



Contact Us by Phone

Circulation Desk (Renewals, Interlibrary Loan, etc.):

276.964.7265

Reference & Instruction Desk:

276.964.7617

Coordinator of
Library Services:

276.964.7266

Acquisitions & Cataloging:

276.964.7738



Contact Us in Person

SWCC Main Campus
Dellinger Hall
Room 201

Rev. 01/2025

Southwest Virginia Community College
P.O. Box 1101
Richlands, VA 24641-1101
(800) 822-7822 or (276) 964-7235 V/TDD
<http://www.sw.edu>
EOE/AA

Pare información en español, llame Ud. (276) 964-7751.
Pour des renseignements en français, appelez (276) 964-7751.



THE LIBRARY

www.sw.edu/library

Handbook for Students

SWCC Main Campus
Dellinger Hall Room 201
Southwest Virginia
Community College
P.O. Box 1101
Richlands, VA 24641-1101

Revised January 2025

My EMPL ID:

My SWCC email address:

**My SWCC username (for Library, Canvas,
SWCC email & Student Information
System):**

If you are accessing electronic library resources from a computer away from the campus, you may be prompted for a username and password. In most instances, you will enter your SWCC username and password to access the electronic library resources.

Your Library username is the same as your SWCC Student Information System (VCCS SIS), student email, and Canvas usernames.

To determine your SWCC (and Library) username, go to MYSouthwest—<https://signin.my.vccs.edu/cas/login?service=https%3A%2F%2Fportal4.my.vccs.edu%2F%2Fportal%2Flogin> There is a convenient link to MYSouthwest on the SWCC home page—<http://www.sw.edu>

There are some exceptions to using your SWCC username and password for off-campus access to Library databases.

You will need to create a special account for *LearningExpressLibrary* (practice tests). This can be done from campus or at home. When creating a *LearningExpressLibrary* account, enter your SWCC email address and a password of your choice. See page 16 for more information on *LearningExpressLibrary* practice tests.

Many e-books are available from *EBSCOhost Research Databases*. *EBSCOhost* is located under the “Periodicals” link on the SWCC Library web page, and the e-books are available in *EBSCOhost’s eBook Collection*. Currently registered students, SWCC faculty, and staff members, use your SWCC username and password to access the *eBook Collection* from home. You don’t need a special account to view the full text of an e-book, but an additional “My EBSCOhost” account is required to download EBSCO *e-books* offline for 1 to 7 days. Instructions are available when you create an EBSCO account and start the download process.

See page 5 for more information on e-books.

NEW!
PRIMO Search—Quick Access to Library Resources

From the SWCC web page (<https://www.sw.edu>), go to MYSouthwest—<https://sw.my.vccs.edu>.

Log In to your MYSouthwest account using your SWCC username and password. [If you don’t know your SWCC username and password, you can “look up your username and set your password” from this web site.]

Next, select the Library Services icon to access your college library database(s).

From the PRIMO Search screen you will be able to use a single search to find print books and other materials physically located in the Library, such as CDs, DVDs, and videos, as well as ebooks, e-journal articles, and streaming media.

Types of items: You can search for **all items**, or specify that you want to search for just **books, articles, multimedia, or research databases**.

Search words: You can perform a **Simple** search from the main page of PRIMO or you can perform an **Advanced** search (click on **Advanced** link).

Place in record: You can search for your search words **anywhere in the record**, as **author/creator**, in the **title**, or in the **subject**.

Try it! Do a search for autism and vaccinations. (Use all three words... autism and vaccinations.)

Once you get a list of results you can see by the icon to the left of an entry if the item is a book, journal article, newspaper article, dissertation, etc.

Results are sorted by **relevance** by default. You can also arrange your results by **date** (with the most recent items at the top), by **popularity**, by **author**, or by **title**. To change the way in which your results are displayed, click the blue down arrow to the right of **Sorted by**.

Once you find an item of interest to you, click on the title or the **view online** link to view the full-text if it is available.

Notes: You can also access PRIMO Search by selecting the Primo Search link on the SWCC Library web page. PRIMO Search access to Library resources has its advantages and its limits. While this type of search for Library material is convenient, you can also access all Library resources the “tried and true” way via the SWCC Library web page at <https://www.sw.edu/library>.

APA STYLE (patterns and examples)
HOW TO CITE ONLINE ARTICLES & E-BOOKS

Warning: Citation style for online sources is continually evolving. Consult your instructor in choosing the appropriate style and for further guidance.

Magazine Article Pattern for APA style:

[Author last name], [First initial]. [Middle initial]. ([Year], [Month and day]). [Title of article].
 [Title of magazine], [Volume number]([Issue number]), [Inclusive page numbers].
 Retrieved from [Name of database or URL] database.
 Note: If URL is given, do not end with a period.

Journal Article Pattern for APA style:

[Author last name], [First initial]. [Middle initial]. ([Publication year]). [Title of article].
 [Title of journal], [Volume number]([Issue number]), [Inclusive page numbers].
 [doi:xx.xxxxxxxifgiven]

Example of research report from CQ Researcher database:

Hatch, D. (2003, June). Drug company ethics. *CQ Researcher*, 13, 521-544. Retrieved from
<http://library.cqpress.com/cqresearcher>

Example of journal article from EBSCOhost database:

Fleck, L. M. (2011). Just caring: Health care rationing, terminal illness, and the medically
 least well off. *Journal of Law, Medicine & Ethics*, 39(2), 156-171.
 doi:10.1111/j.1748-720X.2011.00585.x

e-book Pattern for APA style:

[Author last name], [First initial]. [Middle initial]. ([Publication year]). [Title of work].
 [Location city, state]: [Publisher]. Retrieved from [Name of database] database.
 (or database URL, or doi:xxxxxx, if given)

Example from EBSCOhost eBook Collection:

Zeinert, K. (1998). *Those courageous women of the Civil War*. Brookfield, CT: Millbrook
 Press. Retrieved from EBSCOhost.

Note: Some of the databases provide ready-made citations for you within the articles.

Spacing: Use double-spacing throughout your References page.

For more detail on citing articles and research reports from EBSCO and CQ Researcher, look at
 the “How to Cite” links or the “Help” files within the databases.

Citation instructions, links, and tips are provided in most of the LibGuides developed by SWCC
 Librarians. Visit: <https://sw.vccs.libguides.com/>.



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INFORMATION PLEASE

◆The first library / photo I.D. card is free. Your original card is updated in the library system every 2 years. There is a **\$5.00 replacement charge** if the card is less than 2 years old.

◆Library users **must** present a library card to check out material. Please remember to bring your library card with you if you are checking out library material.

◆Circulation Periods:

Books-2 weeks	Magazines-2 weeks
Audio Books-2 weeks	Music CDs-2 weeks
Media (Videos/Software)-2 days	Reserves-2 days or Non-Circulating

◆*You can* renew your library material in person, on the telephone - 276.964.7265, or online - <http://www.sw.edu/library>. To renew online, choose the Overdue/Renewal link from the Library menu. You can also renew via My Account on the SWCC Primo QuickSearch web page. Please see page 4 for more information on My (Library) Account.

◆The SWCC library does not charge fines for overdue items; however, students are responsible for returning items in good condition and renewing items for extended due dates.

◆A book return is located on the sidewalk for your convenience.

SWCC Library Web Page -

<http://www.sw.edu/library>

Homework Assistance - <http://sw.vccs.libguides.com/HomeworkAssistance>

The Homework Assistance LibGuide is an online homework help service provided by the Library for both on and off-campus students. Students can ask for online assistance from a library staff member as well as use online tutorials, access other forums for online help, and use resource links and reference sources.

*LIBRARY HOURS

(Fall, Spring & Summer Semesters)

Monday - Thursday: 7:45 a.m. - 6:00 p.m.

Friday: 7:45 a.m. - 4:30 p.m.

Saturday: CLOSED

***Sunday*:** CLOSED

*Closed Sundays & evenings between semesters. *Closed on Sundays during semester breaks and holiday weekends. Holiday schedules and reduced hours of operation will be posted in the Library and on the SWCC Library web page.

MLA STYLE (patterns and examples) HOW TO CITE ONLINE ARTICLES & E-BOOKS

Warning: Citation style for online sources is continually evolving. Consult your instructor in choosing the appropriate style and for further guidance.

Magazine Article Pattern for MLA style:

[Author last name], [First name] [Middle initial]. "[Title of article in quotation marks]." [Title of magazine italicized] [Published day] [Month abbreviation] [Year]: [Page number starts]-[ends]. [Title of database italicized]. [Medium of publication consulted (Web)]. [Accessed day] [Month abbreviation] [Year].

Journal Article Pattern for MLA style:

[Author last name], [First name] [Middle initial]. "[Title of article in quotation marks]." [Periodical name italicized] [Volume number].[Issue number] ([Published Year]): [Inclusive page numbers]. [Title of database italicized]. [Medium of publication consulted (Web)]. [Accessed day] [Month abbreviation] [Year].

Example of research report from CQ Researcher database:

Hatch, David. "Drug Company Ethics." *CQ Researcher* 6 June 2003: 521-544. *CQ Researcher*. Web. 4 Aug. 2011.

Example of journal article from an EBSCOhost database:

Cox, Sydney, and Robert Dingle. "Adolescent Idiopathic Scoliosis in a College Golfer." *International Journal of Athletic Therapy & Training* 16.2 (2011): 8-11. *CINAHL*. Web. 4 Aug. 2011.

e-book Pattern for MLA style:

[Author last name], [First name] [Middle initial]. [Title of book italicized]. [City of publication]: [Publisher], [Publication year]. [Title of database italicized]. [Optional supplementary information about database]. Web. [Accessed day] [Month abbreviation] [Year].

Example from EBSCOhost eBook Collection database:

Zeinert, Karen. *Those Courageous Women of the Civil War*. Brookfield: Millbrook Press, 1998. *e-book Collection*. EBSCO. Web. 4 Aug. 2011.

Note: Some of the databases provide ready-made citations for you within the articles.

Spacing: Use double-spacing throughout your Works Cited page.

For more detail on citing articles and research reports from EBSCO and CQ Researcher, look at the "How to Cite" links or the "Help" files within the databases.

CITATION OF ELECTRONIC RESOURCES

American Psychological Association (APA). **APA Style Help.**

URL: <http://www.apastyle.org/apa-style-help.aspx>

Dewey, Russell A. **APA Style Resources.**

URL: <http://www.psychwww.com/resource/apacrib.htm>

ImagineEasy Solutions. **EasyBib: Generate citations in MLA, APA & Chicago formats for your bibliography.**

URL: <http://www.easybib.com>

Modern Language Association (MLA). **The MLA Style Center. Writing Resources from the Modern Language Association.**

URL: <https://style.mla.org>

Purdue University. **APA Formatting and Style Guide.**

URL: <http://owl.english.purdue.edu/owl/resource/560/01>

Purdue University. **MLA Formatting and Style Guide.**

URL: <http://owl.english.purdue.edu/owl/resource/747/01>

University of Chicago. **The Chicago Manual of Style Online. Chicago-Style Citation Quick Guide.**

URL: http://www.chicagomanualofstyle.org/tools_citationguide.html

Warlick, David & The Landmark Project. **Son of Citation Machine. Citation Machine automatically generates citations in MLA, APA, Chicago, and Turabian.**

URL: <http://citationmachine.net>

Note: Some library databases include citation generators. The instant citations in MLA, APA and other formats are automatically created for you. Look for the “Cite,” “CiteNow!,” “Cite this title,” “Citations Tools,” etc. links in the toolbox area of your database results.

REMOTE ACCESS

Registered SWCC students have remote (off-campus) access to VIVA and several other specially purchased library databases, which are not available to the general public.

If you are accessing electronic library resources from a computer away from the campus, you may be prompted for a username and password. In most instances, you will enter your SWCC username and password to access the electronic library resources.

Your SWCC (and Library) username is the same as your SWCC Student Information System (VCCS SIS), student email, and Canvas usernames.

To determine your SWCC (and Library) username, go to MYSouthwest at <https://sw.my.vccs.edu/jsp/home.jsp>. There is a convenient link to MYSouthwest on the SWCC web page - www.sw.edu - and also on the Library web page.

There are some exceptions to using your SWCC username and password for off-campus access to library databases. You will need to create a special account for *LearningExpressLibrary* (online practice tests). This can be done from campus or at home. When creating a *LearningExpressLibrary* account, be sure to use your SWCC email address as your *LearningExpressLibrary* username. See page 16 for more information on *LearningExpressLibrary* practice tests.

E-books available in *EBSCOhost's eBook Collection* are accessible to currently registered students, SWCC faculty, and staff members. Use your SWCC username and password to access the *eBook Collection* from home. Also, an additional “My EBSCOhost” account is required to download *e-books* on *EBSCOhost*. See page 5 for more information on *EBSCO* e-books.

Students taking Distance Learning (DDL) courses will benefit from looking at the resources and links on the Library web page.

<http://sw.edu/library/library-resources>

If you have problems accessing online resources at home or off campus, please log in to the VCCS page at my.vccs.edu with your Canvas/SIS/email login and password and keep this log in page open; go to the Library webpage (sw.edu/library) to access online databases of books and periodicals. This process works if you receive and “Internal Error” notice when you try logging in to databases.

Please contact one of the SWCC Library Staff if you need help accessing Library resources:

SWCC Library Circulation Desk 276-964-7265

SWCC Library Reference Desk 276-964-7217

SWCC Library Coordinator's Office 276-964-7266

ONLINE LIBRARY CATALOG

Use the SWCC Primo Search Library Catalog to see what books, videos, audios, and other materials are available at the SWCC Library. Many e-books are also available via a Library Catalog search.

1. Start at the SWCC home page. <http://www.sw.edu>
2. Click on the **Students** and then the **Library** links —
Or—use the following URL <http://www.sw.edu/library>
3. On the SWCC Library home page, select the **PRIMO Search** link.

Search modes in the PRIMO Search Catalog include **Basic**, **Advanced**, or **Browse**. Use **Basic (keyword)** if you are not sure of exact titles, subjects, authors, etc. Use the drop-down boxes to see all the indexed lists or fields that you can search. **Browse** searches alphabetical listings. You may use **Browse** if you know the title, author, or subject of the item you need. Use **Advanced** to limit your search to a specific material format such as Visual Materials to locate videos.

To begin a search, choose the **mode** (Basic, Browse, Advanced) and **Type** of Search (Keywords Anywhere, Title begins with..., etc.). Then enter your search term(s) in the **search box** provided. Press **enter**, or click on **Go**.

In your results list, click on the item's underlined title to see a more detailed view of the item record or click on Details or Location tabs. Take notice of the **Location/Call Number**. This tells you where you can find the item in the Library. The **Holdings** link shows if the item is available (On Shelf), or it will show the item's due date if the item is currently checked out.

If it indicates on the Holdings page that the item is currently checked out (has a Due Date), you have the option to Request this Item. If you request the item to be put on hold for you, you will be notified when it is available for you to check out. Please give your contact information when you place your hold request. **Remember, you only need to click on Request the Item if the item is currently checked out.** Otherwise, if it shows that it is On Shelf, just call or come to the Library to get the item.

Additional Features:

Access PRIMO Search (VCCS information search service); see page 16 for details.
Quick access to VIVA Databases, VIVA e-Journals, & LRC Live;
View Course Reserve listings; Put items in your e-Shelf for future access;
Access your SWCC personal library account (My Account);
"Request this Item" to be put on hold for you; and
Search full-text Career Collection from the "Select College" drop-down menu.

Notes: The truncation symbol in the Catalog is an asterisk (*). Full text of some items is available via the Catalog. To access a full-text item, click on the **Online Access** link in the **Full View** of the item record. **See page 5 for e-books.**

TAKE NOTICE!

LibGuides (Subject Research Guides) -

LibGuides are librarian created, subject-specific guides to high-quality research information. For a list of SWCC LibGuides, go to <http://sw.vccs.libguides.com>.

PRIMO Search ... Exciting new library catalog! -

PRIMO Search (VCCS Libraries Search) is a library catalog search interface that connects you with a variety of print and electronic resources. One search on your topic will show you books, e-books, e-journal articles, and streaming multimedia you can access in the library or online. PRIMO Search searches over 30 databases simultaneously and includes resources from the Library Catalog, *American History in Video*, *EBSCO eBooks*, *Gale Virtual Reference Library*, *Literature Resource Center*, *ÓVID Nursing eJournals*, *Oxford Reference eBooks*, *Safari Tech eBooks*, and the *Wiley Online Library*. PRIMO search can be accessed from the SWCC Library web page and PRIMO Search page. For more information on PRIMO Search go to <http://library.vccs.edu/reference/primo-faq.html>. **Note:** All the SWCC library databases are not included in a PRIMO Search search, so be sure to also use the SWCC Library web page (www.sw.edu/library) for comprehensive searching of our Library databases.

Ask-A-Librarian— Includes LibChat

Students throughout Virginia's community colleges now have an additional way to access reference help from librarians. Ask-A-Librarian is a service which provides a "virtual reference desk" that students can access from the Web, 24/7. It offers the opportunity to chat, online and in real time, with a real "live" reference librarian. The reference person shares web pages and other materials directly with the student. At the end of each session, students can receive a complete transcript of the chat session, including links to web pages, if they provide their student email address when they log in to the service. Ask-A-Librarian is located on the SWCC Library web page. Access is also available from the Ask-A-Librarian LibGuide at https://sw.vccs.libguides.com/ask_a_librarian

LearningExpressLibrary / PrepSTEP (practice tests) -

LearningExpressLibrary (LEL) / PrepSTEP provides a completely interactive online learning platform of practice tests, tutorial course series, and ebooks designed to help students and adult learners succeed on academic or licensing tests. LEL test preparation materials and practice exams are based on official tests and will help you improve your scores on academic, civil service, military, and professional licensing and certification exams. LEL Centers include the Adult Learning Center, Career Center, High School Equivalency Center, College Prep Center, Recursos en Español, and College Center. Subject areas include: ACT, SAT, GED, and GRE preparation; reading, writing, and math skills improvement; Advanced Placement; business writing; teaching (includes Praxis); U.S. citizenship; health careers (includes paramedic and nursing); job and career test preparation; and much more. The program provides immediate scoring and complete answer explanations. Gain access from the "Library Resources, A-Z link on the SWCC Library Web Page, then E-M Resources, then LearningExpress/PrepSTEP link.

SUBJECT LIST - ONLINE RESOURCES

MEDICINE and HEALTH SCIENCE

Alt HealthWatch
BioOne
CINAHL Complete
Health Source: Consumer Education
Health Source: Nursing / Academic Edition
MEDLINE
OVID Nursing eBooks
OVID Your Journals@OVID
PsycARTICLES, PsycBOOKS, PsycINFO, PsycNET
Science in Context
ScienceDirect
Springer E-books
TOXLINE
Wiley Online Library

PUBLIC AFFAIRS and LAW

ACM Digital Library
CIAO - Columbia International Affairs Online
Criminal Justice e-book Collection
Criminal Justice eJournal Collection
GPO Monthly Catalog (Government Printing Office)
Legal Collection
Military & Government Collection
Safety Science & Risk Abstracts

SOCIAL SCIENCES and PSYCHOLOGY

CIAO - Columbia International Affairs Online
Linguistics & Language Behavior Abstracts
PsycARTICLES
PsycBOOKS
Psychology and Behavioral Sciences Collection
PsycINFO
PsycNET (APA)
SIRS Researcher
Springer E-books

MY ACCOUNT & OTHER PRIMO CATALOG FEATURES

My Account:

Use My Account located near the top of the Library Catalog web page to access your personal library account information. Sign in with your SWCC username and password. See what you have checked out, when an item is due back to the Library, if you have fines, or if there are any messages for you from the Library. You can renew your checked out items from My Account if they are not overdue, not on hold for someone else, or if renewal limits have not been reached. See page 1 for circulation periods of Library materials. If you need help accessing My Account, call the Library Circulation Desk.

e-Shelf:

As you do a search in the Library Catalog, put items of interest to you in your temporary e-Shelf for later viewing during the search session. Email saved items to yourself or save them locally on your computer.

Course Reserves:

The Course Reserves function allows you to see lists of items that your instructor may have put on Reserve for your class. Click on the Course Reserves link, and then choose Southwest Virginia CC. Search for your instructor's name, or search by the name of your course. Once you have located a list of items, click on the small number to the left of an item to see more information about that item.

LRC Live!:

Use the LRCLive Help link for quick access to a virtual chat session with a librarian who will help guide you with your research. See page 16 for more information on LRC Live!

Databases:

Use the Databases A-Z link on the online Library Catalog web page to locate VIVA databases or to Find an E-Journal. Log in with your SWCC username and password. Find Database locates databases that are available to you via the Virtual Library of Virginia and through your Library—SWCC. Find E-Journal allows you to search for full-text, online journals or magazines. QuickSearch allows you to search multiple SWCC (Southwest Va. CC) databases simultaneously.

You can search for databases or for e-journals by using a Starts with or Contains search. For example, if you are doing a search to locate a database or journal on the subject of history, you could do a Contains search and search for the terms history or historical. Once you locate a database or e-journal, take notice of the dates of full-text coverage, if given.

E-books

E-books are electronic versions of print books. E-books can be read online any-time and are available 24 hours a day, 7 days a week from computers with Internet access. The SWCC Library has several collections of thousands of e-books available for your use. The full text of the e-books can be viewed online. You can print a limited amount of pages of an e-book. Many e-book providers have copy-right protection mechanisms in place, limiting the copying and printing of pages.

You can access many e-books from a SWCC Library Catalog search. You can also access e-book databases from the Library Resources>>>Library Resources Quick Links>>>eBooks links from the SWCC Library web page.

Some e-book providers require that you have a special account to download an e-book to a computer or mobile device. One such e-book provider is *EBSCOhost*.

Here is a list of some of the databases which provide access to e-books:

- Books@Ovid
- CIAO: Columbia International Affairs Online (Use “books” link.)
- CRC Handbook of Chemistry and Physics
- Criminal Justice e-book Collection
- **EBSCOhost eBook Collection
- Eldritch Press (www.eldritchpress.org)
- ENGnetBASE (Goes to CRCnetBASE.)
- FirstSearch E-books (Use “Ebooks” link.)
- Gale Reference Collection (Gale Virtual Reference Library)
- OverDrive Digital Audiobook Collection
- Oxford Reference Online Premium (search Subject or Reference Type)
- PsycBOOKS (in APA PsycNET)
- Questia E-books (www.questia.com/publicdomainindex)
- Safari Books Online (ProQuest)
- ScienceDirect (Elsevier)
- Springer E-books

***EBSCOhost* is located under the “Periodicals” link on the SWCC Library web page, and the e-books are available in *EBSCOhost’s eBook Collection*. Students who are currently registered for classes, SWCC faculty, and staff members use your SWCC username and password to access the *eBook Collection* from home. An additional “My EBSCOhost” account is required to download EBSCO *e-books* offline for 1 to 7 days. Instructions are available when you create an account (Use EBSCOhost’s “Sign In” link.) and start the download process. Also, check the “Mobile Devices & eBook Resources” link on the eBooks webpage to see if your mobile device supports downloading e-books. Community members do not have access to the e-books from off-campus locations.

Note:

For information on citing e-books in different style formats, see pages 17-19.

SUBJECT LIST - ONLINE RESOURCES **GENERAL and REFERENCE (cont.)**

- Historical Abstracts
- LearningExpressLibrary
- MasterFILE Premier
- NewsBank: America’s News
- Newspaper Source Plus
- Newswire
- Opposing Viewpoints in Context
- Oxford English Dictionary (OED)
- Oxford Reference Online Premium
- SIRS Researcher
- Times Topics - New York Times
- Ulrich’s Periodical Directory
- WorldCat

MATHEMATICS and SCIENCE

- AGRICOLA
- Agriculture Science Database (ProQuest)
- ACS Publications—American Chemical Society
- AMS-American Mathematical Society Publication
- Aquatic Science Collection
- ASFA: Aquatic Sciences & Fisheries Abstracts
- Atmospheric Science Collection
- Biological Science Collection (ProQuest)
- BioOne
- Environment Complete
- GreenFILE
- MEDLINE
- Nature
- Science in Context (GALE)
- ScienceDirect
- SciTECH Premium Collection (ProQuest)
- Springer E-books

SUBJECT LIST - ONLINE RESOURCES

EDUCATION

Dissertations & Theses Global (ProQuest)
Education Research Complete
ERIC
Teacher Reference Center

ENGINEERING, ELECTRONICS, and COMPUTER SCIENCES

ACM Digital Library
Advanced Technology and Aerospace Collection (ProQuest)
American Chemical Society
Biotechnology & Bioengineering Abstracts
Ceramic Abstracts (ProQuest)
ChemicalEngineeringNetBASE
CivilEngineeringNetBASE
Computer & Information Systems Abstracts
Computers & Applied Sciences Complete
Copper Data Center—(ProQuest)
Corrosion Abstracts—(ProQuest)
CRC Handbook of Chemistry & Physics
Electronics & Communications Abstracts
Engineered Materials Abstracts
ENGnetBASE
IEEE Xplore
Mechanical Engineering Abstracts
Safari Books Online
Solid State & Superconductivity Abstracts

GENERAL and REFERENCE

Academic Search Complete
African-American Poetry 1760-1900
America: History & Life
American Poetry
ArticleFirst
CIAO - Columbia International Affairs Online
CQ Researcher, Plus Archive
Dissertations & Theses Global (ProQuest)
EBSCOhost eBook Collection
English Poetry
English Verse Drama
Factiva
Facts on File - Issues and Controversies
FirstSearch

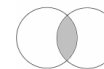
KEYWORD SEARCHING & BOOLEAN LOGIC

Boolean logic can be used to create keyword searches. Use the Boolean logic connectors *AND*, *OR*, or *NOT* to link keywords together in a keyword search.

AND

Use the Boolean connector AND to narrow your search results. This type of search will result in entries that contain both keywords.

Search example: **homelessness AND children**



OR

Use the Boolean connector OR to broaden your search results. This type of search will result in entries that contain either of the keywords.

Search example: **infants OR babies**



NOT

Use the Boolean connector NOT to exclude unwanted terms in your search results. This type of search will result in entries that contain the desired keyword but will exclude entries that include both the desired and unwanted key terms together.

Search example: **penguin NOT Pittsburgh**



Multiple Boolean connectors can be used in the same search statement. If you use multiple Boolean connectors and include an OR in the same search statement, you must “nest” the OR terms within parentheses.

For example, use the search statement **(preg* OR prenatal) AND exercise** to find information on the benefits of exercise during pregnancy.

TRUNCATION

Truncation was used in the search example above. Truncation involves the use of a wild-card symbol to cut off the indefinite end of a word stem. It is a method of retrieving various forms of words sharing common roots or stems. Truncation may be used at the end (skat*) or beginning (*ology) of a word stem or internally (wom?n).

For example, **violen*** will produce the following results: violence, violent, violently, ...

Use an * to truncate keywords in the SWCC Online Catalog, EBSCO, FirstSearch, or when using most other VIVA databases or Internet search engines.

INTERLIBRARY LOAN

WHAT IS IT?

You've exhausted the resources at the **SWCC Library**. You've found other citations of items that would help you immensely in completing your project. Where do you turn? Interlibrary loan can help! It is a cooperative effort between libraries to provide better services for their patrons. If the **SWCC Library** doesn't have what you need, then use the **ILL** services to acquire it.

WHAT'S THE COST?

This service is usually provided free for library patrons; they are only charged if the lending institution assesses a charge.

HOW DO I MAKE A REQUEST?

If you find you need the **ILL** services, then come to the Library and fill out an ILL request form. Forms are located at the Circulation Desk and can be requested from any library personnel. Requests from faculty/staff can also be phoned in to one of our personnel, or sent by campus mail. We can also receive requests by email. The address is natasha.strouth@sw.edu. Additionally, you can make your requests online from the **Help/Services** and then **Interlibrary Loan** links on the SWCC Library web page <http://sw.edu/library/library-handbook/interlibrary-loan>. Just make sure that your citation is as complete as possible, including volume number, issue number, page number(s), and the date of the periodical article(s).

A current library card is required for this service. If you don't have a library card, bring a photo I.D. by the Circulation Desk and apply for one.

NOTE: If materials are not returned or are damaged, the lending library will assess a replacement cost. The obligation is the responsibility of the borrowing patron, and library privileges will be suspended until the obligation is met. Charges will also be reported to the SWCC Business Office, which can result in blockage of college transcript retrieval and/or enrolling in classes.

QUESTIONS? Please contact— Circulation/Interlibrary Loan at 276.964.7265

Here is a subject listing of some of the electronic resources that the SWCC Library provides. Links to many of these databases can be accessed via the following path: SWCC home page>>Student>>Library>>Library Resources>>A-Z list. SWCC faculty, staff, and students can access these resources from their home and office computers. See Remote Access instructions on page 2. Note: See page 16 for information on QuickSearch (VCCS Libraries Search) an access point for searching multiple databases simultaneously. For a full list of VCCS databases, look at the VCCS Library eResources A-Z lists at <http://vccs.libguides.com/findit>.

ARTS, LITERATURE, HISTORY, and HUMANITIES

America: History & Life
American History in Video
CQ Researcher, Plus Archive (includes historical information)
European Views of the Americas: 1493-1750
Gale Literary Sources
HarpWeek
Historical Abstracts
Humanities International Complete
Literature Resource Center
Project Muse
ProQuest—African American Poetry, American Poetry, English Drama, and English Poetry
Religion and Philosophy Collection
Scribner Writers Online
Twayne's Authors Online

BUSINESS and ECONOMICS

Business Source Complete
CIAO - Columbia International Affairs Online
EconLit
Factiva
Hospitality & Tourism Complete
Mergent Online
Newswires
Regional Business News

CONFERENCES and PROCEEDINGS

CIAO - Columbia International Affairs Online
Conference Papers Index
PapersFirst
ProceedingsFirst

CONSUMER AFFAIRS and PEOPLE

Women's Studies International

DICTIONARIES and ENCYCLOPEDIAS

Oxford English Dictionary (OED)
Oxford Reference Online Premium

LIBRARY INSTRUCTION OPPORTUNITIES

Individual Instruction -

Reference assistance is available to individuals. Stop by the Library, call on the telephone, or email the Reference Librarian for help with your research. Lengthy research projects may require scheduled appointments.

Class or Group Instruction -

Library instruction sessions and tours of the Library are available for classes and groups. Instructors are encouraged to call or use the online Library Instruction Request form to schedule library instruction. The online form can be located from the Help/Services link on the SWCC Library webpage. Sessions can be tailored to meet the needs of individual classes and assignments.

Library Basics/Information Literacy—(Optional each semester)

Library Basics/Information Literacy sessions are offered throughout the semester. They are "free" 50 minute library demonstrations that anyone can attend. Attendees learn how to use the SWCC Library web page to locate books, videos, audiocassettes, e-books, and full-text magazine and newspaper articles. Additionally, they learn other valuable research skills, including how to formulate keyword searches. Stop by the SWCC Library Circulation Desk or call the Reference Librarian to learn more about Library Basics/Information Literacy sessions.

Library Tours

Library staff members participate in opportunities to provide Library tours to visiting groups and individuals, current and prospective students, faculty and staff, and community members.

SWCC Library Circulation Desk
276-964-7265

SWCC Library Reference Desk
276-964-7217

OPPOSING VIEWPOINTS

Opposing Viewpoints in Context is one of the premier databases covering today's hottest social issues, from Offshore Drilling to Climate Change, Health Care to Immigration. It helps students develop critical-thinking and information literacy skills by bringing together a variety of information on social issues. It organizes thousands of Viewpoint and reference articles, statistics, newspaper and magazine articles, multimedia, primary source documents, and Web sites by source type, so students can easily navigate through the content.

A default search appears on the *Opposing Viewpoints* main page, and students can simply click on a desired topic from the subject areas listed. Subject areas include Business and Economics; Energy and Environmentalism; Health and Medicine; Law and Politics; National Debate Topics; Science, Technology, and Ethics; Society and Culture; and War and Diplomacy. You may also search the *Opposing Viewpoints* database by searching for keywords, such as "stem cell research" and ethics. *Opposing Viewpoints* is one of the first places to go to search for information on both sides of an issue.

LITERATURE RESOURCES

Literature Online—LION is a library of more than 350,000 works of English and American poetry, drama and prose, 382 full-text literature journals, and other key criticism and reference resources. (ProQuest)

Literature Resource Center—Provides access to biographies, bibliographies and critical analysis of authors from every literary time period and discipline. It combines information from Contemporary Authors, Contemporary Literary Criticism, Dictionary of Literary Biography, Twayne's Author Series, and Scribner Writer Series, with articles from literary journals. (Gale)

MLA International Bibliography—Provides citations to over two million books and articles on: literature, literary theory & criticism, language & linguistics, folklore, dramatic arts, film, and new media. It contains fully searchable table of contents for book monographs; electronic books, journals, and scholarly web sites. (ProQuest)

Links for the *Opposing Viewpoints* and Literature Resources databases are located on the SWCC Library web page under "Periodicals" or in the A-Z listing under "Library Resources."

EBSCOhost Research Databases

EBSCOhost is a search service that gives you access to over 30 databases:

Academic Search Complete; AHFS Consumer Medical Information; Alt HealthWatch; America: History & Life; Associates Programs Source; Business Source Complete; CINAHL Complete; Communication & Mass Media Complete; Computers & Applied Sciences Complete; e-Book Collection; Economia y Negocios; Education Research Complete; Environment Complete; ERIC; European Views of the Americas: 1493-1750; Fuente Académica; GreenFILE; Health Source: Consumer Edition; Health Source: Nursing/Academic Edition; Historical Abstracts; Hospitality & Tourism Complete; Humanities International Complete; Legal Collection; Library, Information Science & Technology Abstracts; MasterFILE Premier; MedicLatina; Military & Government Collection; Newspaper Source Plus; Newswires; Psychology and Behavioral Sciences Collection; Regional Business News; Religion and Philosophy Collection; Teacher Reference Center; Vente et Gestion; Web News; and Women's Studies International.

Use EBSCOhost to locate bibliographic citations and full-text magazine, journal, and newspaper articles.

Access:

From the SWCC home page (www.sw.edu), click on the **Student** and then the **Library** links. On the SWCC Library home page, select **Periodicals** and then choose the **EBSCOhost Research Databases** link.

A list of databases will then show on the screen. To search within a single database, click a database name in the list. To **select** more than one **database to search**, check the boxes next to the databases and click **Continue**. To select all databases, check Select/deselect all and then Continue.

You can **apply limits** for each database chosen. For example, you can limit the results in many of the databases to full-text, scholarly (peer reviewed) journals, or English only results. You can also change search fields.

Search tips:

If the full-text of an article is not available in the results, try clicking on the *LincIT* icon to see if *LincIT* will lead you to a VIVA database that contains the full-text of the article. Use the Help link to access the help files for EBSCOhost databases.

CQ RESEARCHER

Use *CQ Researcher* to find original, comprehensive reporting, and analysis of issues in the news. *CQ Researcher* is noted for its in-depth, unbiased coverage of health, social trends, criminal justice, international affairs, education, the environment, technology, and the economy. The *CQ Researcher, Plus Archive* offers access to research reports extending as far back as 1923. It can be used to study how these topics have changed over time.

The *CQ Researcher* online is both a tool for selecting a topic to research and a comprehensive resource for exploring that topic. To start your topic search, consider the recent *CQ Researcher* reports listed on the *CQ Researcher* home page, or browse through the list of "Hot Topics." You can also search by keywords in the dialogue box.

Each *CQ Researcher* report is based on a common structure. The opening section, or "Overview," introduces the issue under consideration and poses one or more questions such as, "Should minors who commit adult crimes be tried as adults?" The report then offers a "Background," which provides a history of the issue, including pertinent policy and legal decisions. Under the heading "Current Situation," the report provides a snapshot of the issue at the time of publication and, in "Outlook," the report's writer offers a projection of what the future may bring. The "Pro/Con" section brings together statements from representatives of opposing positions on the issue. To offer yet other perspectives, the report includes an "Issue Tracker" sidebar on other reports and dimensions of the issue. The "Chronology" section offers a list of key events in the issue's history.

CQ Researcher is designed to provide multiple points of access to *CQ Researcher* research reports. You may:

- Select from the current or recent reports on the Home page.
- Find a topic in the section titled "Hot Topics," which lists short reports on CQ Researcher's most popular subjects.
- Search by keyword, with the Quick Search on the Home page or by using a number of delimiters in the Advanced Search page.
- Browse by Topic, which is similar to using the index at the back of a book.
- Browse Reports by Date of publication, accessing reports from 1923 to the present.

Access *CQ Researcher* from the SWCC Library home page <http://www.sw.edu/library> in the A-Z List under "Library Resources," then A-D, then choose *CQ Researcher*.

Sometimes a *CQ Researcher* report will be found during a search in the SWCC Online Library Catalog.