Quick Search Guide to the Library Catalog

The library catalog is incredibly powerful and filled with tens of thousands of articles, books, book chapters, and more. It will give you resources you cannot find anywhere else, things you need for class and for your own interests.

But yes: it can be a little tricky to use at first. No worries. Below you can find instructions to get you started quickly.

For more help, reach out to the librarian: Mary Wilkins-Jordan at mary.wilkins-jordan@sctcc.edu. We can Zoom, email, or chat in person.

If you would rather watch a video, check out our YouTube channel, and click on our Playlist for library skills. The first one is: The Basics of Database Searching at SCTCC Library, and it covers the same information this handout covers.
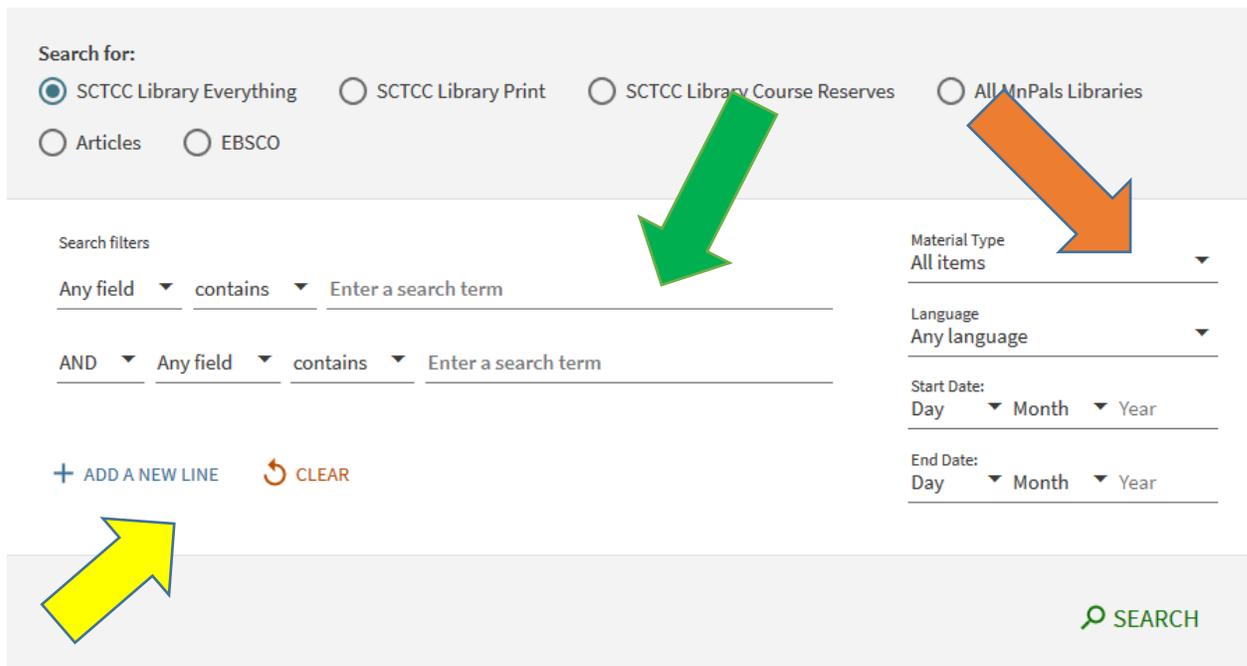
Step One:

Go to https://www.sctcc.edu/library. Click the big green "SEARCH" button.

Click that "Advanced Search" link

Step Two:

Type one or two words for your search where it says "Enter a search term." Then go down to the next "Enter a search term" line and enter another word or two. If you want to narrow your results more, click "Add a new line" and you get another line you can use.

If you put in two words on the same line, "put them in quotes" like that. This will ensure you get documents with those exact words in that exact order. So you get documents with blue tricycles, instead of documents with the word blue somewhere or with the word tricycles somewhere.

If you only want articles, click that drop-down menu next to "Material Type" and hit "articles."

Step Three:
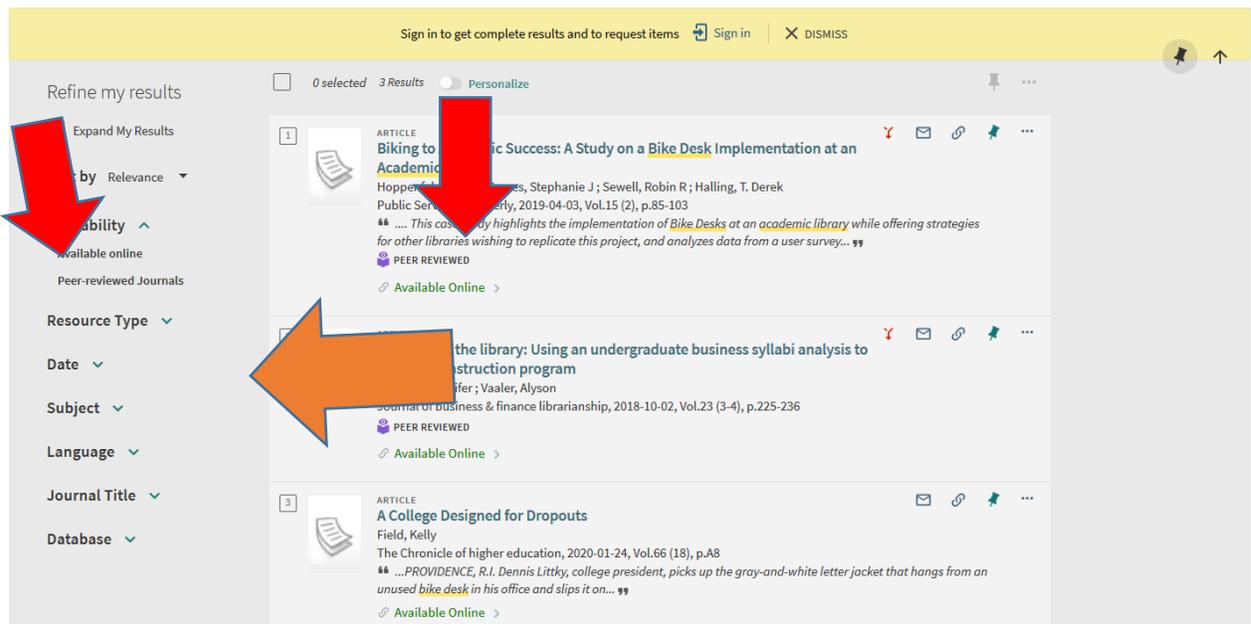
Sign in now! Trying to do it later is usually a problem.

Use those drop-down menus on the left column to narrow your big pile of resources. If you need peer-reviewed articles, click that. If you need articles just published in the last five years, you can do that at "Date." Click on "Subject" to find a list of all kinds of search terms you probably had not thought of when you started. Click on some of them to narrow your big pile of information to just the best things for your search. You can go ahead and do this search process a couple more times, to be sure you find the best things for your search.

Do you need peer-reviewed articles for class? No problem! Click the "Peer-reviewed Journals" in the left hand column, and you can see the purple text "Peer Reviewed" under the article under the articles that fit this category. (Peer reviewed means that before the article was published, other researchers in the same academic field looked at it to be sure it looks okay in terms of research method and information.)

Part Two of your library search

Now you have a big pile of results. They are probably pretty useful to your work, so let's dive in and look through them.

Step Four:

Click on the title of an article that looks good to you. And you get this page:
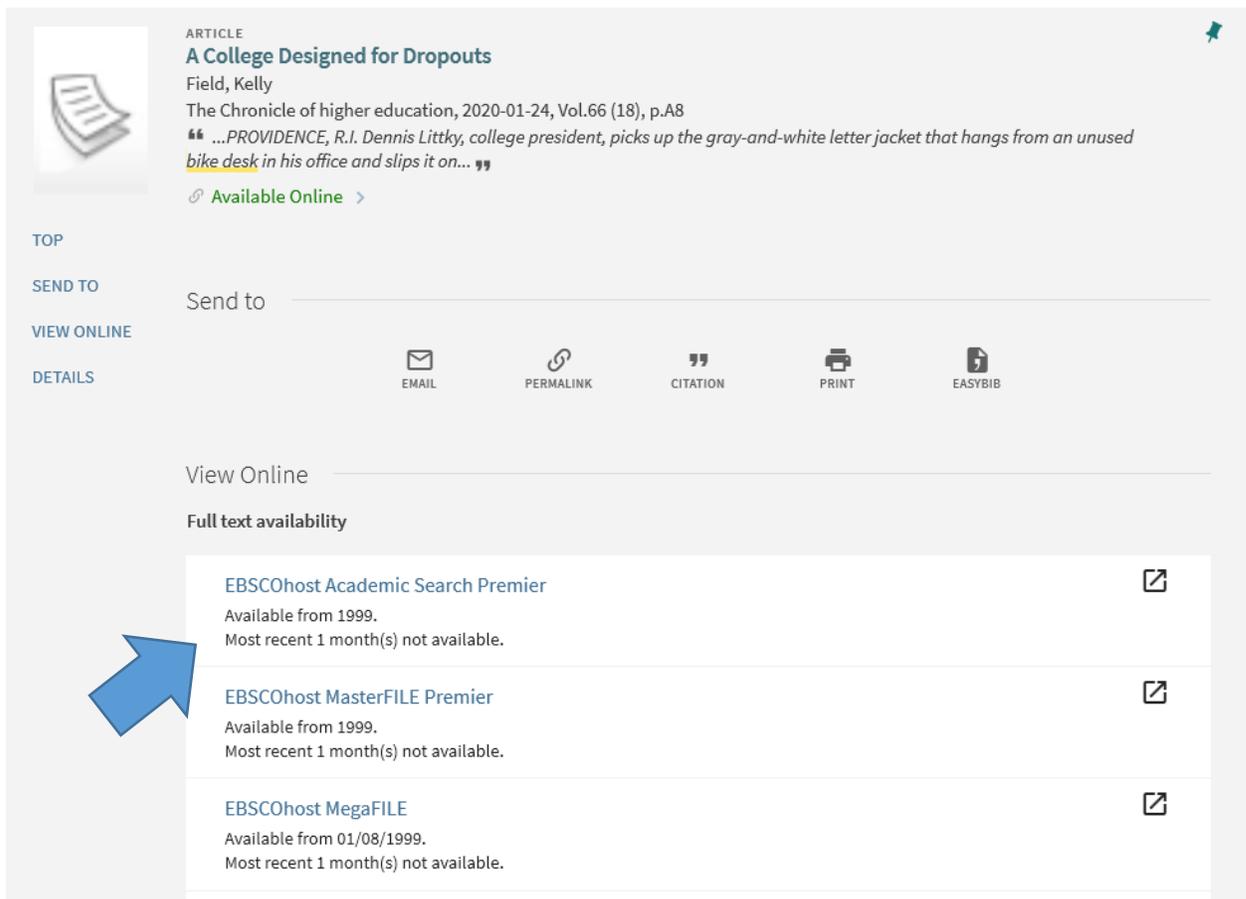
ARTICLE
A College Designed for Dropouts
Field, Kelly
The Chronicle of higher education, 2020-01-24, Vol.66 (18), p.A8
" ...PROVIDENCE, R.I. Dennis Littky, college president, picks up the gray-and-white letter jacket that hangs from an unused bike desk in his office and slips it on... "

🔗 Available Online ›

TOP

SEND TO

VIEW ONLINE

DETAILS

Send to

✉ EMAIL   🔗 PERMALINK   ❝ CITATION   🖨 PRINT   📄 EASYBIB

View Online

Full text availability

EBSCOhost Academic Search Premier   ↗
Available from 1999.
Most recent 1 month(s) not available.

EBSCOhost MasterFILE Premier   ↗
Available from 1999.
Most recent 1 month(s) not available.

EBSCOhost MegaFILE   ↗
Available from 01/08/1999.
Most recent 1 month(s) not available.

You can see a variety of different databases where this article can be found. You can click on any of them and your article will be there. Occasionally, the database will not be there – sorry. Technology problems happen! Just click on the next database, and it should work.

Step Five:

This is one database that you might see: EBSCO. Your article is right there in the PDF Full Text link. Click that to get it on your device. You can click on the hyperlinks with Subject terms, and EBSCO will search their own database for articles that fit your search. And you can click E-mail to send yourself a copy of the article, or just click Cite to get the citation in the format your instructor wants.

Step Six:
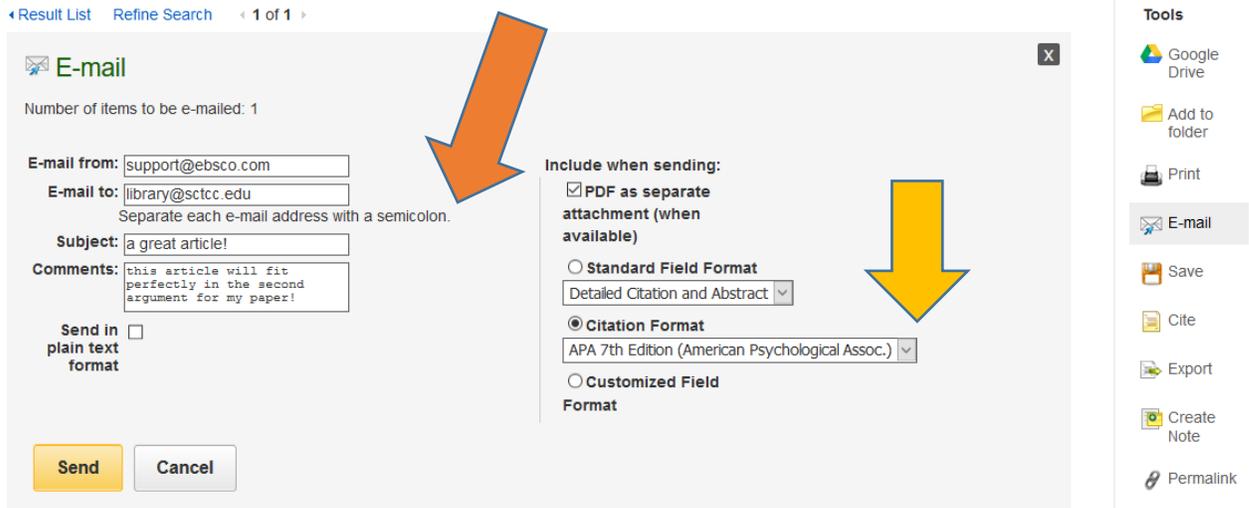
E-mail

Number of items to be e-mailed: 1

E-mail from: support@ebsco.com

E-mail to: library@sctcc.edu
Separate each e-mail address with a semicolon.

Subject: a great article!

Comments: this article will fit perfectly in the second argument for my paper!

Send in plain text format ☐

Include when sending:

☑ PDF as separate attachment (when available)

○ **Standard Field Format**
Detailed Citation and Abstract ▾

● **Citation Format**
APA 7th Edition (American Psychological Assoc.) ▾

○ **Customized Field Format**

Send   **Cancel**

Tools

- Google Drive
- Add to folder
- Print
- E-mail
- Save
- Cite
- Export
- Create Note
- Permalink

When you click the Email link, you get this popping up over the article. You can email it to any address – it doesn't have to be your school email. Add in a subject line and a quick note about why you are sending it to yourself.

Now you just need to read the article, and write your paper!

Questions? Contact Mary Jordan, Librarian: mary.wilkins-jordan@sctcc.edu, or stop by and visit me!