Accessing Library Search
What is Library Search?

• Library Search is a new word for the Library catalog: an all-in-one discovery tool
• You can “discover” all that the library has to offer for research including:
  – Books and eBooks
  – Full text database articles
  – Audio visual materials
    • DVDs and eVideos
To access the Library Search page:

• Log in to the MyCF portal
• Click the Academics tab
• Click the red Search Library bar
Searching

Type whatever topic you want to look up in the search box and then click the orange search button

– Spelling is important (capitalization and punctuation is not important)
– The default search is relevance but…you can change your results to date-newest
– You can also change the campus or type of material
Searching for items on NASCAR
Your First Results List

After you get your results list, on the left side of the screen is a long list of ways to narrow your results further called facets:

- Show only > Available in the Library (35)
- Format > Books (22)
- Subject: Topic > Stock car racing (2,034)
Your Results

• Library Search searches for all materials on your topic including books, ebooks, full-text articles, DVDs and eVideos. Each type of source has its own ICON so you can see at a glance what type of material it is.

• Physical materials (books and DVDs) have call numbers to help you find the materials on the shelf. Electronic materials (eBooks, streaming videos and full-text articles) do not.
Call numbers are located in parentheses.
Call Numbers and Locations

Call numbers are the “address” to find your materials in the Library:

• Circulating books with call numbers A-Q are located on the north side of the Library

• Circulating books with call numbers R-Z are located on the south side of the Library near the Instruction Area

• All reference books are located next to the Reference Desk on the 2nd floor

• All Audio-Visual (and Periodicals) are located next to the reference shelves

• Special Collections (Wisdom, Architecture and Will McLean) are located in the Special Collections room on the 1st floor
Circulation

Books available to be checked-out are designated by Circulation next to the call number.

Students may have five books per subject area with a total of 20 at any one time.

Students can check-out books for three weeks with another three weeks if no one has placed a hold on the title.

Students may also check-out 2 DVDs for one week with no renewal.
Renewing Books

You may renew a book one time for another 3 weeks if no one has requested the book.

There are several ways to renew:

• Online through MyAccount
• In person at the Circulation Desk
• Over the phone (but you must be able to prove you are you)
Full-Text Articles

Library Search provides access to literally millions of full-text articles that have been previously published in magazines, journals and newspapers.

The Library subscribes to many good multi-disciplinary databases including: *Academic Search Complete*, *Expanded Academic ASAP* and *Academic OneFILE*.

The Library also subscribes to many subject specific databases as well, covering the following topics: criminal justice, education, literary criticism, nursing and medicine, psychology, the sciences, controversial issues and news, and the social sciences.

Databases will allow you to print and email articles and provide assistance with citations.
How to Find a Full-Text Article

There are three ways to access a database article:

• Click the Databases A-Z link (if you know the database you want to search)
• Click the Databases by Subject link (if you know the subject but not the database title)
• OR, you can click the Read article link from your result list.
Three Ways to Find Articles
Databases A-Z
Databases by Subject
Library Databases

Most databases have the following in common on their front page:

• A prominent search box
• Limit to full text and/or scholarly (peer review) journal articles
• An advanced search

And, once you have selected your article:

• Email, Print, Citation tools
• Either HTML full-text or a PDF attachment
Using Databases

The following slides are screen shots of some of the most used databases:

• Academic Search Complete (a good, general database)
• Issues & Controversies (a good “hot” topic database)
• CQ Researcher (good for pros and cons on a “hot” topic)
• Ferguson’s Career Guidance Center (for career information)
• Literary Reference Center Plus (for literary criticism)
• Literature Resources from Gale (online version of “Gale” books)

Look for the following elements and note their locations:

• Search box
• Limit to boxes
• Help
Academic Search Complete
A Full-Text Article from the *Academic Search Complete* Database

NASCAR vs. Football.

Authors: PIERCE, DANIEL S.


Document Type: Essay

Subject Terms:
- SPORTS
- AUTOMOBILE racing
- FOOTBALL
- HIGH school football
- COLLEGE football
- SOUTHERN States
- SOUTHERN States -- Social life & customs
- SOCIAL aspects

Company/Entity: NASCAR (Association) DUNS Number: 057883448

NAICS/Industry: 711219 Other Spectator Sports

Abstract: In this essay, the authors investigate whether football or autoracing, as
Citation tools can get you started in the right direction. Copy and paste then correct the errors, if any. What is wrong with the MLA citation for this article?
Issues & Controversies
CQ Researcher Plus Archive

BULLYING
April 22, 2014

Do new state laws adequately address bullying?

State legislators have reacted to a recent spike in bullying lawsuits and student suicides by proposing new requirements for schools and stricter punishment for perpetrators. However, questions remain about how to properly identify and punish bullying, and authorities have pushed for an updated, universal definition. Critics say some antibullying laws impose overly strict punishments and carry language that unfairly favors certain groups of students based on factors such as race, sexual identity and religion. Anti-bullying advocates say many of the laws do not provide for adequate funding for requirements imposed on school districts. Outside the classroom, highly publicized bullying cases in the National Football League and the military have drawn attention to the issue of workplace bullying.

A series of high-profile workplace bullying incidents in the NFL and the military, as well as student suicides, including the September 2013 death of 12-year-old Florida student Rebecca Ann Sedwick, have sparked a wave of new antibullying legislation, lawsuits and policy debates.

All U.S. states except Montana require schools to protect students from bullying by implementing antibullying education programs and tracking and reporting individual incidents. Opponents of the laws, including some school administrators, worry that broader state supervision and detailed reporting requirements threaten the ability of schools to handle
Ferguson’s Career Guidance Center
Literary Reference Center Plus
Literature Resources from Gale