

## Need information for an assignment?

Start at [www.eclibrary.ca](http://www.eclibrary.ca)

Use the **Catalogue** to look up:

books, e-books  
DVDs, videos  
audiobooks  
CDs  
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](mailto:circdesk@eclibrary.ca)

## Off-Campus Login for E-Resources

### Canadore students:

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

### Nipissing students:

Username = WebAdvisor ID  
Password = WebAdvisor 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](mailto:info@eclibrary.ca).
- \* Check the **How Do I...** links at [www.eclibrary.ca](http://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
- Join 2 or more concepts with "and".  
*Example:* children **and** television
- 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 *My Account* in the Catalogue.  
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  
CBCA Complete  
Canadian Newsstand  
CPI.Q Canadian Periodicals

## Searching for Articles

[www.eclibrary.ca](http://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  
CBCA Business  
Historical Abstracts  
PsycINFO  
Art Full Text

## 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**.  
See *Interlibrary Loan* at [www.eclibrary.ca](http://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?