

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>

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 Behaviourial 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

Library Summer Hours

Monday to Thursday 8am - 8pm
Friday 8am - 6pm

Closed : Monday May 21 - Victoria Day
Monday July 2 - Canada Day
Monday August 6 - BC 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

