USEFUL RESOURCES AT A GLANCE

**Ebscohost Collection of Databases**
Full text periodical databases covering a wide variety of subjects. Coverage is broad and includes scholarly (peer reviewed) publications.

**Gale Virtual Reference Library (Electronic books from Gale Publishing)** - A collection of reference books and encyclopedias on a variety of topics.

**JSTOR**
Full Text archive of scholarly journals in all subject areas. Subscription includes the Arts and Sciences Collections I through XIV.

**Lexis Nexis Academic Universe**
Full-text periodical/legal/business database. Provides full text of 52 national and international newspapers, including: Los Angeles Times (previous 6 months), newswires, foreign language news publications, and transcripts from radio and television news broadcasts.

**Opposing Viewpoints Resource Center**
Information on today's hottest social and controversial issues. Features book content, topic overviews, full-text magazines, academic journals, newspaper articles, primary source documents, statistics, images, podcasts, and links to websites.

**Ebscohost e-book collection**
Digital versions of books from a broad range of subject areas and topics. Electronic full-text copies of published print material, such as reference books, scholarly monographs, fiction, and nonfiction books.
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GENERAL INFORMATION/ LIBRARY SERVICES

The library is open on instruction days, and is closed during semester and holiday breaks.

REGULAR HOURS:

Mon-Thu 7:30am-8pm, Fri 7:30am-5pm, CLOSED SATURDAY AND SUNDAY

MVC Library Mission Statement

To connect the students, faculty, and community of the Menifee Valley Campus to a world of information, with enthusiasm and professionalism, in a welcoming environment conducive to academic research and study.

Consistent with the MSJC mission, and the Library Bill of Rights endorsed by the American Library Association, the MVC library supports instruction, faculty research, and the general information and cultural needs of the MSJC community.

Library Staff

<table>
<thead>
<tr>
<th>LIBRARIAN</th>
<th>CIRCULATION MANAGER</th>
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<tbody>
<tr>
<td>Sherri Moore</td>
<td>Tracy Pitt</td>
</tr>
<tr>
<td>(951) 639-5451</td>
<td>(951) 639-5459</td>
</tr>
<tr>
<td><a href="mailto:smoore@msjc.edu">smoore@msjc.edu</a></td>
<td><a href="mailto:tpitt@msjc.edu">tpitt@msjc.edu</a></td>
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<tr>
<th>INTERIM LIBRARIAN</th>
<th>CIRCULATION SPECIALIST</th>
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<tbody>
<tr>
<td>Carrie Consalvi</td>
<td>(Reserves)</td>
</tr>
<tr>
<td>(951) 639-5456</td>
<td>Jeanne Maggard</td>
</tr>
<tr>
<td><a href="mailto:cconsalvi@msjc.edu">cconsalvi@msjc.edu</a></td>
<td>(951) 639-5458</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jmaggard@msjc.edu">jmaggard@msjc.edu</a></td>
</tr>
</tbody>
</table>

| ASSOCIATE LIBRARIAN | CIRCULATION SPECIALIST       |
| (Evenings)          |                              |
| Anne Pennington     | Theresa Harvey               |
| (951) 639-5450      | (951) 639-5457               |
| apennington@msjc.edu| tharvey@msjc.edu             |

<table>
<thead>
<tr>
<th>ASSOCIATE LIBRARIAN (Friday)</th>
<th>CIRCULATION SPECIALIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caleah James</td>
<td>Jan Suitt</td>
</tr>
<tr>
<td>(951) 639-5450</td>
<td>(951) 639-5452</td>
</tr>
<tr>
<td><a href="mailto:cajames@msjc.edu">cajames@msjc.edu</a></td>
<td><a href="mailto:jsuitt@msjc.edu">jsuitt@msjc.edu</a></td>
</tr>
</tbody>
</table>
Library Conduct

Common courtesy demands that you respect the quiet of those students studying around you.

- Please take all cell phone calls outside of the library.

Children/minors - under 18 years old

- Children who are not current MSJC students are not allowed in the library. If your child must briefly accompany you, please see that he/she remains in the front lobby for no longer than 30 minutes per day, is kept quiet and orderly, and does not touch or operate any equipment for student use.
- Library Personnel take no responsibility for non-registered children left unattended in the library. If children are found to be here without an adult, the administration and/or police will be notified.

COLLECTIONS

BOOKS

- Reference and circulating book collections available at both MVC and SJC libraries.
- Electronic books available via the Worldcat online catalog of library materials http://www.msjc.worldcat.org/
- Search MVC and SJC holdings for books, electronic books, and media.
- See the items you have checked out, renew books, and place holds for MVC or SJC books with your Worldcat account.

TEXTBOOKS

- The libraries have current editions of required textbooks used on the SJC and MVC campuses. Textbooks are shelved according to subject, class number, and instructor, and are available for library use only. TEXTBOOKS may not be taken from the library.

MEDIA

- Educational DVD’s for library use only
- Circulating DVD’s for check out
- Music CD’s for check out
- Audio books in MP3 format for check out
- Streaming video databases
LIBRARY DATABASES (Internet based electronic resources)

- Includes journals, magazines, newspapers, other reference material
- Streaming music and video
- Databases link: http://libguides.msjc.edu/az.php
- May be accessed off campus with your my.msjc.edu username and password

CHECK-OUT / FINE POLICIES

Members of the community are welcome to use the library for research, however, only current MSJC students, faculty or staff members have borrowing privileges.

A current MSJC student ID card or a faculty/staff ID are required.

CHECK-OUT PERIODS

- Books - 3 weeks
- Popular Movie DVD's and Music CD's – (3 item limit for 1 week)
- Instructional DVD’s are available to students for in-library viewing only.
- Reserve Materials - 2 hours in library use only
- Checkout limit – 10 items total

* INSTRUCTORS: All DVD’s and CD’s check-out for 1 week

RENEWALS

- Books may be renewed if they are not overdue and no hold has been placed on them. Renewals may be made by telephone, walk-in, or via our online catalog at http://www.msjc.worldcat.org/.
- Renewal Phone Number: 951 639-5455.

There are no renewals on DVD's, or CD's.

FINES

- Books -.25¢ per day
- DVD's, and CD's - $1.25 per day
- Reserve Materials - up to $5.00/day
- Interlibrary loan books - $1.25/day

(Fines do not accrue on Saturdays, Sundays or Holidays)

PLEASE NOTE: All notices regarding fines and overdue materials are sent via MSJC e-mail addresses.
OTHER SERVICES

WIRELESS INTERNET ACCESS – Available for laptop computers. Use your my.msjc.edu ID and password to access the wireless Internet. All internet users must abide by MSJC’s computer use policy. Printing is NOT available through wireless Internet access.

INTERLIBRARY LOAN (ILL) - to obtain books not held by MVC or SJC Libraries
- Submit electronic form located at MVC Library homepage, http://www1.msjc.edu/library/mvcill
- $2.00 charge per item to obtain materials, overdue fees will apply.
- Allow 14 days for arrival
- Notification made by phone or e-mail

PHOTOCOPIES and PRINTING
- Xerox copies -.10¢ per copy with purchase of print card.
- Computer printing 10¢ per copy with purchase of print card.
- Purchase print card in the library copy room or tutoring center (1st floor of LRC building)

STUDY ROOM - The study room is available on a first come, first serve basis – no reservations
- Designated for currently registered MSJC students only.
- Faculty, tutors, and administrators are not allowed to use the room for teaching or meetings.
- Limited to groups of no less than two and no more than six.
- Checked out by each person in the group for a 2 hour period, and is not renewable by anyone in the group.
- Report to the circulation desk for check-outs and more information.

EQUIPMENT
- Laptop computers for library use (ask at the circulation desk)
- VCR’s, DVD, CD, players available for use in library.
- Scientific calculators for check out (ask at the circulation desk)
- iPads for library use (ask at the circulation desk)

ASSISTIVE TECHNOLOGY
- Low vision magnifier
- JAWS screen reader software
Worldcat contains a record of all material owned by the MSJC Libraries (books, electronic books, videotapes, DVD’s, CD’s, MP3’s, etc.). Please refer to the Worldcat Help guide for detailed search tips: http://libguides.msjc.edu/worldcat

Worldcat may be searched in a number of ways. The most common types of searches are AUTHOR, TITLE, KEYWORD, and SUBJECT. Capitalization of names, titles, etc. is not necessary. Spelling does count, so watch for typos. If your search is unsuccessful, do not assume that the library does not have the material you require. If you have difficulty locating material, ask library staff for assistance.

**TIPS FOR SUCCESSFUL SEARCHES**

**AUTHOR**

Use an AUTHOR search to locate works when you know the person, or organization responsible for the content of the material. DO NOT use an AUTHOR search to find biographical information. If you want information about an author, use a SUBJECT search.

Sample author searches: hemingway ernest
American medical association
United states department of agriculture

**TITLE**

Use a title search if you know the title of the item (book, DVD, video, music cd, etc.)

Sample title search: Da Vinci Code

**KEYWORD (default setting on search screen)**

Finds and displays all library materials containing the word(s) or phrase in any indexed field (author, title, subject, notes, table of contents, etc.)** Best type of search if you don’t know the subject heading.

Sample keyword search: Civil War United States
SUBJECT

Use a SUBJECT search to find information about a particular topic. Subject searches should be limited to a word or a short phrase. A subject search is never in the form of a sentence or a question. When in doubt about what constitutes a valid subject, consult the Library of Congress Subject Headings (also known as LCSH, or the big red books). If a valid search is unsuccessful, we may not own an entire work on your subject, but may still have information available in the collection. Always ask library staff for assistance if you are having difficulty finding material.

Sample subject searches: alcoholism, drug abuse, internet, indians of north America

Often you must TRANSLATE your subject into Library of Congress Subject Headings:
EXAMPLE: bilingual education in California is searched as: education bilingual California

ELECTRONIC BOOKS (E – BOOKS)

- The libraries have a collection of more than 220,000 electronic books (commonly called e-books).
- E-books contain the entire text of the print version of the book, but in an electronic format.
- The MSJC e-book collections are Internet based, and may be accessed both on and off campus. Off campus access requires your MSJC username and password.
- You can read MSJC's e-books on most devices, such as: computers, laptops, tablets, e-readers, and smartphones. The number of pages that can be printed, copied, or downloaded vary depending on the e-book platform (Ebsco, Springer, etc.).

ACCESSING ELECTRONIC BOOKS

1. E-books may be accessed from Worldcat via a URL connected to the book’s record. Simply follow the “View Now” link in the catalog record to be connected to the electronic book. Note that you will be prompted for your MSJC username and password if you are off campus.

2. It is important to know that when you search the Worldcat for eBooks, you are searching for a description of the book - its author, title, or subject, not the full text of the book.

3. Electronic books collections are also listed separately on the library databases page. Look for the “e-book” category. When searching through each provider interface, you can search Full Text--every single word of every single eBook. This is a much more powerful way to search and often results in discoveries that can be overlooked in Worldcat. Note that you will be prompted for your MSJC username and password if you are off campus.
LIBRARY DATABASES

The MSJC libraries subscribe to a variety of electronic databases for access to full text journals, magazines, newspapers, encyclopedias, streaming audio, streaming video and other reference material. All databases are available via the Internet, and may be accessed from campus computers and remotely.

Passwords are NOT necessary if you access the databases from any computer on the MVC or SJC campus. You may link directly to the databases via the library homepage: Go to “Research Databases.”

Off Campus Access

You will be prompted for your MSJC (Blackboard) username and password if you are off campus.

Employees

If you do not have a my.msjc.edu or Blackboard username and password, bring proof of employment to the circulation desk in the library, and you will be issued a username/password for off campus access.

MSJC librarians may have access to additional databases not listed in this guide. If you cannot find information on your topic, consult a MSJC librarian for assistance.

- Indicates full text availability (full article)
- Indicates book content
- Indicates an audio database
- Indicates a streaming video database

ANTHROPOLOGY

- Encyclopedia of Anthropology - The Encyclopedia features over 1000 entries that focus on topics in physical/biological anthropology, archaeology, cultural/social anthropology, linguistics, and applied anthropology. Also included are relevant articles on geology, paleontology, biology, evolution, sociology, psychology, philosophy, and theology. All articles conclude with a short bibliography with suggestions for further reading.

AUTO REPAIR

- AutoMate - Provides information on most major manufacturers of domestic and imported vehicles, with repair information for most vintage makes starting as far back as 1945. Database content includes approximately 25,000 vehicles covered from 1945 to present, with over 100,000 factory drawings (including wiring diagrams) and step-by-step photographs.

BUSINESS

- Business Source Elite - Available in the Ebscohost Premier collection of databases, Business Source Elite includes full text coverage of over 1000 scholarly business, management and economics journals.

- Business Source Premier - Available in the Ebscohost Premier collection of databases. Business Source Premier includes approximately 8,940 full text resources (peer reviewed journals, trade publications, general magazines, monographs, country economic reports, market research reports, industry reports and
yearbooks). Areas of coverage include: business, marketing, accounting, MIS, finance, econometrics, economics and more.


**CAREERS & VOCATIONAL GUIDANCE**

- **Career Guidance Center** - Provides detailed profiles of more than 3,300 jobs and 94 industries, advice on career skills, interviewing, more than 48,000 resources entries, and much more. Download sample resumes and cover letters.

- **College Source** - 15,772 College Catalogs in complete cover-to-cover, original page format representing 2-year, 4-year, graduate and professional schools.

**DANCE**

- **Dance in Video** - Note: This collection has been consolidated into **VAST: Academic Video Online** by the publisher. Dance in Video will contain 250 dance productions and documentaries by the most influential performers and companies of the 20th century. Selections cover ballet, tap, jazz, contemporary, experimental, and improvisational dance, as well as forerunners of the forms and the pioneers of modern concert dance. This release includes 109 videos, equaling 165 hours. Specially developed controlled vocabularies let users browse by composer, choreographer, genre, performer, ensemble, and role.

- **International Encyclopedia of Dance (2005)** - With nearly 2,000 articles written by scholars from fifty countries, the Encyclopedia covers the full spectrum of dance—theatrical, ritual, dance-drama, folk, traditional, ethnic, and social dance.

**E-BOOKS – ELECTRONIC BOOKS**

- **Credo Reference** - Contains content from hundreds of reference books covering every major subject. There are over 2 million entries, 65,000+ images (art, diagrams, interactive maps and photos), and over 93,000 audio pronunciation files.

- **E-Book Collection from Ebsco** - Digital versions of more than 130,000 books from a broad range of subject areas and topics. Electronic full-text copies of published print material, such as reference books, scholarly monographs, fiction, and nonfiction books.

- **Gale Virtual Reference Library (Electronic books from Gale Publishing)** - A collection of reference books and encyclopedias on a variety of topics.
**Springer E-book collection** - Over 80,000 titles covering biomedicine, life sciences, behavioral health, mathematics, chemistry, materials science and medicine.

**EDUCATION**

- **College Source** - Over 15,000 college catalogs from 2-year, 4-year, graduate and professional schools.

- **ERIC - Educational Resources Information Center** - Available in the Ebscohost Premier collection of databases. Some full-text available.

Abstracts of documents and journal articles in education, lesson plans, virtual library, question & answer service, and more. Public access version of ERIC, available on the Internet. No password required. ERIC is a guide to published and unpublished sources on thousands of educational topics. *(freely available to the public, this is not a subscription database)*

- **Primary Search** - Available in the Ebscohost Premier collection of databases, Primary Search provides full text for more than 60 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990.

**ENCYCLOPEDIAS – GENERAL AND SUBJECT SPECIFIC**

Use e-book databases: Credo Reference and Gale Virtual Reference Library

**ENVIRONMENTAL SCIENCE**

**GreenFILE** – Available through the EbscoHost collection of databases, GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

**GENERAL RESEARCH**

- **CQ Researcher** - Updated weekly, CQ Researcher explores a single "hot" issue in the news in depth each week. Topics range from social and teen issues to environment, health, education and science and technology. Every report is written by an experienced journalist and features comments from experts, lawmakers and citizens on all sides of every issue with numerous charts, graphs and sidebar articles.

- **Credo Reference** - Contains content from hundreds of reference books covering every major subject. There are over 2 million entries, 65,000+ images (art, diagrams, interactive maps and photos), and over 93,000 audio pronunciation files.
**Ebscohost Premier Collection of Databases** - Full text periodical databases. Indexes and provides full text to thousands of titles. Subject coverage is broad and includes scholarly (peer reviewed) publications. Includes the following individual databases: MasterFILE Premier, Academic Search Ultimate, Business Source Premier, Health Source Nursing/Academic edition, Psychology & Behavioral Sciences Collection, Vocational & Career Collection, Military & Government Collection, Newspaper Source, ERIC, MEDLINE, and CINAHL/PreCINAHL and more.

**Issues & Controversies** - *Issues and Controversies* includes more than 800 hot topics in business, politics, government, education, and popular culture. Updated weekly, with links to a 12-year back file, *Issues and Controversies* offers in-depth articles and **Headline news** updates are provided hourly by Reuters® news wire service.

**JSTOR** - Full Text archive of scholarly journals in all subject areas. Subscription includes the Arts and Sciences Collections I through XIV.

**Lexis-Nexis Academic Universe** - Full text coverage of over 50 national and international newspapers. Also includes business, law, medical and general reference resources.

**Opposing Viewpoints Resource Center** - Information on today's hottest social and controversial issues. Features book content, topic overviews, full-text magazines, academic journals, newspaper articles, primary source documents, statistics, images, podcasts, and links to websites.

**GEOGRAPHY**

**CountryWatch** - Includes data on the government structure, political parties, foreign relations, government officials, etc.

**Culture Grams World Edition** - contains reports on more than 200 countries and cultures, focusing on twenty-five categories including history, personal appearance, gestures, family, economy, and more. Statistical tables and an extensive glossary make the World Edition perfect for student projects, research, and more.

**GOVERNMENT / POLITICS**

**Catalog of U.S. Government Publications** - [http://catalog.gpo.gov/F](http://catalog.gpo.gov/F)
Index to U.S. government publications. Includes congressional reports, hearings, debates, judiciary materials and documents issued by various departments. Contains links to full text publications if available. Coverage: 1994-present. Updated: Daily *(freely available to the public, this is not a subscription database)*

**CountryWatch** - Includes data on the government structure, political parties, foreign relations, government officials, etc.

**Business Source Elite/Premier** - Available in the Ebscohost Premier collection of databases. Contains "country reviews," economic reports and other publications pertaining to countries of the world.

**Military & Government Collection** - Available in the Ebscohost Premier collection of databases.

**HEALTH SCIENCES**

- **CINAHL + Full Text Nursing Journals** - Available in the Ebscohost Premier collection of databases. Cumulative Index to Nursing and Allied Health Literature (CINAHL) is an index to more than 1,200 journals in the health and medical fields.

- **Health Source®: Nursing/Academic Edition** – Available in the Ebscohost Premier collection of databases. Provides more than 550 scholarly full text journals focusing on many medical disciplines. Also features abstracts and indexing for nearly 850 journals. Includes Clinical Pharmacology, which provides access to up-to-date, concise and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products and new drugs. Updated on a daily basis.

- **Medline** – Available in the Ebscohost Premier collection of databases.

  MEDLINE® provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, MEDLINE uses MeSH (Medical Subject Headings) indexing and includes abstracts from over 4,600 current biomedical journals. Included are citations from Index Medicus, International Nursing Index, Index to Dental Literature, PREMEDLINE®, AIDSLINE®, BIOETHICSLINE®, and HealthSTAR®. Access to full text articles is provided if the journals indexed are contained in the Ebscohost databases.


- **Nursing Reference Center™** - Nursing Reference Center (NRC) is a comprehensive reference tool designed to provide relevant clinical resources for staff nurses, nurse administrators, nursing students, and nurse faculty. Includes the best available and most recent clinical evidence from thousands of full-text documents. NRC has approximately 4,000 evidence-based lessons on procedures, diseases & conditions, legal case sheets and drugs; reference books; point-of-care drug information from; patient education information (more than 3,200 documents in English and Spanish); continuing education modules, and more.

**HISTORY**

- **America History and Life with Full Text** – America History & Life includes literature covering the history and culture of the United States and Canada, from prehistory to the present. The collection includes some 1,700 journal titles that are indexed selectively, 230 full text journals and 100 books.

- **American History in Video** - Note: This collection has been consolidated into VAST: Academic Video Online by the publisher. This streaming video collection includes hundreds of hours of documentaries as well as thousands of newsreels from the 1940s through 1960s, including the entire series of both Universal and United. Semantic search features allow users to find footage of interest from thousands of hours of video. Includes scrolling transcripts synchronized to the video content. This collection is an exclusive collaboration with A&E Television Networks and features some of their most important documentaries and series from The History Channel®, A&E Network®, and Biography®. Make custom clips, which will live at permanents URLs. Put your clips into playlists and share.

- **History in Video** - Note: This collection has been consolidated into VAST: Academic Video Online by the publisher. This site allows you to search across all of the video content in American History in Video and
World History in Video. This capability significantly expands your historical research options, offering in-depth coverage of historical events, themes, eras, and movements from a variety of geo-political perspectives.

**History Reference Center** - History Reference Center offers full text from more than 2,300 reference books, encyclopedias and non-fiction books, cover to cover full text for more than 130 leading history periodicals, more than 61,100 historical documents, 66,000 biographies of historical figures, more than 110,200 historical photos and maps, and more than 80 hours of historical video.

**JSTOR** - Full Text archive of scholarly journals in all subject areas. Subscription includes the Arts and Sciences Collections I through XIV.

**Slavery And Anti-Slavery: A Transnational Archive** This link opens in a new window
Digital primary source collection made up of four parts, Part I: Debates over Slavery and Abolition; Part II: Slave Trade in the Atlantic World; Part III: Institution of Slavery; Part IV: Age of Emancipation. Includes digitized books, pamphlets, newspapers, periodicals, manuscripts, private papers, and letters touching on all aspects of historical slavery.

**World History in Video** - Note: This collection has been consolidated into VAST: Academic Video Online by the publisher. This online streaming video collection contains a range of documentaries to explore human history from the earliest civilizations to the late twentieth century. The video content is global in scope, covering Africa and the Americas, Asia, Europe, the Middle East, and Oceania. Upon completion, the collection will contain 1,000 hours of streaming video that offers access to more than 1,750 important documentaries from filmmakers worldwide.

**Ebscohost MasterFILE Premier and Academic Search Premier** – Available in the Ebscohost Premier collection of databases. Contains a searchable collection of historical and contemporary photographs, including photos of people, places, nature, etc., and images of flags and maps.

**LAW**

**Lexis-Nexis Academic Universe** – Legal resources include: legal news, law reviews, federal and state case law, Shepard’s citations to Supreme Court cases, federal and state codes, federal regulations, tax law, patents databases, international law, Martindale-Hubbell® Law Directory listings, and a law school directory.

**LIBRARY RESOURCES**

**MSJC Online Catalog** – Worldcat is the online catalog of the MSJC libraries. It lists all of the material held by both libraries (books, electronic books, videos, DVD’s, MP3’s, CD’s, etc.)

**LITERATURE**

**MagillOnLiterature Plus™** - Contains approximately 35,000 critical analyses of individual works of literature, 6,500 biographical records, more than 1,000 images, and a glossary of 1,310 literary terms. In addition, 395 comprehensive genre-driven overview essays provide details about important literary genres, time periods, and national literatures. This database includes: Masterplots (12 volumes), Masterplots II (58 volumes), Cyclopedia of World Authors (5 volumes), Cyclopedia of Literary Characters (5 volumes), Magill’s Literary Annual 1990-2005 (32 volumes), Magill’s Guide to Science Fiction and
Fantasy Literature (4 volumes) and Magill Book Reviews (6,800+). In addition, this database also includes Critical Surveys (35 volumes), Magill’s Choice: Notable Poets (3 volumes), Magill’s Choice: Shakespeare (1 volume), Magill’s Choice: 100 Masters of Mystery and Detective Fiction (2 volumes) and World Philosophers and Their Works (3 volumes).

**NEWS/NEWSPAPERS**

- **Brooklyn Daily Eagle Newspaper Online, 1841-1902** - Brooklyn Public Library. No password required. [http://www.brooklynpubliclibrary.org/eagle/](http://www.brooklynpubliclibrary.org/eagle/) (freely available to the public, this is not a subscription database)

- **CountryWatch** - Global news updates and newswire services from countries around the world.

- **Lexis-Nexis Academic Universe** - Provides full text of 52 national and international newspapers, including: *Los Angeles Times (previous 6 months)*, *London Times*, *Jerusalem Post*, *New York Times*, *USA Today*, and *The Washington Post*. Also includes regional U.S. newspapers, newswires, foreign language news publications, and transcripts from radio and television news broadcasts.

- **Newspaper Source Plus** - Available in the Ebscohost Premier collection of databases, Newspaper Source Plus includes more than 860 full-text newspapers (including the New York Times), providing more than 35 million full-text articles. In addition, the database features more than 857,000 television and radio news transcripts.

- **Nineteenth Century U.S. Newspapers**
  A full-text database of American newspapers published between 1800 and 1900. Keyword search allows you to search through the full-text of five hundred titles published in all regions of the country, in both urban and rural communities, throughout the century. The complete content of each issue is available, including advertisements, serialized fiction and book reviews.

- **New York Times**
  All-digital access to the New York Times newspaper from 1851 to present (Note: 5 article limit per day for articles from 1923-1980) including: All multimedia, video and photography. Includes Spanish and Mandarin Chinese versions. Personalized access includes: Email newsletters including California Today and The Edit.

- **Times (London) Digital Archive (1785-1985)**
  Searchable, electronic version of The Times of London, Britain's newspaper of record, essential for primary source research in British history, politics, and culture. Provides a complete full-text and full-image archive of The Times from 1785 to 1985.
SOCIAL SCIENCES

CQ Researcher - Updated weekly, CQ Researcher explores a single "hot" issue in the news in depth each week. Topics range from social and teen issues to environment, health, education and science and technology. Every report is written by an experienced journalist and features comments from experts, lawmakers and citizens on all sides of every issue with numerous charts, graphs and sidebar articles.

PSYCHOLOGY / BEHAVIORAL SCIENCES

Psychology & Behavioral Sciences Collection™ – Available in the Ebscohost Premier collection of databases. Includes over 500 peer reviewed journals and general periodicals in the fields of psychiatry, psychology, anthropology, etc.

SCIENCE


Includes scientific and technical research results in disciplines such as biology and medicine, chemistry, physics, materials, environmental science, geology, engineering, mathematics, climatology, oceanography, renewable energy, computer science, etc. It includes bibliographic citations to report literature, conference papers, journal articles, books, dissertations, and patents. No password required. (Freely available to the public, this is not a subscription database)

National Library of Energy-  http://www.osti.gov/resourcedescriptions.shtml A gateway to science, including R&D results, project descriptions, accomplishments, and more, via resources made available by the Office of Scientific and Technical Information (OSTI), U.S. Department of Energy. This is a free public service. No password required. (Freely available to the public, this is not a subscription database)

Science.gov -  http://www.science.gov/ Science.gov searches over 40 databases and 1,950 selected websites, offering 200 million pages of authoritative U.S. government science information, including research and development results. No password required. (Freely available to the public, this is not a subscription database)
**WorldWideScience.org** - [http://worldwidescience.org](http://worldwidescience.org) is a global science gateway—accelerating scientific discovery and progress through a multilateral partnership to enable federated searching of national and international scientific databases and portals. No password required. *(Freely available to the public, this is not a subscription database)*

**STATISTICS**

- **CountryWatch** - Statistical data and demographics on countries of the world.
- **Lexis-Nexis Academic Universe** – Contains the results of public opinion surveys sponsored by Gallup and other organizations.
- **Rand California** - Provides information on California (including county and city level), and U.S. public policy issues with an emphasis on statistics. Contents: business, economics, population, demographics, education, community, health and socioeconomic data, government finance, census, politics and public opinion.
- **Statista** – Statista is a statistics portal that gathers data from a wide variety of government and commercial sources and presents it in an easy to search interface. Data can be exported to Excel and charts can be exported as picture files or directly into PowerPoint.

**THEATRE / VIDEO**

- **Audio Drama - The L.A. Theatre Works Collection**
  Contains more than 300 important dramatic works in streaming audio from the curated archive of the nation’s premiere radio theatre company. The plays - which include some of the most significant dramatic literature of the nineteenth, twentieth, and twenty-first centuries - are performed by leading actors from around the world and recorded specifically for online listening.

- **Theatre in Video** - Note: This collection has been consolidated into [VAST: Academic Video Online](http://vastacademicvideoonline.com) by the publisher. Theatre in Video contains more than 250 definitive performances of the world’s leading plays, together with more than 100 film documentaries, online in streaming video - more than 500 hours in all. This release contains 279 titles, representing hundreds of leading playwrights, actors and directors. Included are landmark performances such as *The Iceman Cometh*, the complete works of Shakespeare as produced by the BBC and other theatrical companies?

**VIDEO (streaming video)**

- **Kanopy Streaming Video**
  More than 26,000 films including documentaries, classic films from The Criterion Collection, Great Courses, PBS and indie and world cinema sourced from award-winning filmmakers globally.

- **Films on Demand**
  Films on Demand is a Web-based digital video delivery service that allows you to view streaming videos from Films Media Group anytime, anywhere, 24/7! Approximately 17,000 titles in dozens of subject areas.

- **Videatives** - Over 350 short video clips demonstrating scenarios in child development and education. Each video is accompanied by supporting, explanatory text. Videos can be browsed by subject and age of child.
EVALUATING INTERNET INFORMATION

When using the Internet as a research tool, it is important to **evaluate the source of the information**. The Internet is not controlled by any agency or institution, and ANYONE can post information to the Internet. The information you locate may NOT be accurate or come from a reliable source. A careful researcher always evaluates the information that he/she locates on the Internet.

**CONSIDER THE FOLLOWING WHEN EVALUATING INTERNET SOURCES:**

- Is the author or organization responsible for the content clearly stated?
- How knowledgeable is the author, is he/she qualified to present this type of information?
- Is the site sponsored or co-sponsored by a professional organization, government agency or educational institution? (This lends credibility to the site even if a specific author is not credited)
- Is there any evident bias in the presentation of the information?
- When was the Website produced, and has it been revised?

**Clues To Help Assess The Nature of An Internet Site**

The last portion of an Internet site's URL, (or Internet address) can often give clues to the nature of a site. Anyone can register .org, .com, .info, .name, and .net domain names. The domains that are restricted, such as .edu, .gov, and .museum, can only indicate to you that the registering institution has a certain status; it cannot guarantee the quality of information you find on the site. From: [http://library.hsclib.sunysb.edu/sites/default/files/DomainNames_0.pdf](http://library.hsclib.sunysb.edu/sites/default/files/DomainNames_0.pdf)

<table>
<thead>
<tr>
<th>URL Domain</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>.com</td>
<td>Commercial Site</td>
<td>New York Times – Iraq War</td>
</tr>
</tbody>
</table>
EVALUATING INTERNET INFORMATION

Use the CRAPP test worksheet. The CRAAP test is a list of questions to help you evaluate the information you find
http://legacy.juniata.edu/services/library/instruction/handouts/craap_worksheet.pdf

Evaluating Information: Applying the CRAAP Test
https://www.csuchico.edu/lins/handouts/eval_websites.pdf

INTERNET TUTORIALS AND INSTRUCTION

Google Research Made Easy
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html

BareBones 101: A Basic Tutorial on Searching the Web
http://www.sc.edu/beaufort/library/pages/bones/bones.shtml

CITATION RESOURCES

• Bedford Bibliographer: http://bcs.bedfordstmartins.com/bbibliographer/default.asp?uid=0&rau=0
  Create a working bibliography

• Bibme: http://www.bibme.org/
  A citation generator with an auto-fill function, Bibme allows you search by ISBN, title, or author. In order
to download your bibliography into a Word document, you must create an account the first time you use Bibme.

• Knight Cite: http://www.calvin.edu/library/knightcite/index.php
  KnightCite is an online citation generator service provided by the Hekman Library of Calvin College. It
  provides a form to enter citation data from a large variety of sources that will return citations formatted

• APA Formatting and Style Guide: http://owl.english.purdue.edu/owl/resource/560/01/
• MLA Formatting and Style Guide: https://owl.english.purdue.edu/owl/section/2/11/
• MSJC Writing and Citing Research Guide: http://libguides.msjc.edu/writingandciting

WRITING HANDBOOKS/ STYLE GUIDES

• Making Sense: Psychology: a Student’s Guide to research and Writing
  BF76.7 N67 2012
• MLA Handbook for Writers of Research Papers (8th edition)
  REFERENCE LB 2369 G53 2016
• Publication Manual of the American Psychological Association
  REFERENCE BF76.7 .P83 2010
• A Short Guide to Writing About Art (6th Edition)
  REFERENCE N7476 B37 2002
• A Short Guide to Writing About Biology
**BOOKS/DATABASES TO HELP WITH CHOOSING A TOPIC**

- **10,000 Ideas for Term Papers, Projects, and Speeches 3rd edition**  
  REFERENCE LB 1047.3 L35 1998

- **Term Paper Resource Guide to African American History**  
  REFERENCE E184.7.N47 2009

- **Term Paper Resource Guide to Nineteenth-Century U.S. History**  
  REFERENCE E337.5 .C7 2008

- **Term Paper Resource Guide to Twentieth-Century United States History**  
  REFERENCE E741 M83 1999

**Book in Series** – Need a book that provides information about a controversial topic? Read one of the following special series of books specifically on controversial issues. These series provide PROs and CONs as well as a list (i.e., a bibliography) of additional articles and other books on your chosen topic. Simply go the library catalog (Worldcat) and type in se: name of series. Example: se: opposing viewpoints.

- Current Controversies
- Information Plus
- Opposing Viewpoints
- Reference Shelf

**Library Databases** – These library databases are great starting points for topic ideas on controversial subjects.

- Opposing Viewpoints Resource Center (Library Database)
- CQ Researcher (Library Database)
- Issues & Controversies (Library Database)
LOCATING BOOKS IN OUTSIDE LIBRARIES

Most libraries have made their book catalogs available on the Internet and you can easily search the book holdings of many libraries and identify material to borrow. The MVC Library has links to these other library catalogs at http://libguides.msjc.edu/msjclibraries/other

After identifying material, there are two ways to obtain the items from an outside library:
1. Interlibrary Loan
2. Borrowing privileges at other libraries

1. INTERLIBRARY LOAN – The MSJC libraries are part of a larger library network that exists throughout Riverside County, the state of California, and the nation. Our affiliation with other libraries enables us to provide students, faculty, and staff with materials not available in our own library collections. There is a $2.00 processing fee for each item requested. To request material from an outside library you must first identify the material that you would like to borrow. You can use Worldcat (http://www.msjc.worldcat.org/) to easily identify books from other libraries all over the world.

After identifying material, complete an electronic interlibrary loan form on the library’s website: http://www1.msjc.edu/library/mvcill/ Use one form for each item that you are requesting. You must be able to allow up to two weeks for arrival in order to place a request.

2. BORROWING PRIVILEGES AT OTHER LIBRARIES
MSJC students have special borrowing privileges at many academic libraries throughout Southern California. MSJC students may go directly to the member libraries and check out materials. When this service is used you must abide by all the rules of the lending library. To use this service you must apply for an IEALC card (Inland Empire Academic Libraries Cooperative) at either of the MSJC libraries, and show the card to library staff at a participating college when you wish to borrow material. UC Riverside is NOT a member library.

Member libraries include

<table>
<thead>
<tr>
<th>Biola University</th>
<th>Hope International University</th>
<th>University of La Verne</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Baptist University</td>
<td>Loma Linda University</td>
<td>University of Redlands</td>
</tr>
<tr>
<td>CSU San Bernardino</td>
<td>Mt. San Antonio College</td>
<td>Victor Valley College</td>
</tr>
<tr>
<td>Citrus College</td>
<td>Pacific Oaks College</td>
<td>Western University of Health Sciences</td>
</tr>
<tr>
<td>Crafton Hills College</td>
<td>Southern CA University of Health Sciences</td>
<td>Azusa Pacific University</td>
</tr>
</tbody>
</table>
UNDERSTANDING
LIBRARY OF
CONGRESS CALL
NUMBERS

Each book in the library has a unique call number. A call number is like an address: it tells us where the book is located in the library.

Call numbers appear

Note that the same call number can be written from top-to-bottom, or left-to-right.

Menifee Valley Campus College Library, like many academic libraries in the U.S., uses Library of Congress Classification for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects.

Reading Call Numbers

Read call numbers line by line:

Read the first line in alphabetical order:
A, B, BF, C, D, ..., L, LA, LB, LC, M, ML, ...

Read the second line as a whole number:
1, 2, 3, 45, 100, 101, 1000, 2000, 2400, ...

The third line is a combination of a letter and numbers.
Read the letter alphabetically.
Read the number as a decimal, e.g., .C5 = .C5, .C724 = .724
(Some call numbers have more than one combination letter-number line)

This is the year the book was published.
What does the call number mean?

Remember that Library of Congress Classification arranges materials by subjects. The first sections of the call number represent the subject of the book. The letter-and-decimal section of the call number often represents the author’s last name. And, as you probably recall, the last section of a call number is often the date of publication.

Example:

Title:  *What You Need to Know About Developing Study Skills, Taking Notes & Tests, Using Dictionaries & Libraries*  
Author:  Coman, Marcia J.  
Call number:  LB2395 .C65 1991  

The first two lines describe the subject of the book.  
LB2395 = Methods of Study, in Higher Education  
This line often represents the author’s last name.  
.C65 = Coman  
The year the book was published.
Library Phone Numbers

Menifee Valley Campus (MVC)  (951) 639-5455
Book Renewal/General Information  (951) 639-5455
Reference  (951) 639-5450
Interlibrary Loan  (951) 639-5459

San Jacinto Campus (SJC)  (951) 487-3455
Book Renewal/General Information  (951) 487-3455
Reference/Interlibrary Loan  (951) 487-3452

Mt. San Jacinto
College
Library

Revised Jan 2018