

Name: _____ Section: _____ Instructor: _____
(Search Path: SCC Home Page, scroll down and click on "Learning Resource Center")

GETTING TO KNOW YOUR SOURCES: "THE LIBRARY"

They say that home is where the heart is and that holds true for the library. Clicking on [About the Learning Resource Center](#) will tell you the library's hours of operation. Check [FAQs](#) to find out how to obtain a library card, loan periods, fines, etc. Libraries are all about information, how to define what you need, how to find it, and how to use it. LRC staff members are a great resource.

ACTIVITY: Ask a staff member his/her name/title/job duties:

GETTING TO KNOW YOUR SOURCES: "Online Catalog"

The first libraries primarily housed **books** and the LRC is no exception. Clicking on [Online Catalog](#) will allow you to search our book collection. The online catalog is strictly an index to the materials housed in the library.

Your choices include: **keyword**, title, and author. If you were looking for **CAREER** information, you would search under *keyword*, using a career topic in addition to adding either "careers" or "vocational" in your keyword search. The Surry LRC catalogs career information starting with a "**V**" in the call number (e.g. V 741.6 G661).

Example: graphic careers or graphic vocational

ACTIVITY:

Choose a career choice as in the example above: _____

Answer the questions below based on the example above making sure to **scroll** down the screen for complete information.

Title/Author: _____

Edition (use the publication date): _____ ; Call Number: _____

Type of Item: book ___; audiovisual ___ ; Number of copies owned: ___

Is the book currently in?: Yes ___; No ___; If **NO**, why: _____

GETTING TO KNOW YOUR SOURCES: "Reference Sources"

As libraries expanded, they began to include other formats such as *magazines & journals*. Our library continues to purchase these items which you can find in the Periodicals room on the 2nd floor. We also subscribe to several databases including [NCLIVE](#), an electronic database for magazines, journal, newspapers, maps, etc. Clicking on [Reference Sources](#) will produce a list of all the electronic databases the library currently subscribes to, including [NCLIVE](#), an umbrella term for lots of databases. It is free to all NC residents but requires a password for home usage.

ACTIVITY:

1. Click into [NCLIVE](#)
2. Try clicking on “Use our Alphabetic list” (Near the bottom of the page), and look over the list of “resources” and “description(s).” You should notice the many databases, topics, and subjects that these resources cover.
3. Go back to the Home page using the BLUE tab near the top of the page. You are now at the EZ search page.
4. Look up your career again. (**TIP:** Continue to follow the online catalog example by using limiting words such as “careers” or “vocational.”)

You have 3 choices for how you use your terms:

Find: All Words Any Words Exact Phrase

Database name: _____

Number of “All Records Found” for the database you chose: _____

Click on “Limit to Full-text” and note the number of full-text articles: _____

You will be logged into the specific database. Please choose an article.

Is it a magazine? ____; a newspaper? ____

(**TIP:** newspapers generally do not have volume numbers.)

Article Title: _____

Magazine Title: _____

Date: _____ ; Volume No.: ____; Issue No.: ____ (only if available)

Does the Surry CC Library also subscribe to the title? __ Yes; __ No

(**NOTE:** If you decide or need to print out the article, full-text comes in 2 different formats: **HTML** (text only) or **.PDF** (includes images, etc.)

If you only have or only print out a .PDF full-text, you will also need to write or print out the “Citation”.

GETTING TO KNOW YOUR SOURCES:

“Subject Guides”

Our jobs as library staff are to guide you through the research process. It is difficult to remember everything so we have created some online handouts/instructions. Click on [Subject Guides](#) to find our current crop of guides. Make sure to click into the “Career Exploration” guide, under *Company & Career Research*, to get acquainted with many of the resources available to you both online and in-house when researching a career.

LAST ACTIVITY: As a class you will be scheduled to visit the library for a tour. **REMEMBER** to have your library card. What forms of identification did you need to get your library card? _____