



NAME _____

COURSE & SECTION _____

INSTRUCTOR _____

LIBRARIAN _____

DATE _____

LIBRARY ASSIGNMENT

I. SEARCHING THE LIBRARY CATALOGUE <http://www.capcollege.bc.ca/student-services/library/>

The library catalogue lists all books, audio-visual and other materials in the Capilano College collection. You can search by **title, author, keyword or subject heading**.

Find books on any **subject heading** of your choosing or **use one of the following subject headings**:

VIOLENCE

ADVERTISING

ANOREXIA NERVOSA

ATWOOD, MARGARET 1939 – CRITICISM AND INTERPRETATION

INTERPERSONAL RELATIONS

GLOBAL WARMING

FORESTS AND FORESTRY – CANADA

Circle the subject heading above or write your choice here: _____

1. **Click on Search**
2. **Click on Books, Videos, CDs...**
3. Under **Basic Searches**, click on **Subject Heading**
4. **Type** the **Subject Heading** you have selected and **press Enter** or **click on** the **Submit Search** button.
5. How many entries are listed next to your subject? _____ (*ignore any subheadings*)
6. **Click on** your **subject and choose** one of the titles listed on the screen.
7. Who is the author or editor? _____
8. What is the title? _____
9. What is the place of publication, publisher and date? _____
10. What is the call number? _____
11. Where is the book located? • Main 2nd Floor • Main Reference • Reserve • Squamish • Sechelt • Other
12. Now **click on** the **author**.
13. How many entries by this author are in the catalogue? _____

II. SEARCHING PERIODICAL INDEXES AND FULL-TEXT DATABASES

Search for a journal or magazine article on the **same subject** you chose above.

1. Click on the **Start Over** button
2. **Click on Databases & Articles** in the left hand column of the screen and select one of the following titles from the **Databases by Title** list:

Art Index

- fine & applied arts

Canadian Business & Current Affairs

- Canadian broad subject coverage; popular & scholarly

Humanities Index

- history; art; English; philosophy; & other humanities

Readers' Guide to Periodical Literature

- broad subject coverage; popular

Social Science Index

- psychology; political science; anthropology

3. Write your database choice here _____
4. **Click on** the **On-campus access** link of the selected database
5. Follow the links to your database and search for articles on your subject.
6. **Type** your subject and select **Subject** from the pull down menu.
7. **Click on** the **Search** button.
8. The **Results** box will display a **set** number (i.e. #1) and the number of **items** (*articles*) found. **Click on** the **Display** button to view them
9. Select any citation that you find appropriate by **clicking on** the **Full Display** button.
(To view more citations, **click on** the **Next 15 records** button at the bottom of the screen)
10. The complete citation will be displayed on the screen. Indicate:
 - a) **Author(s) of article** _____
 - b) **Title of Article** _____

 - c) **Source(title of periodical)** _____

 - d) **Volume, date and pages** _____
11. Go back to the top of the screen and **click on** the **Where can I get this?** button to find out where you can get the periodical.
 - a) Does **Capilano College Library** have this issue? Yes _____ No _____
 - b) Is it available **full-text** from another database? (If so, the full-text option will be listed first with the **GET** button beside it) Yes _____ No _____

Go back to the **Search** screen

1. **Click on Databases & Articles** in the left hand column of the screen
2. **Click on** **Academic Search Elite**
- broad subject coverage; scholarly & popular
3. **Click on On-campus access**
4. Type your subject in the **Find:** box (you may wish to add other keywords and separate them with **and**)
5. Scroll through the records, select an **article** and indicate:
 - a) **Author of article** _____
 - b) **Title of article** _____

 - c) **Source (title of periodical)** _____
 - d) **Date, volume & pages** _____
 - e) **Is it full-text?** Yes _____ No _____