

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 from 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

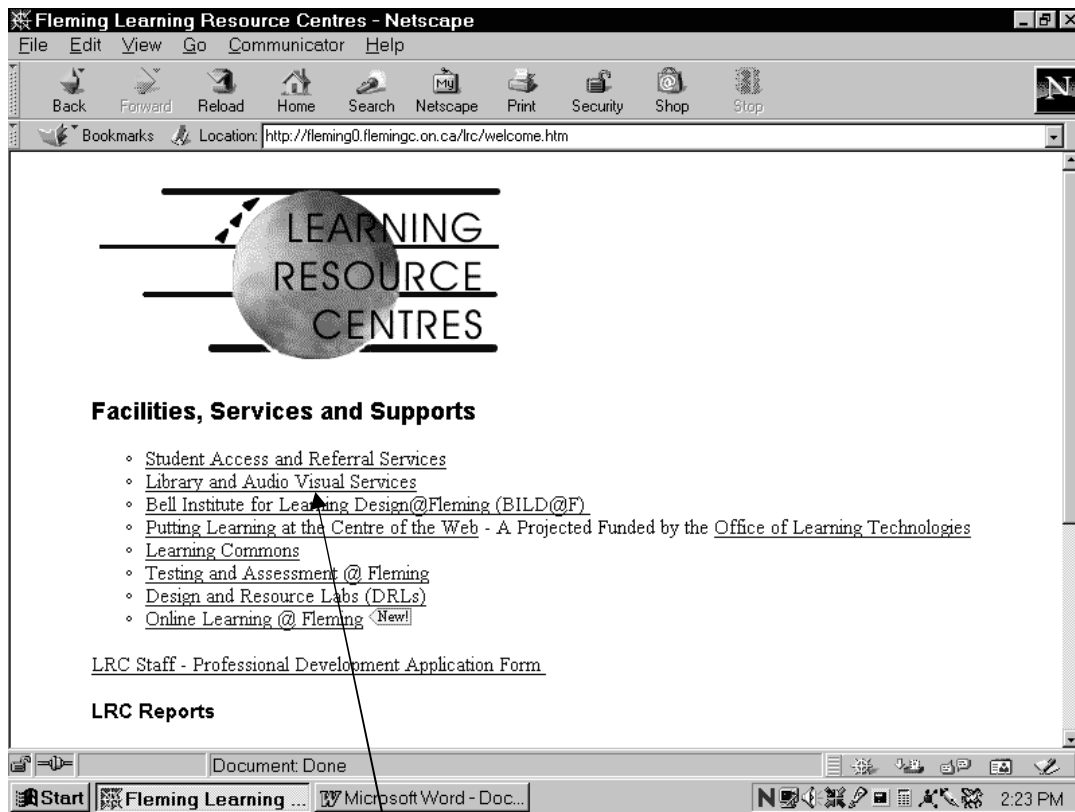
Prerequisite: None

Microsoft Logos and all screens captured by permission of Microsoft

USING THE FLEMING LIBRARY

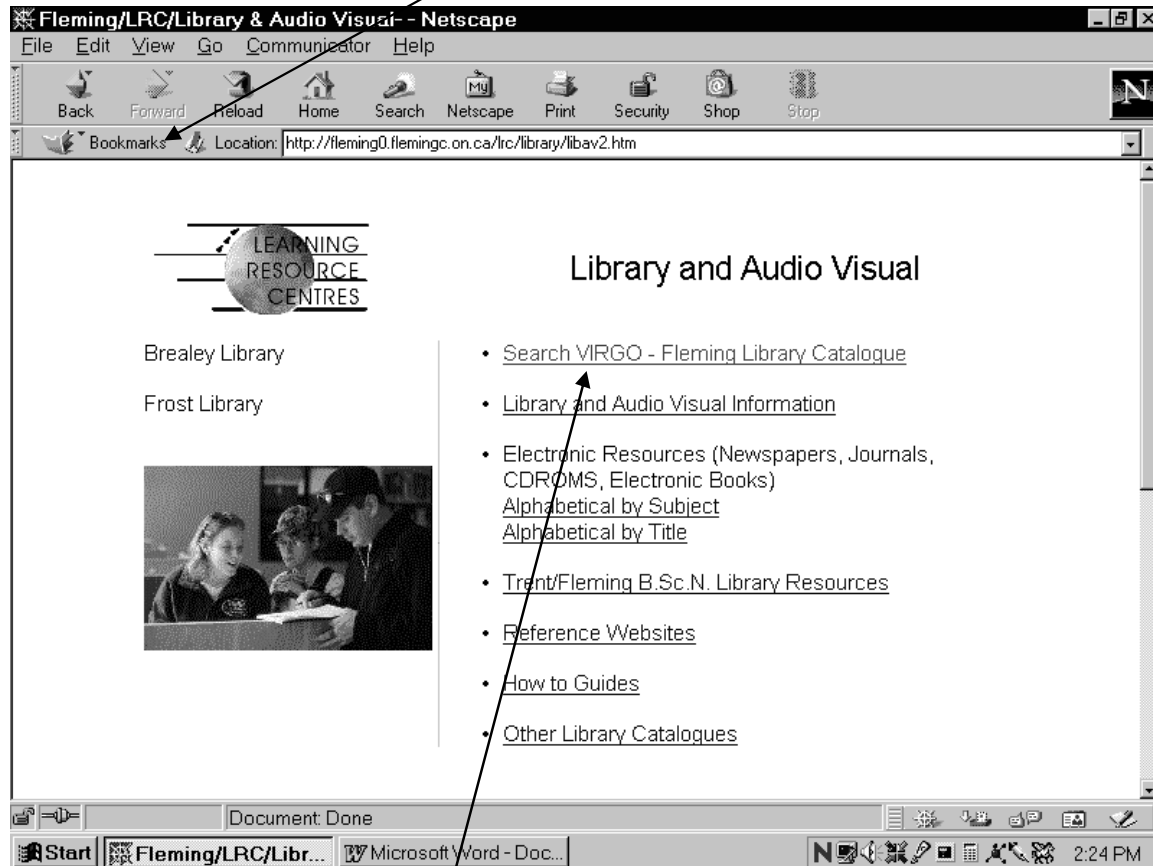
The Fleming library database for college and campus resources can be accessed from any computer station on the college network.

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**.

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.)

Fleming College

Calendars, Programs Student Information News, Information Flexible Learning

HOME SEARCH SITE MAP FEEDBACK HELP

Fleming > Flexible Learning > LRC > Library > Search

VIRGO - Virtual Information Resources... Get Online!

Catalogue User Services

<< Back Help Request Virgo Home

Search the Library Catalogue QUICK SEARCH POWER SEARCH CALL NO. BROWSE VIDEO SEARCH

Keyword Browse Exact

learning disabilities library: ALL

Search Everything Author Title Subject Series Periodical Title

Home | Search | Site Map | Feedback | Help

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Type the 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 – The LCP Solution)
- 4) When you choose The LCP Solution, 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:

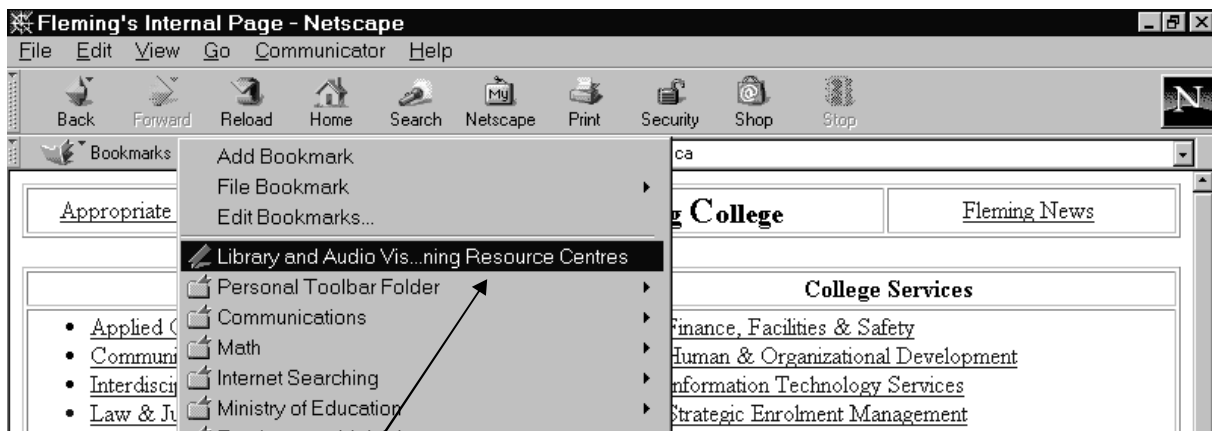
- 1) Choose a topic that you wish to search for. _____
- 2) Follow the steps to *Search VIRGO* (SSFC Library Catalogue.)
- 3) In the search box, type your topic.
- 4) Remember, if you don't get any resources with your first topic words, try different words that are related to your topic.
- 5) Click on 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:

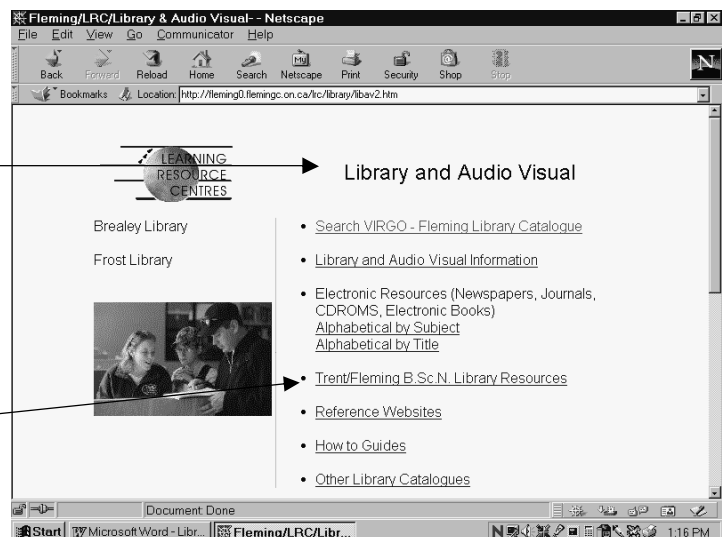
PERIODICALS

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.

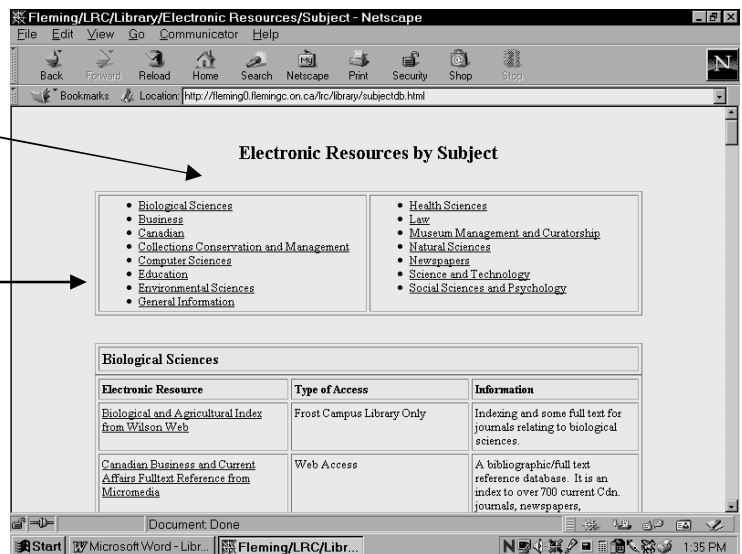


- 1) Click on your **Bookmarks** button and choose the page that you previously marked to return to the **Library and Audio Visual Services** page.
- 2) From this page, choose Electronic Resources (Newspapers, Journals CD ROMS, Electronic Books) Select
 - a) Alphabetical by Subject
 - OR
 - b) Alphabetical by Title



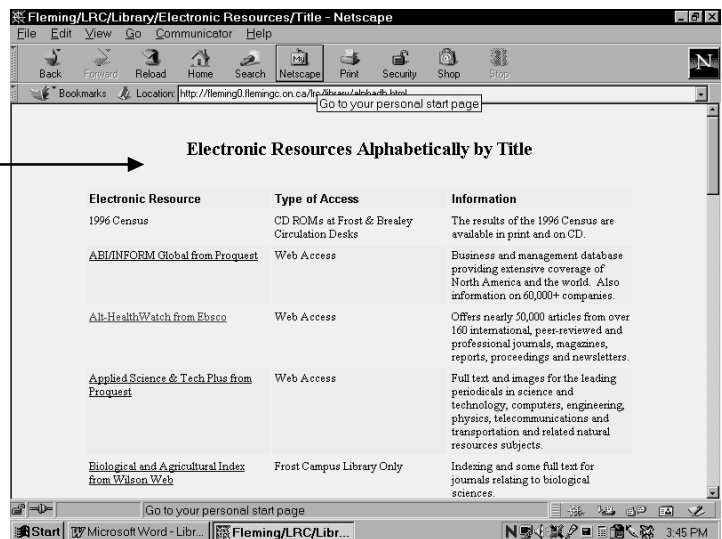
- 3) If you choose *Alphabetical by Subject*, you will see the screen *Electronic Resources by Subject*.

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**.

EBSCO Publishing **Select Service**

General Information
▶ Database Descriptions
▶ Title Lists
▶ EBSCO Publishing's Homepage

Support Materials
▶ Search Help Sheets
▶ User Support Information

Contact Information
▶ Technical Support

Start Your Research
Choose a service below to start your research.

- [EBSCOhost Web](#)
- [EBSCOhost Web No Frames](#)
- [EBSCOhost Francais](#)
- [EBSCOmed](#)

SIR SANDFORD FLEMING COLLEGE

[Need Help?](#)

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.)

Online Help Select Service Home Library

Tip: To search within a single database, click on the database name listed below. To select more than one database to search, check the boxes next to the databases and click on the ENTER Button.

Please select a database to search.

Enter

- [MasterFILE Elite](#)
Provides full text for over 1,170 periodicals covering nearly all subjects including general reference, business, health, and much more. Click here for a [complete title list](#). Click here for [more info](#)
- [Canadian MAS FullTEXT Elite](#)
Provides full text for nearly 190 popular Canadian and American general interest, health and science magazines. Click here for a [complete title list](#). Click here for [more info](#)
- [Health Source: Consumer Edition](#)
With Health Source: Consumer Edition you can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. Health Source: Consumer Edition features searchable full text for nearly 165 journals including Consumer Reports on Health and Men's Health, as well as abstracts and indexing for over 180 general health, nutrition and professional health care publications.
Information provided in this database should not be viewed as a means for self-diagnosis or a substitute for professional medical advice, diagnosis or treatment. Click here for a [complete title list](#). Click here for [more info](#)
- [ERIC](#)
ERIC, the U.S. Department of Education Educational Resource Information Center database, contains citations and abstracts from over 980 educational and education-related journals, as well as full text of more than 2,200 digests. Click here for [more info](#)

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

The screenshot shows the EBSCO HOST search interface. At the top, there are navigation links for 'Keyword Search', 'Natural Language Search', 'Advanced Search', 'Expert', and 'Options'. The 'Databases' section lists 'MasterFILE Elite' and 'Canadian MAS FullTEXT Elite'. The 'Find:' field contains the placeholder text 'Type your keywords here'. Below this is a 'Search' button and a 'Clear' button. A text box explains: 'Enter keywords you wish to find. You may separate keywords with **and**, **or**, or **not**. For search examples, see [Search Tips](#).' Below the search form, there are sections for 'Limit Your Results' and 'Expand Your Search'. 'Limit Your Results' includes a checkbox for 'Full Text', a 'Magazine:' field with the placeholder 'Type magazine name here', and a 'Date Published:' field with dropdown menus for 'Month' and 'Yr.' and a 'Cover Story' checkbox. 'Expand Your Search' includes checkboxes for 'also search for related words' and 'search within full text articles'.

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.

The screenshot shows the search results page for 'Youth Crime'. The search criteria are 'Searched: MasterFILE Elite; Canadian MAS FullTEXT Elite for Youth Crime'. The results are displayed in a table with 5 rows. Each row includes a record number, a checkbox for 'Mark', and the article title and source. A 'Note' is provided for each article, indicating whether it is held locally. The table is as follows:

Record	Mark	Select Result For More Detail
<i>The number of available results reflects the removal of duplicates.</i>		
1.	<input type="checkbox"/>	Overall crime rate dropped in 2000 while violent crime , drug offences rose Canadian Press, 07/19/2001 Note: This title is not held locally Full Text
2.	<input type="checkbox"/>	Community service for cop will be with Urban League. By: Boyd, Herb; New York Amsterdam News, 7/12/2001-7/18/2001, Vol. 92 Issue 28, p4, 1/4p Note: This title is not held locally Full Text
3.	<input type="checkbox"/>	Crime & justice . By: Colman, Adrian; Youth Studies Australia , Mar2001, Vol. 20 Issue 1, p4, 1/4p Note: This title is not held locally Full Text
4.	<input type="checkbox"/>	Youth Crime/Adult Time: Is Justice Served? By: Juskiewics, Jolanta; Schindler, Marc; Corrections Today, Feb2001, Vol. 63 Issue 1, p102, 6p Note: This title is not held locally Full Text
5.	<input type="checkbox"/>	Tokyo Teens Flock to Flick--Art Imitates Life? By: Larimer, Tim; Time, 01/08/2001, Vol. 157 Issue 1, p12, 2/9p, 1c Note: This title is held locally - Brealey Library Full Text

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

The screenshot shows the EBSCO Host interface. At the top, there is a navigation bar with the EBSCO Host logo on the left and three buttons: 'Online Help' (with a question mark icon), 'Select Service' (with a lowercase 'h' icon), and 'Exit Program' (with an 'X' icon). Below this is a search navigation bar containing buttons for 'Result 1 of 5', 'Refine Search', 'Result List', 'Find More', 'Print', 'E-mail', 'Save', 'Go To Full Text', and 'Tips'. The main content area displays the following information:
Title: Overall *crime* rate dropped in 2000 while violent *crime*, drug offences rose
Subject(s): [BUSINESS](#); [CANADA](#); [FOREIGN BUSINESS](#); [HEALTHCARE](#); [INTERNATIONAL](#)
Author(s): [N.A.](#)
Source: [Canadian Press](#), 07/19/2001
AN: CX2001200U3604
Note: This title is not held locally
Database: Canadian MAS FullTEXT Elite
Print: Click here to mark for print.
Below this information is a horizontal line, followed by a 'Select Language' dropdown menu and a 'Translate' button. To the right of the line is a '[Go To Citation]' link. Below the line is the section header 'Best Part' followed by the article title: 'Overall *crime* rate dropped in 2000 while violent *crime*, drug offences rose'. The article text begins with 'OTTAWA, Jul 19, 2001 (The Canadian Press via COMTEX) -- The overall *crime* rate dropped slightly in 2000 although violent *crime* and drug offences rose, Statistics Canada said Thursday.' The text continues: 'The *crime* rate fell to 7,655 incidents for every 100,000 Canadians last year, a one-per-cent decline from 1999. It was the ninth straight year it has dropped. The statistics agency said the decline was the direct result of a five-per-cent'.

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):

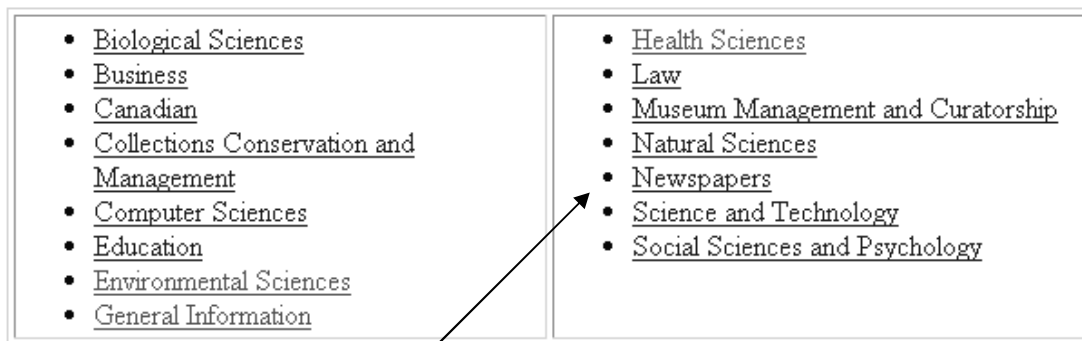
 - b. Search Strategy (keywords used):

 - 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

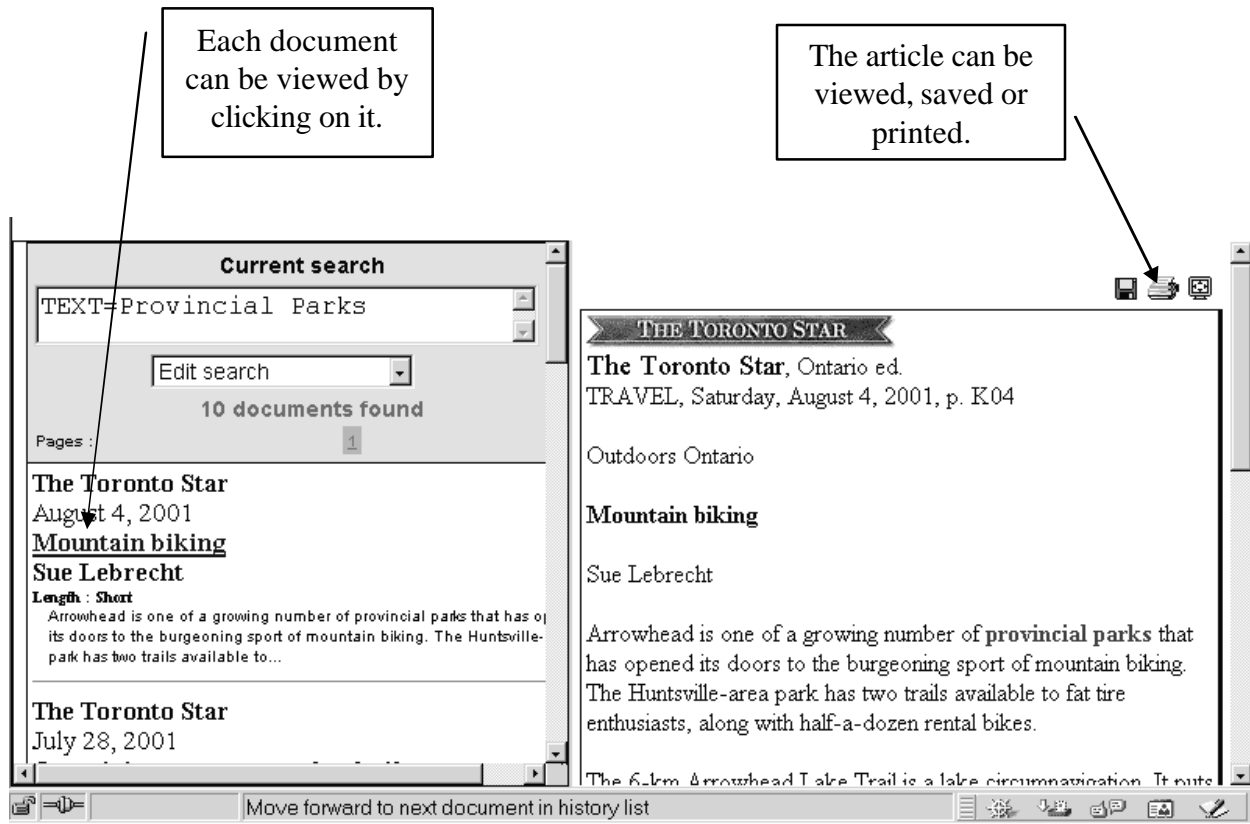


- 4) Choose *Newspapers*.
- 5) Choose *Virtual News Library (Newscan) from CEDROM* for full text newspaper articles from the National Post, The Financial Post, The Hamilton Spectator, The Kitchener-Waterloo Record, The London Free Press, The Ottawa Sun, The Toronto Star, and The Toronto Sun.

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.



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*.

Reference Websites

<ul style="list-style-type: none">• Dictionaries and Thesauri• Directories• Educational Institutions• Encyclopedias• Environmental and Natural Resource Sciences• Government• Maps and Atlases	<ul style="list-style-type: none">• Newspapers• Statistics• Statutes• Telephone Directories• Television• Weather• Weights and Measures
--	--

Dictionaries and Thesauri <ul style="list-style-type: none">• Merriam Webster's Collegiate Dictionary• Your Dictionary• Wordsmyth. The Educational Dictionary-Thesaurus• Roget's Thesaurus	Directories <ul style="list-style-type: none">• Associations Canada• Canadian Trade Index• Fraser's On-Line
--	--

[Return to Top](#)

Educational Institutions <ul style="list-style-type: none">• Canadian Universities and Colleges• Schoolfinder	Encyclopedias <ul style="list-style-type: none">• Britannica Online• Encarta• Encyclopedia.com
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There are number of good links to websites of interest here.

- 3) Choose an encyclopedia, for example *Encarta*

- a) Enter your keywords and search.

The screenshot shows the Encarta website interface. At the top, there's a navigation bar with links like 'Encarta Home', 'Reference', 'Homework', etc. Below that is a search bar with 'Diabetes' entered. The main content area includes a 'Stave capitals quiz' with a picture of a building and a 'Test your knowledge' section. The right sidebar features 'ENCARTA Reference Suite 2001' and 'Reading Center'.

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

The screenshot shows the Encarta website search results for 'DIABETES'. At the top, there is a navigation bar with 'Learning and Research' and 'Free Encarta Newsletter'. Below that is a search bar with 'DIABETES' entered and a 'Go Search' button. The results are for 'DIABETES' on page 1 of 4. The first result is 'Diabetes', described as 'DIABETES MELLITUS, disease in which the pancreas produces little or no insulin, a hormone that helps the body's tissues absorb...'. It includes links for 'Introduction', 'Type 1 Diabetes', 'Type 2 Diabetes', 'Complications', 'Diagnosis and Treatment', and 'Current Research'. Below this is a 'RELATED ITEMS' section with links for 'causes', 'diagnosis', 'effects of disease', 'link with other hormonal disorders', 'pregnancy risks in diabetic mothers', 'prevention', 'research', 'see also', 'sweatene considered safe for diabetes', and 'symptoms'. The second result is 'Diabetes Insipidus', described as 'DIABETES INSIPIDUS, rare disease caused by deficiency of vasopressin, one of the hormones of the posterior pituitary gland...'. The third result is 'Diabetes Mellitus: see also Insulin', described as 'INSULIN, hormone, produced in the islets of Langerhans of the...'. There is also a 'Deluxe sign-in' button and a 'Florida Luxury Escape' advertisement on the right side.

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:

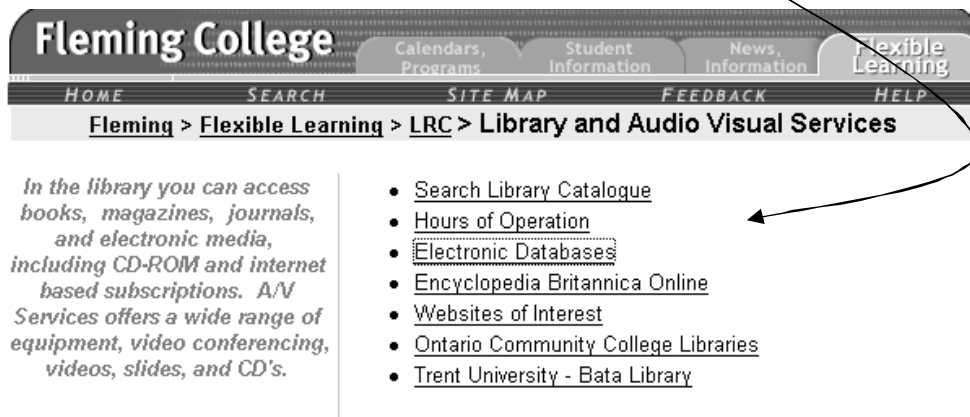
Choose a health related topic (a disease), and search for it in the Encarta Encyclopaedia. Use the encyclopaedia entries, to find the following:

1. Topic _____
2. Symptoms

3. Cause _____
4. Treatment _____
5. Other interesting information _____

Part 5: Access to Library Resources from Home

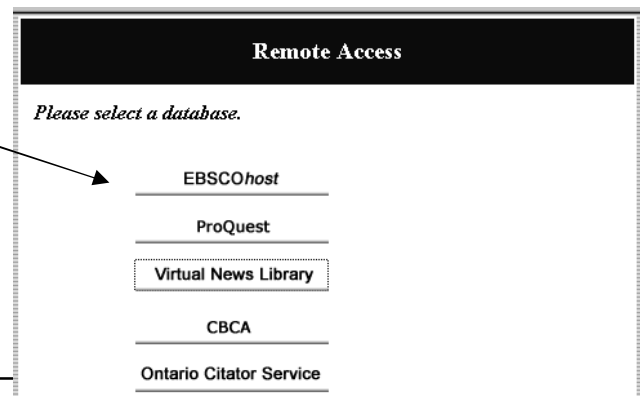
- 1) Go to the site <http://www.flemingc.on.ca/otherprgms/lrc/library/>
- 2) From here you can choose what you want to search:



- 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*.