

Lewis-Clark  
S T A T E  
C O L L E G E

*Library Services Guide*

*For Outreach Students*



**Fall 2008**

LCSC Library  
500 8<sup>th</sup> Avenue  
Lewiston, ID 83501  
(208) 792-2236  
Fax (208) 792-2831

**<http://www.lcsc.edu/library>**

# *Library Services Guide*

## *For Outreach Students*

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## LCSC Library Contact Information

(The last 4 digits of each phone # is the campus extension.)

Campus Operator (Lewiston)	1-800-879-0458
Information Desk . . . . . (for help doing online searches and for general information on using the library)	(208) 792-2236 <a href="mailto:refdesk@lcsc.edu">refdesk@lcsc.edu</a>
Interlibrary Loans (Becky Grinolds) (for questions about getting library materials : how to borrow, how to renew, how to return)	(208) 792-2394 <a href="mailto:bgrinold@lcsc.edu">bgrinold@lcsc.edu</a>
Circulation Desk . . . . . (for questions about overdue materials, fines, or problems logging into electronic resources)	(208) 792-2396 <a href="mailto:circdesk@lcsc.edu">circdesk@lcsc.edu</a>
Outreach Librarian (Barbara Barnes)	(208) 792-2235 <a href="mailto:blbarnes@lcsc.edu">blbarnes@lcsc.edu</a>
Library Director (Sue Niewenhaus) . . . . .	(208) 792-2395 <a href="mailto:sniewenh@lcsc.edu">sniewenh@lcsc.edu</a>

**<http://www.lcsc.edu/library>**

## Getting Started

As an LCSC Outreach student, you have access to thousands of books and journal articles from your Library. Some of these materials will be in paper format and will be sent to your home, but many are now electronic and can be accessed via your computer.



In most cases, the materials purchased by the Library will provide higher quality resources for your coursework than will the free resources available via search engines on the Internet.

It can take an effort to learn to access these resources, but the library staff are available to help you. Make the best use of all the resources available to you!

See the following pages for some tips on using *your* LCSC Library.



1. **Activate your card.** Your Student ID card functions as your library card. Before you can borrow any materials with this card, you must activate your card.

On the Library's Web page (<http://www.lcsc.edu/library>), click on *Distance and Outreach Students Library Card Registration* in the brown box. Fill out the form and within 1 business day, your card will be ready to use!



You will find the barcode number needed to complete the form on your Student ID card. It is the 14-digit number on the back of your student card.

You only need to activate your card before you use it the first time, not each time you use it.

2. **Identify materials.** The next step is to identify the materials that you need.

From the Library's Web page, select the *Library Catalog* to search for books. (You can find more info on searching the catalog on Pages 8-11 of this booklet.)

Or select *Journals, Newspapers, Indexes* to search for journal articles. Select a database that may contain articles on your topic. (You can find brief descriptions of the databases on pages 16-19 of this booklet.) Perform a search. If the database says an article is “*full-text*,” it means that all the words of the article can be displayed on your screen. Otherwise, you will need to request the article.

**Passwords.** You will need to login to use the electronic resources we buy for you. Find more information on passwords on page 13 of this booklet.

**Getting help.** The Librarians can help you with your searches. Refer to the contact information on Page 2 of this booklet for the Information Desk. You can also contact them by clicking on *Email Reference Support* on the Library’s Web page.

For help with passwords, contact our Circulation Desk at 208-792-2396.

The **online tutorials** (called “Information Literacy Modules”) from the *Library Classes* section of our Web page can also show you how to search for books and articles.

3. **Request materials.** After you identify which items you will need, use the *Form for Requesting Materials* on our Web page to have them sent to you. There is more information about the Interlibrary Loan Process on pages 6-7 of this booklet.
4. **Return the materials.** You can keep any journal articles that we send to you. But be sure to return any books or videos before their due date!



## Interlibrary Loans

The LCSC Library allows you to obtain materials from the LCSC Library, as well as materials not physically owned by the Library. These will be sent directly to your home.

***You must be a currently registered LCSC student to use interlibrary loan services.*** Your LCSC Student ID card functions as your Library card. Be sure to activate your card (see page 3 for details)!

Use the Library Catalog to **identify materials** in the LCSC Library, the University of Idaho Library, and the North Idaho College Library. We share a catalog, so you can easily see what's available on your topic from these three colleges. You can request items directly from our catalog.

If there's an item in our catalog you want to borrow but find it is **checked out**, use our Web page to request the item (*Form for Requesting Materials*). We will place a hold on the item and when it comes in, we will mail it to you.

If we do not have the item in our library, we will get it for you **from another library**. Just fill out and submit the *Form for Requesting Materials* on the Library Web page.

Please remember that the other library may charge money for lending, and the LCSC Library transfers any charges to you, the requester. (On the form, specify whether you will pay charges.) These items also take longer to arrive than do those from our Library.

**The loan period.** Each library has its own policies concerning charges and loan periods. All LCSC items check out for 4 weeks to Outreach students. If you borrow materials from another library, *you will be responsible for complying with their policies.* The due date will be listed on a sheet of paper inside each book you borrow.

Make sure that you **renew your books** *at least 3 days before the due date.* Contact Becky Grinolds (208-792-2394; email [bgrinold@lcsc.edu](mailto:bgrinold@lcsc.edu)), give her your Student ID number, and renew over the phone or email. If your books are **overdue**, they may not be renewed, and fines will accrue.



**Return your library materials** directly to the LCSC Library by mail. We will provide a mailing envelope, for your convenience, but you must pay the postage. (Allow about a week for transit time.) Be sure to renew the items first if they are likely to be overdue before they can get back to campus.

If you have **questions**, contact Becky Grinolds at (208) 792-2394 or [bgrinold@lcsc.edu](mailto:bgrinold@lcsc.edu).

Any questions about your account? **Please ask!!**

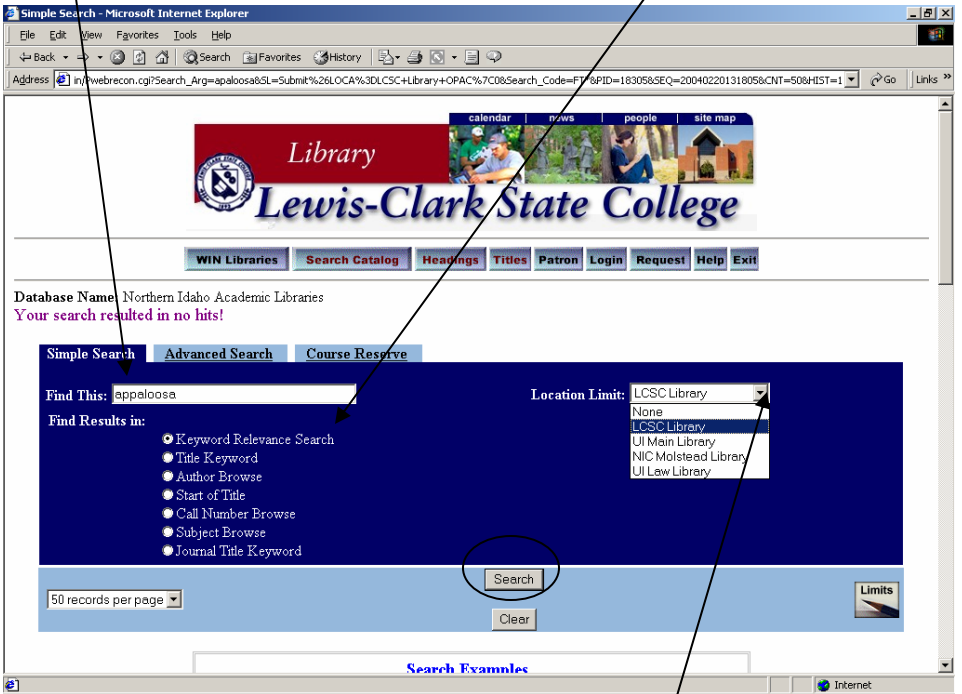
# Searching the Library Catalog (to find books, videos, CDs, gov't documents)

From the LCSC Library Web Page (<http://www.lcsc.edu/library/>), select **Library Catalog**.



Enter the term you would like to search in the “Find This” box.

The search screen will default to a **Keyword search**. You can also select to search Author, Title, Subject, etc.



If you want to search only one library, click the button next to “Location Limits” and select the library.

Click the **search** button.

The catalog will display a list of titles for records that contain your search item.

Find the item you want, and **click on the title**.

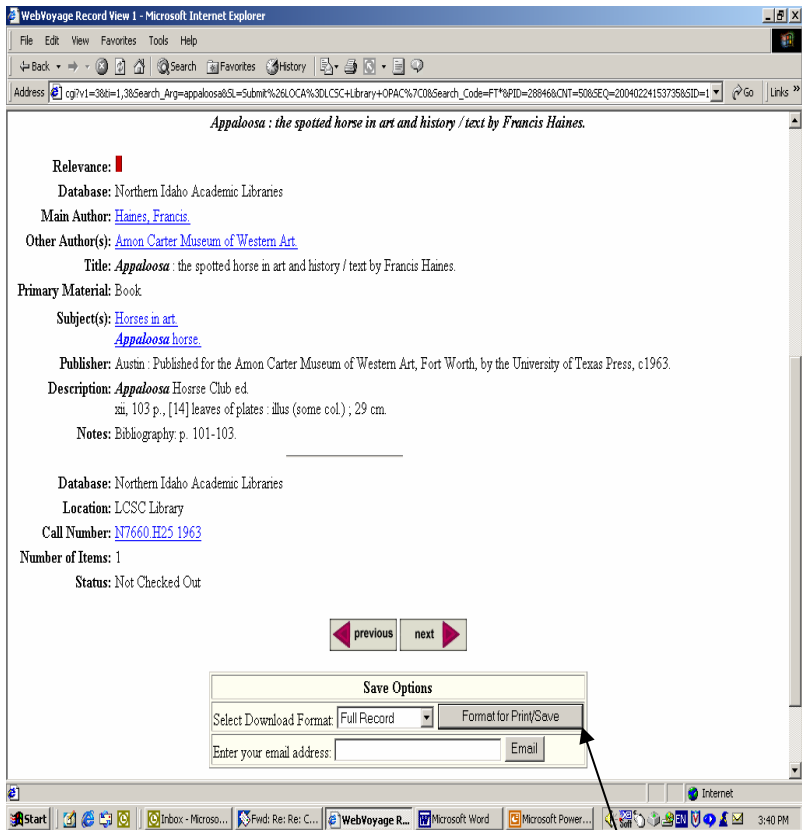
Database Name: Northern Idaho Academic Libraries  
Search Request: Keyword Relevance Search = appaloosa  
Search Results: Displaying 1 through 4 of 4 entries.

Find This:  Find Results in:  Quick Limit:   
50 records per page

Sort by:

#	Relevance	Full Title	Author	Date
<input type="checkbox"/> [1]		<a href="#">Horse of two colors. Illustrated by Lorence Bjorklund.</a>	Balch, Glenn, 1902-	1969
		<i>Item has more than one copy. Click on the title for more information.</i>		
<input type="checkbox"/> [2]		<a href="#">Exhibitor's and judges guide for American Indian Costume classes / Jack R. Williams.</a>	Williams, Jack R.	1977
		<i>Library Location: LCSC Library Call Number: B90.C8 A44 W55 1977 Status: Not Checked Out</i>		
<input type="checkbox"/> [3]		<a href="#">Appaloosa: the spotted horse in art and history / text by Francis Haines.</a>	Haines, Francis.	1963
		<i>Library Location: LCSC Library Call Number: N7660.H25 1963 Status: Not Checked Out</i>		
<input type="checkbox"/> [4]		<a href="#">Appaloosa horse, by Francis Haines [and others] Appaloosa Horse Club stud book and registry.</a>	Haines, Francis.	
		<i>Library Location: LCSC Library Use Only Call Number: PNW SF293.A6 A6 @locked case Status: Not Checked Out</i>		

If you prefer, you may also select several items by clicking in the box to the left of each one and either save, print, or email a list of those titles.



If you click on the title, the catalog displays more information about the item, including **the location (the library) , the call number, and whether the item is available.**

**You can save, print, or email the record.**

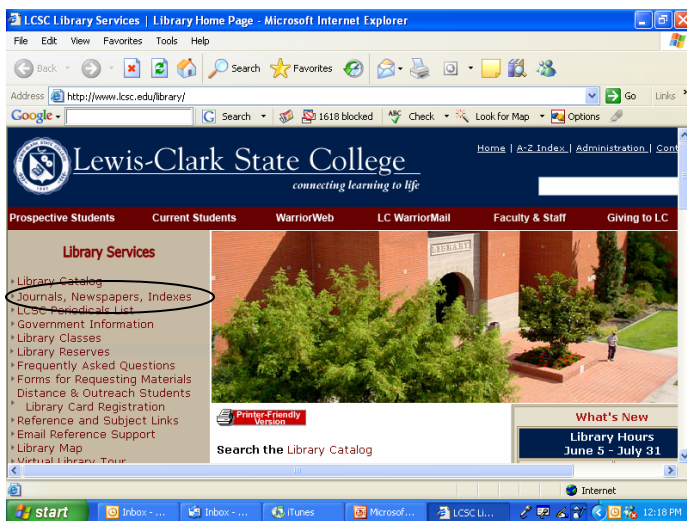
Once you have identified materials you want to see, fill out the *Form for Requesting Materials* on the Library Web page to have them mailed to your home. (For books in the NIC Library, it may be quicker to go there with your Student ID and check out the book.)

You can get more detailed instructions about searching the catalog from the *Information Literacy Modules* on the Library's Web page.

# Searching for Articles

You will not find any journal articles in our catalog. You must use article databases that we purchase for you.

Start at the Library's Web Page. Click on **Journals, Newspapers, Indexes**.



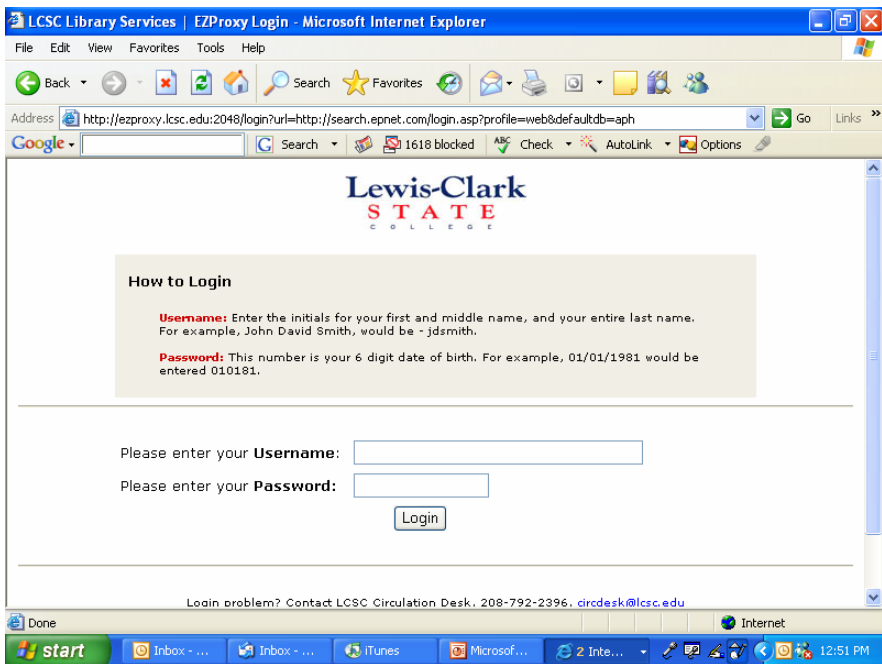
On the next screen, you will need to **select a database** to search. You can find brief descriptions of these databases on pages 16-19 of this booklet.

Journals, Newspapers, & Indexes	
<b>LCSC Electronic Journal List</b> <b>LCSC Print Journal List</b>	<a href="#">Return to Library Home Page</a>
<b>Academic - General</b>	
<b>Academic OneFile</b> Premier source for peer-reviewed, full-text articles covering physical sciences, technology, medicine, social sciences, arts, theology, literature and other subjects. Includes full-text coverage of the New York Times back to 1995. Updated daily.	Funded by 
<b>Expanded Academic ASAP</b> Covers humanities, social sciences, science and technology. Provides access to scholarly journals, news magazines, and newspapers - many with full text and images.	Funded by 
<b>Informe</b> Una colección de revistas hispánicas con textos completos. Abarca negocios, salud, tecnología, cultura, temas de actualidad y otras materias.	Funded by 
<b>Thomson Gale Powersearch</b> Search multiple Thomson Gale database collections quickly and efficiently with a single query. Select one or more databases for your search, or Select All to search through all of the LCSC Library's available Thomson Gale databases.	Funded by 
<b>Virtual Reference Library</b> Offers reference sources from multiple publishers allowing libraries to provide respected authoritative essays on varied topics from numerous subject areas.	Funded by 
<b>WorldCat</b> A catalog of items held at libraries throughout the world. Materials can be requested through inter-library loan.	Funded by 
<b>Business, Law &amp; Computer</b>	

When you access these databases away from campus, you will be asked to **provide a login and password.**

These resources are not free to the public. We purchase them for you to use, and when you access them, the database company needs to know that you are part of our contract.

For most of our databases, you will use **the same login that you use for WarriorWeb.** The **password will be a numeric version of your birthdate.**



If you have problems logging in, please call our Circulation Desk at 208-792-2396 or email them at [circdesk@lcsc.edu](mailto:circdesk@lcsc.edu).

On the database search page, you should type your search terms in the “Find” box. Keep it simple. Use just one or two key terms.

**Always be sure to connect your key terms with the word *and*.**

[Basic Search](#) | [Subject Guide Search](#) | [Publication Search](#) | [Advanced Search](#)

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Basic Search

Currently Searching **Academic OneFile**

**Basic Search**

Find:

Search for words in:  Subject  Keyword  Entire document

[More search options](#)

Powered by **InfoTrac**®

After typing your search words, **click on *Search***.

In this case, the computer found 94 articles in the database.  
Here are the first 3 articles.

Results for **Basic Search:** (kE (Idaho and children))

Academic Journals | Magazines | Reference | News | Multimedia

Expand Limit | Sort by: Publication Date

Mark All | Previous | Results 1 - 20 of 94 GO Next

Mark 1. [Northern Idaho House Dust and Soil Lead Levels Compared to the Bunker Hill Superfund Site.\(Author abstract\)](#). Susan M. Spalinger, Margrit C. Braun, Varduhi Petrosyan and Ian H. Lindern. *Environmental Monitoring and Assessment* 130.1-3 (July 2007): p57(16).  
[Abstract](#) | [About this publication](#) | [How to Cite](#)  
[For book titles check the LCSC Library for availability](#) | [For a copy of the article check the LCSC Journal List](#)

Mark 2. [Mutations in the phenylalanine hydroxylase gene identified in 95 patients with phenylketonuria using novel systems of mutation scanning and specific genotyping based upon thermal melt profiles.\(Author abstract\)](#).  
*Molecular Genetics and Metabolism* 91.3 (July 2007): p218(10).  
[Abstract](#) | [About this publication](#) | [How to Cite](#)  
[For book titles check the LCSC Library for availability](#) | [For a copy of the article check the LCSC Journal List](#)

Mark 3. [A comparative evaluation of preservice training of kinship and nonkinship foster/adoptive families.](#) Brian Christenson and Jerry McMurtry. *Child Welfare* 86.2 (March-April 2007): p125(16). (4689 words)  
[Full-text with graphics](#) | [16 PDF pages](#) | [About this publication](#) | [How to Cite](#)  
[For book titles check the LCSC Library for availability](#) | [For a copy of the article check the LCSC Journal List](#) Article

The 3rd article is offered “Full Text” in this database, so you can view the entire article by clicking on the link. The first 2 articles provide only an Abstract (a summary of the article).

To get articles that are not Full Text in the databases (such as the first 2 on this list), fill out the *Form for Requesting Materials* on the Library’s web site. We will get the articles and send them to you. If we do not subscribe to the journal, it may take 2-3 weeks to get the articles, and the providing library may charge you a fee. You will not need to return the articles to us; you may keep them.

The **online tutorials** (called Information Literacy Modules) on the Library’s Web site give much more detailed information about searching for articles.

## **Journals, Newspapers & Indexes**

Before searching for articles in our databases, you should select the best database(s) for your search topic. When you begin to search, you will be asked for a login and password. (See page 13 of this booklet for more information about passwords.) Call the Circulation Desk (208-792-2396) if you have trouble getting into any of the following resources.

### **Business, Law & Computers:**

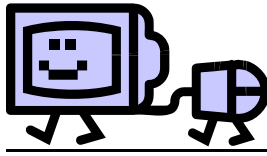
**Business and Company Resource Center.** Accurate, up-to-date business, company, and industry information for 450,000 companies, including articles from scholarly journals.

**Computer Database:** Full-text articles on the computer, telecommunications, and electronics industries.

**LegalTrac:** Articles from major legal publications, including 100-plus publications in full-text.

**Standard & Poor's NetAdvantage:** Provides basic financials, stock advisories, and industry analysis for thousands of public companies.

**Westlaw – Campus Research:** Statutes, case law materials, public records and other legal resources.



## **Science and Health:**

**BioOne:** Full-text journal articles on biology, ecology, and the environment.

**CINAHL:** (Cumulative Index to Nursing & Allied Health Literature.) More than 700,000 articles from over 2,500 current nursing and allied health publications. Some of the articles are provided full-text.

**GEOREF:** Over 2.5 million citations to professional publications relating to geology and the geosciences.

**Health & Wellness Resource Center:** Consumer-targeted information from 400 health/medical journals, hundreds of pamphlets, over 700 health-related videos, and articles from 2,200 general interest health publications.

**Health Reference Center Academic:** Scholarly full-text journals focusing on nursing and allied health disciplines.

**PubMed:** National Library of Medicine's service provides 9 million citations in MEDLINE and Pre-MEDLINE.

## **Humanities:**

**Communication & Mass Media:** Scholarly journal articles related to communications and mass media.

**Gale Literary Index:** Search for the title of a literary work or for an author's name to see where it's discussed in Gale reference works, including some electronic books.

**MLA International Bibliography:** Over 1.8 million citations to articles, book chapters, and dissertations in areas of literature, language, and folklore.

## **Education & Social Sciences:**

**ERIC:** Citations from over 1,000 educational journals and indexing to documents from the Education Resource Information Center.

**History Cooperative:** Articles from selected history journals.

**PsycINFO:** More than 2 million citations from more than 1,700 periodicals in 30 languages, all in psychology and related disciplines.

**Social Work Abstracts:** More than 70,000 citations for articles from over 400 U.S. and international social work journals.

**SocINDEX with Full-Text:** Full-text articles from more than 300 "core" sociology research journals.



## **General Coverage of Many Subjects:**

**Academic OneFile:** Peer-reviewed, full-text articles covering physical sciences, technology, medicine, social sciences, arts, theology, and literature. Updated daily.

**Expanded Academic ASAP:** Covers humanities, social sciences, science and technology.

**Informe.** Una colección de revistas hispánicas con textos completos. Abarca negocios, salud, tecnología, cultura, temas de actualidad y otras materias.

**Custom Newspapers:** Full-text newspapers from around the United States and the world.

**ProQuest Newstand:** Full-text coverage of 27 newspapers, including The New York Times.

**Thomson Gale PowerSearch:** Search multiple Thomson Gale database collections quickly and efficiently with a single query.

**WorldCAT:** A shared catalog of holdings (books, videos, dissertations, etc.) at more than 9,000 libraries.

# LCSC Library Hours

Monday-Thursday	8:00 am – 11:00 pm
Friday	8:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	1:00 pm – 11:00 pm

Library hours will vary during holidays and breaks. For current hours, call **(208) 792-2396**, or consult our web page at <http://www.lcsc.edu/library>.



## Information Desk Hours

Monday – Thursday	9:30 am – 3:00 pm 6:30 pm – 8:00 pm
Friday	10:00 am – 4:00 pm
Sunday	6:00 pm – 9:00 pm

Librarians are available to answer your questions. Call **(208) 792-2236** for assistance, or email [refdesk@lcsc.edu](mailto:refdesk@lcsc.edu).