# Using the Fleming Library System

## Level:  OBS

**Goal:** Search the Fleming Library using the computer.

**Learning Outcomes:**

- Use the computer to find resources in the Fleming Library

- Use the computer to search periodicals, newspapers, and encyclopedias

- Access the Fleming Library from home

**Contents:**

- How to log into the Fleming Library form any college work station.

- How to search the Fleming Library using VIRGO

- How to search electronic databases (specifically EBSCO) to find magazine articles

- How to search for newspaper article

- How to search on line encyclopedias

- How to access the Fleming Library from home

**Prerequisite:**      None

*Microsoft Logos and all screens captured by permission of Microsoft*

# USING THE FLEMING LIBRARY

The Fleming library database for college and campus resources can be accessed from any computer station on the college network.

1.    Log on to your account.

2.    Choose the *Start* button and then *Navigator*.  This takes you to the *Fleming Intranet* the college's internal home page.

3.    Choose *Learning Resource Centres*
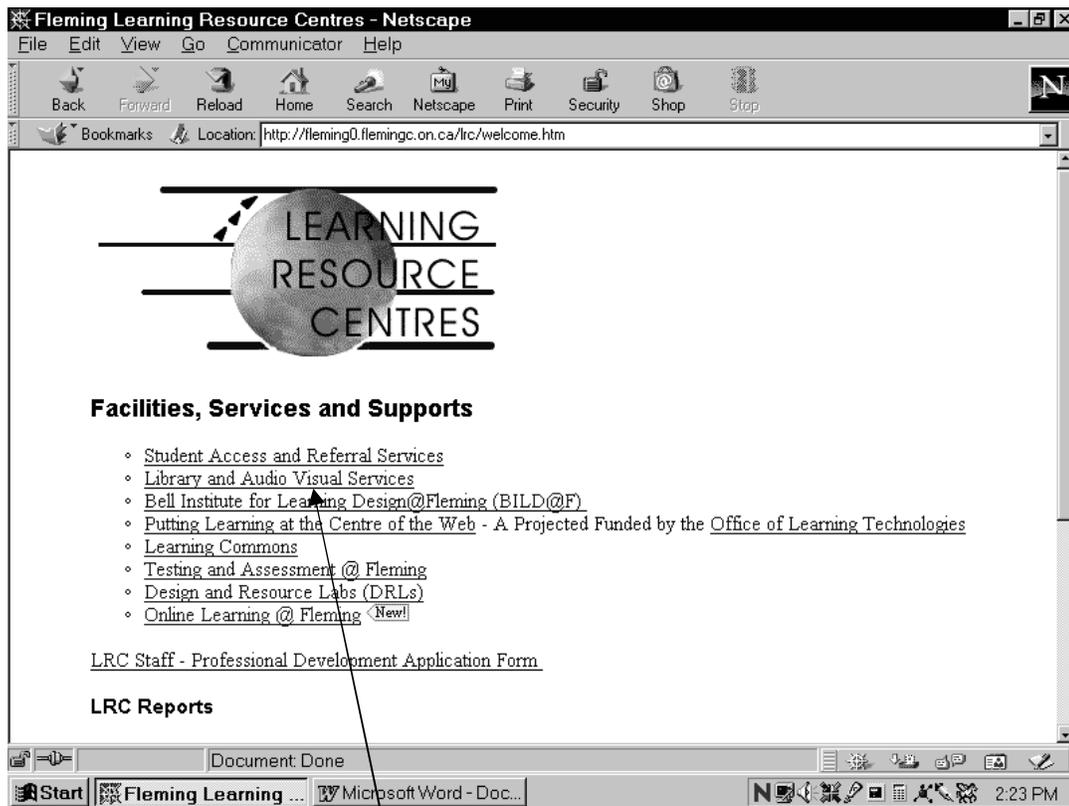


4.    Then click on **Library and Audio Visual Services**.

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5.	You should now see the screen below.  Bookmark this screen because you will be returning to it often. (When you click on the *Bookmark* button, choose *Add Bookmark*.)
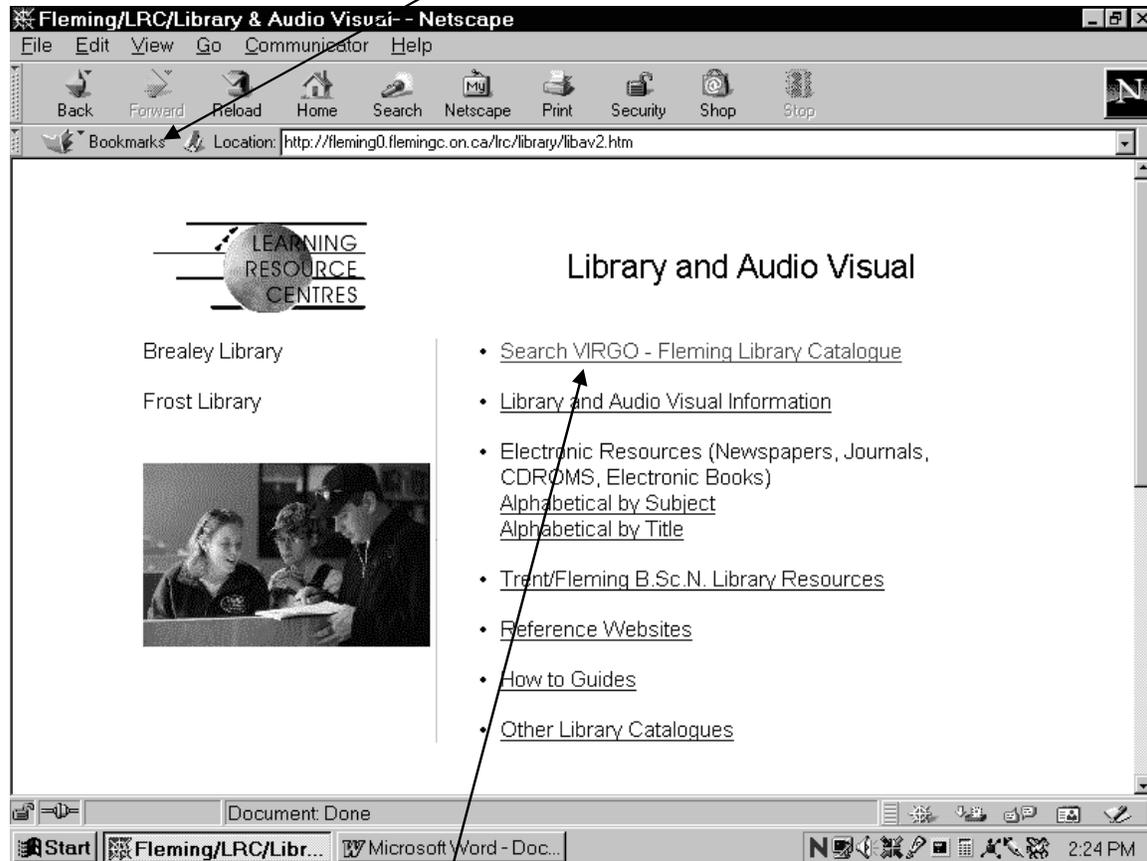


6.	Choose  *Search VIRGO SSFC Library Catalogue*   (accessible on campus only)

# Part 1:  SSFC LIBRARY CATALOGUE SEARCH

1)  Choose  *Search VIRGO SSFC Library Catalogue*  (See previous page)

2)  In the search box, type in your topic.  For the purposes of the following examples, we have
chosen the topic of  "learning disabilities".  (If you don't get any resources with your first
topic words, try different words that are related to your topic.)



3)    You should see a screen like the one on page 4.  Click on the *view button* beside a listed
source.  (We chose #5 – <u>The LCP Solution</u>)

4)    When you choose <u>The LCP Solution</u>, you should see a screen like the one on page 5.

5)  You should be able to find the following information from this screen.

a)  Author:                              *B. Jacqueline Stordy*

b)  Title:                               *The LCP Solution: The Remarkable Nutritional…*

c)  Publisher:                           *Ballantine Books*

d)  Place of Publication:                *New York*

e)  Date of Publication:                 *2000*

f)  Campus Location:                     *Brealey*

g)  Call Number:                         *RC394.L37 S76 2000*

h)  Type of Resource (book, periodical, A.V.)         *Book*

i)  Availability (Is it in the "Stacks" or "Checked out")   *In the STACKS*

The Library of Congress subject headings  (Subject Term) can be quite useful in broadening your search when the material you have found so far doesn't quite suit your research needs. List two subject headings from this screen/entry that may provide options for more resources.

j)  Subject Heading:      *Attention–deficit hyperactivity disorder – Diet Therapy*

k)  Subject Heading:      *Dyslexia – Diet Therapy*

At any point you can click on the **BACK** button to go back to the previous screen.
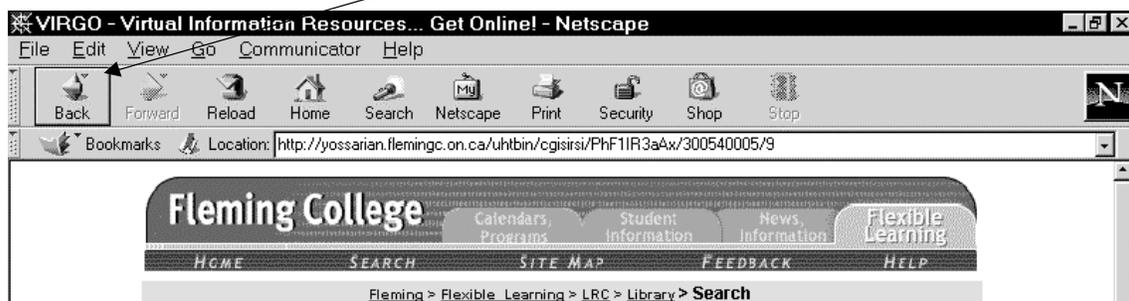
**Practice Exercise:**

1) Choose a topic that you wish to search for.  _____

2) Follow the steps to *Search VIRGO* (SSFC Library Catalogue.)

3) In the search box, type your topic.

4) Remember, if you don't get any resources with your first topic words, try different words that are related to your topic.

5) Click on the view button that was recently published.

6) Find the following information for the sources that you chose.

    a)  Author:         _____

    b)  Title:           _____

    c)  Publisher:      _____

    d)  Place of Publication:  _____

    e)  Date of Publication:  _____

    f)  Campus Location: :  _____

    g)  Call Number: :  _____

    h)  Type of Resource (book, periodical, A.V.) _____

    i)  Availability (Is it in the "Stacks" or "Checked out") _____

7) List two subject headings from this screen/entry that may provide options for more resources.

    a)  Subject Heading:

                 _____

    b)  Subject Heading:

                 _____

8) Click on one of the subject headings, and write in the title and call number of the new entry.

# Part 2:   PERIODICALS

## NEWSPAPERS, MAGAZINES, AND JOURNALS

Periodicals are magazines, journals, and other publications produced on a regular basis, such as monthly or quarterly.  For example, *Time* and *Macleans* magazines are periodicals.  The periodical indexes that we are going to explore are really databases that organize all the articles found in the periodicals by topic to make your search easier.  You don't have to look through all the magazines to find what you want.  The index has done that for you!  The index or entry for an article may be just a reference, or it might also include a summary of the article (an abstract), or it might include the full text.
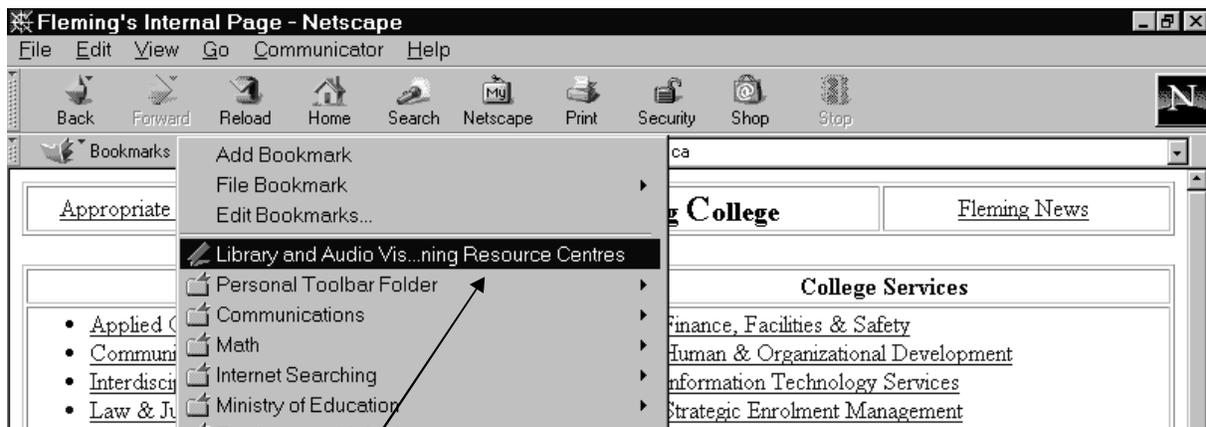
1) Click on your ***Bookmarks*** button and choose the page that you previously marked to return to the **Library and Audio Visual Services** page.

2) From this page, choose Electronic Resources (Newspapers, Journals CD ROMS, Electronic Books) Select
   a) Alphabetical by Subject
           OR
   b) Alphabetical by Title
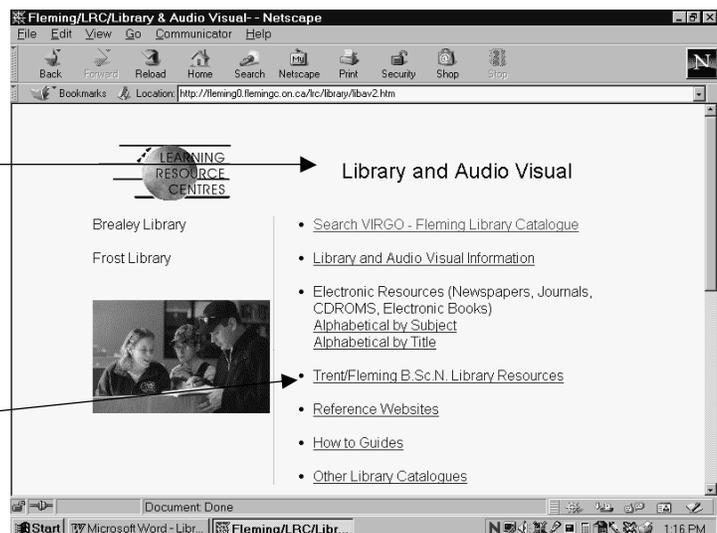
3) If you choose *Alphabetical by Subject*, you will see the screen *Electronic Resources by Subject.*

Choose from the many subjects listed. You will then be given a list of online newspapers, magazines or databases that you can explore.
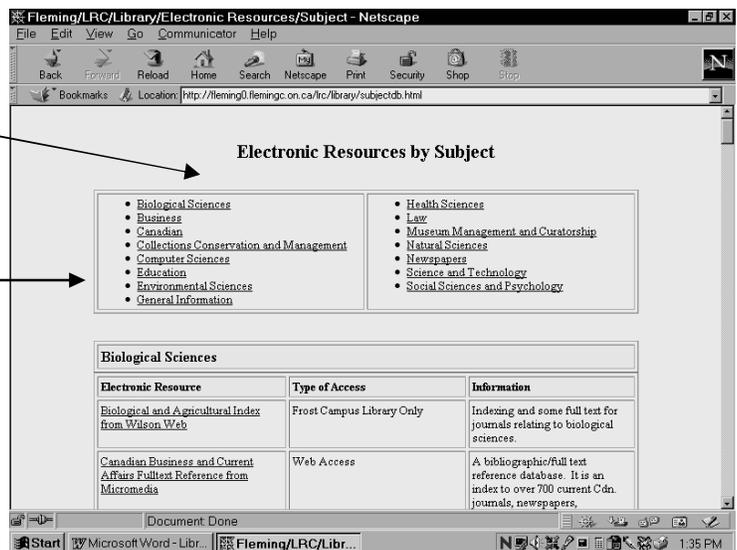
4) If you choose *Alphabetical by Title* you will see the screen titled *Electronic Resources Alphabetically by Title.*

You will see an alphabetical list of online newspapers, magazines and databases that you can explore.
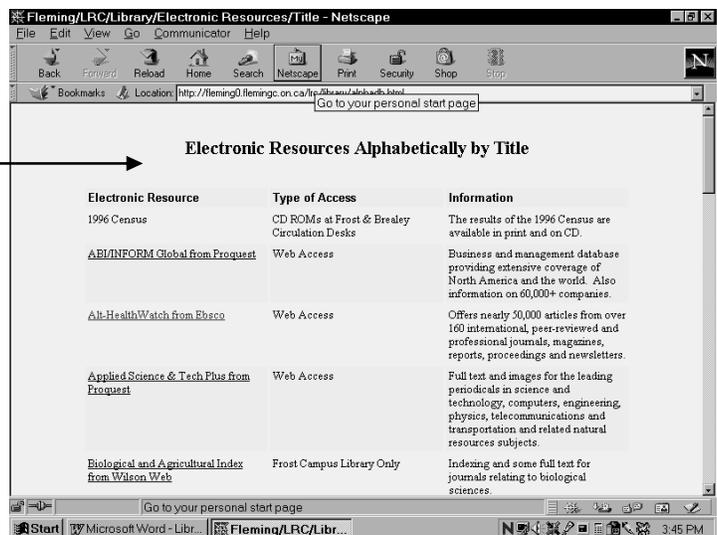
The following messages will appear beside some of the items in the lists:

1. **Web Access** requires a student card number when accessed from a remote location or resources can be accessed from any computer at any campus location.
2. **On-Site Only** resources can be accessed at any computer at any campus location.
3. **CD ROM at Frost (or Brealey) Circulation Desk** requires the student to pick up the CD ROM at the library's circulation desk.
4. **Frost Campus Library Only** refers to resources that can only be accessed in the Frost Library, Lindsay, Ontario.
   *Frost and Brealey Libraries refers to resources that can be accessed from any library workstations in*

*Peterborough and Lindsay, Ontario.*

# Exploring EBSCO

One database that contains many Canadian magazines and periodicals is **EBSCO.** If you choose any resource that is available from EBSCO you will get **this** login page. Click on **EBSCOhost Web.**



From the list of services, choose **MasterFILE Premier** and **Canadian MAS FullTEXT Elite** by making sure the check mark is on. (Click in the box to turn on or off.)



After you choose the databases that want to use, click ***Enter.***

# Search for your topic.

*Enter keywords*.

Also, you can:

*Choose only full text articles*

*Enter the name of a magazine*

*Limit the dates*

By entering keywords **'Youth Crime'** and limiting the search to full text and the dates to Jan 2001 to Dec 2001, we found the following list of 5 articles.

If you click on an article that you wish to view (either the name of the article or the 'Full Text" link), you will be able to read and print the article.

All the publication information is included at the top of the first page.

See the example below

## Practice Exercise:

Follow the directions for to:

1.      Electronic Resources (Newspapers, Journals, CD ROMS, Electronic Books)

2.      Select Alphabetical by Title

3.      Choose a resource (like Canadian MAS FullTEXT Elite) that takes you to EBSCO.

4.       Enter EBSCOhost

5.       In EBSCOhost, select MasterFILE and Canadian MAS FullTEXT databases; press enter.

6.       Search for an article on a topic that you have chosen, preferably one with full text.

7.      Choose one article to view.

8.      Fill in the information below:

a.      Periodical Title (or Source):

        _____


b.      Search Strategy (keywords used):

        _____


c.      Author (if known): _____

d.      Article Title: _____

e.      Paging (starting page and number of pages): _____

f.      Volume and Issue: _____

g.      Date of Publication: _____

h.       Summarize the article.

# Part 3:     NEWSPAPER SEARCH

1) Click on the *Bookmarks Tab* and choose the *Library Services Home Page*.

2) Choose *Electronic Resources.*

3) Click on *Electronic Resources by Subject*

## Electronic Resources by Subject

- Biological Sciences
- Business
- Canadian
- Collections Conservation and Management
- Computer Sciences
- Education
- Environmental Sciences
- General Information

- Health Sciences
- Law
- Museum Management and Curatorship
- Natural Sciences
- Newspapers
- Science and Technology
- Social Sciences and Psychology
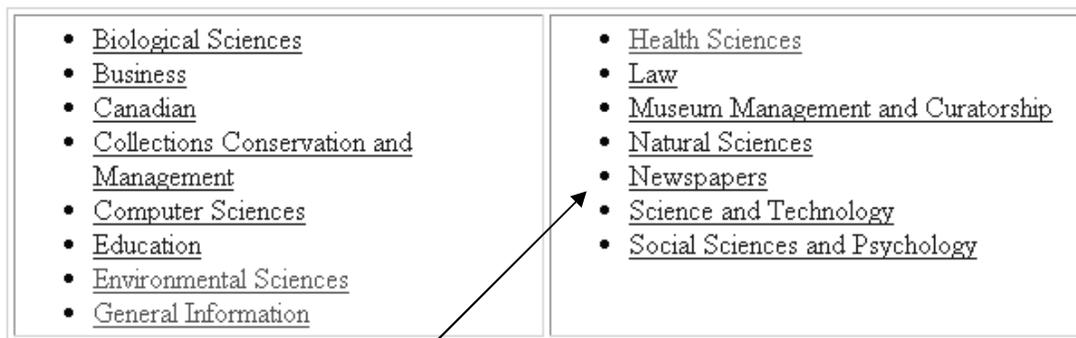
4) Choose *Newspapers.*

5) Choose *Virtual News Library (Newscan) from CEDROM* for full text newspaper articles from the National Post, The Financial Post, The Hamilton Spectator, The Kitchener-Waterloo Record, The London Free Press, The Ottawa Sun, The Toronto Star, and The Toronto Sun.

# NewScan



6) From this site, search

a) Any or all of these papers.

b) For words anywhere in the article

c)For words only in the first 2 paragraphs

d) For words only in article titles.

e)For a byline of a particular person (article written by a certain writer)

f) By date

7)    We found 10 documents by choosing

◆ Provincial Parks

◆ anywhere in the article

◆ Toronto Star, only

◆ in the last six months.

Each document can be viewed by clicking on it.

The article can be viewed, saved or printed.

**Current search**

TEXT=Provincial Parks

Edit search

**10 documents found**

Pages :    1

**The Toronto Star**
August 4, 2001
Mountain biking
**Sue Lebrecht**
Length : Short
Arrowhead is one of a growing number of provincial parks that has o
its doors to the burgeoning sport of mountain biking. The Huntsville-
park has two trails available to...

**The Toronto Star**
July 28, 2001

Move forward to next document in history list

THE TORONTO STAR

**The Toronto Star**, Ontario ed.
TRAVEL, Saturday, August 4, 2001, p. K04

Outdoors Ontario

**Mountain biking**

Sue Lebrecht

Arrowhead is one of a growing number of **provincial parks** that has opened its doors to the burgeoning sport of mountain biking. The Huntsville-area park has two trails available to fat tire enthusiasts, along with half-a-dozen rental bikes.

The 6-km Arrowhead Lake Trail is a lake circumnavigation. It puts

Practice Exercise:

Choose a topic and search for it in the newspaper(s) of your choice.  Answer these questions about it.

b)      Search Box Used:  _____

c)      Search words (keywords) used: _____

d)      Name of Newspaper:

_____

e)      Date of Publication:  _____

f)      Author (if known) _____

g)      Article Title: _____

h)      Document Number (found at the bottom of the page):  _____

Print the article and attach the article to this assignment.

# Part 4:        ENCYCLOPEDIAS ONLINE

1) Return to the *Library Services Home Page.*

2) Choose *Reference Websites*.



3) Choose an encyclopedia, for example *Encarta*



a) Enter your keywords and search.

b) For our subject, diabetes, Encarta lists several items.

c) Click to view the document



4) Britannica will provide links to websites related to your topic. (To view Actual Britannica articles you need to sign up and pay for their service.)

**Practice Exercise**:

Choose a health related topic (a disease), and search for it in the Encarta Encyclopaedia. Use the encyclopaedia entries, to find the following:

1. Topic _____

2. Symptoms

_____

3. Cause _____

4. Treatment _____

5. Other interesting information _____

_____

_____

_____

## Part 5:   Access to Library Resources from Home

1)  Go to the site  *http://www.flemingc.on.ca/otherprgms/lrc/library/*

2)  From here you can choose what you want to search:
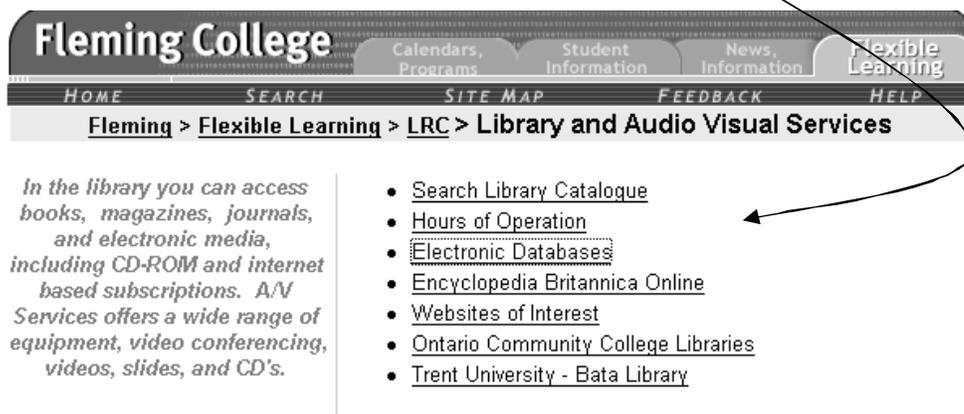


3)  To search the Fleming Library for materials that you may wish to borrow, choose  ***Search Library Catalogue***

4)  To access the ***Electronic Databases***

   a)  Click on the middle column (Database Provider)

   b)  Click on ProQuest Direct  or EBSCOhost

   c)  At this point

   > **Log in to the Remote Access System using 00 + your student**

5)  ***Select  a data base*** such as ProQuest , EBSCOhost or Virtual News Library
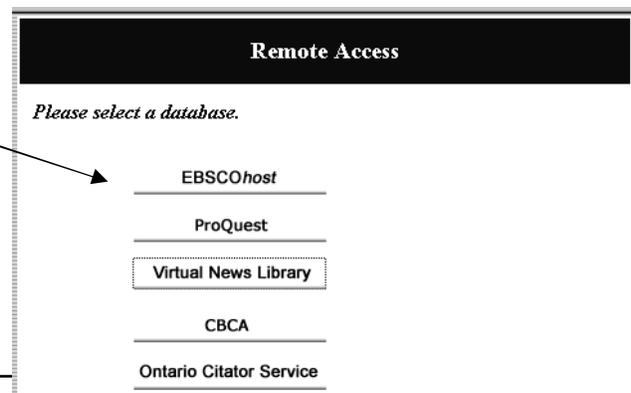


6)  From the Library and Audio Visual

Services Home page,

a) you can access *Encyclopedias.*

b) check out the *Websites of Interest*.