Okanagan College Library - Kelowna
Summer session 2007 : English 100 University Writing

**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. climate change, drug abuse prevention, Okanagan - no sentences!
  - Use the **truncation** symbol “?” to check word endings e.g. abortion ethic?
- **Use subject browse & subject links** in records for relevant items
- **Request** titles held in other Okanagan College campus libraries

**Obtaining the item:**
If the item is held by Kelowna and Status is **“Available”**,
1) Jot down the **call number** eg. QH 442.2 .C568, 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 and read 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
Online Databases

What?
- Online 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

- Academic Search Premier (EBSCO) All subjects
- CBCA Complete (ProQuest) large range of Canadian sources & subjects covered
- Canadian Newsstand Canadian newspapers including BC and Okanagan papers
- 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? 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 in a bibliography
- see Library webpage > LibraryLinks > Style Guides (MLA/APA) for examples

Need help?
- Ask the library staff at the Library Reference desk.
- There is also ASK US (Get research help)? Library webpage > LibraryLinks

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<th>Library Summer Hours</th>
<th>Need a laptop?</th>
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<tbody>
<tr>
<td>Monday to Thursday</td>
<td>....to do your research</td>
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<tr>
<td>8am - 8pm</td>
<td>....to write your research paper</td>
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<tr>
<td>Friday</td>
<td>....to do a class presentation</td>
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<tr>
<td>8am - 6pm</td>
<td>wireless internet access</td>
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<tr>
<td>Closed : Monday May 21 - Victoria Day</td>
<td>same day loan free !</td>
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<td>Monday July 2 - Canada Day</td>
<td>Ask at the Library Circ Desk</td>
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<td>Monday August 6 - BC Day</td>
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