Getting Started with Research on the MVCC Library Website:

HI 102 – B. Dunn Final Research Paper

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How to access the course guide:

1. Go to the MVCC Library website
   You can either go to the Current Students menu and click on the button for Libraries
   OR
   enter mvcc.edu/library in the web browser’s URL address bar

2. On the MVCC Library website, click on the tab for Research Guides.

3. From Research Guides, click the drop-down arrow under Fall 2017 Course Guides to choose a course.
   Select History Courses. Click the Go button.
4. Hover your mouse over **HI 102** and click **B. Dunn**. Here you will find a collection of databases, a library catalog search box, a citation guide, research tips, and my contact information.

**Databases:**

MVCC Library subscribes to over a hundred databases that hold thousands of written articles. Articles can be from multiple sources including newspapers, magazines, encyclopedias, or scholarly journals. The course guide provides direct access to databases that are relevant to your research paper.

1. Once you have decided on a database, click on the tab with the database title and click the green hyperlink to be connected to the database.

2. Once you are in the database, you can enter a topic in the search box.

Tip! Don’t just focus on one database. Different databases are going to provide access to different journals. If you use only one database, you are missing out on a lot of good information that will help your research.

**Using Academic Search Complete database:**

1. Type your keywords in the search box. Just like in a Google search, the database will give you a drop-down list of suggestions.


3. Click the Search button.

4. A list of articles will appear. If no results appear, check your spelling or change your search terms.

5. Scroll through your results. To see a summary (or abstract) of an article, click on the blue title. A
detailed record of the article will appear. To view the full article, click on the “PDF Full Text” link.

**Tip!** If the article fits well with your research questions, write down the keywords and subjects assigned to the article. These will be useful to find other articles like it. Also, look at the References cited at the end of the article. The author did a lot of research to write this article. These are sources you can look up too! A librarian can help you track down the articles if needed.

6. If you want to print an article, click on the print icon inside the article and not on the outside.
Library Catalog:

1. Go to MVCC Libraries’ online catalog (on the library’s homepage, click on Library Catalog). There is also a catalog search box embedded in the HI 102 course guide.

2. Enter search terms in the search box.

3. The results page will appear with a list of items located in either the Utica or Rome campus library. If you find an item you need that is located in the Rome campus library, go to the Circulation Desk or Reference Desk and request it be sent to the Utica campus library.
   a. To locate a book in the library, write down the call number and title. The call number is the address of the item. A librarian is always happy to help you locate books. The Copies Owned/Out column will tell you if someone else has the item checked out and which campus library owns it.

Find out if the Utica or Rome campus library owns the book, and if it’s on the shelf.
(1/1) Means someone has the only copy checked out.
(1/0) Means one copy is owned and it’s on the shelf.

Search tips:
Boolean operators help to narrow or broaden your search. The most useful logical connectors are AND, OR, NOT.

- **AND** finds records containing both terms. This narrows the search. For example: terror attacks AND economy
- **OR** finds records containing either one or both terms. This broadens the search. It can also be used to account for variant spellings. For example: image OR identity, United States OR America
- **NOT** finds records containing the first term, but not the second term. This narrows the search. For example: adolescents NOT female