

Need information for an assignment?

Start at www.eclibrary.ca

Use the **Catalogue** to look up:

books, e-books
DVDs, videos
audiobooks
CDs
kits, puppets

Go to **E-Resources** to find:

journal articles
newspapers
magazines
e-books
statistics
government documents
maps
online dictionaries & encyclopedias
streamed video

Search **Journals by Title** to see:

if the Library has a specific journal,
magazine or newspaper you need

Distance Education Library Staff - We're here to help!

We can help you find the right kinds of information for your assignments!

- * Call us at **1-800-655-5154** (choose library) or (705) 474-3450 x4221
- * Email us at distance@eclibrary.ca
- * Fax us at **(705) 497-1455**
- * Check the "for Distance Education patrons" links at www.eclibrary.ca for information about the services available

Borrowing materials

- * Use email, phone or fax to send us a list of resources you would like
- * Include your name, student number, delivery address and phone number
- * We will deliver by Priority Post or courier (requires signature)
- * Materials can be returned by courier at no charge to you (instructions included with shipment)
- * Books are loaned for 28 days, audiovisual materials are usually loaned for 14 days
- * Contact the Distance Education Library staff to renew materials or to place holds on items that are currently signed out

Searching for Books & Articles

- * Identify the main ideas or concepts of your topic.
- * Think of single words or short phrases that best describe these ideas.
- * Use these as search terms in a "keyword" search.
Examples: medieval, global warming
- * Join 2 or more concepts with "and".
Example: children and television
- * Try more than one search using variations of your search terms.

Off-Campus Login for E-Resources

Nipissing:

Username = WebAdvisor ID

Password = WebAdvisor password

Canadore:

Username = student number

Password = birthdate (mmddyy)

Examples of general databases:

Academic Search Premier
Vocational Studies Complete
CBCA Complete
Canadian Newsstand
CPI.Q Canadian Periodicals

Searching for Articles

www.eclibrary.ca

↓
E-Resources

↓
Choose a subject or “general”

↓
Use the database descriptions to help you select one suitable for your topic

Some subject-specific databases:

ProQuest Nursing & Allied Health Source
Business Source Complete
LexisNexis Quicklaw
Culinary Arts Collection
Religion & Philosophy Collection

Looking at Your Search Results

Too few articles?

Try using:

- variations of your search terms
- broader search terms
- a different database

Too many articles?

Narrow your search by:


- using a more specific search term
- adding another search term
- clicking on a subject heading
- selecting a publication type, eg. academic journals

Articles not relevant?

Try using:

- synonyms, different spellings or related words
- a different database
- the Help or Tips in the database

Finding the “Full Text” of Articles

- Look for a “full text” link, or click on  **get it!**
 - if the article is available in another database, **get it!** will link you to it.
 - **get it!** will also indicate if the article is available in print or microform format in the Library.
- If the full text of an article is not available, it can be requested through Interlibrary Loan.

Saving your articles

Most databases allow you to:

- * Print, save, or email articles
- * Export article links to RefWorks

RefWorks

- Import, store and organize references into your personal RefWorks account.
- Format in-text citations and bibliographies.
- Share your references with other people.
- See the *RefWorks Help* link for tutorials.

Interlibrary Loan

Need a book or article that is not available at this Library?
Request it online through **RACER**.
See “Interlibrary Loan” at www.eclibrary.ca

Evaluating Websites

Information from the Internet used for university or college assignments must be critically evaluated for reliability.

- Determine who wrote the information. Are they an expert on the subject? Is the site affiliated with a credible organization? Look for an “About Us” link.
- Was the website created to share information, sell something, or promote a point of view?
- Check the URL—it may indicate the website type: commercial, educational, government, etc.
- Is the content accurate? Are references provided to back it up? Are there spelling or grammar errors?
- Is the information up to date?