. This tutorial shows you how to locate and retrieve books, videos, and articles through the Libraries website. There are review questions throughout, and you will receive a cumulative score at the end. (Navigation bar instructions)



Slide 4 – Objectives. After determining which information sources you will need, the next step is to find and retrieve those sources. (Graphics: Photo of a patron looking through books; Images of magazines, books, newspapers, journals). These might include books, e-books, and magazines, newspapers and journals, in addition to sources you have found on the World Wide Web.



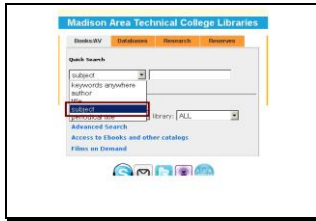
Slide 5 - Book Search

To search for books and audio-visual material, visit the Libraries' Home Page. (Graphics: Library home page; Photo of Buffy doing research in the library)



Slide 6 - Books dropdown

Here you can do a keyword search or change the dropdown menu to search by author, title or subject. Let's say you're looking for a book on wolves. (Graphic: screen shot of books' drop down menu)



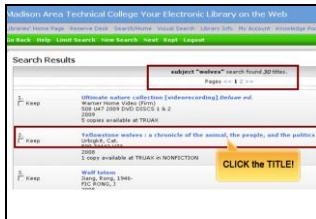
Slide 7 - Select Subject

Let's change the dropdown menu to subject... (Graphic: Drop down with 'subject' highlighted)



Slide 8 - Click Submit

Enter our terms and click submit! (Graphic: Wolf entered in search field and mouse click on search button)



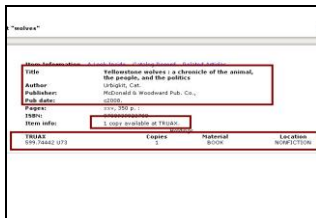
Slide 9 - Search Results. Slide notes: Your search has retrieved 30 records, meaning we have 30 books and videos on the subject of wolves for you to consider. Generally, the newest material appears at the top of results. Let's say you're interested in the second item, "Yellowstone Wolves..." Click the title to learn more. (Graphic: Screen shot of results)



Slide 10 - Title of Book

Slide notes: Click on the title of this record to see more about this item. (Graphic: Yellowstone wolves record from OPAC)

To advance the video, click the title of the record!



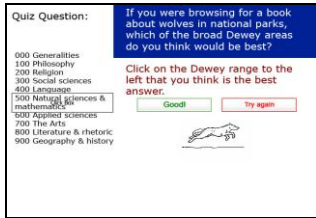
Slide 11 - Full Sirsi Record

In the full view of the record you can see the item's call number, which is where you will find it on the shelf, details you would need to cite this book in a bibliography, and library in the district that has the book. (Graphic: separate parts of record highlighted)



Slide 12 - Dewey

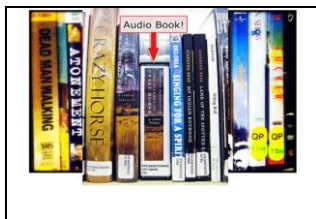
The Dewey Decimal System is based on ten general subject areas (see above), each further broken down into subcategories. If you've found a good book on your topic, you might want to spend some time browsing in the corresponding Dewey area to see what other related books are available.



Slide 13 – Quiz Dewey. 000 Generalities; 100 Philosophy; 200 Religion; 300 Social sciences; 400 Language; 500 Natural sciences & mathematics; 600 Applied sciences; 700 The Arts; 800 Literature & rhetoric; 900 Geography & history. If you were browsing for a book about wolves in national parks, which of the broad Dewey areas do you think would be best? Click on the Dewey range that you think is the best answer.

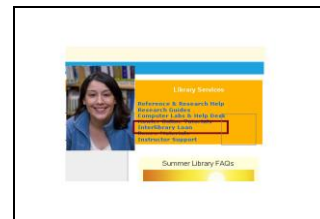


Slide 14 - Books – Collection. To retrieve books, go to the book stacks. The stacks are broken up into the circulating collection, books that can be checked out of the library, the reference collection contains books that have to be used in the library, and the reserves collection, which are books that have been placed behind the circulation desk by your instructors.



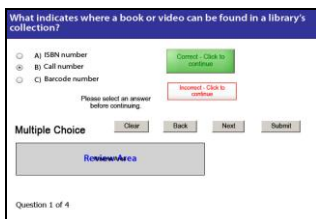
Slide 15 - Location of Videos

At the Madison College libraries, AV (audiovisual) materials such as DVDs, CDs and , are included in the library catalog and shelved with books in the stacks.



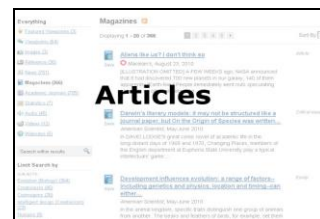
Slide 16 - ILL

If you're having problems finding an item, please ask a librarian for help. If Madison College Libraries do not have an item you're looking for, we can try to borrow a copy from another library through Interlibrary Loan.



Slide 17 – QuizQuestion. Multiple Choice

What indicates where a book or video can be found in a library's collection? A) ISBN number; B) Call number; C) Barcode number



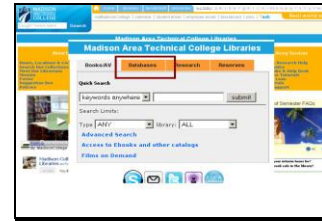
Slide 18 - Finding Articles Intro.

Full-text articles from subscription databases can be found through the Madison College Libraries Home Page. (Graphics: Screen shot of a list of article links)



Slide 19 - Periodicals

Magazines, journals, and newspapers can be in paper form in the stacks of a library or in digital form through a library database. Because they come on a periodic basis, they are often called periodicals.



Slide 20 - Databases Tab

To link to the Libraries list of article databases, locate the database tab. (Graphics: screen shot of web page. Image of databases tab.)



Slide 21 - Select Databases Tab

And select it! (Graphic: Screen shot of mouse pointer clicking on databases tab)



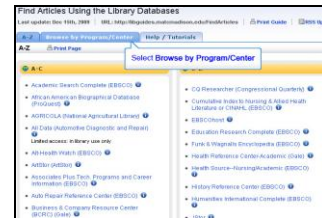
Slide 22 - Browse by A-Z List

To see a list of databases available at Madison College Libraries, click 'Browse databases by A to Z list'. (Graphic: Link to browse a-z list of databases)



Slide 23 - A-Z List Page

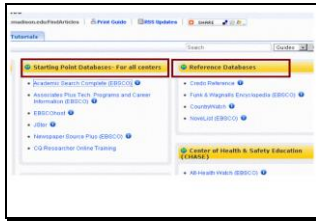
You'll get an alphabetical list of databases, and each one contains a different collection of electronic versions of published articles. (Screenshot of database list)



Slide 24 - Browse by Program/Center

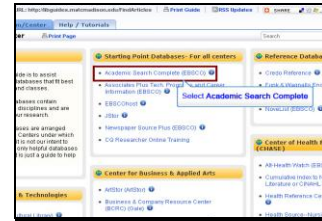
If you know which database you would like to use, you can link to it from this list, or select the 'Browse by Program / Center' tab.

Text Captions: Select Browse by Program/Center



Slide 25 - Starting Points

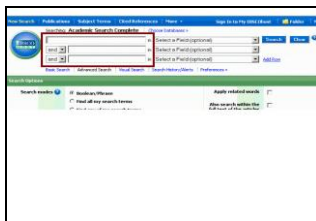
Here, you can select one of our starting point databases, or one of our reference databases. (Graphic: Screenshot of a list of starting point and reference databases).



Slide 26 - Select Academic Search

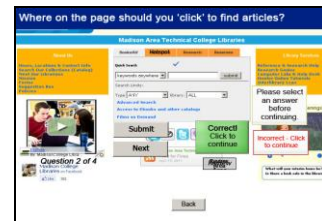
Let's start with Academic Search Complete, which has articles that cover the vast majority of topics that students research. (Graphic: Mouse pointer selects 'Academic Search' link).

Text Captions: Select Academic Search Complete



Slide 27 - Academic Search Advanced Search

Slide notes: Once you open the database you can begin searching for articles on your topic in the search boxes provided. (Graphic: Screenshot from Academic Search database highlighting the advanced search interface)



Slide 28 - Quiz Question 2

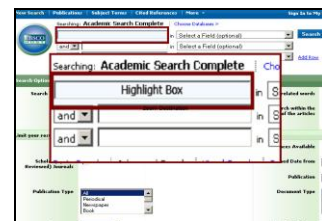
Slide notes: Where on the page should you click to find articles? (Graphics: Libraries' Webpage)

Text Captions: Where on the page should you 'click' to find articles?



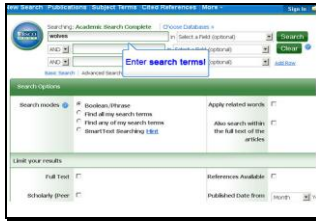
Slide 29 - Feedback-Database Tab

Once again, the databases tab is where you click to find articles. (Graphic: Screenshot of web page with databases tab highlighted)



Slide 30 - Enter Search Terms

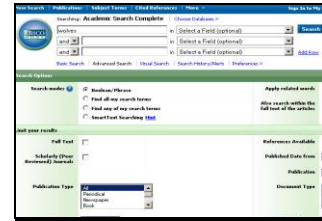
Slide notes: Academic Search opens with what is called an advanced search, which means that it has more than one search box. For now, that's ok, we'll just use the first one for this search. (Graphic: Zoomed image of advanced search boxes)



Slide 31 - Enter Search Terms

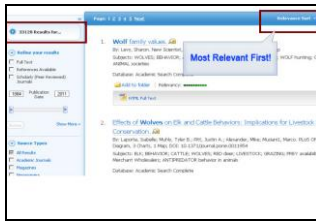
Let's enter the term 'wolves'... (Graphic: Search term is entered in advanced search interface)

Text Captions: Enter search terms!



Slide 32 - Click Search

And submit the search by clicking on 'Search'. (Graphic: Clicking on search button)



Slide 33 - Ebsco Results

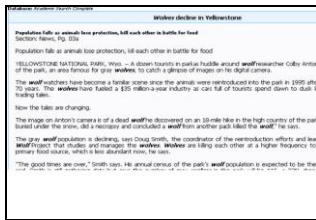
Your results include the total number of articles retrieved and the most relevant appear first. (Graphic: Search results from Academic Search)

Text Captions: Most Relevant First!



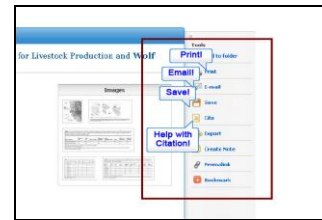
Slide 34 - Full Text Links

Slide notes: To find the full text of an article, that is the whole article so that you can read it, look to see if the citation has full text links, either HTML full text or a PDF full text. Some articles, like 'this one' have both options available. If you click the link...



Slide 35 - Full Text Display

The full text will appear. (Graphic: Screenshot of full text of wolves in Yellowstone article)



Slide 36 - Options for articles

(Graphic: Shot from database with tools options highlighted) Besides reading the articles online, most of our databases offer options for printing the articles, emailing them to yourself, saving them, and even help citing them in your bibliography or works cited page.



Slide 37 - Listen

Some databases also have content that you can listen to, as well as read. (Graphics: Article from database with a 'listen' link to audio version of the article highlighted; Photo of a man with iPod headphones)



Slide 38 - Find Full Text Button

Slide notes: Some of the citations in our databases will provide no full text of the article that is indexed. In cases such as these, try the 'Find Full-Text' link to see if the article is available full-text in another of our databases

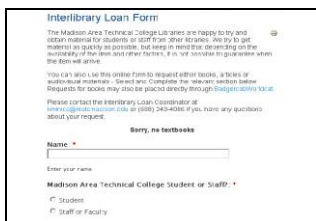


Slide 39 - Link to FT Different DB

In the case of this New York Times article, you can link to it here. (View of link to full text from Libraries' website)

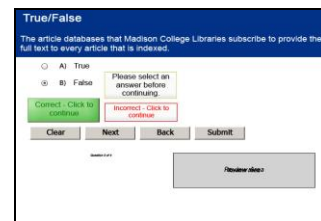


Slide 40 - Click here for ILL. To the right is a link labeled 'here' that leads to an interlibrary loan request form. Note the link to the right of the screen! And follow the highlighted link to request the article from Interlibrary Loan. With other articles, the Libraries will NOT be able to provide immediate full text for you. If that's the case, you'll see this message when you search for the full text.



Slide 41

Here is the InterLibrary Loan Form, where, after filling out the required fields, you can click on submit. (Graphic: Screenshot of ILL form)



Slide 42 - Quiz - Full Text of Articles. True/False

The article databases that Madison College Libraries subscribe to provide the full text to every article that is indexed. A) True B) False



Slide 43 - Feedback: Full Text

Remember, the databases offer full text for some articles and not others. (Graphic: Screenshot of two database articles, one in full text, the other does not have full text)



Slide 44 - Off Campus Access

Slide notes: Accessing the article databases from off campus involves logging in with your Madison College network user name and password. The library provides access to these databases for you through subscriptions. Please call the Student Help Desk at 243-4444 if you experience problems with off campus access.



Slide 45 - Searching the Web

No doubt you have some familiarity with searching the Web. However, it's often difficult to quickly find the best sources with an online search.



Slide 46 - Google Advanced Search

One option you may wish to try is the Advanced Search feature available in Google and most major search engines. It allows you to narrow your search in several ways. (Graphic: Advanced Search screen in Google)



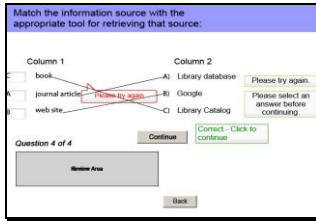
Slide 47 - Limits In Google Advanced

One of the most useful features of Advanced Searches is to limit your search to a particular domain, such as .gov, .org, or .edu. (Google limiter for searching by domain name is highlighted)



Slide 48 - Other Limits in Google

You can also limit your results by the date the page was created, and you can find pages that are similar to other pages you have managed to find.



Slide 49 –Match the information source with the appropriate tool for retrieving that source:

- A) Library database; B) Google; C) Library Catalog
- Book Journal article Web site



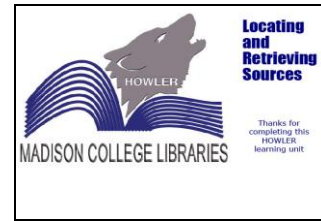
Slide 50 - Help

Slide notes: If you have questions or need help, you can Ask a Librarian: *in person at the reference help desk in the library *by phone at 608-243-4264 *by email - link through the Reference and Research Help page on the Libraries' website.



Slide 51 - Friendly librarians

Slide notes: Of course if you need assistance, check with the information experts of the Madison College Libraries. We're here to help!



Slide 52 - end

Thanks for completing this HOWLER learning unit