



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**:

STRESS PSYCHOLOGY

SEX ROLE

INTERPERSONAL COMMUNICATION

ANGER

BIRTH ORDER

ADOLESCENT PSYCHOLOGY

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
3. **Click on Social Science Index**
 - psychology; political science; anthropology
4. Click on **On-campus** access
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 for your research topic 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 & 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 PsycINFO**
- psychology; scholarly; with abstracts
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. From the pull-down menu next to **Publication Type**, select **Journal Article**
6. 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 _____

