LIBRARY RESOURCES FOR ENG 101: ENGLISH COMPOSITION
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I. From the CCC homepage, click on Douglas Library.

II. On left menu of library’s website, click on “Databases.”

III. Under “Popular Databases,” search the following databases:

A. **Opposing Viewpoints in Context** (Gale)

1. Click “Browse All Topics” below the featured issue to check for your topic.

2. Click on a topic and look on right menu to choose viewpoint essays, academic journals, primary sources, statistics, images, video, audio, news, magazines, reference (books), or websites. Results appear in order by “Relevance” – you can change the “Relevance” drop down menu on the right above the first result to see the “Newest.” Can also look on right menu to see if there’s an option to “Search within results,” or “Limit Search By: Subjects” to further narrow your results.

3. **If you use the search box at the top of the screen to type your search terms**, look on the right side of your results under “Content Types” and choose the type needed. Can also look on right menu to see if there’s an option to “Search within results” to further narrow your results. (To narrow your search by publication date at the beginning, click on “Advanced” to the right of the search box.)

4. Click on a title. At the end of the source under the heading “Source Citation” is a suggested MLA citation. Check citation against the library’s MLA Style guides for accuracy. On right side under “Tools,” choose Print, Email, etc. Can also click on “Citation Tools” on right side to find suggested MLA (or APA) citation. After copying and pasting suggested MLA citation, make any necessary corrections.

5. To search more than one Gale database simultaneously, click on “Gale Databases” on the top right. Click in box to “Select All Cross-searchable Products” or choose from list. Then click “Continue.”

(see next page)
B. **Points of View Reference Center** (EBSCO)

1. Just below “In the News,” you’ll see “Browse by Category.” Click on “Show All” on the right to check for your topic.

2. Click on a **Category** to see a topic overview and look on left side for “Related Information.” Choices may include **points of view, magazines, newspapers, books, radio & TV news transcripts, primary source documents,** and **academic journals.** Click on the type of source needed. Results appear in order by relevance. To see most recent articles first, click on “Relevance” on the right above the first result and change drop down menu to “Date Newest.” (Do not narrow results by using “Publication Date” on left menu as there are known problems.)

3. **If you use the search box to type your search terms,** look on the left side of your results for “Source Types” and select the type of source needed. Results appear in order by relevance. To see most recent articles first, click on “Relevance” on the right above the first result and change drop down menu to “Date Newest.” (Do not narrow results by using “Publication Date” on left menu as there are known problems.) You can further narrow search results by “Subject” on the left menu. (To narrow your search by publication date from the beginning, click on “Advanced Search” below the search box.)

4. Click on a title and on right side, choose Email, Print or Save. (Note: Must open PDF document to print it.) When printing, emailing, or saving, select “Citation Format” and choose MLA to include a suggested citation **MLA citation.** Check citation against the latest MLA Style guides for accuracy. Can also click “Cite” on right side to see suggested **MLA citation.** After copying and pasting suggested citation, make any necessary corrections.

5. To search more than one database simultaneously, click on **Search Other Databases** above the search box. If asked to “Exit,” click “OK,” then choose “**EBSCO Discovery Service**.” You’ll now be searching **multiple** library resources for articles, books, DVDs and more. (See separate guide “Tips for Searching EBSCO Discovery.”)

IV. **Books, eBooks (and more)**

A. **On left menu,** click on **CCC Library Catalog** to search for books and other items that are physically in the library

B. **Click on “eBooks” on left menu to see eBook databases**

C. **EBSCO Discovery Search** will search multiple library resources for articles, books, eBooks DVDs and more. See separate guide titled “Tips for Searching EBSCO Discovery.”

V. **MLA Style**

A. **On library’s website,** choose “**Citing Sources**” from left menu.

B. **Click on “MLA Style” to see Douglas Library documents, websites, videos and sample MLA papers**

VI. **Searching the Web**

A. Evaluating Internet Resources

B. **Google Scholar**

VII. **Research Help**

A. Chat with a librarian any time using **Ask Us 24/7**

B. **Call (518) 562-4240 or come to the Reference Desk**

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