

Westmoreland County Community College



Learning Resources Center Guide

<http://wccc.edu.library>

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Westmoreland County
Community College
Learning Resources Center
145 Pavilion Lane
Youngwood, PA 15697
724-925-4100

Library Hours

Spring & Fall Terms

Monday – Thursday	8:00 a.m. to 9:30 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.

Summer Term

Monday – Thursday	8:00 a.m. to 9:30 p.m.
Friday	8:00 a.m. to 5:00 p.m.
No Saturday Hours	

Hours Between Terms

Monday – Friday	8:00 a.m. to 5:00 p.m.
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Holiday Hours & Other Closings

The Library is closed on Sundays, on major holidays, and on certain other days when the College is closed. Check CampusConnections at <http://my.wccc.edu> or call 800/262-2103.

Location & Telephone. In Founders Hall on the Youngwood campus, the LRC has books, periodicals, audiovisual materials and online databases. Call the Library directly at 724/925-4100. Or, call the College switchboard at 800/262-2103 and ask for the Library.

To Borrow Library Materials. To check materials out of the Library, or to use Reserve materials, you need your WCCC Student ID Card. *Notify the Library immediately if your ID card is lost or stolen; you are responsible for all materials checked out to your ID.* A student may borrow an unlimited number of items for a **3 week circulation** period. You may **renew** Library materials in person or by telephone for an additional 3 week period unless another student has requested the materials. **Fines** are assessed for overdue materials at 10¢ per day per item, or \$1.00 per day per reserve item. **Replacement fee** for a lost item is current value plus \$5.00 processing fee.

Online Library Catalog The Library's online catalog contains records for all the books, periodical titles and audiovisual materials in LRC collections. Go to the LRC home page and click [Library Catalog](#) -- a quick guide is available as a separate handout.

Online Library Resources The Library subscribes to a variety of Web-based systems which provide full-text magazines, journals, newspapers, reference books and other materials. See inside this guide for descriptions of the systems and basic instructions for using them.

Reserve Collection Materials placed on reserve by instructors are available at the Circulation Desk. Most reserve materials remain in the Library.

Interlibrary Loan Students may request interlibrary loans when they need specific books not held by the LRC. There is no charge for this service; request forms are available at the Circulation Desk.

Interlibrary Photocopies Students may request copies of articles from periodicals which are not in the WCCC Library collections. There may be a charge for each page; request forms are available at the Circulation Desk. Photocopying of some information is restricted under provisions of the *U.S. Code* concerning copyright law.

Borrowing Books From Other Academic Libraries WCCC students may borrow books directly from libraries at Seton Hill University, St. Vincent College, the University of Pittsburgh at Greensburg, and the New Kensington and Fayette campuses of Penn State University. You must present your *currently validated* WCCC student ID.



Leisure Reading and Movies Collections

Most of this guide is devoted to helping you find information for assignments, reports, speeches, term papers and other academic projects.

However,

reading for pleasure is an equally important activity.

Therefore, the library provides a rotating leisure reading collection. Current popular fiction and nonfiction are available for one-week checkout, and are represented in the library catalog with the designation "Leisure Reading Shelves."

The library also has a growing collection of movies. They are available for one-week checkout.

Quick Index to this Guide

APA Style, examples	21	Library of Congress classification	22-24
Boolean operators	15	Literature	10
Britannica Online	16	MLA Style, examples	20
Credo Reference	16	Magazines, characteristics	14
Careers & occupations	9	Maps	8
Colleges & universities	9	Movies	2
Companies & corporations	8	NetLibrary	19
Cultures	7	Online services, connecting	25
Current events	4	Opposing Viewpoints Resource Center	20
Dictionaries	9	Periodicals, print forms	13
EBSCOhost	17	Plagiarism, definitions	20
Encyclopedias	6	Primary sources, definitions	5
Hours	Cover	Quotations	11
Interlibrary Loan	2	Scholarly journals, characteristics	14
Legal research	12	Secondary sources, definition	5
Leisure Reading and Movies Collection	2	Statistics	8
LexisNexis Academic	18	Tertiary sources, definition	5
Library Catalogs, Pennsylvania	9	U. S. history	7

Where to Find Information

Reference collection: encyclopedias, dictionaries, atlases, directories, handbooks and almanacs.

Online reference tools : *Credo Reference*; *Encyclopaedia Britannica Online*; *Oxford English Dictionary*; the Reference Center in *NetLibrary*; selected databases in *EBSCOhost* ; selected areas of *LexisNexis Academic*. All are accessible from library computers, any Internet-connected PC at the College, or from home. (Please see the last page of this *Guide*).

Periodicals [magazines, journals, newspapers] in paper form (about 400) and online in *EBSCOhost*; *LexisNexis*; *Opposing Viewpoints Resource Center*. Links to these services appear on the LRC home page.

The **World Wide Web** contains “free” Web sites suitable for academic research. See the directory, *The Librarians’ Internet Index* (<http://lii.org>) to locate legitimate information sources.

Circulating books are those you may check out of the Library. To locate books about a specific subject, by a particular author, or particular titles, you need to use the Library’s online catalog via the LRC home page.

Audiovisual materials are represented in the Library’s online catalog. Some DVDs and VHS tapes are limited to instructional use in the classroom. Others may be borrowed by students.

Government documents (many of which are available in full-text on the Web) are searchable through Google’s special search (<http://www.google.com/ig/usgov>), *Firstgov* (<http://www.usa.gov>) and *GPO Access* (<http://www.access.gpo.gov>). For legislative information, use *THOMAS* (<http://thomas.loc.gov>) at the Library of Congress.

Information on Current Events

Browse through current issues of magazines and newspapers on the Periodical Shelves and Newspaper Shelves. For the up-to-the-minute articles about specific events, use the Quick Search in *LexisNexis*, linked on the LRC home page, and select “Today.”

AlterNet (alternative news on the Web)	http://alternet.org
BBC (British Broadcasting Corp.)	http://bbc.co.uk
CBC (Canadian Broadcasting Corp.)	http://www.cbc.ca
CNN Interactive	http://www.cnn.com
Fox News Channel	http://foxnews.com
Google News	http://news.google.com
<i>Los Angeles Times</i> online	http://latimes.com
MSNBC	http://msnbc.com
NPR (National Public Radio)	http://npr.org
<i>New York Times</i> online	http://nytimes.com
PBS (Public Broadcasting System)	http://pbs.org
Reuters	http://reuters.com
<i>Washington Post</i> online	http://washingtonpost.com
Yahoo Full News Coverage	http://news.yahoo.com

Identifying Primary, Secondary & Tertiary Sources

In the process of doing research, you will encounter different kinds of information in a variety of formats. Traditionally, the “cycle of information” has described information in terms of primary, secondary and tertiary sources. This referred to information which was in tangible (physical) form, whether published or exhibited. **Please note that much information is in digital form today, and reproductions and copies are available in Web-based sources. However, the categories remain.**

Sometimes you will be asked to locate a “primary source” or “original research article.”

Primary sources are **original products** such as:

- work of art, music, literature, photography, videography;
- newspaper article, especially by a reporter who was on the scene of a story;
- compilation of statistics (such as census data that has not been interpreted);
- article, usually in a scholarly or professional journal, describing an experiment or study conducted by the author(s);
- autobiography (a person’s life written by him- or herself);
- artifact (e.g. arrowhead, furniture, building, fossil);
- government publication;
- conference proceeding;
- court case;
- interview;
- speech;
- diary.

Secondary sources, the other hand, make up most undergraduate library collections. They are books or articles or essays which discuss, analyze, criticize, interpret or review a subject or event. These include:

- most non-fiction books;
- most popular magazine articles;
- most trade publication articles;
- some newspaper articles;
- many scholarly journal articles (other than original research articles);
- biographies (but not *autobiographies* – see above).

Last, but not least, there are **tertiary** sources – these compile and organize information from a variety of secondary sources. Although third in the list, they are often the first sources you will consult when beginning your research. Most “reference materials” are in this category:

- encyclopedias;
- dictionaries;
- almanacs;
- handbooks;
- guides;
- indexes;
- directories;
- atlases.

Keep in mind that some information sources can be “primary sources” for one kind of research, while they may be considered “secondary sources” for another kind of research. If you’re not sure, check with your instructor or ask the librarian.

General Encyclopedias

The original idea of an "encyclopedia" was to contain all branches of knowledge in one set of books.

<i>Encyclopedia Americana</i>	REF AE 5 .E333
<i>The New Encyclopaedia Britannica</i>	REF AE 5 .E363
<i>Britannica Online</i>	linked on the LRC home page
Encyclopedias at Credo Reference	linked on the LRC home page
<i>Columbia Encyclopedia</i> at Bartleby.com	http://bartleby.com/65

Selected Specialized Encyclopedias

<i>The Encyclopedia of the Paranormal</i>	REF BF 1025 .E54
<i>The Dream Encyclopedia</i>	REF BF 1091 .L53
<i>Man, Myth & Magic ... Mythology, Religion and the Unknown</i>	REF BF 1407 .M34
<i>Witch Hunts in Europe and America: an Encyclopedia</i>	REF BF 1584 .E9 B87
<i>Encyclopedia of Applied Ethics</i>	REF BJ 63 .E44
<i>The Vietnam Experience</i>	REF DS 557.73 .H55
<i>Encyclopedia of Urban Legends</i>	REF GR105.34 .B78
<i>The Encyclopedia of 20th Century Athletes</i>	REF GV 697.A1 M355
<i>Advertising Age Encyclopedia of Advertising</i>	REF HF 5803 .A38
<i>Encyclopedia of Criminology and Deviant Behavior</i>	REF 6017 .E53
<i>Encyclopedia of Genocide</i>	REF HV 6322.7 .E53
<i>Crime and the Justice System in America</i>	REF HV 6789 .C6884
<i>Encyclopedia of the U.S. Supreme Court</i>	REF KF 8742 .A35 E53
<i>Encyclopedia of Education</i>	REF LB 15 .E47
<i>Encyclopedia of Television</i>	REF PN 1992.18 .E53
<i>McGraw-Hill Encyclopedia of Science & Technology</i>	REF Q 121 .M3
<i>The Skeptic Encyclopedia of Pseudoscience</i>	REF Q 172.5 .P77 S54
<i>Encyclopedia of Strange and Unexplained Physical Phenomena</i>	REF Q 173 .C554
<i>Encyclopedia of Diet Fads</i>	REF RM 222.2 .B535
<i>The Gale Encyclopedia of Nursing and Allied Health</i>	REF RT 21 .G353
<i>The New Encyclopedia of the Dog</i>	REF SF 422 .F64
<i>Concise Encyclopedia of Robotics</i>	REF TJ 210.4 .C65
<i>Encyclopedia of Fire</i>	REF TP 265 .N48
<i>Free Expression and Censorship in America</i>	REF Z 658 .U5 F644
Credo Reference collection	linked on the LRC home page

Information about People

For a single book about someone (an *autobiography* if the person himself writes it, a *biography* if someone else writes it), check the Library's catalog for that person's name as a subject.

Biography at Credo Reference	linked on the LRC home page
People category in LexisNexis Academic	linked on the LRC home page
<i>Current Biography</i> (yearly volume)	REF CT 100 .C8
<i>Current Biography</i> (monthly issues)	Periodical Shelves
<i>Almanac of Famous People</i>	REF CT 104 .B56
<i>Encyclopedia of World Biography</i>	REF CT 103 .E56
<i>Great Lives from History: American</i>	REF CT 214 .G74
<i>Great Lives from History: Renaissance to 1900</i>	REF CT 104 .G68
<i>Great Lives from History: Twentieth Century</i>	REF CT 120 .G69
<i>Who's who in America</i>	REF E 176 .W641?
<i>International Who's Who</i>	REF CT 120 .I5
<i>Dictionary of National Biography</i> (U.K.)	REF DA 28 .D47
<i>The Biography Channel</i>	http://www.biography.com

U.S. History and Culture

History at Credo Reference	linked on LRC home page
<i>Encyclopedia of Religious Controversies in the U.S.</i>	REF BR 515 .E53
<i>Encyclopedia of the North American Colonies</i>	REF E 45 .E53
<i>Encyclopedia of American Indian Contributions to the World</i>	REF E 54.5 .K46
<i>St. James Encyclopedia of Popular Culture</i>	REF E169.1 .S764
<i>Greenwood Guide to American Popular Culture</i>	REF E169.1 .G7555
<i>Dictionary of American History</i>	REF E 174 .D52 2003
<i>American Immigrant Cultures</i>	REF E 184 .A1 A63448
<i>Gale Encyclopedia of Multicultural America</i>	REF E 184 .A1 G14
<i>The Encyclopedia of Civil Rights in America</i>	REF E 185.61 .E544
<i>The Sixties in America</i>	REF E 841 .S55
<i>Encyclopedia of Pennsylvania</i>	REF F 147 .E5
<i>Encyclopedia of Modern American Extremists and ... Groups</i>	REF HN90.R3 A75
<i>Violence in America</i>	REF HN 90 .V5 V5474
<i>Encyclopedia of American Crime</i>	REF HV 6789 .S54
<i>Library of Congress American Memory</i>	http://memory.loc.gov/ammem/index.html

Information About Other Countries and Cultures

Find books about the country In the library catalog, type a truncated version of the country name — for example, type **japan*** to be sure you find everything with Japan or Japanese in the headings.

Cookbooks often contain useful cultural information. Most of the cookbooks are in the call numbers beginning with **TX**. In the library catalog, type the word **cookery** and the name of the culture. For example: **cookery French**; **cookery Japanese**; **cookery Scandinavian**.

Some other subjects to try: cross-cultural studies; folklore; rites and ceremonies; ethnic groups; food habits; social life and customs; festivals; holidays; indigenous peoples

Encyclopedias can provide much information. Look up the country, and/or the aspect of the culture you wish to explore. Be sure to use the index volume of a print encyclopedia.

Use the Series search in the Library's catalog to find **Area Handbook Studies** for about 100 countries.

Geography & Social Sciences in Credo Reference collection	linked on the LRC home page
<i>Lands and Peoples</i>	REF G 133 .L3
<i>Encyclopedia of Cultural Anthropology</i>	REF GN 307 .E52
<i>Encyclopedia of World Cultures</i>	REF GN 307 .E53
<i>Worldmark Encyclopedia of Cultures and Daily Living</i>	REF GN 333 .W67
<i>Ethnic Relations: a Cross-cultural Encyclopedia</i>	REF GN 496 .L48
<i>A Celebration of Customs and Rituals of the World</i>	REF GT 85 .I54
<i>You Eat What You Are: People, Culture and Food Traditions</i>	REF GT 2850 .B37
<i>Encyclopedia of Family Life</i>	REF HQ 534 .E53
<i>The World Factbook</i>	https://www.cia.gov/cia/publications/factbook/index.html
<i>Country Studies/Area Handbook Series</i>	http://lcweb2.loc.gov/frd/cs/cshome.html
Society and Cultures heading in Yahoo	http://dir.yahoo.com/Society_and_Culture/
Country Profiles at BBC News	http://news.bbc.co.uk/2/hi/country_profiles/default.stm
Country Profiles at Reuters AlertNet	http://lite.alertnet.org/thefacts/countryprofiles/index_lite.htm

Statistics

Social Sciences at Credo Reference	linked on the LRC home page
<i>Statistical Abstract of the U. S.</i>	REF HA 202 .U56 Circulation Desk
<i>Pennsylvania Abstract</i>	REF HA 607 .P4 Circulation Desk
<i>Historical Statistics of the United States</i>	REF HA 202 .B7 1976
<i>A Matter of Fact</i> (statistics in context)	REF AG 5 .M37
<i>Statistical Handbook on Violence in America</i>	REF HN 90 .V5 S833 1996
<i>Statistical Handbook on Women in America</i>	REF HQ1420 .T34 19
<i>Crime in the United States</i>	J 1.14/7: Circulation Desk
STATS at George Mason University	http://www.stats.org/
FedStats Gateway (federal government statistics start)	http://www.fedstats.gov
<i>American Factfinder</i>	http://factfinder.census.gov
<i>The U.S. Bureau of the Census</i>	http://www.census.gov
<i>The Pennsylvania State Data Center</i>	http://pasdc.hbg.psu.edu
<i>Statistical Abstract of the U. S.</i>	http://www.census.gov/compendia/statab

Maps

There are many atlases on the atlas shelves, and within the Reference collection, including world, political and historical atlases. Many of these can be found at the start of the section with call numbers that begin with **G**. Also, find maps in encyclopedias and in individual books about specific countries, such as the Area Handbook Series mentioned above. Single copies of maps are available on the Index Shelves.

Geography at Credo Reference	linked on the LRC home page
<i>New Historical Atlas of Religion in America</i>	REF BL 2525 .N49
<i>Atlas of the Baby Boom Generation</i>	REF E 169.1 .A88
<i>Financial Times World Desk Reference</i>	REF G 1021 .F56
<i>Atlas of Crime: Mapping the Criminal Landscape</i>	REF HV 6783 .A85
<i>Atlas of the Moon</i>	REF QB 595 .R8
<i>Britannica Online</i>	linked on the LRC home page

Information About A Company

For **periodical articles, financial reports and company profiles** choose the Business category in *LexisNexis*.

Use the *Business Source Elite* database in *EBSCOhost*.

To find **circulating books**, try these terms in the Library's catalog: business communication; new business enterprises; small business; customer relations; personnel management; women-owned business enterprises; entrepreneurship; real estate business.

For a **list of business-related periodicals** to which the library subscribes in print form, ask at the Circulation Desk.

<i>Harris Pennsylvania Industrial Directory</i>	REF HC 107 .P4
<i>Business Plans Handbook</i>	REF HD 62.7 .B865
<i>Thomas Register Online</i>	http://www.thomasnet.com/index.html
Business/Finance in <i>Librarian's Index to the Internet</i>	http://lii.org
U.S. Small Business Administration	http://www.sba.gov
Starting and Growing a Business in PA	http://www.newpa.com

Careers and Occupations

<i>Occupational Outlook Handbook</i>	REF HF 5381 .U58 O3 Circulation Desk
<i>Occupational Outlook Handbook online</i>	http://www.bls.gov/oco/home.htm
<i>Vocational Careers Sourcebook</i>	REF HF 5382.75 .U6 J63
<i>America's Career InfoNet</i>	http://www.acinet.org/acinet/

Try the following terms in the Library's catalog: careers; labor market; occupations; job hunting; employment; vocational guidance.

Colleges and Universities

There are additional directories available in the Reference collection. Individual college catalogs are available in the WCCC Student Services office.

<i>Profiles of American Colleges</i>	REF L 901 .P72
<i>College Blue Book</i>	REF LA 226 .C685
<i>Educational Rankings</i>	REF LB 2331.63 .E34
<i>Lovejoy's College Guide</i>	REF LA 226 .L6
<i>CollegeNet</i>	http://www.collegenet.com/
Education heading in Yahoo	http://education.yahoo.com

To Locate Books in Other Pennsylvania Libraries

ACCESS Pennsylvania	http://205.247.101.11/
Westmoreland County Federated Library System	http://westmoreland.library.net/

Definitions of Words and Phrases In English

There are **standard dictionaries** on the dictionary stand. The *Merriam-Webster Dictionary* is available as part of *Britannica Online*. The **Oxford English Dictionary (OED)** is the premier dictionary of the English language, especially for the etymology (history) of words. Use it in print form in the Library, or online from the LRC home page.

Remember that **specialized dictionaries** are classified with other books about the subject—for example, law dictionaries are with law books, art dictionaries are with art books. A **thesaurus** lists synonyms (words that mean the same thing) and sometimes lists antonyms (words that mean the opposite thing) for a particular word.

Dictionaries at Credo Reference	linked on the LRC home page
<i>Dictionary of Banking and Finance</i>	REF HG 151 .R67
<i>Black's Law Dictionary</i>	REF KF 156 .B53
<i>Dictionary of Sociology</i>	REF HM 425 .L39
<i>American Dictionary of Criminal Justice</i>	REF HV7 411 .C48 2001
<i>Merriam-Webster's Collegiate Thesaurus</i>	REF PE 1591 .W38
<i>New Comprehensive American Rhyming Dictionary</i>	REF PE 1519 .Y68
<i>Oxford English Dictionary</i>	REF PE 1625 .M87 [near Reference]
<i>Barnhart Dictionary Companion</i>	REF PE 1630 .B28
<i>Barnhart Dictionary of New English</i>	REF PE 1630 .B3
<i>Encyclopedia of Word and Phrase Origins</i>	REF PE 1689 .H47
<i>Abbreviations Dictionary</i>	REF PE 1693 .D4
<i>The Oxford Thesaurus</i>	REF PE 2832 .U7
<i>The Oxford Dictionary of Modern Slang</i>	REF PE 3721 .O94
<i>Taber's Cyclopedic Medical Dictionary</i>	REF R 121 .T18
<i>OneLook Dictionaries</i>	http://www.onelook.com
<i>YourDictionary.com</i>	http://yourdictionary.com

Information About Literature and Authors

If you want to read a specific literary work, look up the title or the author in the Library's Catalog to find out whether the Library has the item. **Look up the author's name as a subject** in the Library's catalog to find biographies of the author and critical studies of the author's works.

To determine if books are currently in print consult *Books In Print*, a multivolume reference set. The subject volumes of *BIP* are on the Index Shelves. Or, to identify used and new books, try online sources: <http://amazon.com> ; <http://abebooks.com> ; <http://powells.com> .

Literature in Credo Reference	linked on the LRC home page
<i>Benet's Reader's Encyclopedia</i> (thumbnail info)	REF PN 41 .B4 Z7
<i>The Columbia Companion to Modern East Asian Literature</i>	REF PL 493 .C55 2003
<i>Twentieth Century Literary Criticism (TCLC)</i>	REF PN 94 .T83
<i>European Authors 1000 - 1900</i>	REF PN 451 .K8
<i>World Authors 1950-1970, 1970-1975, 1975-198</i>	REF PN 451 .W3
<i>European Writers</i>	REF PN 501 .E9
<i>Contemporary Literary Criticism (CLC)</i>	REF PN 771 .C59
<i>Twentieth Century Authors</i>	REF PN 771 .K86
<i>The Oxford Encyclopedia of Theatre & Performance</i>	REF PN 2035 .O94
<i>Latin American Writers</i>	REF PQ 7081 .A1 L37
<i>Contemporary Poets</i>	REF PR 603 .C6
<i>Contemporary Dramatists</i>	REF PR 737 .C57
<i>Contemporary Novelists</i>	REF PR 883 .C64
<i>The Oxford Companion to American Literature</i>	REF PS 21 .H3 1983
<i>American Writers</i>	REF PS 129 .A55
<i>Directory of American Poets and Fiction Writers</i>	REF PS 129 .D55
<i>Contemporary Authors</i>	REF Z 1224 .C6
<i>MagillOnLiterature</i> in EBSCOhost	linked on the LRC home page
<i>Literary Criticism</i> at the Internet Public Library	http://ipl.org/
<i>Literary Resources on the Net</i>	http://andromeda.rutgers.edu/~jlynch/Lit/

Literary Works on the Web

NetLibrary	linked on the LRC home page
<i>Project Gutenberg</i>	http://www.gutenberg.net/
<i>"Great Books Online"</i>	http://bartleby.com
<i>Alex Catalogue of Electronic Texts</i>	http://www.infomotions.com/alex/
<i>Folklore and Mythology Electronic Texts</i>	http://www.pitt.edu/~dash/folktexts.html

Summary of a Literary Work

The *Masterplots* series and many other digitized literature reference books are in the **Magill OnLiterature** database in *EBSCOhost*, linked on the Library's home page.

<i>Masterplots</i>	REF PN 44 .M33
<i>Masterplots II</i>	REF PN 44 846 .M37
<i>Survey of Contemporary Literature</i>	REF PN 44 .M34

To Identify Book Reviews

For popular fiction and non-fiction authors not reviewed in the sources below, try *Contemporary Authors*, REF Z 1224 .C6 .

<i>Magill's Literary Annual</i>	REF PN 44 .M34
<i>Contemporary Literary Criticism</i>	REF PN 771 .C59
<i>Twentieth Century Literary Criticism</i>	REF PN 94 .T83

Quotations

There are many other quotation books in the Reference collection. To see a list of all the books of quotations in the Library, do a Subject search in the Library's catalog for the word **quotations** .

Quotations at Credo Reference	linked on the LRC home page
<i>Bartlett's Familiar Quotations</i>	REF PN 6081 .B27
<i>Oxford Dictionary of Quotations</i>	REF PN 6080 .O95
<i>Oxford English Dictionary Online</i>	linked on the LRC home page
<i>Bartlett's Familiar Quotations</i> (1919 edition)	http://www.bartleby.com/100/

Texts of Particular Poems

Check the catalog for books by a specific author, or do a Subject Keyword Search for **poetry** .

<i>The World's Best Poetry: the Granger Anthology</i>	REF PN 6101 .W5
Verse collections published pre-1920	http://bartleby.com
<i>The Academy of American Poets</i>	http://poets.org
<i>The American Verse Project</i> (19 th century)	http://www.hti.umich.edu/english/amverse/
<i>The Electronic Poetry Center</i>	http://wings.buffalo.edu/epc/

To Identify Particular Poems

<i>The Columbia Granger's Index to Poetry</i>	REF PN 1022 .H39
<i>Last Lines: An Index to the Last Lines of Poetry</i>	REF PN 1022 .K55
<i>Thematic Guide to British Poetry</i>	REF PR 502 .G55
<i>Encyclopedia of American Poetry: the 19th Century</i>	REF PS 316 .E63
<i>Encyclopedia of American Poetry: the 20th Century</i>	REF PS 323.5 .E53

Explications (explanations) of Poems

<i>Masterplots II: Poetry Series</i>	REF PN 1110.5 .M37
<i>Critical Survey of Poetry</i>	REF PR 502. C85

To Identify Particular Short Stories

Check reference books about authors to verify the title of the story.

<i>Short Story Index</i>	Index Shelves
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Texts of Particular Short Stories

Check the Library's catalog for collections by a particular person by using the Author search. To find all the short story collections in the library, use the Subject Keyword search and type **short stories**.

Explications (explanations) of Short Stories

Search the Library's catalog for the author's name as a Subject.

<i>Magill OnLiterature</i> in EBSCOhost	linked on the Library home page
<i>Critical Survey of Short Fiction</i>	REF PN 3373 .M24

To Identify A Particular Play

Check reference books about authors (listed above) to verify the play title.

<i>Play Index</i>	REF Z 5781 .P53
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Texts of Particular Plays

Look up the title of the play in the Library's catalog using the Title Keyword search. Look up the author's name to find out which collections we have by a particular writer. Look up the subject **drama—collections**.

Texts of Speeches

Check the Library's catalog for a biography of the person who made the speech—biographies sometimes include famous speeches. Look up the person's name using the Subject Keyword search.

<i>World's Best Orations</i>	REF PN 6121 .B85
<i>Lend Me Your Ears</i>	REF PN 6122 .L4
<i>Landmark American Speeches</i>	REF PS 662 .L36 2001
<i>Voices of Multicultural America</i>	REF PS 663 .M55 V64 1996
<i>From Megaphones to Microphones: Speeches of American Women, 1920-1960</i>	REF PS 663 .W65 F76 2003
<i>New York Times in LexisNexis</i>	linked on the LRC home page

To Do Research About Laws, Regulations, Court Cases

Finding information about "the Law" can be a complex and sometimes difficult task. The Library provides some sources, and many are online -- but you may need to go to a law library.

In general:

Federal & state case law, codes, constitutions & court rules	LexisNexis on the LRC home page
<i>West's Encyclopedia of American Law</i>	REF KF 154 .W47
<i>The American Dictionary of Criminal Justice ...</i>	REF HV 7411 .C48
<i>The 'Lectric Law Library</i>	http://www.lectlaw.com
<i>Findlaw</i>	http://www.findlaw.com

Federal law, legislation and courts:

<i>THOMAS at the Library of Congress</i>	http://thomas.loc.gov/
<i>Congressional Record</i> online	http://www.gpoaccess.gov/crecord/
<i>Code of Federal Regulations</i> online	http://www.gpoaccess.gov/cfr/
<i>Federal Register</i> online	http://www.gpoaccess.gov/fr/
<i>United States Code</i>	U. S. Documents shelves
<i>United State Code</i> online	http://www.gpoaccess.gov/uscode/index.html

Pennsylvania law, legislation and courts:

<i>Pennsylvania Code</i>	REF KFP35 1970.A23
<i>Pennsylvania Code</i> online	http://www.pacode.com/
<i>Pennsylvania Bulletin</i> online	http://www.pabulletin.com/
<i>Pennsylvania (Unofficial) Purdon's Statutes</i>	http://government.westlaw.com/linkedslice/default.asp?SP=pac-1000

<i>Purdon's Pennsylvania Statutes Annotated</i>	REF KFP30.A44
<i>Crimes Code of Pennsylvania</i>	REF KFP 561 .A3
<i>Vehicles Law of Pennsylvania</i>	REF KFP 297.8 .A6 P3



TO IDENTIFY AND RETRIEVE PERIODICAL ARTICLES IN PRINT FORM

As a practical matter, most of us use online database systems to identify and retrieve periodical articles. But, some instructors require students to use printed indexes for some assignments. Also, sometimes technology fails, so we return to printed indexes as a backup.

Up to four years of a periodical may be available in paper form on the Periodical Shelves. The current issue is usually displayed, while previous issues are underneath: **the shelves lift up.**

The Library subscribes to over 200 periodicals of several types in print form:

- o popular magazines such as *Newsweek*, *People*, *Rolling Stone*, *National Geographic*;
- o scholarly journals such as *New England Journal of Medicine*,
- o trade publications such as *Graphic Arts Monthly*,
- o newspapers such as *USA Today*, *Wall Street Journal*, local.

Prior years of a periodical may be available in microforms, which are simply filmed versions of print materials. *Microfiche* is also a kind of film, but in card-sized sheets stored in envelopes in the beige cabinets. There are microform reader/printers, which allow you to view and photocopy pages.

To find out exactly which periodicals the WCCC Library has, where they are located, and how many years are available in paper form or microform, check the *Periodical Holdings List* (available in the Library and on the LRC home page). To find out what is in other Westmoreland County libraries, check the *Share Westmoreland Periodical Holdings List* at <http://wiu.k12.pa.us/share/holdings.htm> .

General periodical indexes in print form:

Readers' Guide to Periodical Literature indexes about 200 magazines.

How To Use Printed Periodical Indexes Every index has instructions on the first few pages of every volume of the index. The most recent indexing is generally in paperback volumes, while previous years of indexing are in hardbound volumes. (Please note that current subscriptions to most print indexes are no longer maintained.)

- o **Select** an index—the *Readers' Guide to Periodical Literature* is an appropriate choice for articles which have appeared in popular magazines.
- o **Find** your subject. If you cannot find the exact word or phrase, you may want to look in the *Library of Congress Subject Headings* books (near the Circulation Desk), or a dictionary to find other words to describe your topic. Check with the librarian if you need help.
- o **Examine** the citation(s) under your subject, for example (the circled numbers are simply identifiers – they don't appear in real citations):

①His Dark Vision of the Future Is Now ②[P. Dick's work and motion picture adaptations] ③R. Corliss ④il ⑤por ⑥*Time* ⑦ v159 ⑧no25 ⑨p63 ⑩Je 24 2002

- o **Notice** the order of the information: ①the title of the article; ② a description of the article in brackets; ③author's name (if given); ④“il” which means the article is illustrated; ⑤”por” which means there is a portrait of the subject; ⑥the name and ⑦volume number and ⑧issue number of the magazine; the ⑨page number and ⑩issue date of the magazine.
- o **Check** the *Periodical Holdings List* to find out whether we subscribe to the magazine.

Features of Popular Magazines, Trade Publications & Scholarly Journals

CRITERIA	POPULAR MAGAZINES	TRADE PUBLICATIONS	SCHOLARLY JOURNALS
Appearance	eye-catching glossy paper, color graphics each issue starts with page 1	cover usually depicts industrial setting glossy paper, color graphics each issue starts with page 1	plain cover often shows table of contents illustrations, if any, are often black & white each issue continues page numbering from previous issue (but not always)
Audience	general public & nonprofessionals	members of a specific business, industry, or organization	researchers & professionals
Content	variety of subject matter among titles news, current events, entertainment, personalities, hobbies, personal interest, special subjects articles written by staff & may be unsigned	industry trends new product announcements new techniques organizational news articles written by staff or contributing authors	results of original research, theory & methodology forum for discussion among those in a profession or academic discipline articles written by & for professionals
Accountability	editorial review no bibliographies	editorial review may have short bibliographies	peer reviewed, refereed or juried (each article goes through a process of evaluation by professionals)
Advertisement	heavy cars, cosmetics, beverages, jewelry, movies, vacation destinations, electronic products	moderate all or most are trade related	few, usually for professional conferences or scholarly publications
Examples	<ul style="list-style-type: none"> • <i>Atlantic</i> • <i>Gourmet</i> • <i>Muscle & Fitness</i> • <i>Newsweek</i> • <i>People</i> • <i>Pittsburgh Magazine</i> • <i>Psychology Today</i> • <i>Science News</i> • <i>Smithsonian</i> • <i>Rolling Stone</i> • <i>Utne Magazine</i> 	<ul style="list-style-type: none"> • <i>Cooking for Profit</i> • <i>Design News</i> • <i>Entertainment Design</i> • <i>HVAC Technician</i> • <i>Hotel & Motel Management</i> • <i>Nation's Restaurant News</i> • <i>Pittsburgh Business Times</i> • <i>Visual Merchandising & Store Design</i> 	<ul style="list-style-type: none"> • <i>American Literature</i> • <i>American Journal of Physics</i> • <i>American Sociological Review</i> • <i>Journal of Abnormal Psychology</i> • <i>New England Journal of Medicine</i>

THIS TABLE BASED IN PART, ON A TABLE FROM THE BURNETT LIBRARY AT TEXAS CHRISTIAN UNIVERSITY

TO IDENTIFY AND RETRIEVE ARTICLES IN WEB-BASED SYSTEMS

Web-based subscription services provide digitized versions of magazine, journal, trade publication and newspaper articles. Digitized reference books and other materials are also featured in online systems. Among the systems available through the Library, there are millions of articles from more than 10,000 periodicals and several thousand reference books.

- **The search process is always a balance between *precision* and *volume*.** It's possible to get hundreds or thousands of results for any search; but who wants to read through all that? You might use words so specific that there will be few or no results – and that's frustrating.
- **Searching for information in big online systems is a process** of choosing, combining and eliminating words and limiters to find the search expression that describes your information need.
- **Web-based database systems share a number of characteristics**, although each online system has unique features.
- **Most systems can't interpret sentences very well.** Use words and phrases that are names of persons, places, things or concepts.
- **Link search terms with connectors** (called "Boolean operators"), usually **AND / OR / NOT**. In some systems particularly Web search engines, you must use punctuation marks.

For example, suppose you want to do research for a speech discussing some aspect of science fiction film.

Adjacency (ADJ / "") Use quotation marks around a title or any phrase of two or more words when you want a system to find words together in a particular order.

in most library systems and Web engines:	"science fiction" "blade runner"
in some library services:	science ADJ fiction blade ADJ runner

Union (AND / +) To make the search more specific, when you want results that contain two or more concepts, link them with AND. In Web search tools, the plus sign must appear in front of every term that you want to see in the results.

in library services:	"blade runner" AND movie
in Web search tools:	+"blade runner" +movie

Expansion (OR / no punctuation) To be sure that you get all the articles you want, you might add synonyms -- in this case for the word *movie* -- joining them with OR and enclosing them in parentheses in library systems. In Web search tools, the OR is usually implied.

in library services:	"blade runner" AND (movie OR film OR cinema)
in Web search tools:	+"blade runner" movie film cinema

Exclusion (NOT / –) If you are not interested in a particular concept you can eliminate it.

in library services: “blade runner” NOT “forbidden planet”

in Web search tools: +”blade runner” -“forbidden planet”

Proprietary Database Systems Most of the materials in the following database systems are digitized versions of things which were first published in print form: books; magazines; journals; newspapers -- in other words, all the things normally available in a library's collections. (To use these systems from home, please see the last page of this guide.)

Credo Reference (formerly *xrefer*) provides an impressive collection of over 250 dictionaries, encyclopedias, handbooks and other reference books covering all disciplines, from art to medicine to sociology. You may search the entire collection, or select a specific group of materials to search. In addition, Credo allows you to manipulate statistical data to build your own tables; it also allows you to search for subjects using “concept maps” instead of traditional lists of results.

- **Click** the Credo Reference button on the LRC home page.
 - **Type** your subject, name or concept into the Search box and **click** the Search button.
 - On the resulting list, **click** the blue title of the article to see the entire article.
 - Print
- OR
- **Click** “Concept Map” to see a graphic representation of your search and how your term relates to other subjects.

For detailed help in using Credo Reference, click [Help](#) to see the excellent in-depth guide.

Britannica Online *Encyclopaedia Britannica* has long been considered the most authoritative general encyclopedia; the online version provides much added online content, including links to Web sites and articles from selected periodicals. In addition, the entry page provides a World Atlas, interactive Timeline, and other features.

- **Click** [Britannica Online](#) on the LRC home page.
- **Type** your keyword(s) into the box and click [Go](#).
- Britannica article links appear in the middle column of the results page.
- **Click** the title of an article to see the full article. Links to Web site results, articles from EBSCOhost and ProQuest databases, and other sources appear on the left of the page.
- **Print or email** **Britannica and EBSCOhost** articles by clicking [Print](#) or [Email](#) at the top of any article.
- **Save** articles to your own memory device by using the Save command on the File menu of the browser.
- **Check** the excellent [Help](#) area when you need more specific information about searching.

EBSCOhost provides full-text articles from thousands of periodicals. (It also has citations to articles that are not in the *EBSCOhost* system.) In addition, some of the databases contain materials from reference books. There are now over a dozen databases available, of which ten provide articles primarily from periodicals. You may choose one or more databases to search at the same time:

- MasterFile Premier – news, current events, consumer and popular magazines;
- Academic Search Elite – professional and scholarly journals for all disciplines;
- Business Source Elite – financial, business and economic periodicals;
- Health Source: Nursing/Academic Edition – nursing journals and related periodicals;
- Sociological Collection – social and behavioral science periodicals;
- Communication & Mass Media – speech, language, linguistics, journalism;
- Newspaper Source – mostly regional newspapers;
- Professional Development Collection – education journals.
- CINAHL (Cumulative Index to Nursing and Allied Health literature) in three databases;
- Clinical Pharmacology – monographs on prescription and over-the-counter drugs;
- Magill OnLiterature – over 40,000 essays from twelve different reference book series.

Basic Search:

- **Click** on [EBSCOhost](#) on the LRC home page.
- **Click** the database you want to search; or, to search multiple databases, click the box beside each database you want to search, then click the [Enter](#) button.
- **Type** a few words which describe the subject or concept. Don't chunk too many words in the search box, and remember to use quotations marks around phrases.
- **Click** on the box beside [Full-text](#) to get only full-text articles in your results.
- **Limit** the [Date Published](#) area to the current two years to get an idea of how much may be in the system. You can always search a different range of years later.
- **Click** on the Search button.
- **Skim** through the first few screens of results and read the article titles to determine whether the articles seem to match your search concept.
- **Click** on the title of an article that seems promising, and examine the Subject Headings and Abstract that appear above the article itself. This will not only tell you how closely the article matches your information need, but can give you ideas for other words and concepts you may want to search.
- **Scroll** through an article quickly, noticing where your search terms appear in sentences and paragraphs, to determine whether you want to print, email or save the article.
- **Please note** that some articles will be available in only in [PDF format](#). This means that you will see the pages in these articles exactly as they appeared in the original print publications.

To refine your search:

- **Click** [Refine Search](#) to add, subtract or modify the search terms or the limiters when you are looking at an article, or a list of results.
- **Click** [Advanced Search](#) to construct a very precise search utilizing Boolean operators and specific search fields.

If you have found no articles :

- **Look for** synonyms for the word(s) and concepts.
- **Check** your typing.
- **Click** the boxes beside [Also search for related words](#) and [Also search within the full-text of the articles](#) . But use these options with caution.

To print, save or email articles:

- **Easiest way:** Click [Print](#), [Save](#), or [Email](#) at the top of any article.
- **If you have many results:** Click the [Add to folder](#) icon to the right of a citation, or at the top of an article. You can review hundreds of citations this way, selecting only the ones that look promising. The system will keep the articles in a folder for you to look at in more detail. Then you can decide whether to print, save or email. To see the folder contents, click the folder at the top of any page of results.

LexisNexis provides information from a wide array of sources. A significant feature of *LexisNexis* is its extensive collection of articles from newspapers and news services of the entire world. It is worthwhile to read accounts of news stories as they are reported in media other than those published in North America. *LexisNexis* coverage includes:

- national and international newspapers and news service articles;
- selected television and radio transcripts;
- federal and state case law, codes, constitutions and court rules;
- law reviews;
- magazines, trade and business publications;
- company financial reports;
- accounting and tax publications.

To do an Easy Search of the News:

- **Click** [LexisNexis](#) on the LRC home page.
- **Type** the keywords which describe your subject into the Enter Search Terms box. If your subject is a phrase (e.g. “science fiction” or “Los Angeles ” or “Blade Runner” or “Rutger Hauer”) put the words in quotation marks.



- **Choose** the publications you wish to Search Within. *Major U.S. and World Publications* is automatically checked.
- **Specify** Date. The system defaults to *Previous 2 years*. You may choose from a variety of date ranges on the dropdown menu.
- **Click the Search button.** Results may be displayed in order of relevance or in chronological order.
- **Click** the title of an article to see the entire article.

To Email, Print, or Save articles to a disk or memory stick:

Look for the icons at the upper right corner of the screen. 

There are many other features of LexisNexis Academic, and many other ways to search. To familiarize yourself with the system, you can View Tutorials (on the lower right corner of the screen shown above).

Please ask the librarian for assistance and tips using LexisNexis Academic.

NetLibrary provides a collection of several thousand current ebooks suitable for academic research. This includes several hundred reference books.

Please note: because the NetLibrary book collection is small, you need to use the Keyword and Full Text search options to make sure that you've found all the available information in the collection. More information is available as a separate handout.

- **Click** the NetLibrary button on the LRC home page.
- **Type** a word or phrase in the Basic Search box.
- **Click** the radio button for Keyword or Full Text.
- **Review** the titles of the books in the results list to determine whether they seem relevant to your information need.
- **Click** ebook Details or View this ebook.
- **Click** Details and viewing tips, or the Help tab at the top of the screen, for more detailed instructions.

Opposing Viewpoints Resource Center began as a book series (which we also have). The online version includes all the essays from the books, plus articles from reference books and thousands of additional articles from news magazines and major newspapers. *OVRC* is the easiest place to find pro and con articles about controversial political and social issues.

- **Click** the *OVRC* link on the LRC home page.
- **Choose** one of the big topics displayed on the opening screen, OR
- **Type** in your own words into the box, select "Search by Keyword" from the dropdown menu. Click Search. Viewpoint article citations are displayed first.
- **Click** the title of an article to see it.
- **Print** or Email the article by clicking the appropriate icon at the top of the article.
- **Save** the article to your own memory device using the browser File menu.

There are a number of tabs above the citations, including: Reference, which contains factual information from reference books; Magazines & Newspapers, which provides thousands of additional articles. Click either of these tabs to see the citation list.

A significant feature of *OVRC* is the Spotlight area, in which resources (including links to relevant Web sites) are gathered from the various sections of *OVRC* about hot topics. For example, at the time this guide was printed, the a few recent Spotlights were "The Situation in Iraq," "Immigration Protests," and "Nuclear Energy."

Citing Sources and Avoiding Plagiarism When you seek information for an assignment, you may find it in many forms. **Even when you put something into your own words, you must document the source of the idea. If you present someone else's words or ideas as your own, you are committing plagiarism.** This is a violation of the WCCC Code of Academic Conduct. When discovered, a plagiarist may receive a failing grade for an assignment or course. Repeated violations could result in suspension from the College. To avoid plagiarism, follow the guidelines in The MLA or APA style manuals (on Reserve in the Library). Below are samples of MLA style. Samples of APA style are on the next page.

MLA Style is based on the *MLA Handbook for Writers of Research Papers* (6th ed.). These examples show the elements you need to have for your Works Cited page. Consult the MLA Handbook for correct documentation for all sources. Please note that citations are double-spaced when there is more than one line of text.

BOOK

Authorlastname, Authorfirstname. *Book Title*. City of Publication: Publisher, Publication year.

Dick, Philip K. *Do Androids Dream of Electric Sheep?* New York: Ballentine, 1996.

REFERENCE BOOK ARTICLE

Authorlastname, Authorfirstname [if available]. "Title of entry." *Name of Encyclopedia*. Edition. Publication Year.

"Science Fiction." *The New Encyclopaedia Britannica: Micropaedia*. 15th ed. 1998.

ARTICLE FROM PRINT MAGAZINE

Authorlastname, Authorfirstname. "ArticleTitle." *Name of Magazine*. Date of magazine: Page[s] on which article appears.

Miller, Laura. "It's Philip Dick's World, We Only Live in It." *The New York Times Book Review*

24 Nov. 2002: 39.

MAGAZINE ARTICLE FROM A LIBRARY'S SUBSCRIPTION DATABASE

[exactly the same information as immediately above, plus] Name of Database and/or Database System. Name of Library which provides the service. Date you accessed this article <Web address>.

Miller, Laura. "It's Philip Dick's World, We Only Live in It." *The New York Times Book Review*, 24 Nov.

2002: 39. LexisNexis. WCCC Learning Resources Center. 15 June 2004 <<http://www.lexis-nexis.com>>.

ARTICLE FROM PROFESSIONAL OR SCHOLARLY PRINT JOURNAL

Authorlastname, Authorfirstname. "Article Title." *Journal Title* volume #. issue # (year): page[s] on which the article appears.

McNamara, Kevin R. "Blade Runner's Post-Individual Worldspace." *Contemporary Literature* 38.3 (1997):

422-447.

JOURNAL ARTICLE FROM A LIBRARY'S SUBSCRIPTION DATABASE

[exactly the same information as immediately above, plus – Name of Database and/or Database System. Name of Library Which provides the service. Date you accessed this article <Web address>.

McNamara, Kevin R. "Blade Runner's Post-Individual Worldspace." *Contemporary Literature* 38.3 (1997):

422- 447. *Academic Search Elite*. EBSCOhost. WCCC Learning Resources Center. 15 June 2004

<<http://www.epnet.com>>.

DOCUMENT FROM A WEB SITE

Authorlastname, Authorfirstname [if available]. "Title of Article [or Section of Web Site]." *Name of Web Site*. Date of latest site update. Name of Sponsoring Organization. Date you accessed site <Web address>.

"Blade Runner Riddle Solved." *BBC News Online*. 9 July 2000. BBC [British Broadcasting Corporation]. 15 June 2004

< <http://news.bbc.co.uk/1/hi/entertainment/825641.stm>>.

APA Style is based on the *Publication Manual of the American Psychological Association* (5th ed.). These are the elements you need for your References page. But these are only the most common of the many kinds of items you may use in your research. You should consult the APA Manual for correct documentation for all sources. APA references are double-spaced when there is more than one line of text.

BOOK

Authorlastname, (publication year). *Title in italics*. Place of publication: Publisher.

Dick, P. K. (1998) *Do androids dream of electric sheep?* New York: Ballentine.

REFERENCE BOOK ARTICLE

If signed Authorlastname, Firstname initial. Middlename initial. (publication year). Title of article. *Title of encyclopedia in italics* (Vol. #, pp. ###-###). Place of publication: Publisher.

Sturgeon, T. (1997). Science fiction. *Encyclopedia Americana* (Vol. 24, pp. 391-393). Danbury, CT: Grolier.

If unsigned Title of article. (publication year). *Title of encyclopedia* (Vol.#, pp. ###-###). Place of publication: publisher.

Science fiction. (1998). *The New Encyclopaedia Britannica* (Vol. 10, p.552). Chicago: Encyclopaedia Britannica.

ARTICLE FROM A PRINT MAGAZINE

Authorlastname, A. A. (publication year, issue date). Title of article. *Title of Magazine in italics*, [volume] #, [page] ##.

Miller, L. (2002, November 24). It's Philip Dick's world, we only live in it. *The New York Times Book Review*, 152, 39.

MAGAZINE ARTICLE FROM A LIBRARY'S SUBSCRIPTION DATABASE

[exactly the same elements as immediately above plus] Retrieved Month, day, year, from Subscription Service Name database.

Miller, L. (2002, November 24). It's Philip Dick's world, we only live in it. *The New York Times Book Review*, 152, 39. Retrieved June 15, 2004, from LexisNexis database.

ARTICLE FROM A PROFESSIONAL OR SCHOLARLY PRINT JOURNAL

Authorlastname, Firstname initial. Middlename initial. (publication year). Title of article. *Title of Journal in italics* [volume]##([issue]#), [pages]###-###.

McNamara, K. R. (1997). Blade Runner's post-individual worldspace. *Contemporary Literature* 38(3), 422-447.

JOURNAL ARTICLE FROM A LIBRARY'S SUBSCRIPTION DATABASE

[exactly the same elements as immediately above plus] Retrieved Month, day, year, from Subscription Service Name database.

McNamara, K. R. (1997). Blade Runner's post-individual worldspace. *Contemporary Literature* 38(3), 422-447. Retrieved June 15, 2004, from EBSCOhost database.

DOCUMENT FROM A WEB SITE

Authorlastname, Firstname initial. Middlename initial [if available]. (publication year [if available]). *Title of document or section of Web site in italics*. Retrieved Month, day, year, from Name of Web site: Web address.

Blade Runner riddle solved. (2000). Retrieved June 15, 2004, from BBC Online:

<http://news.bbc.co.uk/1/hi/entertainment/825641.stm>

Library of Congress Classification is the system is used by many academic and public libraries to arrange their collections. Each book is assigned a unique call number, which is literally the address of the book. LC call numbers begin with letters—the entire call number for a particular book is a combination of letters and numerals. The unique call number below is assigned to the book *Retrofitting Blade Runner*.

<p>PN is assigned to materials which are literary history and collections.</p> <p>1997 is assigned to collections of articles about radio and television broadcasts and motion pictures.</p> <p>Often the letter/number combination that follows represents the author's last name. In this case, though, the following element represents the particular film discussed in this collection of articles.</p>	<p>PN</p> <p>1997</p> <p>.B283</p> <p>R4</p> <p>1991</p>	<p>.B283 is a designation for <i>Blade Runner</i>, a particular film</p> <p>[Notice the period preceding the letter -- the number in this position and the next are always read as decimal numbers.]</p> <p>R4 is the letter/number combination assigned to the title of this collection.</p> <p>1991 is the date of publication</p>
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On the spine of a book, a call numbers appears in a column, as shown above. Elsewhere in this guide and in the Library's catalog, call numbers usually appear like this: PN1997 .B283 R4 1991.

In the following series of call numbers, notice the first line. Everything beginning with H comes before anything beginning with HA. Call numbers beginning with HA come before call numbers beginning with HB, and so on. The first element of a call number is always a letter or letters.

H	HA	HB	HG	HQ	HV
532	4737	721	52	1101	4961
.S32	.B95	.A48	.M6	.K55	.L92

The second element of a call number is a number. Sometimes it will be a decimal number; notice how the following call numbers are arranged.

PS	PS	PS	PS	PS	PS
4528	4528.1	4528.5	4528.51	4528.9	4529
.L8	.S97	.W42	.N83	.K94	.M67

The third element of the call number is always a letter followed by a number; there is a period in front of this to show that the numbers are decimal numbers. This letter/number usually represents the author's last name, as in the examples below.

HM	HM	HM	HM	HM	HM
238	238	238	238	238	238
.B8	.G6	.G68	.G7	.G9	.T4

Sometimes, the fourth element of the call number will be a letter/number combination as well. See the call number at the top of this page as an example. Often, a call number will include the publication date. Again, the call number at the top of the page shows this.

Library of Congress Classification: An Abbreviated Guide

A	General Works	F1201 - F1392	Mexico
AE	General encyclopedias	F1421 - F1577	Central America
B	Philosophy. Psychology. Religion. Mythology	F2201 - F3799	South America
B	General philosophy	G	Geography. Anthropology. Recreation
BC	Logic	G	General geography. Atlases. Maps
BD	Speculative philosophy		<i>Note: for geography and description of individual countries, see books in D and F classifications.</i>
BF	Psychology, parapsychology, occult sciences	GC	Oceanography
BL - BX	Religion, mythology	GF	Human ecology
C	Auxiliary Sciences of History	GN	Anthropology
CB	History of civilization	GR	Folklore
CC	Archaeology	GT	Manners and customs
CJ	Numismatics		<i>Note: for works limited to special countries, see books in D and F classifications.</i>
CR	Heraldry	GT170 - GT476	Houses. Dwellings
CS	Genealogy	GT500 - GT2370	Customs relative to private and public life, including love, marriage, festivals,
CT	Collected biographies		
	<i>Note: individual biographies of persons are classified with the associated subject.</i>	GV	Recreation. Leisure
D	History: General and Old World	H	Social Sciences
D	General history	HA	Statistics
DA	Great Britain	HB - HD	Economic theory. Demography. Economic history & conditions
DAW	Central Europe	HE	Transportation and communications
DB	Austria. Lichtenstein. Hungary. Czechoslovakia	HF	Commerce
DC	France	HG - HJ	Finance. Public Finance
DD	Germany	HM	General sociology
DE	The Mediterranean region. The Greco-Roman World	HN	Social history. Social problems. Social reform
DF	Greece	HQ	The family. Marriage. Woman
DG	Italy	HV	Social pathology. Social & public welfare. Criminology
DH - DJ	Netherlands	HX	Socialism. Communism. Anarchism
DJK	Eastern Europe	J	Political Science
DK	Soviet Union. Poland	JF	Constitutional history and administration
DL	Northern Europe. Poland	JX	International law. International relations
DP	Spain. Portugal	K	Law
DQ	Switzerland	KD	Law of the United Kingdom and Ireland
DR	Balkan Peninsula	KE	Law of Canada
DS	Asia	KF	Law of the United States
DT	Africa	KFP	Law of Pennsylvania
DU	Oceania: Australia. New Zealand	KG - KK	Law of other countries
DX	Gypsies	L	Education
E - F	History: America	LA	History of Education
E51 - E99	Indians of North America	LB	Theory and practice of education
E186 - E199	Colonial history	LB1050.9 - LB1091	Educational psychology
E201 - E298	Revolution	LB1140 - LB1140.5	Preschool education
E351 - E364.9	War of 1812	LB1141 - LB1489	Kindergarten
E401 - E415.2	War with Mexico	LB1501 - LB 1547	Primary education
E441 - E453	Slavery	LB1555 - LB 1602	Elementary / public school education
E456 - E655	Civil War	LB1603 - LB1695	Secondary education
E740 -	Twentieth century	LB2300 - LB2430	Higher education
F1 - F975	United States local history		
F146 - F160	Pennsylvania history		
F1001 - F110	British America. Canada		

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M	Music, and Books on Music	RD	Surgery
M5 - M1490	Instrumental music	RE	Ophthalmology
M1495 - M5000	Vocal music	RF	Otorhinolaryngology
ML	Literature of music	RG	Gynecology and obstetrics
ML159 - ML3799	History and criticism including biographies of individual composers	RJ	Pediatrics
ML3469 - ML3541	Popular music	RK	Dentistry
N	Fine Arts	RL	Dermatology
N	Visual arts	RM	Therapeutics. Pharmacology
NA	Architecture	RS	Pharmacy and materia medica
NB	Sculpture	RT	Nursing
ND	Painting	RV	Botanic, Thomsonian, and eclectic medicine
NE	Print media	RX	Homeopathy
NK	Decorative arts. Applied arts. Decoration & ornament	RZ	Other systems of medicine
NX	Arts in general	RZ201 - RZ275	Chiropractic
P	Language and Literature	RZ301 - RZ397.5	Osteopathy
P	Philology and linguistics	RZ400 - RZ408	Mental healing
PA	Classical languages and literature	S	Agriculture
PB	Modern European languages	SB	Plant culture
PC	Romance languages	SB317.5 - SB450.87	Horticulture
PD	Germanic languages	SD	Forestry
PE	English	SF	Animal culture
PJ	Oriental languages and literature	SH	Aquaculture. Fisheries. Angling
PN	General literary history and collections	SK	Hunting. Wildlife management. Game protection
PQ	Romance literatures	T	Technology
PR1 - PR9680	English literature	TA	Engineering. Civil engineering
PS1 - PS3576	American literature	TC	Hydraulic engineering
PT	Germanic literatures	TD	Environmental technology. Sanitary engineering
Q	Science	TE	Highway engineering. Roads & pavements
QA	Mathematics including computer science	TH	Building construction
QB	Astronomy	TJ	Mechanical engineering & machinery
QC	Physics	TK	Electrical engineering. Electronics. Nuclear engineering
QD	Chemistry	TL	Motor vehicles. Aeronautics. Astronautics
QE	Geology	TN	Mining engineering. Metallurgy
QH	Natural history	TP	Chemical technology
QK	Biology	TR	Photography
QL	Zoology	TS	Manufactures
QM	Human anatomy	TT	Handicrafts. Arts & crafts
QP	Physiology	TX	Home economics
QR	Microbiology	TX341 - TX641	Nutrition. Foods and food supply
R	Medicine	TX643 - TX840	Cookery
RA	Public aspects of medicine	TX901 - TX953	Hotels, clubs, restaurants. Food service
RB	Pathology	U	Military Science
RC	Internal medicine. Practice of medicine	V	Naval Science
		Z	Library Science. Book Industries. Bibliography

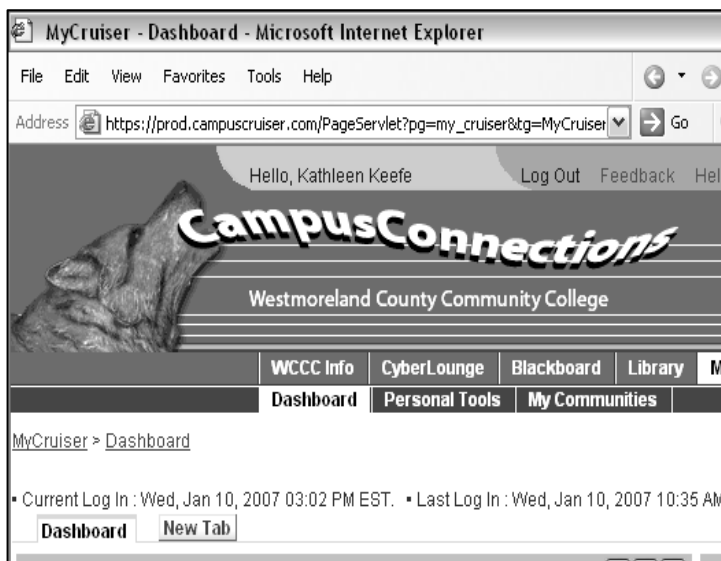
USING THE LIBRARY'S ONLINE SERVICES FROM HOME

You must be logged into **CampusConnections**, the Web site where you get your grades, register for classes, use your WCCC email account, and find other college information. Go to <http://my.wccc.edu>. If you have never logged in before, click on "What's my ID?" at the upper left corner of the Campus Connections screen.

The **Library tab** will appear at the top of the page under the banner (see image to the right). Click this to get the LRC home page. You should now be able to use any of the online services shown on the left side of our home page. You should not get any more screens that ask for IDs or passwords.

Some possible problems: Cookies and pop-up blockers. Some students may need to adjust the way the Web browser handles "cookies." These are tiny files that Web sites leave on your computer.

Your browser should accept cookies for CampusConnections and the Library's services to function properly.



Pop-up blockers are designed to prevent annoying advertising windows. However, they can also block legitimate windows. Your browser must allow pop-up windows.



In **MS Internet Explorer 8.x**, click on the Tools menu, then on Internet Options.

When you select the Privacy tab, click the Advanced button (see image to the left) then choose how cookies are handled: override automatic cookie handling; accept first-party cookies; accept third-party cookies; always allow session cookies.

You can also turn off the built in pop-up blocker here.

In earlier versions of IE, and for other browsers, consult instructions in the Help area of your browser.

If you have the **Google or Yahoo toolbar**, the pop-up blocker must be disabled by using the Options selection or the pop-up button in the particular toolbar.

Your **Anti-virus /Internet security software** may have a pop-up blocker as well. Disable this according to the software instructions.

Email the librarian if you need help: coulters@my.wccc.edu