

**MT. SAN JACINTO COLLEGE**

**MENIFEE VALLEY CAMPUS**

**LIBRARY**

**RESOURCES/SERVICES GUIDE**



**Mt. San Jacinto College**  
**Menifee Valley Campus Library**  
28237 La Piedra Rd. Menifee, CA 92584  
(951) 639-5455

MVC Library Homepage: <http://www.msjc.edu/mvclibrary/>

I-Link (Online catalog of library material): <http://library.msjc.edu/>

Fall & Spring semester hours

Hours: M-TH 8am-8pm, Fri. 8am-12pm, **CLOSED SATURDAY AND SUNDAY**

## **USEFUL RESOURCES AT A GLANCE**

**Ebscohost Collection of Databases** - Full text periodical databases covering a wide variety of subjects. Coverage is broad and includes scholarly (peer reviewed) publications.

**ProQuest Direct** - Full text periodical database. Indexes over 2,200 titles. Provides full text of over 1,300 titles. Subject coverage is broad and includes scholarly (peer reviewed) publications. Includes Los Angeles Times newspaper from 1985-present.

**Lexis-Nexis Academic Universe** Full text periodical/legal/business database. - Provides full text of 52 national and international newspapers, including: Los Angeles Times (previous 6 months), newswires, foreign language news publications, and transcripts from radio and television news broadcasts. Includes full text coverage of the Press-Enterprise newspaper.

**Encyclopedia Britannica Online** - Online version of Encyclopedia Britannica. Includes Merriam Webster's Collegiate Dictionary and selected Internet sites

### **Electronic Books from Ebsco (formerly Netlibrary)**

Digital versions of books from a broad range of subject areas and topics. Electronic full-text copies of published print material, such as reference books, scholarly monographs, fiction, and nonfiction books.

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# GENERAL INFORMATION/ LIBRARY SERVICES

The library is open on instruction days, and is closed during semester and holiday breaks.

## REGULAR HOURS:

Mon-Thu 8am-8pm, Fri 8am-12pm, **CLOSED SATURDAY AND SUNDAY**

## MVC Library Mission Statement

To connect the students, faculty, and community of the Menifee Valley Campus to a world of information, with enthusiasm and professionalism, in a welcoming environment conducive to academic research and study.

Consistent with the MSJC mission, and the Library Bill of Rights endorsed by the American Library Association, the MVC library supports instruction, faculty research, and the general information and cultural needs of the MSJC community.

## Library Staff

### **LIBRARIAN**

Sherri Moore  
(951) 639-5451  
[smoore@msjc.edu](mailto:smoore@msjc.edu)

### **LIBRARIAN**

Monica Flores  
(951) 639-5456  
[mflores@msjc.edu](mailto:mflores@msjc.edu)

### **ASSOCIATE LIBRARIAN (EVENINGS)**

Katherine Gannett  
(951) 639-5450

### **ASSOCIATE LIBRARIAN (EVENINGS)**

Ross Valenzuela  
(951) 639-5450

### **COORDINATOR OF LIBRARY SERVICES/ASSOCIATE LIBRARIAN**

Cheryl Devenney  
(951) 639-5453  
[cdevenne@msjc.edu](mailto:cdevenne@msjc.edu)

### **CIRCULATION MANAGER**

Adrienne Walker  
(951) 639-5459  
[adwalker@msjc.edu](mailto:adwalker@msjc.edu)

### **CIRCULATION SPECIALIST**

Jeanne Maggard  
(951) 639-5458  
[jmaggard@msjc.edu](mailto:jmaggard@msjc.edu)

### **CIRCULATION SPECIALIST (EVENINGS)**

Theresa Harvey  
(951) 639-5457

### **CIRCULATION SPECIALIST (EVENINGS) (Interlibrary Loans)**

Tracy Pitt  
(951) 639-5452  
[tpitt@msjc.edu](mailto:tpitt@msjc.edu)

## Library Conduct

Common courtesy demands that you respect the quiet of those students studying around you.

- Please take all **cell phone calls** outside of the library.

## Children/minors - under 18 years old

- **Children who are not current MSJC students are not allowed in the library.** If your child must briefly accompany you, please see that he/she remains in the front lobby for *no longer than 30 minutes per day*, is kept quiet and orderly, and does not touch or operate any equipment for student use.
- Library Personnel take **no responsibility** for non-registered children left unattended in the library. If children are found to be here without an adult, the administration and/or police will be notified.

## COLLECTIONS

### BOOKS

- Reference and circulating book collections available at both MVC and SJC libraries.
- Electronic books available via the I-link online catalog of library materials (I-LINK) <http://www.library.msjc.edu/>
- Search MVC and SJC holdings for books, electronic books, and media
- Renew books with pin # (ask at circulation desk for pin#)
- Place Holds for MVC or SJC books with pin# (allow 3 working days for arrival from SJC before inquiring)
- Check account status with pin #

### TEXTBOOKS

- ***The library does not purchase current textbooks.*** Check with your Instructor to see if he/she may have placed a copy of a current textbook in the library. If so, check the textbook shelf in the "Reference" section of the library.
- Textbooks are shelved according to subject, class number, and instructor, and are available for library use only. TEXTBOOKS may not be taken from the library.

## MEDIA

- Educational videos and DVD's for library use only
- Circulating videos and DVD's for check out
- Music CD's for check out
- Audio books in MP3 format for check out
- Streaming music and video databases

## LIBRARY DATABASES (Internet based electronic resources)

- Includes journals, magazines, newspapers, other reference material
- Streaming music and video
- List on Library Homepage <http://www.msjc.edu/mvclibrary>
- May be accessed off campus with your my.msjc.edu username and password

## CHECK-OUT / FINE POLICIES

Members of the community are welcome to use the library for research. **However, only current MSJC students, faculty or staff members have borrowing privileges.** An MSJC student ID card, or proof of employment is required.

### CHECK-OUT PERIODS

- BOOKS - *3 weeks*
- POPULAR MOVIE DVD's and MUSIC CD's - *1 week*
- **Instructional Videos** are available to students for in-library viewing only)
- RESERVED MATERIALS - *2 hours in **library use only***

\* INSTRUCTORS: all Videos and CD's check-out for 1 week

### RENEWALS

- BOOKS may be renewed if they are **not overdue** and **no hold** has been placed on them. Renewals may be made by telephone, walk-in, or via our online catalog at <http://library.msjc.edu>. To renew online you must have your student ID number and library PIN number (ask at circulation desk).

**Renewal Phone Number:** 951 639-5455.

There are no renewals on Video Tapes, DVD's, or CD's.

## FINES

- BOOKS - \$.25 per day
- VIDEO TAPES, DVD's, and CD's - \$1.25 per day
- RESERVED MATERIALS - up to \$1.25 **per hour**

(Fines do not accrue on Saturdays, Sundays or Holidays)

PLEASE NOTE: all notices regarding fines and overdue materials are sent via MSJC e-mail addresses.

## OTHER SERVICES

**WIRELESS INTERNET ACCESS** – Available for laptop computers. Use your my.msjc.edu ID and password to access the wireless Internet. All internet users must abide by MSJC's computer use policy. Printing is NOT available through wireless Internet access.

**INTERLIBRARY LOAN (ILL)** - to obtain books not held by MVC or SJC Libraries

- submit electronic form located at MVC Library homepage, <http://www.msjc.edu/library/mvcill/>
- no charge to obtain materials, overdue fees will apply.
- allow 14 days for arrival
- notification made by phone or e-mail

## **PHOTOCOPIES and PRINTING**

- Xerox copies - \$.10 per copy with purchase of print card.
- Computer printing \$.10 per copy with purchase of print card.
- Purchase print card in the library copy room or tutoring center (1<sup>st</sup> floor of LRC building)

**STUDY ROOM** - available on a first come, first served basis – no reservations

- designated for currently registered MSJC students only
- faculty, tutors, and administrators are not allowed to use the room for teaching or meetings
- limited to groups of no less than 2 and no more than 6
- checked out by each person in the group for a 2 hour period, and is not renewable by anyone in the group
- report to the circulation desk for check-outs and more information

**EQUIPMENT**

- VCR's, DVD, CD, and MP3 players available for use in library
- Scientific calculators for check out (ask at the circulation desk)

**ASSISTIVE TECHNOLOGY**

- Low vision magnifier

**USING THE ONLINE CATALOG OF LIBRARY MATERIAL**  
MVC Library Homepage: <http://www.msjc.edu/mvclibrary>  
Online Catalog: <http://library.msjc.edu>

**I-Link contains a record of all material owned by the MSJC Libraries. (books, electronic books, videotapes, DVD's, CD's, MP3's, etc.)**

I-Link may be searched in a number of ways. The most common types of searches are *AUTHOR*, *TITLE*, *KEYWORD*, and *SUBJECT*. Capitalization of names, titles, etc. is not necessary. Spelling does count, so watch for typos. If your search is unsuccessful, do not assume that the library does not have the material you require. If you have difficulty locating material, ask library staff for assistance.

**TIPS FOR SUCCESSFUL SEARCHES:**

**AUTHOR**

- Use an AUTHOR search to locate works when you know the person, or organization responsible for the content of the material. DO NOT use an AUTHOR search to find biographical information. If you want information **about** an author, use a SUBJECT search.

**Sample author searches:** hemingway ernest OR ernest hemingway  
american medical association  
united states department of agriculture

**TITLE**

- Use a title search if you know the title of the item (book, DVD, video, music cd, etc.)

**\*\*KEYWORD (default setting on search screen)**

Finds and displays all library materials containing the word(s) or phrase in any indexed field (author, title, subject, notes, table of contents, etc.)\*\* Best type of search if you don't know an LC subject heading.

## **SUBJECT**

- Use a SUBJECT search to find information about a particular topic. Subject searches should be limited to a word or a short phrase. A subject search is **never** in the form of a sentence or a question. When in doubt about what constitutes a valid subject, consult the **Library of Congress Subject Headings** (also known as LCSH, or the big red books). If a valid search is unsuccessful, we may not own an **entire** work on your subject, but may still have information available in the collection. Always ask library staff for assistance if you are having difficulty finding material.

**Sample subject searches:** alcoholism, drug abuse, internet, indians of north america  
Often you must **TRANSLATE** your subject into Library of Congress Subject Headings:  
EXAMPLE: bilingual education in California is searched as: education bilingual California



## **eBook Collection**

### **ELECTRONIC BOOKS (E – BOOKS)**

- The libraries have a collection of more than 40,000 thousand electronic books (commonly called e-books).
- E books contain the entire text of the print version of the book, but in an electronic format.
- The MSJC e-book collections are Internet based, and may be accessed both on and off campus. Off campus access requires your MSJC username and password.

### **ACCESSING ELECTRONIC BOOKS**

1. E-books may be accessed from the **library catalog** via a URL connected to the book's record. Simply follow the link in the catalog record to be connected to the electronic book. Note that you will be prompted for your MSJC username and password if you are off campus.
2. Electronic books collections are also listed separately on the library databases page. Look for the "e-book" category. Note that you will be prompted for your MSJC username and password if you are off campus.

# LIBRARY DATABASES

The MSJC libraries subscribe to a variety of electronic databases for access to full text journals, magazines, newspapers, encyclopedias, streaming audio, streaming video and other reference material. All databases are available via the Internet, and may be accessed from campus computers, and remotely.

Passwords are **NOT** necessary if you access the databases from any computer on the MVC or SJC campus. **You may link directly to the databases via the MVC or SJC library homepage: Go to “*Library Databases.*”**

## Off Campus Access

You will be prompted for your MSJC username and password if you are off campus.

## Employees


If you do not have a *my.msjc.edu* or **Blackboard** username and password, bring proof of employment to the circulation desk in the library, and you will be issued passwords for off campus access.

**MSJC librarians may have access to additional databases not listed in this guide. If you cannot find information on your topic, consult a MSJC librarian for assistance.**

 **Indicates full text availability (full article)**

 **Indicates book content**

 **Indicates an audio database**

 **Indicates a streaming video database**

## ANTHROPOLOGY

 **Ethnographic Video Online**

A visual encyclopedia of human behavior and culture, online in streaming video. A streaming video resource for the visual study of human culture and behavior. When complete it will contain more than 750 hours of classic and contemporary documentaries produced by leading video producers in the discipline; previously unpublished footage from working anthropologists and ethnographers in the field; and select feature films.

## **BUSINESS**

📖 **Business Source** - Available in the **Ebscohost Premier** collection of databases. Includes approximately 8,940 full text resources (peer reviewed journals, trade publications, general magazines, monographs, country economic reports, market research reports, industry reports and yearbooks). Areas of coverage include: business, marketing, accounting, MIS, finance, econometrics, economics and more.

📖 **Lexis-Nexis Academic Universe** - Business resources include: business news, financial data, company comparisons, SEC filings, industry and market analysis and news, accounting literature, and business reference sources (Commerce Business Daily, Computer Industry Forecasts, SIC Directory, Trade Show Directory, etc.)

📖 **Vocational and Career Collection** - Available in the **Ebscohost Premier** collection of databases. Designed for vocational and technical libraries servicing high schools, community colleges, trade institutions and the general public. This collection provides full text coverage for nearly 400 trade and industry-related periodicals.

## **CAREERS & VOCATIONAL GUIDANCE**

📖 **Career Guidance Center**- Provides detailed profiles of more than 3,300 jobs and 94 industries, advice on career skills, interviewing, more than 48,000 resources entries, and much more. Download sample resumes and cover letters.

📖 **Vocational and Career Collection** - Available in the **Ebscohost Premier** collection of databases. Designed for vocational and technical libraries servicing high schools, community colleges, trade institutions and the general public. This collection provides full text coverage for nearly 400 trade and industry-related periodicals.

## **DANCE**




### **Dance in Video**

*Dance in Video* will contain 250 dance productions and documentaries by the most influential performers and companies of the 20th century. Selections cover ballet, tap, jazz, contemporary, experimental, and improvisational dance, as well as forerunners of the forms and the pioneers of modern concert dance. This release includes 109 videos, equaling 165 hours. Specially developed controlled vocabularies let users browse by composer, choreographer, genre, performer, ensemble, and role.

## **International Bibliography of Theatre & Dance with Full Text**

Available in the Ebscohost Premier collection of databases, the International Bibliography of Theatre & Dance contains full text for more than 100 journal titles and citations for more than 60,000 journal articles, books, book articles and dissertation abstracts on all aspects of theatre and performance in 126 countries. Includes all of the content available in the 14 volume print International Bibliography of Theatre & Dance

## **E-BOOKS – ELECTRONIC BOOKS**


 **E-Book Collection from Ebsco (formerly NetLibrary)** – Collection of over 23,000 electronic books. Digital versions of books from a broad range of subject areas and topics. Electronic full-text copies of published print material, such as reference books, scholarly monographs, fiction, and nonfiction books.

 **Credo Reference**

Contains content from hundreds of reference books covering every major subject. There are over 2 million entries, 65,000+ images (art, diagrams, interactive maps and photos), and over 93,000 audio pronunciation files.


 **Gale Virtual Reference Library (Electronic books from Gale Publishing)**

A collection of reference books and encyclopedias on a variety of topics.


 **Springer E-book collection.**



A collection of 20,000+ books from Springer Publishing.


## **EDUCATION**


 **College Source** - Over 15,000 college catalogs from 2-year, 4-year, graduate and professional schools.

**ERIC - Educational Resources Information Center** - Available in the **Ebscohost Premier** collection of databases.

 **Educator's Desk Reference** - Public access version of ERIC, available on the Internet. No password required.. ERIC is a guide to published and unpublished sources on thousands of educational topics. Full text of **ERIC Digests** are available. <http://www.eduref.org/> (*freely available to the public, this is not a subscription database*)


  **Learning Express Library**  
Contains an extensive collection of test preparation and study materials for college students, job seekers any anyone seeking to improve basic skills (math, vocabulary, grammar, writing, reading, etc.) Interactive test preparation materials, searchable electronic books, and skill improvement courses are included in the collection. Test preparation materials include college and military entrance exams (SAT, GRE, ASVAB, etc.). Also includes civil service tests for a variety of jobs including: EMT, paramedic, firefighter, and law enforcement. Professional licensing exams for: real estate, CBEST, ASE (automotive) are also available.

 **Primary Search** - Available in the **Ebscohost Premier** collection of databases. Provides full text for more than 60 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990.

 **Professional Development Collection™** - Available in the **Ebscohost Premier** collection of databases.  
Provides a highly specialized collection of electronic information especially for professional educators, professional librarians and education researchers. *Professional Development Collection* includes full text for *Chronicle of Higher Education, Educational Leadership, Journal of Education, Journal of Higher Education, Journal of Learning Disabilities, Theory Into Practice*, and more than 750 high quality education journals.

## **ENCYCLOPEDIAS – GENERAL**

 **Encyclopedia Britannica Online** - Online version of Encyclopedia Britannica. Includes Merriam Webster's Collegiate Dictionary and selected Internet sites.

 **Funk & Wagnall's New World Encyclopedia** - Available in the **Ebscohost Premier** collection of databases.  
Provides over 25,000 encyclopedic entries covering a variety of subject areas.

## **ENCYCLOPEDIAS – SUBJECT SPECIFIC**

📄 **Access Science** - McGraw Hill Encyclopedia of Science & Technology

## **ENGLISH LANGUAGE DICTIONARIES**

📄 The American Heritage Dictionary – Available in **Ebscohost MasterFILE Premier** (**Ebscohost Premier** collection of databases).

📄 Merriam-Webster’s Collegiate Dictionary – Available in **Encyclopedia Britannica Online**.

## **ENVIRONMENTAL SCIENCE**

*GreenFILE* offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

## **GENERAL RESEARCH**


**Books in Print** - Index of books, audio, and video published in the United States. Lists items that are “in print” (can be purchased or ordered through a bookstore or vendor, such as Amazon.com), items that are “out of print” (cannot be ordered through regular vendors because the publisher has sold all copies), and “forthcoming” items which are scheduled to be published in the near future. Many entries include reviews. Also provides selected author biographies, bestseller lists, and award winners.


📄 **Choice Online** – Provides reviews of educational resources for academic libraries at all levels. The reviews cover printed and electronic format library materials, such as books, databases, and websites. *Choice Magazine for Academic Libraries* and its online version are major tools for collection development in academic libraries. A good resource for faculty to learn about the latest publications in different subject fields.


📄 **CQ Researcher** - Full text analysis of current and controversial issues. Coverage: 1992-present.

 **Credo Reference**

Contains content from hundreds of reference books covering every major subject. There are over 2 million entries, 65,000+ images (art, diagrams, interactive maps and photos), and over 93,000 audio pronunciation files.


 **Ebscohost Premier collection of databases** - Full text periodical databases. Indexes and provides full text to thousand of titles. Subject coverage is broad and includes scholarly (peer reviewed) publications. Includes the following individual databases: MasterFILE Premier, Academic Search Premier, Business Source Premier, Health Source Nursing/Academic and Consumer Editions, Psychology & Behavioral Sciences Collection, Religion & Philosophy Collection, Professional Development Collection, Vocational & Career Collection, Military & Government Collection, Newspaper Source, ERIC, MEDLINE, and CINAHL/PreCINAHL and more.

 **Encyclopedia Britannica Online** - Online version of Britannica, plus Merriam-Webster's Collegiate Dictionary & Thesaurus, world atlas, maps, and Britannica's guide to Internet sources.


 **Lexis-Nexis Academic Universe** – Full text magazines, journals, newspapers, business publications, etc. Includes full text coverage of the Press-Enterprise newspaper.

 **Opposing Viewpoints Resource Center**


Opposing Viewpoints Resource Center is a source for information on today's hottest social and controversial issues. OVRC features viewpoint articles, topic overviews, full-text magazine, academic journal, and newspaper articles, primary source documents, statistics, images and podcasts, and links to Websites. New to the database are Lexile reading levels for periodicals and an integrated national and state curriculum standards search with content correlated to the standards.


 **ProQuest Direct** - Full text periodical database. Indexes over 2,200 titles. Provides full text of over 1,300 titles. Subject coverage is broad and includes scholarly (peer reviewed) publications.


## **GEOGRAPHY**


 **CountryWatch** - Physical and thematic maps of countries and regions of the world.

## GOVERNMENT / POLITICS

 **Catalog of U.S. Government Publications** - <http://catalog.gpo.gov/F>  
Index to U.S. government publications. Includes congressional reports, hearings, debates, judiciary materials and documents issued by various departments. Contains links to full text publications if available. Coverage: 1994-present. Updated: Daily.  
*(freely available to the public, this is not a subscription database)*

 **CountryWatch** - Includes data on the government structure, political parties, foreign relations, government officials, etc.

 **Business Source Premier**– Available in the **Ebscohost Premier** collection of databases. Contains “country reviews,” economic reports and other publications pertaining to countries of the world.


 **Military & Government Collection™** - Available in the **Ebscohost Premier** collection of databases. Provides current news pertaining to all branches of the military and government. Includes full text for nearly 400 journals and periodicals, 245 pamphlets and indexing and abstracts for more than 500 titles. Publications covered in this database include *Air Force Controller, Army Reserve Magazine, Defense Studies, Global Security Review, Joint Force Quarterly, Military Technology, National Review, Defense, Combat Edge, FBI Law Enforcement Bulletin, Foreign Affairs, Military Technology, Naval Forces*, and many more.


## HEALTH SCIENCES

 **CINAHL + Full Text Nursing Journals** - Available in the **Ebscohost Premier** collection of databases. Cumulative Index to Nursing and Allied Health Literature (CINAHL) is an index to more than 1,200 journals in the health and medical fields.

  **Health Source®: Consumer Edition** - Available in the **Ebscohost Premier** collection of databases.

Provides full text of more that 300 consumer health periodicals, more than 1,000 health related pamphlets, 140 health reference books, prescription drug information, patient education fact sheets, 4,500 *Clinical Reference Systems* reports (in English and Spanish); and *Stedman’s Medical Dictionary*.

 **Health Source<sup>®</sup>: Nursing/Academic Edition**) – Available in the **Ebscohost Premier** collection of databases. Provides more than 550 scholarly full text journals focusing on many medical disciplines. Also features abstracts and indexing for nearly 850 journals. Includes *Clinical Pharmacology*, which provides access to up-to-date, concise and clinically relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products and new drugs. Updated on a daily basis.

 **Medline** – Available in the **Ebscohost Premier** collection of databases. **MEDLINE<sup>®</sup>** provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, **MEDLINE** uses MeSH (Medical Subject Headings) indexing and includes abstracts from over 4,600 current biomedical journals. Included are citations from *Index Medicus*, *International Nursing Index*, *Index to Dental Literature*, **PREMEDLINE<sup>®</sup>**, **AIDSLINE<sup>®</sup>**, **BIOETHICSLINE<sup>®</sup>**, and **HealthSTAR<sup>®</sup>**. **Access to full text articles is provided if the journals indexed are contained in the Ebscohost databases.**

**Medline** – Public access version of Medline, available on the Internet. No password required. <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>

  **Nursing Reference Center<sup>™</sup>**

*Nursing Reference Center* (NRC) is a comprehensive reference tool designed to provide relevant clinical resources for staff nurses, nurse administrators, nursing students, and nurse faculty. Includes the best available and most recent clinical evidence from thousands of full-text documents.

NRC has approximately 4,000 evidence-based lessons on procedures, diseases & conditions, legal case sheets and drugs; reference books; point-of-care drug information from; patient education information (more than 3,200 documents in English and Spanish); continuing education modules, and more.

## HISTORY



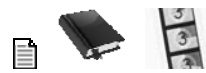
### **American History in Video**

This streaming video collection includes hundreds of hours of documentaries as well as thousands of newsreels from the 1940s through 1960s, including the entire series of both Universal and United. Semantic search features allow users to find footage of interest from thousands of hours of video. Includes scrolling transcripts synchronized to the video content. This collection is an exclusive collaboration with A&E Television Networks and features some of their most important documentaries and series from The History Channel®, A&E Network®, and Biography®. Make **custom clips**, which will live at permanent URLs. Put your clips into **playlists** and share.



### **History in Video**

**\*\*Cross searches American History in Video Collection and World History in Video.\*\*** This site allows you to search across all of the video content in American History in Video and World History in Video. This capability significantly expands your historical research options, offering in-depth coverage of historical events, themes, eras, and movements from a variety of geo-political perspectives



### **History Reference Center - *History Reference Center* offers full text from**

more than 2,300 reference books, encyclopedias and non-fiction books, cover to cover full text for more than 130 leading history periodicals, more than 61,100 historical documents, 66,000 biographies of historical figures, more than 110,200 historical photos and maps, and more than 80 hours of historical video.



### **World History in Video**

This online streaming video collection contains a range of documentaries to explore human history from the earliest civilizations to the late twentieth century. The video content is global in scope, covering Africa and the Americas, Asia, Europe, the Middle East, and Oceania. Upon completion, the collection will contain 1,000 hours of streaming video that offers access to more than 1,750 important documentaries from filmmakers worldwide.


## IMAGE DATABASES



**Ebscohost MasterFILE Premier and Academic Search Premier** – Available in the **Ebscohost Premier** collection of databases. Contains a searchable collection of

historical and contemporary photographs, including photos of people, places, nature, etc., and images of flags and maps.


## LAW



 **Lexis-Nexis Academic Universe** - Legal resources include: legal news, law reviews, federal and state case law, Shepard's citations to Supreme Court cases, federal and state codes, federal regulations, tax law, patents databases, international law, Martindale-Hubbell® Law Directory listings, and a law school directory.

## LIBRARY RESOURCES

**MSJC Online Catalog** – *I-Link* is the online catalog of the MSJC libraries. It lists all of the material held by both libraries (books, electronic books, videos, DVD's, MP3's, CD-ROM's, etc.)

## LITERATURE

 **Contemporary Authors, Contemporary Literary Criticism Select, Dictionary of Literary Biography** - Provides biographical information on more than 100,000 authors, with at least one biography and bibliography per author. Also includes literary criticisms and interpretations.

  **MagillOnLiterature Plus™**  
Contains approximately 35,000 critical analyses of individual works of literature, 6,500 biographical records, more than 1,000 images, and a glossary of 1,310 literary terms. In addition, 395 comprehensive genre-driven overview essays provide details about important literary genres, time periods, and national literatures. This database includes: *Masterplots* (12 volumes), *Masterplots II* (58 volumes), *Cyclopedia of World Authors* (5 volumes), *Cyclopedia of Literary Characters* (5 volumes), *Magill's Literary Annual 1990-2005* (32 volumes), *Magill's Guide to Science Fiction and Fantasy Literature* (4 volumes) and *Magill Book Reviews* (6,800+). In addition, this database also includes *Critical Surveys* (35 volumes), *Magill's Choice: Notable Poets* (3 volumes), *Magill's Choice: Shakespeare* (1 volume), *Magill's Choice: 100 Masters of Mystery and Detective Fiction* (2 volumes) and *World Philosophers and Their Works* (3 volumes).

## MUSIC DATABASES



### Music Online

Music Online brings together on a single cross-searchable platform all of the library's Alexander Street Press music and video products. Music Online cross-searches all of these databases:

- American Song
- Classical Music Library
- Contemporary World Music
- Dance in Video
- Garland Encyclopedia of World Music Online
- Jazz Music Library
- Smithsonian Global Sound for Libraries



### American Song

*American Song* is a history database that allows people to hear and feel the music from America's past. The database includes songs by and about American Indians, miners, immigrants, slaves, children, pioneers, and cowboys. Included in the database are the songs of Civil Rights, political campaigns, Prohibition, the Revolutionary War, the Civil War, anti-war protests, and more. *As of June, 2009, all the music from the former African American Song collection (no longer offered) is now here in American Song. The music of all Americans, including African Americans, is now consolidated here in an expanded American Song.*



### African American Song (*This collection has merged into American Song*)

Documents the history of African American music in an online music listening service. The collection contains a diverse range of genres such as jazz, blues, gospel, ragtime, folk songs, and narratives, among others.



### Classical Music Library

The growing collection of 60,000-plus tracks . Coverage includes music written from the earliest times (e.g. Gregorian Chant) to the present, including many contemporary composers. Repertoire ranges from vocal and choral music, to chamber, orchestral, solo instrumental, and opera. This release includes **4,175** albums, equaling **64,500** tracks,

growing regularly. You can also access *Classical Music Library* through the **Music Online** interface.



### **Contemporary World Music**

*Contemporary World Music* delivers the sounds of all regions from every continent. The database will contain important genres such as reggae, worldbeat, neo-traditional, world fusion, Balkanic jazz, African film, Bollywood, Arab swing and jazz, and other genres such as traditional music - Indian classical, fado, flamenco, klezmer, zydeco, gospel, gagaku, and more. Note: Some recently added albums contain non-western characters. You may need to load Character Packs to display these characters properly. See our **Help File** for details. This release includes **5,124** albums, equaling **66,708** tracks, You can also access *Contemporary World Music* through the **Music Online** interface



### **Jazz Music Library**

*Jazz Music Library* is the largest and most comprehensive collection of streaming jazz available online — with thousands of jazz artists, ensembles, albums, and genres. This release includes **5,888** albums and **68,807** tracks, growing regularly. You can also access *Jazz Music Library* through the **Music Online** interface.



### **Smithsonian Global Sound**

*Smithsonian Global Sound for Libraries*, produced in partnership with Smithsonian Folkways Recordings, is a virtual encyclopedia of the world's musical and aural traditions. The collection provides educators, students, and interested listeners with an unprecedented variety of online resources that support the creation, continuity, and preservation of diverse musical forms. Discover *Smithsonian Global Sound for Libraries'* **free downloads!** This release includes **2,813** albums, equaling **40,809** tracks. You can also access *Smithsonian Global Sound for Libraries* through the **Music Online** interface.

## **NEWS/NEWSPAPERS**

📄 **Brooklyn Daily Eagle Newspaper Online, 1841-1902** – Brooklyn Public Library. No password required. <http://www.brooklynpubliclibrary.org/eagle/> (*freely available to the public, this is not a subscription database*)

📄 **CountryWatch** - Global news updates and newswire services from countries around the world.

**Facts on File World News Digest** - Complete content from the *Facts On File World News Digest* since 1940 and a live newsfeed from Reuters® to answer questions about events, people, issues, facts, and figures of the last 60+ years. Also contains maps, photographs, historic documents, and special overviews of key issues, newsmakers and events since 1940.

📄 **Lexis-Nexis Academic Universe** - Provides full text of 52 national and international newspapers, including: *Los Angeles Times, London Times, Jerusalem Post, New York Times, USA Today, and The Washington Post*. Also includes regional U.S. newspapers, newswires, foreign language news publications, and transcripts from radio and television news broadcasts. Includes full text coverage of the **Press-Enterprise** newspaper.

📄 **Los Angeles Times Electronic Edition** - <http://eedition.latimes.com/>  
Username and password available in the library. Username and password are e-mailed to students at the beginning of each semester. Archive of one year.

📄 **Newspaper Source™** Available in the **Ebscohost Premier** collection of databases. Provides selected full text for 25 national (U.S.) and international newspapers, including *USA Today, The Washington Post, The Times (London), The Toronto Star*, etc. The database also contains selected full text for more than 200 regional (U.S.) newspapers, including *The Boston Globe, The Chicago Tribune, The Miami Herald, The New York Daily News*, etc. In addition, full text television & radio news transcripts are provided from *CBS News, FOX News, NPR*, etc.

📄 **ProQuest Direct** - An extensive periodical database covering social issues, business, health, science, economics, current events and more. Over 2,200 full-text journal titles.



## PSYCHOLOGY / BEHAVIORAL SCIENCES


📄 **Psychology & Behavioral Sciences Collection™** – Available in the **Ebscohost Premier** collection of databases. Includes over 500 peer reviewed journals and general periodicals in the fields of psychiatry, psychology, anthropology, etc.

## RELIGION / PHILOSOPHY

📄 **Religion & Philosophy Collection™** - Available in the **Ebscohost Premier** collection of databases. Includes more than 300 full text journals covering a variety of topics, such as: world religions, biblical studies, history of philosophy, moral philosophy, religious history, philosophy of language and political philosophy.

## SCIENCE

  **Access Science** - McGraw Hill Encyclopedia of Science & Technology, Dictionary of Scientific and Technical Terms. Also provides science biographies, illustrations, weekly updates on new discoveries and breakthroughs in science, and more.

 **Energy Citations Database** - <http://www.osti.gov/energycitations/> The **Energy Citations Database** (ECD) provides free access to over 2.6 million science research citations with continued growth through regular updates. There are over 221,000 electronic documents, primarily from 1943 forward, available via the database. Citations and documents are made publicly available by the U.S. **Department of Energy** (DOE).


ECD includes scientific and technical research results in disciplines of interest to DOE such as chemistry, physics, materials, environmental science, geology, engineering, mathematics, climatology, oceanography, and computer science. It includes bibliographic citations to report literature, conference papers, journal articles, books, dissertations, and patents. No password required. *(freely available to the public, this is not a subscription database)*

**Science Accelerator** - <http://www.scienceaccelerator.gov/>

**Science Accelerator** is a gateway to science, including R&D results, project descriptions, accomplishments, and more, via resources made available by the Office of Scientific and Technical Information (OSTI), U.S. Department of Energy. **Science Accelerator** was developed and is **made available by OSTI** as a free public service. No password required. *(freely available to the public, this is not a subscription database)*

 **Science.gov** - <http://www.science.gov/>


Science.gov searches over 40 databases and 1,950 selected websites, offering 200 million pages of **authoritative U.S. government science information**, including research and development results. No password required. *(freely available to the public, this is not a subscription database)*


 **WorldWideScience.org** - <http://worldwidescience.org> is a global science gateway—accelerating scientific discovery and progress through a multilateral partnership to enable federated searching of national and international scientific databases and portals. No password required. *(freely available to the public, this is not a subscription database)*

## STATISTICS

 **American Marketplace** – (Reference section of **Lexis-Nexis Academic Universe**)

Provides market analysis and demographic data based upon statistics gathered from U.S. government sources. Divided into eight sections: education, health, income, labor force, living arrangements, population, spending, and wealth.

 **CountryWatch** - Statistical data and demographics on countries of the world.

 **Lexis-Nexis Academic Universe** – Contains the results of public opinion surveys sponsored by Gallup and other organizations.

**Rand California** - Provides information on California (including county and city level), and U.S. public policy issues with an emphasis on statistics. Contents: business, economics, population, demographics, education, community, health and socioeconomic data, government finance, census, politics and public opinion.

## THEATRE / VIDEO

 **International Bibliography of Theatre & Dance with Full Text**

Available in the Ebscohost Premier collection of databases, the International Bibliography of Theatre & Dance contains full text for more than 100 journal titles and citations for more than 60,000 journal articles, books, book articles and dissertation abstracts on all aspects of theatre and performance in 126 countries. Includes all of the content available in the 14 volume print International Bibliography of Theatre & Dance

 **Theatre in Video**

Theatre in Video contains more than 250 definitive performances of the world's leading plays, together with more than 100 film documentaries, online in streaming video - more than 500 hours in all. This release contains 279 titles, representing hundreds of leading playwrights, actors and directors. Included are landmark performances such as *The Iceman Cometh*, the complete works of Shakespeare as produced by the BBC and other theatrical companies. Students, instructors and researchers can bookmark specific scenes, monologues and staging, and these landmark performances can become a permanent part of the curriculum.






## TEST PREPARATION AND STUDY AIDS

  **Learning Express Library**

Contains an extensive collection of test preparation and study materials for college students, job seekers and anyone seeking to improve basic skills (math, vocabulary, grammar, writing, reading, etc.) Interactive test preparation materials, searchable electronic books, and skill improvement courses are included in the collection. Test preparation materials include college and military entrance exams (SAT, GRE, ASVAB, etc.). Also includes civil service tests for a variety of jobs including: EMT, paramedic, firefighter, and law enforcement. Professional licensing exams for: real estate, CBEST,

and ASE (automotive) are also available.

## **VIDEO (streaming video)**

-  **American History in Video - See description in History section**
-  **Dance in Video - See description in Dance section**
-  **Theatre in Video – See description in Theatre section**
-  **Ethnographic Video Online – See description in the Anthropology section**
-  **World History in Video - See description in the History section**

# Evaluating Internet Information

When using the Internet as a research tool, it is important to **evaluate the source of the information**. The Internet is not controlled by any agency or institution, and ANYONE can post information to the Internet. The information you locate may NOT be accurate or come from a reliable source. A careful researcher always evaluates the information that he/she locates on the Internet.

## CONSIDER THE FOLLOWING WHEN EVALUATING INTERNET SOURCES:

- \* Is the author or organization responsible for the content clearly stated?
- \* How knowledgeable is the author, is he/she qualified to present this type of information?
- \* Is the site sponsored or co-sponsored by a professional organization, government agency or educational institution? (This lends credibility to the site even if a specific author is not credited)
- \*Is there any evident bias in the presentation of the information?
- \*When was the Website produced, and has it been revised?

## CLUES TO HELP ASSESS THE NATURE OF AN INTERNET SITE:

The last portion of an Internet site's URL, (or Internet address) can often give clues to the nature of a site. **Sample URL for The National Library of Medicine:**

**<http://www.nlm.gov>**

The ending letters:

- .gov - indicates the site is maintained by a government agency
- .edu - educational institutions
- .com - commercial organizations
- .net - networked organizations
- .org - professional societies, and other organizations

# Search the World Wide Web...Successfully!

## SELECTED SUBJECT GUIDES TO INTERNET RESOURCES

(Remember, these are only starting points. There are many more sites that attempt to organize the Internet.)

**INFOMINE** - Scholarly Internet Resource Collections. Selected by the librarians at UC Riverside. A collection of scholarly Internet resources, arranged in 10 major categories. Can be searched , or browsed by keyword and title. Infomine is known for the quality of its resources.

<http://infomine.ucr.edu/>

**Internet Public Library** - Hosted by the Library Science Department of the University of Michigan, the IPL organizes Internet sites into broad subject categories.

<http://www.ipl.org>

**Menifee Campus Library's Internet Research Page**- Provides a small but growing list of sites that are useful to MSJC students. <http://www.msjc.edu/Libraries/InternetResearch/>

**Palomar College Library** – Internet Subject Links

<http://www.palomar.edu/library/subjects.htm>

## **SELECTED SEARCH ENGINES**

(Large searchable databases of Internet resources.

Searching often produces an overwhelming set of results.)

Alta Vista - <http://www.altavista.com>

HotBot - <http://www.hotbot.com>

Dogpile - <http://www.dogpile.com>

Lycos – <http://www.lycos.com>

Google - <http://www.google.com>

## **EVALUATING INTERNET RESOURCES**

Thinking Critically about World Wide Web Resources - Provides detailed criteria to assess the validity and reliability of Internet sites. Produced by the UCLA college library.

[http://www.library.ucla.edu/libraries/college/11605\\_12337.cfm](http://www.library.ucla.edu/libraries/college/11605_12337.cfm)

## **INTERNET TUTORIALS AND INSTRUCTION**

BareBones 101: A Basic Tutorial on Searching the Web

<http://www.sc.edu/beaufort/library/pages/bones/bones.shtml>

Finding information on the Internet - A tutorial from UC Berkeley.

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html#Outline>

## **CITATION RESOURCES**

Bedford Bibliographer – Create a working bibliography

<http://bcs.bedfordstmartins.com/bbibliographer/default.asp?uid=0&rau=0>

### **Bibme**

<http://www.bibme.org/>

- A citation generator with an auto-fill function, Bibme allows you search by ISBN, title, or author. In order to download your bibliography into a Word document, you must create an account the first time you use Bibme.

APA Formatting and Style Guide - <http://owl.english.purdue.edu/owl/resource/560/01/>

MLA Formatting and Style Guide - <http://owl.english.purdue.edu/owl/resource/557/01/>

## WRITING HANDBOOKS/ STYLE GUIDES

Sylvan Barnet, Sylvan. A Short Guide to Writing About Art (6th Edition) **REF N7476 B37 2002**

Sylvan Barnet, Sylvan. A Short Guide to Writing About Literature – **REF PE1479 C7 B3 2002**

Corrigan, Timothy. A Short Guide to Writing About Film **PN1995 C66 2001**

Fowler, H. Ramsey. The Little, Brown Essential Handbook. New York: Pearson Longman, 2007.  
**REF PE1112 A24 2007**

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers (7<sup>th</sup> edition)  
**REF LB 2369 G53 2009**

Marius, Richard. A Short Guide to Writing About History. Glenview, Ill. : Scott, Foresman, c2005 **REF D13 .M294 2005**

Pechenik, Jan A. A Short Guide to Writing About Biology. New York : Longman, c1997.  
**QH304 .P43 1997 AND RESERVE SHELF (see library staff)**

## BOOKS/DATABASES TO HELP WITH CHOOSING A TOPIC

10,000 Ideas for Term Papers, Projects, and Speeches 3<sup>rd</sup> edition  
**REF LB 1047.3 L35 1998**

### **Book in Series**

Reference Shelf Series      Current Controversies Series  
Opposing Viewpoints Series Information Plus Series

- ❖ Opposing Viewpoints Resource Center (Library Database)
- ❖ CQ Researcher (Library Database)

## LOCATING BOOKS IN OUTSIDE LIBRARIES

Most libraries have made their book catalogs available on the Internet and you can easily search the book holdings of many libraries and identify material to borrow. The MVC Library has links to these other library catalogs at

<http://www.msjc.edu/mvclibrary/resources/resources.htm>

After identifying material, there are two ways to obtain the items from an outside library:

1. Interlibrary Loan
2. Borrowing privileges at other libraries

**1. INTERLIBRARY LOAN** – The MSJC libraries are part of a larger library network that exists throughout Riverside County, the state of California, and the nation. Our affiliation with other libraries enables us to provide students, faculty, and staff with materials not available in our own library collections, at no cost to the borrower. To request material from an outside library you must first identify the material that you would like to borrow.

After identifying material, complete an electronic interlibrary loan form on the library's website: <http://www1.msjc.edu/library/mvcill/> Use one form for each item that you are requesting. You must be able to allow up to **two weeks** for arrival in order to place a request.

### **2. BORROWING PRIVILEGES AT OTHER LIBRARIES**

MSJC students have special borrowing privileges at many academic libraries throughout Southern California. MSJC students may go directly to the member libraries and check out materials. When this service is used you must abide by all the rules of the lending library. To use this service you must apply for an IEALC card (Inland Empire Academic Libraries Cooperative) at either of the MSJC libraries, and show the card to library staff at a participating college when you wish to borrow material. **UC Riverside** is **NOT** a member library.

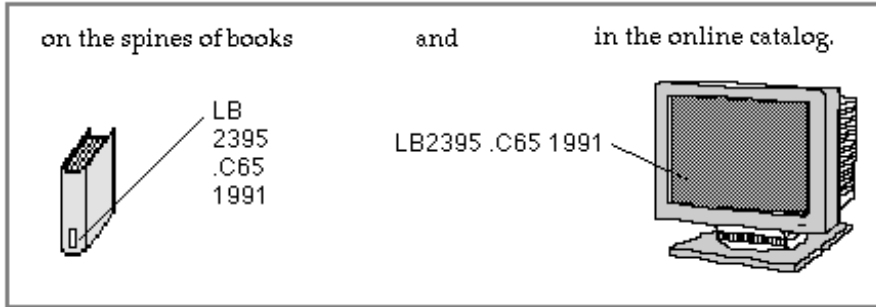
#### **Member libraries include:**

Azusa Pacific University	Biola University	CSU San Bernardino
Cal Baptist College	Cal Poly Pomona	
Loma Linda University	University of Redlands	

# UNDERSTANDING CALL NUMBERS

Each book in the library has a unique call number. A call number is like an address: it tells us where the book is located in the library.

## Call numbers appear



**Note that the same call number can be written from top-to-bottom, or left-to-right.**

Menifee Valley Campus College Library, like many academic libraries in the U.S., uses **Library of Congress Classification** for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects.

## Reading Call Numbers

Read call numbers line by line:

**LB** — Read the first line in alphabetical order:  
A, B, BF, C, D ... L, LA, LB, LC, M, ML ...

**2395** — Read the second line as a whole number:  
1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ...


**.C65** — The third line is a combination of a letter and numbers.  
Read the letter alphabetically.  
Read the number as a decimal, e.g. .C65 = .65 .C724 = .724  
(Some call numbers have more than one combination letter-number line.)

**1991** — This is the year the book was published.  
Chronological order: 1985, 1987, 1991, 1992 ...

The diagram shows a call number 'LB 2395 .C65 1991' with a grey background behind it. Lines connect each part of the call number to a corresponding explanation on the right.

## What does the call number mean?

Remember that Library of Congress Classification arranges materials by subjects. The first sections of the call number represent the subject of the book. The letter-and-decimal section of the call number often represents the author's last name. And, as you probably recall, the last section of a call number is often the date of publication.

 Title: *What You Need to Know About Developing Study Skills, Taking Notes & Tests, Using Dictionaries & Libraries*  
Author: Coman, Marcia J.  
Call number LB2395 .C65 1991

The first two lines describe the subject of the book.  
LB2395 = Methods of Study, in Higher Education

This line often represents the author's last name.  
.C65 = Coman

The year the book was published.

LB  
2395  
.C65  
1991

example:

# NOTES

# Library Phone Numbers

<b>Menifee Valley Campus (MVC)</b>	(951) 639-5455
Book Renewal/General Information	(951) 639-5455
Reference	(951) 639-5450
Interlibrary Loan	(951) 639-5456
<b>San Jacinto Campus (SJC)</b>	(951) 487-3455
Book Renewal/General Information	(951) 487-3455
Reference/Interlibrary Loan	(951) 487-3455

Mt. San Jacinto College  
Library



Revised Sept 2011