Centers
Five centers on campus in each academic building (AAB217, HH100, WDC305, AHB108, GH204); please encourage use of centers in other buildings; total of 153 computers

Website
From http://www.worwic.edu go to Quick Links > Library Services

Login
Students and staff log on to campus computers using their Wor-Wic username and password. Off campus the login is also needed for accessing the research databases.

Documents
Remind students that documents saved to computers in the centers on campus will be deleted each time the computer is shut down; they need to save documents to a USB flash drive, temporarily save to the desktop and email it to themselves as an attachment, and/or use a web-based document storage site.

Citing Sources
Citing Sources (APA and MLA) – based on 6th ed. of APA manual and 7th ed. of MLA; also copies in centers

Handouts
Help Guides – copies in centers of some of these
Library Research Databases by Subject and others
Research Database Tips
Research Guides

Print Policy
Papercut print management software in used to help reduce waste and control printing. Students’ quota is 120 pages per week, maximum document size 40 pages, no multiple copies; 10 copies per guest login.

Note: It is very important for faculty to help in this effort by pre-setting print options on all PPT presentations posted in Blackboard. See directions in packet. Please send long documents to the copy room.

Video tutorials
Introduction to Library Services
Using Wor-Wic’s Library Databases

Research Databases
- Content includes magazines, journals, newspapers, reference books, pamphlets, multimedia, and more.
- Listed by Subject and by Title
- Articles can be printed or emailed
- Citations are given but not always accurate
- Be specific in your expectations for sources (websites, research database, etc.); do a little preliminary research yourself; give students suggested databases to use.
- Encourage students to use reference content for an overview of a topic. Reference book articles are much better for broad, overview content, and scholarly journal articles are better for scientific research studies. Students are often unsuccessful in their searches because they are looking in the wrong place.
Examples:

“total quality management” in Credo Reference and Business Source Premier

“bipolar disorder” in Health & Wellness Resource Center and ProQuest Nursing & Allied Health Source

“Gulf of Mexico oil spill” in Global Issues in Context and Academic Search Complete

Issues/Controversies > SIRS Issues Researcher > distracted driving
Issues/Controversies > Gale Opposing Viewpoints in Context > distracted driving

Videos > Films on Demand (curriculum-based streaming video)
Videos > ProQuest Nursing & Allied Health Source > Browse > Video Training Programs (Medcom)
Videos > Literature Online > Multimedia > Poets on Screen
Videos > Gale Biography in Context > Martin Luther King > Martin Luther King, Jr. > Videos > View all 15

Helpful Library Database Searching Tips

1. Identify what kind of sources you need.
2. Start in Research Databases by Subject.
3. For overviews look in Reference databases such as Credo Reference, which contains all reference books.
4. Type keywords in basic search box.
5. Add more keywords to narrow search.
6. Limit to full text and/or “peer-reviewed” when needed.
7. Use smaller, specialized databases like ProQuest Social Science Journals when you need journal sources.
8. Use Issues/Controversies databases for argumentative topics.
9. Use quotation marks around phrases.
10. Try AND, OR, & NOT if needed.
11. Sort results by relevance or publication date if needed.
12. Try “Advanced Search” option when needed.
13. Use a “print-friendly” option when available.
14. Use a variety of sources for research papers—reference books, magazines, newspapers, journals.
15. Ask a library staff person for help.

The Teaching Professor

Directions for signing up for Wor-Wic’s online group subscription to The Teaching Professor (Magna Publications) are on the myWor-Wic portal under Faculty Resources. This is available at no cost to you.

Contact

To reserve computers for your class, contact me or a staff person on duty in a center.
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