

Need information for an assignment?

Start at www.eclibrary.ca

Use the **Catalogue** to look up:

books, e-books
DVDs, videos
audiobooks
CDs, games
kits, puppets
course reserves

Go to **E-Resources** to find:

journal articles
newspapers
magazines
e-books
statistics
government documents
maps
online dictionaries & encyclopedias
streamed video

Search **Journals by Title** to see:

if the Library has the specific journal,
magazine or newspaper you need

The Circulation Desk is where you go to...

- * Sign out, return, or renew Library materials
 - * Book group workrooms
- 705-474-3450 ext. 4222
circdesk@eclibrary.ca

Off-Campus Login for E-Resources

Canadore students:

Username = student number
Password = birthdate (*mmddyy*)

Nipissing students:

Username = MyNipissing username
Password = MyNipissing password

Info Desk - We're here to help!

We can help you find the right kinds of information for your assignments!

- * See us at the **Info Desk** in the Library.
- * Call us at 705-474-3450 ext. 4221.
- * Email us at info@eclibrary.ca.
- * Check the **How Do I...** links at www.eclibrary.ca for lots of great tips!
- * Book a research appointment for one-on-one help.

Searching for Books & Articles

- Identify the main ideas or concepts of your topic.
- Think of single words or short phrases that best describe these ideas.
- Use these as search terms in a "keyword" search.
Examples: medieval, global warming
- Try more than one search using variations of your search terms.

The *Call Number* is a book's "address" on the shelf, and is a combination of letters and numbers.
Example: E96.5 .S64 2012

Renew Your Books Online!

Click on the *My Account* tab on the library website.
Log in using your student # and birthdate.

Finding Course Reserves

Go to the **Catalogue**, click on **Reserves** and search for your *course* or *instructor*.

Some Reserves are kept at the Circulation Desk:

- Bring the *call number* (see above) of the item to the Circulation Desk and staff will retrieve it for you.
- Most are 3-hour loans, in-library use only.

Short Loan Reserves are on the regular shelves:

- Bring these items to the Circulation Desk for checkout.
- These are 2-day loans you can take out of the Library.

Examples of general databases:

Academic Search Premier
Vocational Studies Complete
Canadian Business & Current
Affairs Database
Infotrac Newsstand
CPI.Q Canadian Periodicals

Searching for Articles

www.eclibrary.ca

↓
E-Resources

↓
Choose a subject or “general”

↓
Use the database descriptions to help you select one suitable for your topic

Some subject-specific databases:

Proquest Nursing & Allied
Health Source
Business Source Complete
Bibliography of Native North
Americans
PsycINFO
Culinary Arts Collection

Looking at Your Search Results

Too few articles?

Try using:

- variations of your search terms
- broader search terms
- a different database

Too many articles?

Narrow your search by:

- using a more specific search term
- adding another search term
- clicking on a subject heading
- selecting a publication type, i.e. academic journals

Articles not relevant?

Try using:

- synonyms, different spellings or related words
- a different database
- the Help or Tips in the database

Finding the “Full Text” of Articles

- Look for a “full text” link, or click on  *get it!*
 - if the article is available in another database, **get it!** will link you to it.
 - **get it!** will also indicate if the article is available in print or microform format in the Library.
- If the full text of an article is not available, it can be requested through Interlibrary Loan.

Saving your articles

Most databases allow you to:

- * Print, save, or email articles
- * Export article links to RefWorks

RefWorks

- Import, store and organize references into your personal RefWorks account.
- Format in-text citations and bibliographies.
- Share your references with other people.
- See the *RefWorks Help* link for tutorials.

Interlibrary Loan

Need a book or article that is not available at this Library?
Request it online through **RACER**. (Most ILLs are free!)
See *Interlibrary Loan* at www.eclibrary.ca

Evaluating Websites

Information from the Internet used for university or college assignments must be critically evaluated for reliability.

- Determine who wrote the information. Are they an expert on the subject? Is the site affiliated with a credible organization? Look for an “About Us” link.
- Was the website created to share information, sell something, or promote a point of view?
- Check the URL—it may indicate the website type: commercial, educational, government, etc.
- Is the content accurate? Are references provided to back it up? Are there spelling or grammar errors?
- Is the information up to date?