



# Southwest

Virginia Community College

## Library



# Handbook for Students

SWCC Main Campus Dellinger Hall Room 201

Southwest Virginia Community College

P.O. Box 1101

Richlands, VA 24641-1101

[www.sw.edu/library](http://www.sw.edu/library)

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# Library Information

- 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: Dellinger Hall Room 201
  - By telephone: 276-964-7265
  - 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.
- 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. \*\*\***

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**Southwest Library Webpage:** <http://www.sw.edu/library>

**Homework Help LibGuide:** <https://sw.vccs.libguides.com/HomeworkHelp>

*The Homework Help 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.*

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## Library Hours

### Fall & Spring Semesters (Unless otherwise posted)

Monday - Thursday : 7:45 am to 7:00 pm

Friday : 7:45 am to 4:30 pm

Sunday : 1:00 pm to 5:00 pm

### Summer Semesters (Unless otherwise posted)

Monday - Thursday : 7:45 am to 7:00 pm

Friday : 7:45 am to 4:30 p.m.

**\*No Weekend Hours\***

# Off-Campus/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 MySouthwest username (VCCS SIS), student email, and Canvas username.**

To access MySouthwest, please select the MySouthwest icon from the SWCC Webpage: [www.sw.edu](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* (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 section on *Other Southwest Library Resources*.**

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 section on *EBSCO e-books* for more information.

Students taking Online or 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](http://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](http://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 Southwest Library's Staff if help is needed with accessing library resources:**

Circulation Desk: 276-964-7265

Reference Desk: 276-964-7617

Library Coordinator: 276-964-7266

# PRIMO Search: 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 **Library** from the navigation bar for quick access –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. The search box that appears is automatically a basic search box. **Browse** searches (located at the top of the screen) are alphabetical listings. You may use **Browse** if you know the title, author, or subject of the item you need. Use **Advanced** (located beside the basic search box) 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 **the magnifying glass**.

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.

Requests can be made for items that are currently checked-out or for items that the staff can pull in advance to save time for library patrons. Patrons will be contacted by phone and/or e-mail once items are available for pick-up. Please allow for at least one business day once request is made for processing purposes. However, if items are needed sooner, the Southwest Library Staff will work diligently to make necessary accommodations to meet patron needs.

# Personal Library Account

## 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 section on Library Information for circulation periods of Library materials. If you need help accessing My Account, call the Library Circulation Desk at 276-964-7265.

## 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.

## LibChat:

Use the SWCC Library Chat link on the Library's webpage for quick access to a virtual chat session with a librarian to assist with research needs. Make sure to use student e-mail account to use this service. See section on *Other Library Resources* for more information on LibChat.

## Databases:

Click the Resources link on the online Library webpage to access an A-Z list of databases. This will help 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 anytime 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 number of pages of an e-book. Many e-book providers have copyright 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 “Find eBooks” tab located on any of the Southwest LibGuides.

For the full list of Southwest Libguides, visit: <https://sw.vccs.libguides.com/>

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

- Books@Ovid
- CIAO: Columbia International Affairs Online
- CRC Handbook of Chemistry and Physics
- Criminal Justice e-book Collection
- EBSCOhost eBook Collection
- ENGnetBASE (Goes to Taylor & Francis Group)
- FirstSearch E-books
- Gale Reference Collection (Gale Virtual Reference Library)
- OverDrive Digital Audiobook Collection
- Oxford Reference Online Premium (search Subject or Reference Type)
- Oxford Scholarship Online eBooks
- PsycBOOKS (in APA PsycNET)
- Safari Books Online (ProQuest)
- ScienceDirect (Elsevier)
- Springer E-books

# Keyword Search & 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

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.

Search example: **(preg\* OR prenatal) AND exercise** to find information on the benefits of exercise during pregnancy.

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## Truncation

Truncation was used in the search example above. Truncation involves the use of a wildcard 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).

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

- Use an \* to truncate keywords in the SWCC Online Catalog, EBSCO, First-Search, or when using most other VIVA databases or Internet search engines.
- Use “quotation marks” around phrases to keep words side-by-side in search results.



# Interlibrary Loan (ILL)

## What is ILL?

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 is 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 **Interlibrary Loan** links on the SWCC Library web page.

Visit: <https://sw.edu/library/interlibrary-loan/>

*For requests, make sure that your citation is as complete as possible. For periodicals, please include the volume number, issue number, page number(s), and the date of the periodical article(s).*

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**A current library card is required for this service. If you don't have a library card, bring a photo I.D., a copy of a current class schedule, MySouthwest username, and the EMPLID # to the Circulation Desk for a Student ID to be made.**

**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 Desk at 276.964.7265; Reference Desk at 276-964-7217; or *natasha.strouth@sw.edu*.

# Opposing Viewpoints & Literature Resources

## 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 websites by source type, so students can easily navigate through the content.

A "Browse 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.

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## Literature Resources

*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. (EBSCOhost)

*ProQuest* contains databases on:

- The early history of African American poetry
- Poems by more than 200 American poets from the Colonial Period to the early 20<sup>th</sup> century
- A unique collection tracing the development of drama in English from medieval mystery cycles to the comedies of Oscar Wilde.
- English poetry from the 8<sup>th</sup> century to the early 20<sup>th</sup> century, representing more than 2,700 poets.

Links for the *Opposing Viewpoints* and Literature Resources databases are located on the SWCC Library web page from the "Resources" link on the navigation bar in the A-Z listings.

# EBSCOhost Research Databases

EBSCOhost is a service that gives Southwest students access to 62 databases. Use EBSCOhost to locate bibliographic citations and full-text magazine, journal, and newspaper articles.

*Abstracts in Social Gerontology Academic Search Complete; AHFS Consumer Medical Information; Alt HealthWatch; America: History & Life with Full Text; American Doctoral Dissertations, 1933-1955; Associates Programs Source; Book Review Digest Retrospective: 1903-1982; Business Source Complete; Child Development & Adolescent Studies; CINAHL Complete; Communication & Mass Media Complete; Computers & Applied Sciences Complete; Consumer Health Complete en Espanol; Consumer Health Reference eBook Collection; e-Book Collection; EconLit with Full Text; Education Index Retrospective: 1929-1983; Education Research Complete; Environment Complete; ERIC; European Views of the Americas: 1493-1750; Family & Society Studies Worldwide; Family Studies Abstracts; Fuente Académica; GreenFILE; Health Source: Consumer Edition; Health Source: Nursing/Academic Edition; Historical Abstracts with Full Text; Hospitality & Tourism Complete; Humanities Index Retrospective: 1907-1984; Humanities International Complete; Legal Collection; Library Literature & Information Science Retrospective: 1905-1983; Library, Information Science & Technology Abstracts; MasterFILE Premier; MasterFILE Reference eBook Collection; MedicLatina [en Espanol]; Military & Government Collection; MLA International Bibliography with Full Text; Newspaper Source Plus; Newswires; Nursing and Allied Health eBook Collection; Peace Research Abstracts; Political Science Complete; PsycArticles; Psychology and Behavioral Sciences Collection; PsycINFO; Public Administration Abstracts; Race Relations Abstracts; Regional Business News; Religion and Philosophy Collection; Salud en Espanol; Social Sciences Index Retrospective: 1907-1983; SocINDEX with Full Text; Teacher Reference Center; Urban Studies Abstract; Vente et Gestion [en Francais]; Violence & Abuse Abstracts; and Women's Studies International.*

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## Access:

From the SWCC homepage ([www.sw.edu](http://www.sw.edu)), click on the **Library** link from the navigation bar. On the SWCC Library home page, select **Resources** and then choose the **EBSCOhost Research Databases** link from the A to Z listings.

A list of databases will then show on the screen. Searches can be made by selecting one database, multiple databases, or all databases. Once selections have been made, click continue for search terms to be entered.

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.

# 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 browsing through the list of "Hot Topics." You can also search by keywords in the search box.

Each *CQ Researcher* report is based on a common structure. The opening section, or "Abstract" for an overview. Under the heading "Current Situation," the report provides a snapshot of the issue at the time of publication. 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:

- 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 homepage or by using a number of delimiters in the Advanced Search page.
- Browse by Topic, which is available on the homepage.

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## Access:

From the SWCC homepage ([www.sw.edu](http://www.sw.edu)), click on the **Library** link from the navigation bar. On the SWCC Library home page, select **Resources** and then choose the **CQ Resources** link from the A to Z listings.

# Library Instruction Opportunities

## Individual Instruction

Reference assistance is available to individuals. Stop by the Library, call, or email questions with the Ask-a-Librarian form available from the Library's webpage 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 contact the Library Services Coordinator to schedule library instruction. Sessions can be tailored to meet the needs of individual classes and assignments.

## 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.

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## Contact Information

**Please contact Southwest Library's Staff if help is needed with accessing library resources:**

Circulation Desk: 276-964-7265

Reference Desk: 276-964-7217

Library Coordinator: 276-964-7266

# Subject List - Online Resources

Here is a subject listing of some of the electronic resources that the SWCC Library provides. From the **SWCC homepage** ([www.sw.edu](http://www.sw.edu)), click on the **Library** link from the navigation bar. On the SWCC Library home page, select **Resources** for the A to Z List of Resources. SWCC faculty, staff, and students can access these resources from their home and office computers. See **Off Campus/Remote Access** section for more information.

For a full list of VCCS databases, look at the VCCS Library eResources A-Z lists at:  
<https://vccs.libguides.com/az.php>

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## 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

# Subject List - Online Resources (Continued)

## CONFERENCES and PROCEEDINGS

- CIAO Columbia International Affairs Online
- PapersFirst
- ProceedingsFirst

## CONSUMER AFFAIRS and PEOPLE

- Women's Studies International

## DICTIONARIES and ENCYCLOPEDIAS

- Oxford English Dictionary (OED)
- Oxford Reference Online Premium

## EDUCATION

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

## ENGINEERING, ELECTRONICS, and COMPUTER SCIENCES

- ACM Digital Library
- American Chemical Society
- Ceramic Abstracts (ProQuest)
- Computers & Applied Sciences Complete
- Copper Technical Reference Library (ProQuest)
- Corrosion Abstracts (ProQuest)
- Engineered Materials Abstracts (ProQuest)
- Engineering Collection (ProQuest)
- IEEE Xplore
- Mechanical & Transportation Engineering Abstracts (ProQuest)
- Safari Books Online
- Solid State & Superconductivity Abstracts

# Subject List - Online Resources (Continued)

## GENERAL and REFERENCE

- Academic Search Complete
- African-American Poetry
- America: History & Life
- ArticleFirst
- CIAO - Columbia International Affairs Online
- CQ Researcher, Plus Archive
- Dissertations & Theses Global (ProQuest)
- EBSCOhost eBook Collection
- English Poetry (Full-Text Database)
- English Verse Drama
- Factiva
- Facts on File - Issues and Controversies
- FirstSearch
- Historical Abstracts (EBSCOhost)
- LearningExpressLibrary
- MasterFILE Premier
- NewsBank: America's News
- Newspaper Source Plus (EBSCOhost)
- Newswire (EBSCOhost)
- Opposing Viewpoints in Context
- Oxford English Dictionary (OED)
- Oxford Reference Online Premium
- SIRS Researcher
- Times Topics - New York Times
- Ulrich's Periodical Directory
- WorldCat



# Subject List - Online Resources (Continued)

## **MATHEMATICS and SCIENCE**

- Agriculture Science Database (ProQuest)
- American Chemical Society
- American Mathematical Society Publication
- Aqualine (ProQuest)
- Aquatic Science Collection
- Atmospheric Science Collection
- Biological Science Collection (ProQuest)
- BioOne
- Environment Complete
- GreenFILE
- MEDLINE
- Nature
- Science in Context (GALE)
- ScienceDirect
- Springer E-books

## **MEDICINE and HEALTH SCIENCE**

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

# Subject List - Online Resources (Continued)

## **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

## **SOCIAL SCIENCES and PSYCHOLOGY**

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

# Other Southwest Library Resources

## LibGuides

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>

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## PRIMO Search

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 can be accessed from the SWCC Library web page, Southwest LibGuides, and the PRIMO Search page.

**Note:** All the SWCC library databases are not included in PRIMO Search. For a comprehensive search of our Library databases be sure to also use the SWCC Library webpage: [www.sw.edu/library](http://www.sw.edu/library)

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## Ask-A-Librarian: Including 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 Southwest Library's webpage or from any of the LibGuides, 24/7. It offers the opportunity to chat, online and in real time, with a reference librarian or library staff member.

Please visit the Ask-A-Librarian LibGuide at: [https://sw.vccs.libguides.com/ask\\_a\\_librarian](https://sw.vccs.libguides.com/ask_a_librarian)

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## 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.

### Access:

From the SWCC homepage ([www.sw.edu](http://www.sw.edu)), click on the **Library** link from the navigation bar. On the SWCC Library home page, select **Resources** and then choose the **LearningExpress/PrepSTEP** link from the A to Z listings.

# Citations

Some library databases include citation generators. The instant citations in MLA, APA and other formats are automatically created for you. Look for the “Cite” etc. links in the database’s tools to use.

## Helpful Links:

- Southwest LibGuide Ask-A-Librarian: Citing Sources  
[https://sw.vccs.libguides.com/ask\\_a\\_librarian/citing-sources](https://sw.vccs.libguides.com/ask_a_librarian/citing-sources)
- Chicago-Style Citation Quick Guide  
[https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html)
- EasyBib - Generates citations for APA, MLA, Chicago, and more.  
<https://www.easybib.com/>
- Excelsior Online Writing Lab: Citation & Documentation  
<https://owl.excelsior.edu/citation-and-documentation/>
- MLA Style Center  
<https://style.mla.org/>
- Purdue OWL APA Classroom Poster  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/images/20200129APAPoster.jpg](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/images/20200129APAPoster.jpg)
- Purdue OWL Chicago Manual of Style Classroom Poster  
[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/documents/20180702CmosNBPoster.jpg](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/documents/20180702CmosNBPoster.jpg)
- Purdue OWL MLA Classroom Poster  
[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/20211015MLA9Poster.jpg](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/20211015MLA9Poster.jpg)

# APA Style

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

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Examples from the Southwest Library APA Formatting and Research Style Presentation:

## Book

- Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

## Website

- Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

## Online Periodical with DOI

- Lastname, F. M., & Lastname, F. M. (Year). Title of article. *Title of Periodical, Vol. (Issue)*, page numbers. DOI

## eBook

- Lastname, F. M. (Year). *Title of book*. Publisher. URL
- 

Full Presentation available on each of the Course and Subject LibGuides. The following link is from the English 111 & 112 LibGuide:

[https://sw.vccs.libguides.com/ld.php?content\\_id=79420301](https://sw.vccs.libguides.com/ld.php?content_id=79420301)

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For more resources available from Southwest Library, visit Southwest's LibGuide Ask-A-Librarian: Citing Sources:

[https://sw.vccs.libguides.com/ask\\_a\\_librarian/citing-sources](https://sw.vccs.libguides.com/ask_a_librarian/citing-sources)

# MLA Style

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

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Examples from the Southwest Library MLA Formatting and Research Style Presentation:

## Book

- Author, First Name. *Title of Work*. Publisher Name, Date.

## Website

- Lastname, First Name. "Title of Article." Site name, URL.

## Online Periodical with DOI

- Lastname, First Name. "Title of Article." *Title of Periodical*, vol.#, no. #, Publication year, pp. numbers. DOI. Accessed Day Month Year.

## eBook

- Author, First Name. *Title of Work*. E-book, Publisher Name, Date.
- 

Full Presentation available on each of the Course and Subject LibGuides. The following link is from the English 111 & 112 LibGuide:

[https://sw.vccs.libguides.com/ld.php?content\\_id=79420302](https://sw.vccs.libguides.com/ld.php?content_id=79420302)

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For more resources available from Southwest Library, visit Southwest's LibGuide Ask-A-Librarian: Citing Sources:

[https://sw.vccs.libguides.com/ask\\_a\\_librarian/citing-sources](https://sw.vccs.libguides.com/ask_a_librarian/citing-sources)



# Southwest

Virginia Community College

## Library

### Contact Information

#### Circulation Desk

- 276-964-7265
- Check-out materials, Renewals, Student IDs

#### Reference Desk

- 276-964-7617
- Interlibrary Loan, Reference Resources

#### Acquisitions & Cataloguing

- 276-964-7738
- Processing and purchasing of library materials and record keeping

#### Coordinator of Library Services

- 276-964-7266
- Department supervisor

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**Southwest Virginia Community College**  
**Main Campus**  
**Dellinger Hall Room 201**