

BELLEVUE COMMUNITY COLLEGE – LIBRARY MEDIA CENTER

BCC Library Media Center Homepage: <http://www.bcc.ctc.edu/lmc/>

The Library Media Center website is a tool that will help you be successful in this class. Since we realize that you have many demands on your time, many resources are available online 24 hours a day, 7 days a week.

Through the Library website, you can:

- Search the BCC Library catalog and the catalogs of other libraries
- Search for periodical articles, many of which are full-text
- Ask a reference question to a librarian via email
- View and download helpful handouts, such as how to cite using MLA citation style
- Browse through listings of evaluated, quality websites, grouped by subject

Remember:

- To find books, click on “Library Catalogs” to search the BCC Library catalog, the King County Library catalog and catalogs from other local libraries
- To find articles, click on “Periodicals/Databases” to search EBSCOhost or ProQuest.
Hint: if you are looking for articles on topics related to the Seattle area, search ProQuest.

What type of information do you need?

- **Reference Books:** do not leave the library and are a good place to find background information or an overview of your topic.
- **Circulating Books:** these books go into greater depth on a topic. The library’s circulating books are currently in storage and we will have to retrieve books that you need.
- **Periodical Articles:** newspapers and magazine articles provide a wealth of information on current topics and events from the past.
- **Internet Sources:** these can vary from websites to articles published in online journals. Electronic sources are typically very current. Generally speaking, information that you find on the web is less trustworthy.

Locating Books in the LMC

- **Reference Stacks** are located in the library (room L100).
- **Circulating Books** are currently in storage and we will need to get your book for you. Fill out a paging form in the library and the book will be retrieved for you.
- Items located in the **Media Center** (DVDs, Films, Sound Recordings) can be found in room L219.

Accessing BCC's Databases

1. Go to the library's website, <http://www.bcc.ctc.edu/lmc/>
2. Click on "Periodicals/Databases."
3. Click on the database that you want to search. *Note: If you are accessing the database from home, you will be asked to enter your **BCC ID number** and your **last name**.*

Database Search Tips

Boolean Operators – Combine search terms with Boolean operators	
Use AND to combine two or more words to <u>narrow</u>	Asperger's syndrome AND causes
Use OR to find synonyms; this <u>widens</u> your search	Third world countries OR developing nations
Use NOT to <u>narrow</u> your search by excluding your terms. (NOTE: Use AND NOT in ProQuest)	gay marriage NOT England gay marriage AND NOT England
You can combine AND , OR and NOT searches into one search statement. Always use parenthesis to separate the different parts of the search statement	drugs AND (music industry OR recording industry)

Truncation - Find variations of words that begin with the same root with a truncation symbol	
pollut*	finds pollute, polluted, polluting, pollutants, pollution, etc.

Proximity Operators - To reduce the number of false hits, you can ask the database to search for words/phrases that are close to each other.		
EBSCOhost	antibiotics n5 misuse	This will find "antibiotics" and "misuse" within 5 words of each other, regardless of the word order.
ProQuest	antibiotics w/5 misuse	

Locating and Saving your Database Findings

Full-text Articles: Some of the articles that you find in the database you will be in an electronic full-text version. You've got the entire text and there is no need to look further. Emailing articles to yourself is the easiest way to keep track of what you have found.

Articles the Library Owns: EBSCOhost tells you whether or not this library owns a particular article in the "Note" field, but ProQuest does not. To determine whether or not the BCC library owns the periodical that you need, consult the BCC Library Catalog.

Periodicals from 2003 to the present are located in the library (room L100). All other periodicals are in storage and will need to be retrieved for you. Fill out a paging slip to request an item from storage.