


Quick Guide to the Library

Winter 2012

BOOKS

Click on the **Search the Library Catalogue** link in the Start Your Research box. Search by keyword, author, title or subject. Books at other campuses can be sent to the campus of your choice by clicking on the **Place Hold** link in the catalogue record. E-books can be read by clicking on the chain link  in the record.

PERIODICALS (Magazines, Newspapers and Journals)

The Library subscribes to hard copy magazines, journals and trade publications (professional/industry “magazines”) to support the programs at CCC. All four daily Toronto newspapers are also available. Hard copy periodicals are for use in the Library only.

E-RESOURCES (to find articles and ebooks)

The Library subscribes to thousands of magazines, journals and newspapers that are accessible online through the Library web site and in the library.

1. Go to the Centennial Library Web Site: **library.centennialcollege.ca**
2. Click on the **E-resources and E-Books** link in the “Start your Research” box
3. Click on **E-Resources by Subject and Type**. Then click on the subject that best matches your needs.
4. click on the name of the database you want to search
5. If you are searching outside the College network, type in your Student or Library card number, and your PIN when prompted. Your PIN is the last 4 numbers of your Student or Library card number

Note: If you have never used the library before, you must first come to the library to activate your file before you can sign in to the e-resources

6. If you have selected an EBSCOhost or ProQuest database, you can select more than one database to search, since the library buys several databases from each vendor.

Tip: When you come to the Advanced Search screen in EBSCOhost or ProQuest databases, you can choose to limit your search to “Full Text” documents only

VIDEOS & DVDs

Click on the **Search the Library Catalogue** link in the Start Your Research box. Click on the **Advanced Search** link and under the **Format** menu limit your search to Audio visual material.

Many videos and DVDs are for in-library use only, except for reservations made by faculty. Students may borrow three-day loan videos and DVDs. Daher Video Collection material at each campus Library maybe borrowed for seven days.

Students may watch library videos and DVDs at the viewing stations. Headphones are available at the Library loan desk.

Some audiovisual material is labeled “For Home Viewing Only” both in the library catalogue record and on the item itself. Because there is no public performance rights license for institutional use available, this material cannot be viewed anywhere in the College, including the Library and the classrooms. (The Library, whenever possible, acquires the public performance rights along with the video/DVD for classroom use but for some items these rights are not available).

SEARCH EVERYTHING

The search box in **Start Your Research** will search all of the Library's resources, both paper and digital.

The system provides "Google-like" searching with results ranging from books and e-books, audio visual materials, journals and e-journals, newspapers, articles, research databases, and library subject guides.

Refine your search using the criteria on the left hand side of your search results page, for example, journal article (or trade publication or book) under **Content Type** rather than any format. You can further refine your results to scholarly peer reviewed articles, to items with full text online and also limit your results by **date** to recent material only. You can obtain more precise results by checking off a subject heading in the **Subject Terms** section.

This search box is also useful as a starting tool to lead you to the Library resources most suitable for your subject. Try the **recommended e-resources** listed at the top of your search results.

RESEARCH HELP

The Library website has many pages that provide help in using the library and doing research. Many of these guides are under the "**Research**" drop down menu.

For guidance in research in the Library and links to sites for help with **MLA** and **APA** style: Under the "**Research**" menu click on "**Research Tips and Writing Help**." On this page you will see information and links for both styles. This page also includes a link to "Research Tips" a page which provides help to create effective search strategies, report writing tips, etc. as well as Subject Guides for many programs and topics.

For help on **finding articles**: Under the "**Research**" menu click on "**Find Articles and Journals**." This page has a link to a **Search Assistance Guide** as well as access to the e-resources.

For more information on **finding books**: Under the "**Research**" menu click on "**Find Books and Videos**." As well as providing help on finding books, this page also has a link to the online **Library Catalogue**.

On the **Search the Internet** page under the "**Research**" menu you will find information on evaluating web sites, finding scholarly journals on the web and tips for searching the Internet.

On the main page, under "**Ask the Library**," you'll find various methods to get help with more specific questions (when you are not in the Library to ask for help in person) including Library **telephone numbers**, **email help** and **AskOn**, an online chat service.

TUTORING

Visit the Learning Centre at each campus Library to find out about the one on one tutoring sessions, that are offered **free of charge** to all Centennial students.

Book your tutoring sessions through the Library website. You must have an activated library account in order to book a tutor. Activate your account at the Library help desk. Once activated, your PIN is usually the last four digits of your student/library card number.

BORROW A NETBOOK

A limited number of Netbook computers are available for student use on campus. Visit the Library to sign a Netbook User Agreement, which will be kept on file. The loan period is three hours. Netbooks cannot be booked in advance.

Science & Technology Centre Library

Winter Semester Hours:

Mon. – Thurs.: 8:00 a.m. – 10:00 p.m.

Fri.: 8:00 a.m. - 4 p.m.

Sat. & Sun: 11:00 a.m. – 3:00 p.m.

Contact information:

Help desk telephone: 416-289-5000, ext. 8000

Librarians' telephone: ext. 8107, 8014

Library e-mail: ATL@centennialcollege.ca

Library website: <http://library.centennialcollege.ca>