

Library Orientation Introductory Exercise: Video Transcriptions

Locating and accessing the Library web site: video 1

Narrator: This video tutorial will demonstrate how to locate and access the Library website. First, go to the College's main page at www.vhcc.edu. Then open the "Current Students" list of options and from here use the pulldown menu for "Student Services."

[Hovers over "Current Students" then clicks on "Student Services"]

Narrator: Scroll down the alphabetic list and open the link for the Library.

[Scrolls down page and clicks "Library" on the left side bar]

Narrator: On this page, you will see a listing of links for Library information, resources, and services on the left side of the page. After any of these links are opened the information, resources, or services will be presented in the middle of the page. The page that opens initially describes the Library mission and provides general information about the Library itself. Below this, specific resources may be profiled or other features and announcements highlighted.

[Clicks on "Hours" in the left side bar]

Narrator: The "Hours" link will provide information on where the Library facilities are found and when they are open. Hours will vary for holidays, when classes are not in session, and for inclement weather and other emergency closings. The next videos will review how to locate, access, and use various Library resources.

Overview of selected Library services and information: video 2

Narrator: This video will provide an overview of selected Library services and information as listed on the Library website. You are of course encouraged to explore more fully other links and other services and information. The "Contact Us" link not only provides a listing of the library staff, but also information and links for help by email and chat.

[Clicks "Contact Us" in the left sidebar]

Narrator: The primary Library telephone numbers are also listed. There are two ways to ask for help using electronic means. The first is an email link.

[Clicks "Ask a Librarian Email VHCC"]

Narrator: This email will be checked daily by VHCC Library staff and a response sent directly to you. The second is a chat service, which is available 24/7.

[Clicks "Ask a Librarian 24/7 Chat"]

Narrator: Responses will not be from VHCC staff, but from knowledgeable Library professionals who will assist you with using our resources. Most importantly, remember that the Library staff members are here to help. When you have a research, or other information-seeking project, we can provide assistance with searching Library and other resources. We can help you save time and find information that may be otherwise missed.

[Clicks "Services" in the left sidebar]

Narrator: The "Services" link describes primary Library services and the digital process for submitting a request for many of these services. Note that the VHCC picture identification card is required to check out library materials. This card is obtained and updated annually at the Library Circulation desk. Not only is it used in the Library but other college areas use the identification card to access and use services. This card is also used for admittance to many college-sponsored activities, such as Arts Array movies, and plays, and concerts. If the Library does not have an information resource you need you may request the loan of a book, or video, or a copy of articles through the Interlibrary Loan process. Note that the Library does not charge overdue fines. However if an item that is checked out is not returned the student will be billed a replacement cost and student records blocked until the item is either paid for or returned.

Not only does the Library offer services and resources but it is a place for studying and gathering. Students may use the Library to study and work individually. There are computer workstations and other facilities for this purpose but additionally students are encouraged to work in groups on projects. The Collaboration Station located toward the back of the library provides technology to allow a shared display using laptops and other portable electronic devices. You may use this technology to discuss collaborative projects and other group endeavors. The next video will provide a review of Library research guides. These are online guides to help you identify and use information from the library and other research sources.

Introduction to Research Guides: video 3

Narrator: Research Guides are a search aid tools provide online guidance by topics and subjects to Library and other information sources.

[Go to "Library"]

Narrator: Open the Research Guides link.

[Click on "Research Guides"]

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Narrator: All guides provides an alphabetical listing of all the research guides. Topics include research guidance, writing and style guides, as well as guides for nursing and health and controversial topics. Within the guides, there ae tabs that are provided for relevant things. Tabs like Getting Started, Topics, Getting Background Information, and then searching for Books and Articles within Library resources. Books tab will open a search portal allowing you to search for books and other library resources that are accessible and held by the Virginia Highlands Community College Library. The Articles tab list provides links to recommended article databases for the specific topic. The next video will review searching for library materials using the search functions provided on the Library’s website.

Finding and opening Quick Search to search for books: video 4

Narrator: From the Library website, open the link from the menu on the left “Find Books and Other Media.”

[Go to “Library” and open “Find Books and Other Media”]

Narrator: One interface for locating books is to use the Quick Search. It will not include all the databases available for journals and magazines. Open the Quick Search interface. The search box is provided for entering key terms or terms to be search. Parameters may be set for choosing certain types of library resources in the show me options.

[Click on “Quick Search”]

Narrator: This video demonstrated how to access the Quick Search option. The next video will illustrate locating books using the Quick Search.

Searching for books on the topic Appalachia using Quick Search: video 5

Narrator: This video resumes at the point where the previous video reviewing initial process and accessing the Quick Search concluded. We are going to set some of the parameters to look specifically for books. Under Show, me we will change all items to look for books which include print and digital books only. Leave it to search with my words and we will look anywhere in the record rather than a specific field.

[Go to “Quick Search” and set the parameters”]

Narrator: We are going to look for the topic “Appalachia” since it is a relatively defined topic; only one keyword is used to search for the topic. Enter the keyword with a symbol at the end.

[Type in “Appalachia*” in the “Quick Search” box]

Narrator: First, note that it is necessary to use capitalization when searching. Second note the asterisk that was entered at the end of the word, this is called a truncation or wild card symbol. Most computer searches will be literal. If you enter Appalachia then only that word will be searched for. It will not look for Appalachian or Appalachians will not be looked for when you search even if you had intended that they would. The truncation or wild card symbol will expand

the search to look for all the words or keywords beginning with that word. The symbol can be a powerful tool but be careful not to have the keyword to search. Not a universal in across all library resources but it is available in many of our databases in addition to the fine books function. Therefore, you may use this tool or symbol when searching for articles and other resources in the many of the other databases. However, it is still recommended that you review help information or other documentation when you have any questions about using resource or database.

Locating e-books using Quick Search: video 6

Narrator: This video resumes where the last video concluded. We will now initiate the search. The list is returned and sorted by relevance. Sort by date, which shows recent first. E-books will usually always be the first part of the list.

[Sort by “date” instead of relevancy]

Narrator: Try to open the e-Book “The Appalachian Frontier: America’s First Surge Westward.” When it opens, it is required to login with your username and password if you are trying to access databases off campus. It opens up the entry to the e-book and click read online so that you can read it online. The bibliographic information that is on the right hand side of the page will be used to create a citation if you write a paper about the book.

[Click on the EBook “The Appalachian Frontier: America’s First Surge Westward.”]

[Put in username and password if off campus]

[Click “Read Online”]

Narrator: After you, click read online it opens up the complete text of the book. It is formatted in .pdf format. Options are provided for printing the book and certain sections of the book. This video reviewed how to search for books on an Appalachian topic and opening an e-book.

Locating print books using Quick Search: video 7

Narrator: This video will now demonstrate how to locate a print book on Appalachia. Navigate back to the list of items it retrieved from the previous search. The results are sorted by date, which shows the most recent first. In some instances, you may want to use the relevancy option. Go up to sorted by and change it from date to relevancy. This will often display more print books than EBooks.

[Go to Sorted By and change it from “Date” to “Relevancy”]

Narrator: The first book is still an e-book but there are other options that are being shown. The way to tell the difference between an e-book and print books is the read online option is gone. Instead, it displays, request this item and more importantly, it shows a call number, which is what, is used to catalog and classify our print book resources. To get more information on the book, open the link for the book. This will pull up a more complete information record on the

book called a bibliographical record, which will be used to create a citation if you write a paper on the book. The call number is at the under the details tab. To see if the book is available you will go to the locations tab which shows Virginia Highlands, Circulating Collection, the call number and if it is available or not.

Narrator: If you locate a print book that you want in the library then please ask a staff member. We will help you locate it on the shelf. This is a alphanumerical system and we will help you locate that exact item on the shelf but additionally help you locate and browse other materials on the same topic that will be located in the same area on the shelf.

Locating and finding articles using Academic Search Complete: video 8

Narrator: This video will demonstrate how to access and find journal and magazines articles using the database using the Academic Search Complete. Go to the Library website. Open the link for Find Articles and Other Media. In the middle of the page will be displayed links for various ways to access the different databases.

[Go to “Library” then click “Find Articles and Other Media” tab]

Narrator: Click on the link “Database by Subject.” This link will provide a listing of the databases by a broad category from General, which includes databases that provide information on most topics to databases that are more focused on specific topics. Click on the link for “General,” which has a listing of recommended for articles on many topics like “Academic Search Complete,” which is a multidisciplinary scholarly article database that includes peer-review articles as well as magazine articles.

[Click on “Database by Subject.” Click on the link for “General.”]

Narrator: Click on the link for “Academic Search Complete.” The database is now open and you will have to login using your VHCC username and password if you are at home or anywhere off campus before you can use this database. This video demonstrated how to open up and access the “Academic Search Complete” database.

[Click on the link for “Academic Search Complete.”]

Using the database Academic Search Complete to find magazine articles: video 9

Narrator: This video resumes where the previous video concluded. Search for the topic Appalachia*. Initiate the search and it is a very broad search. It is recommended that you refine your topic. Narrow the search by Full Text. One important aspect to remember is that there are at least several categories of periodical literature. Narrow down to magazines.

[Search for the topic Appalachia*. Narrow the search by Full Text. Narrow down to magazines.]

Narrator: Choose an article and open it up. You have the title and author on the top of the article. On the right is a list of tools that you can use and under the list of told there is a cite option which will create a citation that you can use for if you write a paper.

Using the database Academic Search Complete to find peer-reviewed academic articles: video 10

Narrator: Still in the database of “Academic Search Complete.” Go back to the result list, click on result list. Remove the limiter for magazines, which will take you back to the list with just Full Text. Click on Peer review limiter.

[Click on result list. Remove the limiter for magazines. Click on Peer review limiter.]

Narrator: After you open up an article, you will see the article. Some of the articles will just show in the PDF file form. A list of references is provided which is not included in magazines articles. You can also print and save these articles.