

**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>

**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](#) [online] for technology and science terms and topics

[Canadian Encyclopedia](#) [online]

Tips! check links such as Suggested Reading and Links to other Sites

[Encyclopedia of British Columbia](#) [online]

[International Encyclopedia of the Social and Behavioural Sciences](#) [online]

[Oxford English Dictionary](#) [online] also in print Ref PE 1625

[Oxford Reference Online](#) 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  
or 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**

### Library Fall Hours

**Monday to Thursday** 8am - 10pm

**Friday** 8am - 6pm

**Saturday & Sunday** 9am - 5pm

**Closed** : Sunday October 12 – for Thanksgiving

Tuesday November 11 – Remembrance Day

### Need a laptop?

...to do your research  
...to write your research paper  
...to do a class presentation  
*wireless internet access*  
*same day loan free !*

**Ask at the Library Circ Desk**