

VIDEO TRANSCRIPT

Researching in the Library: Looking for Books books.html (8 minutes)

Hi! I'm Linda Baker, one of the librarians at the El Centro College Library.

Let's take a look at researching for information from books. I'm going to offer you some quick searching tips along the way.

Let's start at the El Centro College Library website (URL). I can search for books by:

- Clicking the pull-down menu from the main links
- Clicking "looking for books and media"
- Clicking the pull-down menu found in the middle of the library homepage – "search for books and media"

Keyword is the most powerful way to search for information from books. It combines author, title, subject and table of contents searches. I'm going to click on keyword. Often your topic may be in a 20 page chapter in a book – keyword is the only way to discover that chapter.

Once I'm on the keyword search page, I have a few decisions to make. I can search for books only at El Centro, any other campuses within the DCCCD, or search all DCCCD Libraries. As a student at El Centro, you can either visit and check out materials from any DCCCD campus library or even as that another campus send the book to the campus of your choice! I'm going to start by selecting El Centro.

Let's explore my topic. I'm researching violence on TV.

Searching Tip #1 – type in *only* nouns as keywords. Computers are very literal. Words such as "the impact of TV on violence" or "the dangers of violence on TV" all share the same keyword nouns – TV and violence. We can't predict what adverbs, adjectives or verbs an author might use, so we search by only using nouns.

Searching Tip #2 – connect your keywords with AND. And allows the computer flexibility. Without "AND", your computer would literally look for these two words as a phrase – the two words next to each other in the exact order that you typed them in. AND allows the computer to search for the words in any order with other words falling in-between. Now I can find violence on TV or the impact of TV on violence.

Searching Tip #3 – Brainstorm your keywords by jotting down synonyms. TV can be referred to as television. I should search for both words. OR comes to the rescue. OR allows us to search for synonyms. Always remember to put OR searches inside parenthesis.

Click SEARCH when you are ready to search.

The next screen reminds me what keywords I am searching under and tells me how many matches the computer found.

The most relevant titles appear first – the titles that the computer feels match my search the best.

For each title you'll see the following information displayed:

- Author (if there is an author - this is left blank if there isn't an author)
- Title
- Editor (if there is one)
- Publication information – place of publication, publisher, copyright date

You'll also see:

- Specific location information (is the book in the main collection, reference, reserve area of the library or is it an e-book?)
- Call number – which helps you locate the exact shelf the book is found on. We use the Library of Congress system. That means each letter of the alphabet represents a subject. For example, R represents Medicine. Because so many subjects are broad, such as medicine. We can combine letters to further refine the topic. The topic of Nursing, within the field of Medicine, uses the letters RT. In fact, most books on a particular topic are shelved together. Jot down a call number and you'll probably find several books on that topic next to each other!
- The next column mentions status or availability. Is the book available for check out or not? If not, you'll see a due date, in processing, or "library use only".
- You can place a hold on a checked out book so that you are next in line to receive it once it comes back. The computer will track the book and send you an email when it's been returned. How can you place a hold on a book - either our copy or one from another campus? Click REQUEST! Insert your name and student ID number and indicate which campus you wish to have the book sent to. Verify that this is the desired title – that's it! You'll receive an email once the book is available. The book will remain on the HOLD SHELF at the Circulation Desk for one week.

Let's click on the title for a little more information. The next screen often displays a table of contents for a book – giving you more detailed information about the book.

At any time you can revise or redo your search terms.

If you are not finding what you are want, let the librarians be your information shopping guides. Feel free to ASK A LIBRARIAN for help. We are available 7 days a week – from early morning until late evening, whether the library is open or not!

We look forward to hearing from you – in person, over the phone or virtually through ASK A LIBRARIAN.

Good luck with your research!