

INTRODUCTION

Welcome to the Big Sandy Community and Technical College Library. As a college student, you will be expected to conduct research to complete assignments. To be an effective researcher, you must:

- *Recognize* that you have an information need. If you know that you have an assignment to complete, then you know that you have an information need. Can you identify a specific topic that will satisfy the criteria for your assignment?
- Know where to *look* for information and how to *locate* information within a resource. Sometimes you can go to the Internet for information and sometimes you can find information from a source such as an organization or government agency. Do you know how to find specific information once you know where it is located? The library is always a good choice because of its broad based selection of reliable resources and because there are trained professionals there to assist you.
- Know how to *evaluate* the information. Is the information that you have located the most reliable, accurate and up-to date information that is available?
- Be able to *apply* this information to your need. Does the information that you have located help you support your theory or explain your topic?
- Use the information *ethically*. Do you know how to give credit to the person whose ideas and research you have used?

See how you rate on the following questions:

- A) What are the services and facilities at the libraries?
- B) Can you locate information on presidential elections, causes of death in the United States or the definition of a scientific term?
- C) Do you know where to find biographical information on politicians or mathematicians?
- D) Do you know when you have located a reliable source of information?

The Library Guide is your introduction to information that is provided for you by the library as well as to policies for their use. Some of the resources are in a physical format and available in the College libraries on the Mayo, Pikeville and Prestonsburg Campuses. A valid BSCTC library card also allows you to borrow certain materials from other libraries. This process is called interlibrary loan and is explained in greater detail later in this guide. If you are a student at a distance, you may request that physical items be sent to your local library. Many other library resources are available electronically and may be accessed via the Internet either on or off-campus. As a currently enrolled BSCTC student, you are also allowed to use the materials of many other libraries.

The primary purpose of this guide is to help you learn how to *locate* informational resources using the Library of Congress Classification outline, through the library's catalog (OPAC) and in the online databases. It will also provide you with information that will help you *evaluate* information that you find.

CIRCULATION SERVICES

You can access all the library's resources and services from the webpage at:

<http://www.bigsandy.kctcs.edu/library>

Any web link that is provided in this guide is accessible from the library's webpage. If you prefer to go to a specific resource by typing the direct link in the address bar on your browser, please refer to the Resource Information Sheet that is attached to this guide.

Online Public Access Catalog (OPAC)

The online public access catalog (OPAC) allows you to search for a book, journal and audiovisual by author, title, subject or keyword. Please note that the catalog is a union catalog containing the records of all colleges in the Kentucky Community and Technical College System (KCTCS) system. Because it is a union catalog, you may wish to limit your search to view the holdings of Big Sandy Libraries Pikeville, Mayo, or Prestonsburg Campus. See attached help sheet for more detailed information.

The Call Number

The purpose of the call numbers is to group books on the shelf by subject. This allows you to go to an area of the library where you will find books on a subject arranged together. This enables you to browse the contents and indexes of the books which can be helpful in refining your topic. The College libraries use the Library of Congress (LC) classification system for subject grouping. The charts that illustrate the outline of the system are available on the library web page and at each library.

Therefore, the call number is your means of locating a book on the shelf. However, some books are placed in a special location. On the OPAC, if the book is in a special area such as PR Reference, then it is designated in the location section of the record.

The call number on the OPAC computer screen is a way to find where the item that you want is located on the shelf. The same call number that appears on the screen is printed on the spine or back of the book or other item.

The call number is a combination of the Library of Congress classification and author number.

Example: LB L.C. Class
 422
 .J71 Author number

Some call numbers are preceded by a location designation such as the following:

PR/Ref. (Prestonsburg Reference)
PR/AV (Prestonsburg Audiovisual)
PR/Special (Prestonsburg Special Collections)

PR/Reserve (Prestonsburg Reserve Shelves)
 PR/Stacks (Prestonsburg Stacks)
 PR/Video (Prestonsburg Videocassettes--behind Circulation Desk)
 PI/Stacks (Pikeville Stacks)
 PI/Ref. (Pikeville Reference)
 Mayo/Ref (Mayo Reference)
 Mayo/Stacks (Mayo Stacks)

Books are placed on the shelf alphabetically (top line of call number), then numerically (second line of call number), and then both alphabetically and numerically (last lines of call number). Each bookshelf in the stack area has a sign with the call numbers found on that shelf. The circulating book collection or stack area contains books that can be checked out and taken from the library. The reference shelves and Special Collections contain books that do not circulate. These items are in-library use only. The following illustration shows how call numbers appear on the shelves:

HD	HD	HE	HF	J	JA
21	31	328	81	81	36
.D7	.A354	.K57	B44	.C62	.U8

Searching Tips

When you have selected a topic and begun to use the OPAC, enter your search terms in the **Search for** box. Be sure to use your pull down menus to **Limit Search to a single library** and **Search by** to select the type of search. Here are some rules that will help you execute a search that will locate a list of books or journals that will provide you with the information that you need.

Boolean Logic: When you perform a Boolean search, you may link two or more keywords using the connectors “and” or “or”. By doing this, you either limit or expand your search. By using “and” as the connector, you limit your search. The records that are called up must have both keywords. On the OPAC, a plus sign (+) is used instead of the word “and”. An example is the following: +stem +cell +research. This search would only give results that have all three words.

- Enter words and/or phrases in the **Search for** box.
- Use quotes to search phrases: "world wide web"
- Use + to mark essential words: +explorer
- Use * to mark important words: *internet
- Use ? to truncate (shorten) words: teen? will retrieve *teen, teens, teenager*, etc.
- When searching the Voyager Online Catalog, make your search broader by searching only 1 or 2 words.
- Example of a bad search: *Information about the Great Depression*
- Better search: "*great depression*"

To Check Out An Item

All items must be checked out at the circulation desk, and a College library card must be presented. Please see the Library Circulation Policies with the library card application for further details. Library cards may be renewed or updated and may be used indefinitely even when you are no longer a student. **Keep your library card – it is not necessary to get a new one each semester. It is a good idea to always have your library card with you when you are on campus.**

Reserve

Instructors place reserve materials in the library for students to use. These are kept at the circulation desk. Most items have to be used in the library, but a few are designated for overnight check-out. Students must present a current library card to check-out a reserve item even when the item is for in-library use only.

Interlibrary Loan

If your campus library does not have the book or magazine article you need, the library staff can request that item from another library. There is usually no cost for borrowing books from other colleges within the KCTCS system, but libraries outside the system may charge to send an item. The person making the request must pay all interlibrary loan charges. You may also be asked to sign a copyright statement. This form simply states that you need the article for your personal use.

To request a book or article, the complete bibliographic information is required. This information must be written on an interlibrary loan (ILL) form which can be obtained at the circulation desk. For a book the following bibliographic information is needed: author, title, copyright date, call number, publisher, and place of publication. For an article, the bibliographic information is: author, title, name of magazine, date, volume and page numbers. Ask at the circulation desk for an estimated arrival time. Notices of arrival **are not** sent. It may take several days to receive an ILL. This should be taken into consideration when preparing an assignment.

The library is a participating member of the Kentucky Virtual Library. Library catalogs of Kentucky colleges and universities are available at www.kyvl.org. These online catalogs provide you with the information necessary for completing the ILL forms. Passwords will be given upon request that provide access to periodical and reference databases from off-campus sites.

Book Returns

Please return all items to the circulation desk in the campus library. On the Prestonsburg Campus, an outside book return is provided by the front door of the Magoffin Learning Resource Center Building. On the Mayo campus an outside book return is provided near the front door of Building F. On the Pikeville Campus, the outside book return is in the atrium. Book drops are checked periodically throughout the day. Remember there are fines and fees charged for overdue or lost materials.

Closing Procedures

Closing procedures begin 15 minutes before the posted closing time. There are no check-outs during this 15-minute period. Use of the library's specialty areas including group study room, microform equipment, computer center, and Special Collection's Room end 15 minutes prior to closing.

REFERENCE SERVICES

Reference Books

Reference books are designated by Ref. over the call number and do not circulate (check-out). They are classified Library of Congress, the same as the circulating collection. Therefore, if you consult the LC chart, you can proceed directly to the reference section and find the reference works the library has in a particular subject area. (For example: American history is classified under E and you will find The Dictionary of American History under the call number Ref E174 .D52. The Fine Arts classification is N and The History of Art is Ref. N 25 E53).

Reference books are designed to be consulted for specific information and not read in their entirety. Information in each book is organized in a variety of ways and can be confusing for the novice researcher. When using reference books and creating the least amount of frustration, the best advice is to read the book's section marked "how to use this book" and then make use of the contents pages and indexes.

Assistance from a Librarian



A librarian is available to assist you in the use of library resources and services. She is available to answer questions and direct you to various sources of information including periodical databases, OPAC and KYVL. Please ask for assistance at the circulation desk or help desk. If you are accessing the library online, click on the red button labeled "ASK A LIBRARIAN" that appears in the lower left corner of the library website. You may also contact an individual librarian directly via e-mail at the following addresses judy.bowen@kctcs.edu , melissa.forsyth@kctcs.edu and kathy.lowe@kctcs.edu.

Library Equipment

A member of the library staff will give individual instruction in the use of library equipment, including microform readers. TV/VCR/DVDs with headphones are available for viewing academic or reserve videos. **Please ask for assistance whenever you need it!**

Library Instruction

If you do not know how to use the OPAC, an index or other items in the library, a member of the library staff will provide individualized instruction. **The library staff will not do your assignment. They will, however, help you learn how to use the library efficiently so you can derive the maximum benefits from the available resources.**

PUBLIC SERVICES

Copier Service

Two copy machines are located in the Prestonsburg Campus Library. Copies cost ten cents per page. The copiers accept nickels, dimes, quarters and dollars. In the Pikeville and Mayo Campus libraries there are copiers and the cost is ten cents per page. There is not a bill changer at any location. Please bring change.

At the Prestonsburg Campus Library, there are reader/printers in the microform room for making paper copies of microforms. Paper copies can be printed free of charge.

Special Collections (Prestonsburg Campus Only)

The Special Collections room contains rare and out-of-print books, as well as materials about Kentucky and publications by Kentuckians. These materials can only be used in this room. You must register at the circulation desk before entering. Purses or bags are not allowed in this room. Lockers are available for your use. Please make arrangements for these items when you request entrance. All of the titles are in the public catalog. "Special Collections" indicates the location in the online catalog.

Microforms (Prestonsburg Campus Only)

Microforms are located in the microform room and just outside the entrance to the room. The library has both microfilm and microfiche materials. Microforms allow a large volume of material to be stored in a small amount of space. The library's microform holdings include local newspapers, the Lexington Herald-Leader and the New York Times and genealogical materials, and all available federal census records for the college's five county service area. Locally compiled indexes are available for Floyd County Times, Appalachian News Express, Paintsville Herald and Big Sandy News. Please ask at the library circulation desk on any campus to obtain the years indexed.

Public Facilities

Restrooms, telephones and water fountains are located in the foyer of the buildings on the Prestonsburg and Pikeville Campuses. At the Mayo Campus, the restroom and water fountain are in the hallway.

INFORMATION ACCESS

Electronic Databases

The Library is equipped with computer workstations to provide patrons with access to electronic databases. These databases provide a simple, efficient way to gather information from a large number of publications. How does using a database differ from searching the World Wide Web?

The Internet is often referred to as an information highway. Many websites can be accessed via the Internet without restriction. Anyone with the necessary technical skills may create a website, and include whatever information that he or she chooses. This information may or may not be accurate and reliable.

Even though databases are accessed through the Internet, their use is restricted. The BSCTC Library subscribes to databases that are carefully chosen by the librarians to meet the information seeking needs of members of the college community. Database providers chose information from reliable sources and secure the necessary permission to include these works in the database. They are able to include articles from various types of reputable publications in one resource.

The databases can be searched by typing in a keyword or words on the desired subject in the search box. Database searching is similar to conducting a search in the library's catalog. Each database contains a link to helpful information that will assist you in forming your queries and explaining the type of limits that can be set for a search. One example of a search limit is "peer reviewed." This refers to a scholarly publication that will only accept articles for publication after being reviewed by a group of experts (peers) in the same field of study.

You can retrieve numerous magazine, journal or newspaper citations that contain all of the bibliographic information that is included in the original paper format. The citation lists author, title and journal information only. Some databases include full-text of the articles. Full-text is the entire article, not just the citation. If an article is not full-text, the citation can be printed and the article located in paper copy in the library or via interlibrary loan. If you need assistance or instruction in using these databases, please ask. Electronic databases may change as additional resources become available. **An information sheet is available for all current electronic databases at the library Help Desk and is attached to the back of this hand-out.**

Currently, databases can be accessed from off-campus computers via the Internet. Passwords are needed. They will be provided to you upon request at the circulation desk. **These passwords change often and sometimes without notice. Please call for updates.**

Although you can search the databases with confidence, unrestricted websites accessed via the Internet can also be valuable sources of information. Listed below are some questions to help you determine the reliability of a website.

- What is the authority of the website? Does the web address end in .com, .org or .edu? Websites ending in .org are created by organizations and websites ending in .edu are created by educational institutions. Does the website identify its author/creator?
- Is the website objective? Does the website offer something for sale? Will someone profit from convincing the reader to buy a product or use a service?

Does the information in the website have a moral, political or ethical platform or a gripe? If so, are other points of view even considered?

- Is the website relevant to your task? Does it include information that is new to you? Is the information useful to you in some way? Does it support an argument you are trying to make or answer a question?
- Is the information accurate? Can you locate a date that tells you when the site was last updated? Are there obvious misspellings or errors in grammar? Does it credit other sources of information and provide enough information about these sources so that you can verify them?

Books

A selection of books supporting the academic programs of the College is in the circulating book collection, reference and Special Collections. Some fiction books are available and located under the PZ call number. Circulating books can be checked out for three weeks. A contemporary collection of current fiction is available at each campus library. Electronic books that are accessible in their entirety online can be accessed via the online catalog (OPAC). If you are only interested in online books and do not wish to look for materials in other formats, you may search for online books only at www.netlibrary.com. A direct link to this site is available from the library's database page. A password is necessary for off-campus use.

Periodicals

The College libraries subscribe to current periodicals (magazines and newspapers) and may house some back issues of magazines which are not on the current subscription list.

Magazines are a very useful tool for research because:

1. They have up-to-date, contemporary information.
2. They provide a diversified viewpoint.
3. They reflect a chronological mapping of news stories.
4. Back issues can be useful for historical reference.

When you locate a source in a database that provides only the citation, don't forget to check the library's periodical holdings to see if the article is available in paper format or via interlibrary loan.

Current magazines are displayed in plastic covers at each campus library. Back issues are shelved alphabetically by title and then chronologically by date in boxes on the shelves. Selected titles have some years on microform and must be accessed by using a microform reader. Additional magazines are available online using the Internet. The guide to the libraries' collection of periodicals is the OPAC. Magazines do not circulate (leave the library).

To efficiently locate information from periodicals, the library utilizes both electronic and print format indexes. The printed indexes are updated periodically throughout the year so they remain current. It is necessary to access each volume of the book indexes because each covers a different time period. It is possible that some

volumes will not cover the desired subject but that another will, so make a complete search and follow the recommended “see” references before concluding your research. **From time-to-time paper indexes may be added or removed. For current information about electronic indexes, ask a library staff member at the circulation desk.**

Newspapers

Newspapers are another type of periodical that provide current information. The Prestonsburg Campus Library has subscriptions to approximately a dozen newspapers and the index to the New York Times. Back issues of selected newspapers are available on microfilm at the Prestonsburg Campus.

The Prestonsburg Campus Library also subscribes to local area and county newspapers, as well as several state and national newspapers. The Library keeps several months of back issues of the newspapers, as well as carrying many of the titles on microfilm. Local area newspapers are kept in paper copy until the microfilm arrives. Newspapers and microfilm do not circulate. The Lexington-Herald Leader archives from 1983 to the present are available in the Newsbank database as well as selected articles from other daily newspapers in Kentucky.

COMPUTER ACCESS

Computers for word processing, assignments or Internet research are available in the library. In order to use the computers, individuals must sign in. By signing into the computer center, the patron agrees to abide by the policies governing the use of the computers. Failure to sign-in before entering the computer center or violating any of the policies results in the loss of computer privileges. A copy of computer policies is available as you enter the computer lab. Information entered into the programs must be saved to a personal disk since information cannot be saved to the hard drive. Computers are available with word processing, spread sheet and database programs. The Internet is also accessible. **One copy of your documents may be printed.** Please sign for printouts before you pick them up. If duplicate copies are needed, you can make them on the coin-copiers located in the library. It is **very important** that you sign in and out of library facilities when required. This information provides the library staff with statistics that may be used to support requests for additional and/or replacement of resources.

Students must log-in to use computers with their student e-mail ID and Password. Each computer needs to be logged-off. If you do not know how to do this, please ask at the circulation desk.

DISTANCE LEARNERS

If you are a distance learning student who comes to the library, you can receive individual help in finding and using materials. You can check out materials, use interlibrary loan services, AV listening/viewing facilities and access the Internet. A BSCTC library card can be used at any of the three campus Library locations. Online tutorials for Internet research are available from the library's webpage at <http://www.kctcs.bigsandy.edu/library> and from the Kentucky Virtual Library (KYVL), accessed from a link on the library's database page or directly at <http://www.kyvl.org>.

The library catalog can be accessed via a link on the library's homepage or directly at <http://opac.kctcs.edu>. It can also be accessed from the library's database page. All of the library's online resources are listed below. The list includes the direct link to the library catalog (OPAC) and the direct link to Netlibrary. Please remember that Netlibrary books can be accessed through the catalog, however by going to the Netlibrary page you can search for electronic books only. Passwords for all of the resources *except* the catalog are required for off-campus access.

Infotrac Databases

<http://infotrac.galegroup.com/itweb/kctcsprcc>

Use this Resource Center to find information on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug Abuse, Prescription Drugs, etc.

NewsBank

<http://infoweb.newsbank.com>

Articles are selected from the newspapers and regional business publications of over 450 U.S. cities. Articles included in NewsBank address national concerns.

Institute for Career Research

<http://www.careers-internet.org>

This site can be used to find information about specific careers of interest. Information at this site includes earnings, educational requirements and career responsibilities. Note: This database requires username and password. They must be lowercase Username: 488w Password: future

Kentucky Virtual Library

<http://www.kyvl.org>

KYVL provides access to approximately 30 databases which cover a variety of subjects.

American National Biography

<http://www.anb.org>

Biographical work on people from all eras who have influenced and shaped American history and culture.

Online Public Access Catalog (OPAC)

<http://opac.kctcs.edu>

This site can be used to find books and magazines owned by the college.

Netlibrary

Netlibrary is a collection of eBooks to which BSCTC has subscribed. There are two collections of books (public library and Custom Library) to which BSCTC has access. No Login is required if accessed from a computer on campus. To access this database from off campus, you must first set up a Netlibrary account using the Netlibrary Account Request Form. Once this is completed, a librarian will email you when the account is active. Please access the Netlibrary Account Request Form at the following address:

http://www.bigsandy.kctcs.edu/library/netlib_request.html .

Access to these databases for off-campus use requires a password that can be obtained at the Prestonsburg Campus Circulation Desk at (606) 889-4834, the Pikeville Campus Circulation Desk at (606) 218-1201 or the Mayo Campus Circulation Desk at (606) 788-2831. Students outside Floyd, Johnson, and Pike Counties may call 1-800-641-4132 Extension 64834.

For articles not available in full- text or for books in the online catalog, you can request an interlibrary loan by completing the online form at

http://www.bigsandy.kctcs.edu/library/article_request.html .

Big Sandy Community and Technical College

Compliance With Regulations

Big Sandy Community and Technical College is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by Lawrence L. Fortson, Director of Diversity Programs, Kentucky Community and Technical College System, 2750 Research Park Drive, P.O. Box 14092, Lexington, KY 40512-4092, (859) 246-3100.

Efforts to comply with the laws and regulations applicable to people with disabilities -- as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 -- are also coordinated by the Director of Diversity Programs.

Questions concerning compliance with regulations may be directed to Jackie Cecil, Director of Human Resources, One Bert T. Combs Drive, Prestonsburg, KY 41653, (606) 886-3863 ext. 67371, or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

Big Sandy Community and Technical College is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to Jackie Cecil, Director of Human Resources, One Bert T. Combs Drive, Prestonsburg, KY 41653, (606) 886-3863 or the KCTCS Student Affairs Division . Questions about admission to the college should be directed to the admissions office.

