



Butte College Library

3536 Butte Campus Drive, Oroville, CA 95965

Ask-a-Librarian: 530-879-4024

<http://www.butte.edu/library/>

ReferenceLi@butte.edu

ENG 2 – Zu Vincent

ASK A LIBRARIAN

- In person at reference desk or by appointment during open hours
- By telephone: 530-879-4024
- Via email online
- Online chat 24 hours a day: [Ask-A-Librarian](#) link on every library page

GETTING TO THE SCHOLARLY DATABASES

Path: *Library Homepage* → *Search for Articles* → *Combined databases* → [choose a database]

Off-Campus Access

1. You will be automatically prompted to enter a user name and password if you try to access the databases from off campus
2. Enter your username: this is your last name plus the first two letters of your first name – entered as one word without spaces, lowercase.
3. Enter your password: this is the last four digits of your student ID
For example, Jane Smith with Student ID #9834765 would be:
smithja
4765
3. Click *Submit Query*.

SEARCHING THE DATABASES FOR SCHOLARLY ARTICLES

STEP 1: Picking the right database and setting limiters

Path: *Library Homepage* → *Search for Articles* → *Combined databases* → [choose a database]

EBSCOHost

- Use the check boxes to select the appropriate database: *Academic Search Premier, Business Source Premier, Greenfile, ERIC* or the various academic health databases like *CINAHL, Medline, etc.*
- Use the checkboxes in advanced search to limit to Full-text and Scholarly (Peer-reviewed)
- You can also limit by publication name if you know we own it (see **E-JOURNALS BY TITLE**, below)

JSTOR

- JSTOR is a scholarly archive. The articles in here are all scholarly, but also are at least 3-5 years old.
- Click Advanced Search, located beneath the search box
- Limit your search using the following check boxes:
 - **INCLUDE ONLY CONTENT I CAN ACCESS**
 - **INCLUDE LINKS TO EXTERNAL CONTENT**
 - **NARROW BY → ITEM TYPE → ARTICLE**

ProQuest

- Use the checkboxes in advanced search to limit to Full-text documents only and to Scholarly including peer-reviewed
- You can also limit by publication name by using the Look up publications link
- Exclude from results (using the following check boxes):
 - **BOOK REVIEWS**
 - **DISSERTATIONS**
 - **NEWSPAPERS**
- Sort results by Most relevant first, not Most recent

Wilson Web – Omnifile

- Similar limiters as Proquest & EBSCO;
- True peer-review process applies

STEP 2: Building your search terms

Choosing the search terms and additional limiters

- Start with one or two keywords in your search, not a natural language sentence
- The more words you use in your search with AND, the fewer results you will get.
Example: **segregat* AND "civil rights"**
- The more words you use with OR, the more results you will get.
OR is best used when searching like terms or similar ideas.
Example: **(segregat* OR "jim crow") AND "civil rights"**
- You can narrow your search by using the drop-down menu to limit to SUBJECT or ABSTRACT
Hint: Any academic discipline or large geographic area is very likely going to be a subject term.
- You can broaden your search by limiting to TEXT (sometimes called DOCUMENT TEXT)
- You can also limit by date

Phrase Searching

- Use "quotation marks" to retrieve multiple words denoting single concept. (e.g. "college students"). Searches for words as single term with no additional words between. Brings back that **exact** phrase.

Truncation

- Use (*) to retrieve all forms of root word (e.g. librar* = library, libraries, librarian, librarians, librarianship). Especially useful for retrieving both singular and plural form of keywords

Wildcard

- The wildcard is usually represented by a question mark ?
- To use the ? wildcard, enter your search terms and replace each unknown character with a ?. The database finds all citations of that word with the ? replaced by a letter.
 - For example, type **ne?t = neat, nest or next**. You will not find **net** because the wildcard replaces a single character.

Boolean Operators

Use Boolean Operators to narrow or broaden your keyword searches. These are always capitalized. You can also access them using the drop down menu to the left of the database search box

AND – narrows a search

- searches only for articles containing both terms
- best used to retrieve more focused results

OR – broadens a search

- searches for articles containing either term (as well as articles containing both)
- best used for synonyms or close subjects (e.g., mushroom OR fungi)

NOT – narrows a search

- searches for first term, filtering out second
- best for eliminating 'false hits' that occur when words have multiple meanings (e.g., cowboys NOT football)
- Use NOT in the last row only...it excludes all words that come after the term, NOT

Database features

- Each database is different in its subject headings and interface.
- Look for the PDF, HTML full-text, or PDF full text link to open the article
- You can print, save, email, listen to, or download articles
- You can find out how to **cite** the articles
- Find an article perfect for your topic? Use the **suggested subject terms** located on the left, right, or bottom of the article to search further on that topic
- Some databases let you combine suggested subjects to create a new search from a relevant article.
- Use the **subject thesaurus** to look for the controlled index of terms used in that database for your keywords. Every database has its own, unique controlled vocabulary
- **Help menu:** Your best friend

SOME PLACES TO FIND & UNDERSTAND PRIMARY SOURCES

Path: Library Homepage → Online Services → Online Tutorials → Primary sources (video)

Primary sources are original records or firsthand reports created at the time events occurred, without added interpretation. Primary sources may also include memoirs, oral histories, and records created at a later date by a participant in the original events.

Secondary sources provide interpretation, explanation, or analysis of a primary source. Secondary sources frequently include primary sources to argue a point or influence the reader to a point of view.

Tertiary sources, such as indexes, bibliographies, etc. select, compile, and index both primary and secondary resources.

NOTE: Always check with the instructor if you are unsure if a document or work is a primary source.

Butte College (Non-scholarly) Databases

Issues & Controversies in American History

- **Path: Library Homepage → Search for Articles → Databases A-Z → [choose a database]**
- Select Issues & Controversies in American History
- Then, under **Special Features**, click Primary Documents

Issues & Controversies on File

- **Path: Library Homepage → Search for Articles → Databases A-Z → [choose a database]**
- Select Issues & Controversies on File
- Then, under **Special Features** click Source Documents
- Can view Arranged by Year or Arranged by Title

CQ Press Encyclopedia of American Government

- **Path: Library Homepage → Search for Articles → Databases A-Z → [choose a database]**
- Select Congressional Quarterly Encyclopedia of American Government
- Then select Primary Sources (on the left)

SIRS Government Reporter

- **Path: Library Homepage → Search for Articles → Databases A-Z → [choose a database]**
- Select SIRS Knowledge Source, then SIRS Government Reporter
- From bar on right, select either Historic Documents OR National Archives Documents
- You can browse both or search Historic Documents
- You can browse National Archives Documents

Online Resources

Library of Congress (US Gov.)

- Primary Documents in American History
<http://www.loc.gov/rr/program/bib/ourdocs/PrimDocsHome.html>
- American Memory Project
<http://memory.loc.gov/ammem/index.html>

World History Resources (free)

- Website reviews describe online primary–source archives, evaluate resources, and provide classroom suggestions. Browse by time period or try the advanced search.
- <http://chnm.gmu.edu/worldhistorysources/whmfinding.php>