

## Quick Guide to the Library

### 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 **WEB LINK** icon 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 the Story Arts Centre. All four daily Toronto newspapers are also available. Hard copy periodicals are for use in the Library only.

### DATABASES / E-RESOURCES (to find articles and ebooks)

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

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*

### 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.

Some videos and DVDs are reserved for in-library/classroom use only. Students may borrow three-day loan videos and DVDs to take home. Daher Video Collection material at each campus Library may be borrowed for seven days.

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

**Streamed video collections** are also available. Check out collections offered through the **Video/DVD Search Options** link in the “Start your Research” box.

### SEARCH EVERYTHING

The search box in Start Your Research will search most 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 in the blue banner on the Library webpage).

For guidance in research in the Library and links to sites for help with **APA** style: Under the “**Research**” menu click on “**Research Tips and Writing Help**.” On this page you will see information and links for APA. 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 and videos**: 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 the Library to find out about the one on one tutoring sessions, which are **free of charge** to all Centennial students. More information is available under the “**Learning Centre**” drop down menu on the Library website.

Book your tutoring sessions through the Library website. Log in using your myCentennial ID and password. If it is your first time booking a tutor, you must register by filling out the registration form. You only have to register once.

Under the “**Learning Centre**” drop down menu, you will see a link to an **English Language Help** page (Centre for Academic English).

## **BORROW a NETBOOK/iPAD**

A limited number of computers are available for student use on campus. Visit the Library to sign a User Agreement, which will be kept on file. The loan period is four hours (iPads are a 7 day loan and can be taken off campus). Items are available on a first come first served basis.

### **Story Arts Centre Library**

#### **Fall & Winter Semester Hours:**

Mon. – Thurs.: 8:00 a.m. – 7:00 p.m.  
Fri.: 8:00 a.m. – 4:00 p.m.

#### **Contact information:**

Help desk telephone: 416-289-5000, ext. 8600  
Gail Alexander, Librarian: ext. 8607 ext. 8107(alternate)  
Email: galexand@centennialcollege.ca  
Library e-mail: ATL@centennialcollege.ca  
Library website: <http://library.centennialcollege.ca>