

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

*Library Services Guide*

*For Outreach Students*



**Fall 2009**

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 Niewenhous) . . . . .	(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 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!



The barcode number on your Student ID card is your Library card number. 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 “Library Modules”) on 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. Articles will be sent to your LCmail email account.

***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 or the journals databases to **identify materials.** (See pages 8-15 for more information about using these resources.)

If there's an item in our catalog you want **to borrow**, use our Web page to request the item (*Form for Requesting Materials*). We will get the book (or article or CD or DVD) and 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. The due date will be listed on a sheet of paper inside each book you borrow. All LCSC books check out for 4 weeks to Outreach students. If you borrow materials from another library, *you will be responsible for complying with their policies.*

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. *Journal articles will not need to be returned.*

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

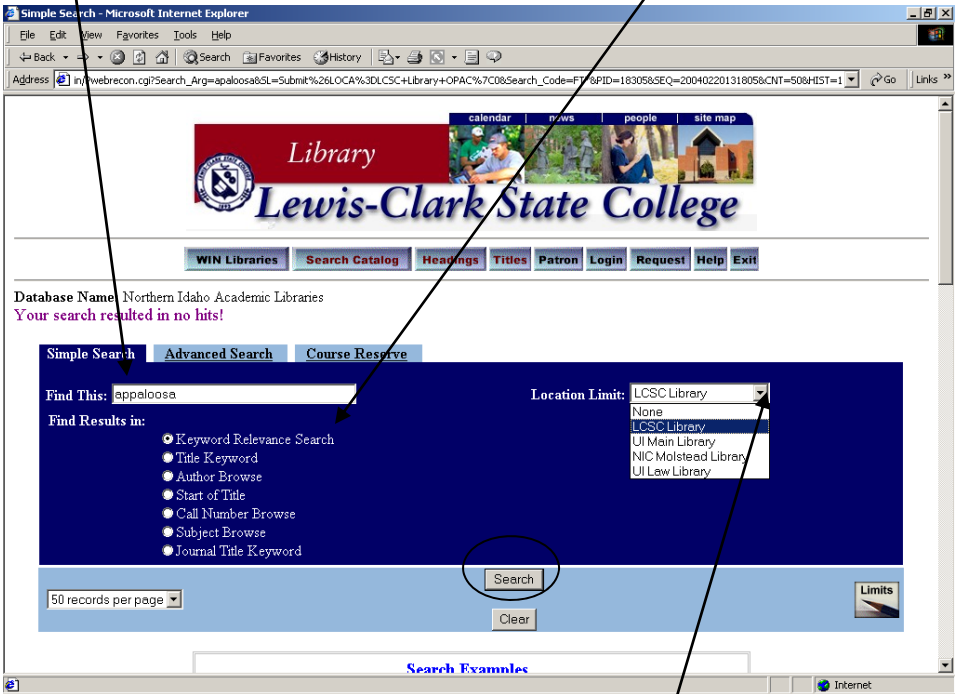
(to find books, DVDs, CDs, gov't documents)

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**.

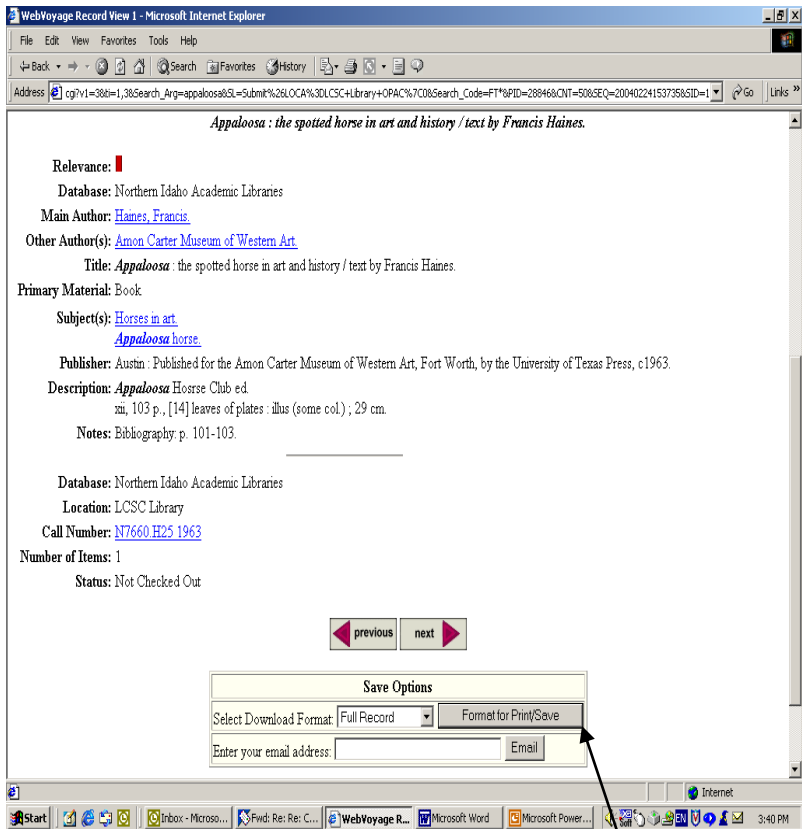
Database Name: Northern Idaho Academic Libraries  
Search Request: Keyword Relevance Search = appaloosa  
Search Results: Displaying 1 through 4 of 4 entries.

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: B98.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 Hanes.</a>	Hanes, 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 Hanes [and others] Appaloosa Horse Club stud book and registry.</a>	Hanes, 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, Coeur d'Alene students may find it quicker to go there with their Student IDs to check out books.)

You can get more detailed instructions about searching the catalog from the *Library 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 Journal Title List</b>	<a href="#">Return to Library Home Page</a>
<b>Academic - General</b>	
<p><b>ProQuest Central</b> ProQuest Central is the largest multidisciplinary database with over 11,000 titles, with over 8,000 titles in full-text. It serves as the central resource for researchers at all levels in all markets. Over 160 subjects areas are covered extensively in this product including business and economics, health and medical, news and world affairs, technology, social sciences and more. Coverage: varies   <a href="#">View titles</a></p>	Funded by 
<p><b>ProQuest Research Library</b> Search for coverage of a broad range of subjects including arts, business, children, education, general interest, health, humanities, international, law, military, multicultural, psychology, sciences, social sciences, and women's interests. more info... Coverage: 1971 - present   <a href="#">View titles</a></p>	Funded by 
<p><b>Gale Virtual Reference Library</b> Offers reference sources from multiple publishers allowing libraries to provide respected authoritative essays on varied topics from numerous subject areas.</p>	Funded by 
<p><b>WorldCat</b> A catalog of items held at libraries throughout the world. Materials can be requested through inter-library loan.</p>	Funded by 
<b>Business, Law &amp; Computer</b>	
<p><b>ABI/INFORM Dateline</b> Search a unique resource focusing on hard-to-find local and regional business news coverage.</p>	

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. 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.**

LCSC Library Services | EZProxy Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Internet Options

Address <http://ezproxy.lcsc.edu:2048/login?url=http://search.epnet.com/login.asp?profile=web&defaultdb=aph> Go Links

Google Search 1618 blocked ABC Check AutoLink Options

**Lewis-Clark  
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COLLEGE**

**How to Login**

**Username:** Enter the initials for your first and middle name, and your entire last name. For example, John David Smith, would be - jdsmith.

**Password:** This number is your 6 digit date of birth. For example, 01/01/1981 would be entered 010181.

Please enter your **Username:**

Please enter your **Password:**

Login

Login problem? Contact LCSC Circulation Desk . 208-792-2396. [circdesk@lcsc.edu](mailto:circdesk@lcsc.edu)

Done Internet

start Inbox - ... Inbox - ... iTunes Microsof... 2 Inte... 12:51 PM

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 your LCmail email address. If we do not subscribe to the journal, 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 Library 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.



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

**ProQuest Central:** Scholarly and popular materials on a broad range of subjects. Our largest database.

**Research Library:** A general collection of scholarly journals.

**Virtual Reference Library:** Subject-specific encyclopedias in full-text.

**Films on Demand:** Streaming videos from many high-quality academic film producers

**ProQuest Newsstand (Complete):** Full-text coverage of 44 newspapers, including The New York Times.

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

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

**ABI/Inform Global:** A very large collection of articles from business journals and magazines.

**Accounting and Tax:** Articles from accounting journals.

**Banking Information Source:** Financial sector publications.

**CBCA Complete:** Canadian Business and Current Affairs.

**Hoover's Company Records:** Information on companies and industries, as well as articles.

**ProQuest Asian Business:** Key publications on Asian business, including *Far Eastern Economic Review*.

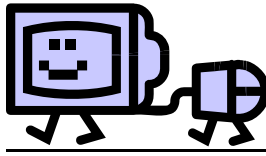
**ProQuest Computing:** Computer science journals.

**ProQuest Telecommunications**

**Snapshot Series:** Market research reports.

**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.) Largest coverage of nursing journals. Some of the articles are provided full-text.

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

**ProQuest Biology Journals:** Full-text articles from life science journals.

**ProQuest Family Health:** General health information, as well as magazine and journal articles.

**ProQuest Health & Medical Complete:** Scholarly full-text journals focusing on nursing and allied health disciplines.

**ProQuest Science Journals:** Full-text articles from science journals.

**PubMed:** National Library of Medicine's service provides 9 million citations in MEDLINE and Pre-MEDLINE. These articles are not provided full-text in this database.

## **Humanities:**

**Art Museum Image Gallery:** Images of art from distinguished museums (no journal articles).

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

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

## **Education & Social Sciences:**

**Criminal Justice Periodicals:** full-text articles

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

**ProQuest Social Science:** Full-text articles from a broad selection of social science 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” social science research journals.

## 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	9:00 am – 5:00 pm
Friday	10:00 am – 4:30 pm

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