

Online Library Orientation for Distance Learning Students: Transcript

Spring 2010

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Welcome to the Montgomery College Library! This is an online orientation session for Distance Learning students.

My name is Jenny Hatleberg, and I am a librarian at the Takoma Park/Silver Spring campus. Today we will be taking a quick look at some of the library resources that will be especially helpful for you as a distance learning student.

A transcript of this presentation is available at the link posted on the bottom of this slide.

[\[http://www.montgomerycollege.edu/library/welcomemenu.htm\]](http://www.montgomerycollege.edu/library/welcomemenu.htm)

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Specifically, we will be looking at how to access the Library's website and other resources through WebCT and My MC.

We will look at how to find electronic books, or e-books, in the Library's catalog, and how to access full-text articles through databases from off-campus. I'll show you some guides to searching the databases, creating citations and reference lists, and more information like that. And I'll show you how to ask for help if you need some assistance with a research project.

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The first way I'll show you how to access Library resources is through My MC. After you log in, you'll see the My MC tabs across the top of the screen. To use Library resources, click on the Libraries tab.

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Here, you will be able to click on the link to the Library web site, or you can use some of our resources from this page.

Do you see the three search boxes in the middle of the screen? These allow you to search for reference sources like encyclopedia articles in a database called Credo Reference. The Central Search box, in the middle, is a way to search several of the Library's article databases at the same time. And if you want to look for books, you can use the Catalog search box at the bottom of the page.

We will take a closer look at these resources from the Library home page, but for now let's take a look at how to access the Library through WebCT.

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When you open up your WebCT screen, you'll see your list of online courses.

To the left of that area of the screen, there are links to other College resources. The Library is the first link in the box for Campus Bookmarks.

Clicking here opens up a new window with the Library home page. Let's take a look at some of the resources I mentioned earlier.

Live Demo

[Show: <http://library.montgomerycollege.edu/>]

Even if you are not coming to campus, you can still use books from the Montgomery College Library. We have access to a growing collection of electronic books, which can be used from on or off-campus. To find them, go to the MC Library Catalog link on the left side of the screen.

[Show: <http://library.montgomerycollege.edu/>]

Type your search words in the box-- let's try "global warming"-- and select Electronic Books from the Show Only list.

When you click on Search, you'll receive a list of electronic books. To read the book, click on the title. Let's choose number 2, Global Warming in the 21st Century. Then, click on the link that says Electronic Resource: Click here to view. When you are off-campus, you will need to type in your MC ID number (with the M and no spaces) before you can read the book.

Let's go back to the Library's web site.

Did your teacher ever ask you to use journal articles for a research paper? If so, you can search through one of the Library's Databases to find magazine, newspaper, and academic journal articles. Just like e-books, you will be able to read articles from on or off-campus. To start searching, click on the Databases by Subject link in the middle of the page and choose a database.

[Show: <http://www.montgomerycollege.edu/library/fulltextremote.htm>]

If you are just getting started, you may want to use a general database like Academic OneFile or Academic Search Complete. More subject-specific databases are listed lower on the page, as you can see here.

When you click on the database name from off-campus, you'll be asked to enter your MC ID number again (with the M first). If you have trouble opening one of the databases, you can use the Troubleshooting Checklist that's linked near the top of the page. More information is also available on the Remote Login Information page. If you need further help, there are tips on how to search some of our databases. Let's go back to the Library home page to find those.

[Show: <http://www.montgomerycollege.edu/library/>]

Click on the Handouts for Students link on the right side of the page.

[Show: <http://libguides.montgomerycollege.edu/studenthandouts>]

Here, you'll see a tab that says Databases. The tips on using selected databases are listed here. There are many links on this Handouts for Students page that will help to you use the Library. For example, if you need to create an MLA or APA Works Cited list or Reference list, click on the Citing Sources tab and choose a citation style. The guides linked here provide the formats and examples for citing different kinds of sources.

If you want to ask a specific research question but you can't make it to campus, there are many ways to contact us! Let's look at the Home tab of this Handouts for Students page.

You can email a question to the Library using the Talk to a Librarian form, you can call us and get help over the phone during our regular Library hours, or you can use a service called Ask Us Now. This is a way to chat or IM with a librarian at Montgomery College or elsewhere. You can use it any time— even at 3 in the morning if you're writing a paper that late. Outside of our regular Library hours, your question will be answered by a librarian at a different college or university. If they cannot answer your question, they will forward it to us over email, and we will respond as soon as we can.

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So, those are just the basics of using the Montgomery College Libraries. Remember, if you have any questions, we're here to help you. Good luck with your research, and have a great semester!!