

# 8-Step Library Survival Guide

Michelle Porter, Library Coordinator

## 1. Log into the Library Catalog

- <https://jwc.populiweb.com/>
- Enter username and password (assigned during Orientation)
- Click “Library” in the black bar on the upper left of the home page.
- You’ve found the Catalog!

## 2. Checking Items In & Out

Give your items to the library tech on duty. If no one is available, see instructions on the library clipboard or watch this video:

<https://youtu.be/uHwsORdyMY4>

## 3. Search the Library Catalog

There are three search tabs: Search Resources, Browse Resources, and Subjects.

Search Resources and Subjects are the easiest.

Search Resources: search All Resource Types by Title, Author, or Subject for the most accurate results.

Subjects: Pulls up alphabetical list of subjects with the number of resources available.

## 4. How to Log into the SD State Library and Search Free Databases

On the Library homepage (Library Catalog) click the Links tab in the blue bar on the upper left. SDSL is the second link. You will be directed to an alphabetical list of the free databases available to JWC students. To access **ANY** of these resources:

- Select a database
- In the pop-up login box, choose “SDSIL | South Dakota State Library” from the Select Your Library drop-down menu
- Enter your username and password  
Username/Barcode: **21583000068213**  
Password: **JOHN** (must be all caps)
- Start exploring!

## 6. Where the Heck are the Librarians?

Currently, JWC does not have full-time library staff. If a library tech or volunteer is not available:

- For interlibrary loans or questions about general library use and resources, contact Michelle [mporter@jwc.edu](mailto:mporter@jwc.edu)
- For tech issues or complaints, contact Mr. Egbert [eegbert@jec.edu](mailto:eegbert@jec.edu)

## 5. Request an Interlibrary Loan

Looking for something that the library doesn’t have? Use an interlibrary loan to get items from other libraries!

Simply e-mail all the details you can find (title, author, date of publication, ISBN) to Michelle under the subject line “Request ILL.”

Carefully follow all instructions you will receive with your ILL. JWC will be judged by how it handles borrowed property.

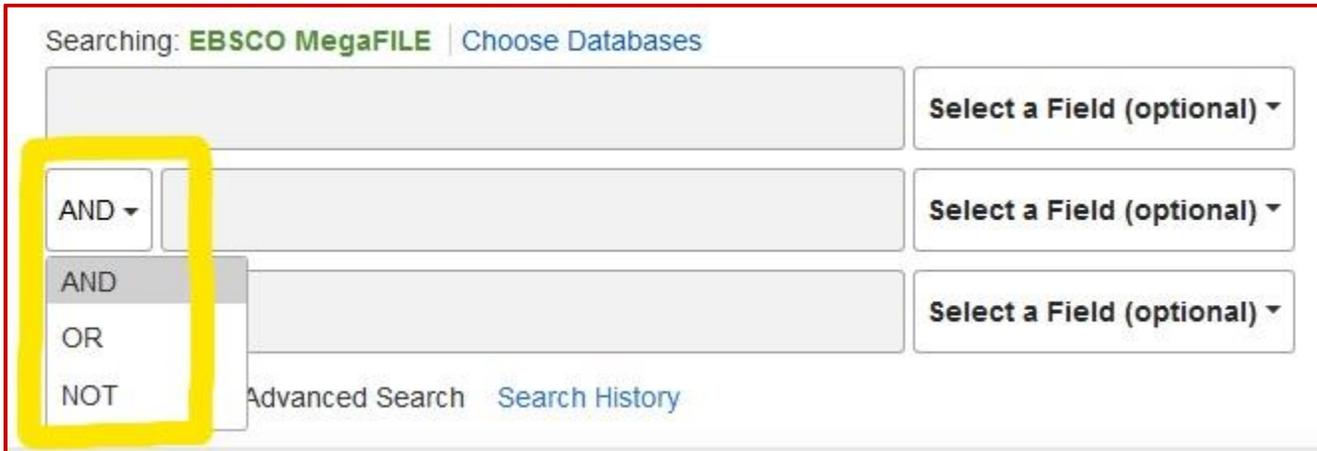
E-mails are generally answered within 24 hours.  
For urgent business, contact Michelle, 605-519-9026 (text enabled).  
Voicemails/texts are generally answered within two hours.



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## 7. Navigating the Database Search

Advanced database searches are performed using Boolean language—basically, different combinations of the words AND, OR, and NOT. These three words are called Boolean operators or limiters because they limit the results of your search. (Hint: enclose search terms in quotation marks for exact matches.)



The screenshot shows the EBSCO MegaFILE search interface. At the top, it says "Searching: EBSCO MegaFILE" and "Choose Databases". Below this are three search input fields, each with a "Select a Field (optional)" dropdown menu to its right. A yellow box highlights the Boolean operator selection area on the left. The first field has a dropdown menu open showing "AND", "OR", and "NOT". Below the search fields are links for "Advanced Search" and "Search History".

- Use AND to locate results that contain two specifics (“John Witherspoon” AND “Scotland”)
- Use OR to locate results that contain either specific (“John Witherspoon” OR “Scotland”)
- Use NOT to locate results that contain one specific, but not the other (“John Witherspoon” NOT “Scotland”)

## 8. And Finally... It’s All CRAAP!

Use the CRAAP test to check the validity of Internet sources.

**Currency:** Date of publication is important! Scientific disciplines must cite sources within the last five years. Arts and Humanities are more flexible.

**Relevance:** Think about your topic and your audience. Does this source support your thesis? Is it appropriate for your readers?

**Authority:** Is the author credentialed, affiliated, or otherwise qualified to write about this subject?

**Accuracy:** Is the information supported by facts and peer-reviewed? Is the tone fair or biased? Are there grammatical errors?

**Purpose:** Is the source’s purpose to inform, educate, entertain, or persuade? Does it coincide with your purpose for your paper?

