

8-Step Library Survival Guide

Megan Ferguson, Director of Learning Resources

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

To Check Out: See instructions in handouts or in Circulation Handbook under the library computer.

To Check In: Leave items on cart next to library computer, items will be checked in on Thursdays.

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’s Populi homepage under “Catalog” click the Links tab in the blue bar on the upper left corner. SDSL is the second link. Access to these resources is also available as the second link on the Library’s College webpage (<https://jwc.edu/library/>). 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
- Start exploring!
- For more information on effective database research, contact library staff.

6. Where on Earth are the Librarians?

Currently, JWC library staff are hired part time. If a library staff member or volunteer is not available:

- For interlibrary loans or questions about research, general library use, or available resources contact Megan Ferguson, Director of Learning Resources library@jwc.edu
- For technology issues or complaints, contact Nathan Hoefer, CAO/Registrar nhoefer@jwc.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 Megan Ferguson under the subject line “Request ILL.”

Students are required to be good stewards of all library materials, especially those borrowed from other institutions.

Staff office hours are Thursdays 9:30-12:00 or by appointment.

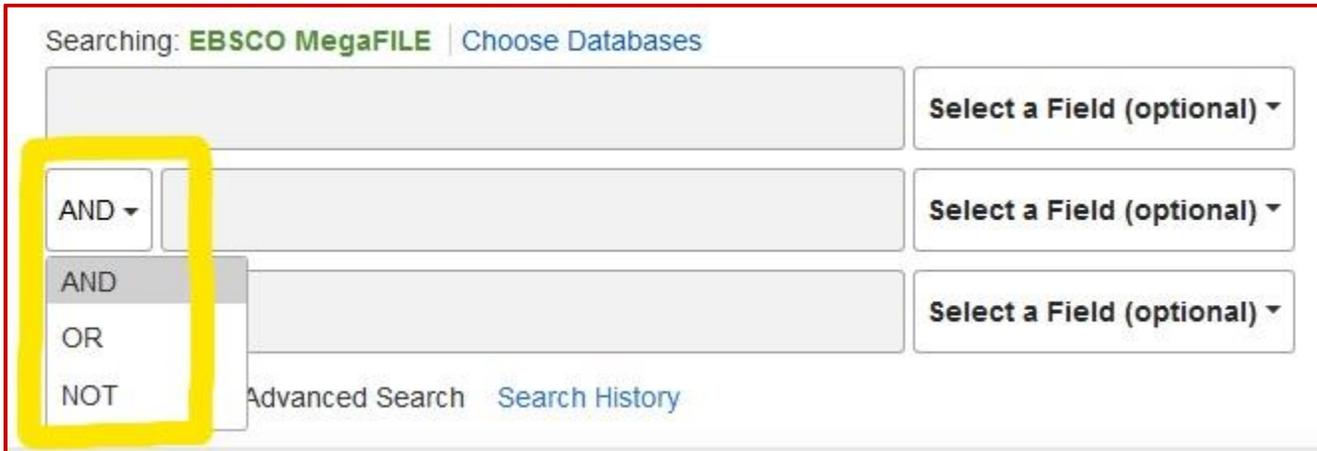
E-mails are generally answered within 24 hours.



| John Witherspoon College |
Library Handout
Fall/Spring 2022-2023

7. Navigating the Database Search

Advanced database searches are performed using Boolean language—which can be understood as 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 dropdown menus. The first dropdown is open, showing "AND" selected, with "OR" and "NOT" as other options. 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 is it biased? Are there grammatical errors?

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

