ENGLISH 100  
Foundations of Writing

FINDING THE LIBRARY WEBPAGE

Using a college library may be a little different than finding material in your high school library. A college or university library is usually larger and has access to many more materials than your typical high school library. Just remember that if you have questions, we are here to help you. One goal for our session today is to help you become familiar with using a college library. We will be discussing how to navigate the library webpage as well as showing you around the library building itself.

You will need to get to the library webpage to access the resources that we will be discussing today. Simply click on the Internet Explorer icon, and type in this address: library.ehc.edu. This URL address will take you straight to the library homepage.

We will be taking a short tour of the library building during the second half of this class to familiarize you with the physical layout of the building.
FINDING MATERIAL IN THE ONLINE CATALOG

The **online catalog** (also sometimes called HAL or the opac), contains the holdings of its four members' libraries. It’s easy to use; see the examples below.

The first screenshot shows a **keyword** search, and the second screen shows a record for an item in the library's collection and includes basic bibliographic (identification) information.

An alternative way to search is **subject** searching. Subject searching uses a controlled vocabulary of words and phrases; sometimes it is hard to figure out what they are (that’s why librarians are here to help). If one way doesn’t work, try the other, and if you are not finding relevant material, please ask a librarian for assistance.
Kelly Library subscribes to many online databases. For this class, we will work primarily with one journal database called Academic Search Complete. Academic Search Complete contains a mixture of popular and scholarly periodical articles and is mainly full-text. It is a good place to begin looking for articles. Below is an example from Academic Search Complete.
What do you do if an article is not full-text in this database? You need to check the E-Journals by Title list. You can find a link to this on the main library page under the tab for Books, Articles, & More. If your journal or newspaper is not full text in the database that you are searching, you can find out if it is full text in other databases. See example below.
Remember: The library staff is your best resource. If you are not finding what you need, please ask a library staff member for help.

KELLY LIBRARY PUBLIC SERVICES STAFF

Circulation Staff
Adam Alley
Jennifer Bassett
David Lyons
Holly McCormick
Janice Snead

Reference Librarians
Lorraine Abraham (director)
Jane Caldwell
Patty Greany
Jody Hanshew
Janet Kirby

If you need help locating information or using any library equipment, please ask one of the public services staff members for assistance. We’re your best resource!

Generally, a professional librarian is on reference duty 8am-9pm Monday-Thursday, 8am-5pm Friday, 10am-5pm Saturday and 2pm-9pm Sunday.

www.library.ehc.edu
276.944.6208
askalibrarian@ehc.edu
ENGLISH 100
Foundations of Writing Worksheet

NAME: ___________________ TOPIC: ____________________________

To help you remember the material demonstrated in class, please complete the exercise below. Please use one of the following topics for your research exercise: bullying, bullying in school, bullying prevention, cyberbullying, or a topic (approved by your professor) related to bullying.

1) Use the online catalog to find a book or any other item (such as a video, DVD, CD, etc.) on one of the topics listed above. List the following information for your material. Make sure that you limit the holdings to Emory & Henry College Library because you will have to find this material for class today.

Author/editor: ________________________________
Title: ___________________________________________________________________________________________________
Place of publication: _______________________________________________________________________________________
Publisher: ____________________________
Copyright date: __________________________
Call Number: ________________________________

***After you find this material on the shelf, be sure that you have your professor sign this sheet to complete the exercise.

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2) Find a periodical article by using Academic Search Complete. Please use the same topic that you used in exercise #1 above. List the following information for the article.

Author of article: ________________________________
Title of article: _______________________________________________________________________________________
Title of periodical/journal/magazine: ________________________________
Date, volume and issue numbers and pages of article: ________________________________