Okanagan College Library - Kelowna
Fall 2008 : ENGL080 (Instructor: Chantale Messett)

Voyager Online Catalogue

Where?
- Located on the OC Library web page [http://www.okanagan.bc.ca/library](http://www.okanagan.bc.ca/library)

What?
- Locate OC Library circulating books, reference books, videos/dvds & local area files

How?
- Search by **keyword relevance** - Limit to 1-4 important words e.g. wilderness survival Outdoor life British Columbia - no sentences!
- Use the **truncation** symbol “?” to check word endings e.g. surviv? outdoor?
- Use **subject browse & subject** links in records for more relevant items
- Under **Course Reserve**, select course & your instructor, to find high-demand texts
- **Request** titles held in other Okanagan College campus libraries

**Obtaining an item:**
If the item is held by Kelowna and Status is “Available”,
1) Jot down the **call number** eg. GV 200.5 .S38 , check the **collection name**
2) Go to the collection shelves with the corresponding call number range
3) Check out the item at the Circulation counter

If the item has “**multiple copies or items**”, click on the title to see which campuses have the item,
1) Click on the **Request** icon at the top red menu bar
2) Enter your student id# and last name
   a) If the item is **already checked out**, you can choose the “**Hold**” option
   or b) If the item is **available at another campus**, click on the down arrow and select “**Request**”

**Patron record:** **What have I requested? What do I have on loan? I want to renew my loans?**
1) Click on **Patron** icon at the top red menu bar
2) Enter your student id# and last name and click “login”
3) Here you can view **status of your requests, your charged items** (items you have on loan) and **renew items**

Reference Materials

What?
- Search to define terms & read an overview of a topic, as you begin your research

Where?
Library WebPage > Research > **Online Reference Sources**

- [Access Science](http://www.accessscience.com) [online] for technology and science terms and topics
- [Canadian Encyclopedia](http://www.canadianencyclopedia.com) [online]
  Tips! check links such as Suggested Reading and Links to other Sites
- [Encyclopedia of British Columbia](http://www.encyclopediaofbc.ca) [online]
- [International Encyclopedia of the Social and Behavioural Sciences](http://www.elsevier.com) [online]
- [Oxford English Dictionary](http://www.oup.com) [online] also in print Ref PE 1625
- [Oxford Reference Online](http://www.oup.com) all types of terms
**Article Databases**

**What?**
- Article databases are used to find journal, magazine and newspaper articles. Databases index/list citations to articles so that you can search for those dealing with a particular subject. Many of the databases contain full-text articles.

**Where?**
- Library Webpage > Research > Article Databases > General / All Subjects
- LibraryLinks > Find Articles

- **Academic Search Premier** (EBSCO) All subjects
- **CBCA Complete** (ProQuest) Large range of Canadian sources & subjects covered
- **Canadian Newsstand** (ProQuest) Canadian newspapers. BC & Okanagan papers covered
- **MAS Ultra (School Edition)** (EBSCO) All subjects

…. Ask librarians to recommend other databases for your specific topic

**How?**

**Access Tip!**
- You can access anywhere on-campus.
- For off-campus access to Library’s Databases & Online Reference Sources, at prompt enter current OC student id number and your last/family name.

**Search Tips!** At the search engine boxes
- search each concept on a separate line – concept can be word or phrase. No sentences!
- use the root word and the truncation symbol "*" (e.g. child*)
- spell certain words in full, do not abbreviate/truncate ("methamphetamine" - not "meth")
- click down to find Subject terms to limit your search to articles on a particular subject
- repeat your search with alternative words: synonyms, broader terms, narrower terms

**Results** can be displayed in categories such as academic or scholarly (peer-reviewed) journals, periodicals or magazines, newspapers, reference books. Choose the level and type of articles that best suits you!
- You can print, download/save and email full-text of articles

- Click on Where can I get this article? when there is no full-text icon.
  The system will search other OC library databases, the OC library catalogue & other libraries to try locating full-text sources for you

**MLA style**
- keep details of your sources, cite them in your essay & list them on a Works Cited page
- Library webpage > LibraryLinks > Style Guides (APA, Chicago, MLA) for examples

**Need help?**
- Ask library staff at the Library Reference desk
- There is also Ask for research help under Library webpage > LibraryLinks

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<thead>
<tr>
<th>Library Fall Hours</th>
<th>Need a laptop?</th>
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<tr>
<td>Monday to Thursday 8am - 10pm</td>
<td>...to do your research</td>
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<tr>
<td>Friday 8am - 6pm</td>
<td>...to write your research paper</td>
</tr>
<tr>
<td>Saturday &amp; Sunday 9am - 5pm</td>
<td>...to do a class presentation</td>
</tr>
<tr>
<td>Closed: Sunday October 12 – for Thanksgiving</td>
<td>wireless internet access</td>
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<tr>
<td>Tuesday November 11 – Remembrance Day</td>
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Michelle Ward
Librarian, Kelowna Campus, Okanagan College

Sep 2008