**Library Tutorial**

**What would you like to know?**

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*Click on any question*
How do I use the library catalog?

The catalog lists books, videos, DVDs, journals, newspapers, electronic books, & links to selected web sites.

On Gateway’s home page (www.gtc.edu) click on Library:

On the LIBRARY home page, Click on Gateway Online Catalog
Then click on Search the Gateway Online Catalog

Click on the blue forward arrow in your menu bar to advance to the next slide
SEARCH the Catalog

Type any words or phrase.

You can limit by Date, Campus, or Format.

OR
Use Advanced Search to combine words and phrases, campus, date & format.

You can also search words and phrases in combination, using “AND” “OR” or “NOT.”
Use “**OR**” to search for similar words or phrases expressed in different ways

You will get items that have EITHER one term OR the other.

Use “**AND**” to combine different search terms

You will get items that have BOTH terms.
If you know the **TITLE** you want, search it “as a phrase” in the Title field.

If you know the **AUTHOR** you want, search it “as a phrase” in the Title field.
Search results

The symbol on the left will tell you if it is a video/DVD, a book, or a web site.

- **America's experiment with capital punishment**
  - 1998
  - HV 8699 U5 A7.46 1998
  - Available, Elkhorn General Collection
  - This BOOK is available in Elkhorn.

- **Boston strangler**
  - 1996
  - HV 6534 B6 B7.4 1996
  - Available, Kenosha General Collection
  - This VIDEO is on the Kenosha campus.

- **2009 statistical abstract of the United States**
  - [electronic resource]
  - 1996
  - No call number
  - No item information, WORLD WIDE WEB RESOURCE
  - This is a web site

Click on a blue title to get more information about the contents of the item.
Ask Library staff to direct you to the shelf area for:

Reference       General       Careers

The Career collection also includes exam guides
(GED in English & Spanish, TOEFL, SAT, U.S. citizenship exams)
Collections include

PROFESSIONAL, PROGRAM
RELATED & LEISURE READING

Resources for
Instructors include
teaching resources &
curriculum guides.

Books are loaned for 3
weeks;
Audio-visual items are
loaned for 3 days.

Items can be renewed once
If no one else has requested it.
How many cows live in Wisconsin?
Is there a cure for this rash that is covering my body?
&
When will pigs fly?

We have encyclopedias, dictionaries, legal guides, statistics, business and medical guides, and much more!
How do I write a **cover letter** or **resume**? What should I say in a **job interview**? I need a study guide for the **GED exam**! What career should I choose?
Selected **WEB SITES** are also listed in the **Library Catalog**

- Biological threats and terrorism [electronic resource]: assessing the science and response capabilities [electronic resource]: workshop summary / Institute of Medicine, Board on Global Health.

Click on the title to look at the whole record
Click on the link to the online resource to go directly to the web site

[Click on this link to go directly to the web site section of this tutorial.]
Other formats in the Library Catalog

Some of the titles listed are **electronic books**:

This one is available through STAT!Ref, one of our databases.

This one is part of our NetLibrary collection of e-books.

Click here to go to the Netlibrary e-books section of this tutorial

Some are links to **online journals**:

Click on the blue title to get a link to the online version of the journal.

Click here to go to the Electronic Journals section of this tutorial.
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Click on any question
What if I need a book **RIGHT NOW?**
It’s midnight, and the library’s closed!

The Library has a subscription to **NetLibrary E-books**

This **collection of over 220 full text online titles**
 covers computer science, software, graphic design, architecture, accounting, and other technologies.

Click on the blue forward arrow in your menu bar to advance to the next slide
as a search term in the library catalog.
You will get a list of available titles.

85 inspiring ways to market your small business [electronic resource] : inspiring, self-help marketing strategies that you can apply to your own business immediately / Jackie Jarvis.
Jarvis, Jackie.
2007
No call number
no item information, NetLibrary E-Books

Shaner, Pete.
2005
No call number
no item information, NetLibrary E-Books
Or search for “netlibrary” AND a subject

NetLibrary e-books are an excellent source of help in using and troubleshooting software programs.

Sample results:

**Photoshop CS3 [electronic resource] : a guide to creative image editing / Mark Galer, Philip Andrews.**
Galer, Mark.
2007
No call number
No item information, *NetLibrary E-Books*

Browse the **Table of Contents** or Read the entire book online

You can print short segments of the book.

---

**Chapter 7: Color Adjustments**
- Recognizing Color Casts
- Removing Color Casts
- Adding a Color Cast
- Modifying Colors to Match Nature or Add Impact

**Figure 6.1**
Achieving optimal exposure is an important first step for any photograph. It is especially important when you need to preserve detail in shadow areas, such as in the fur of this bear. (Photo by Ellen Anon.)

As we discussed in Chapter 3, “Adobe Camera Raw,” in Photoshop make most, if not all, your global adjustments in ACR not only for raw files, JPEGs, and TIFFs as well. However, there are times you’ll choose to use tl
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Click on any question
How do I find an article in a scholarly journal, magazine, or newspaper?

Databases

Click on the blue forward arrow in the menu bar to advance to the next slide.
• What IS a database?

• What is the difference between a magazine and a scholarly journal?

• Why can’t I just search the Internet for articles?

• How do I decide which database to use?
### Searching for Articles

Why use a library database when I’ve got the Internet?

<table>
<thead>
<tr>
<th>Library Databases</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoritative and reliable content.</td>
<td>Quality and format vary greatly.</td>
</tr>
<tr>
<td>Free to GTC students &amp; instructors.</td>
<td>Often fee-based for full-text journal articles.</td>
</tr>
<tr>
<td>No advertising.</td>
<td>Lots of advertising and pop-ups.</td>
</tr>
</tbody>
</table>

What is the difference between a *magazine* & a *scholarly journal*?

<table>
<thead>
<tr>
<th></th>
<th>Journals</th>
<th>Magazines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td>• Report new research</td>
<td>• Report general news</td>
</tr>
<tr>
<td><strong>Audience:</strong></td>
<td>• Professionals, scholars</td>
<td>• General public, fans</td>
</tr>
<tr>
<td><strong>Authors:</strong></td>
<td>• Professionals, experts</td>
<td>• Reporters, journalists, staff</td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>• Scholarly articles with bibliographies</td>
<td>• Brief articles, no sources</td>
</tr>
<tr>
<td></td>
<td>• Fewer ads, targeted at profession</td>
<td>• Ads aimed at general public</td>
</tr>
</tbody>
</table>
Where do I start when I need a journal article?
Begin at the “Databases” section of the Library Home Page

Gateway libraries subscribe to 50+ online databases that index over 5000 journals.

<table>
<thead>
<tr>
<th>Databases (Articles from magazines, journals, and newspapers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EbscoHost</td>
</tr>
<tr>
<td>Gale Group</td>
</tr>
<tr>
<td>MicroMedex</td>
</tr>
<tr>
<td>National Fire Codes</td>
</tr>
<tr>
<td>NewsBank (trial)</td>
</tr>
<tr>
<td>ProQuest</td>
</tr>
<tr>
<td>Learning Express (NEW)</td>
</tr>
<tr>
<td>Global Road Warrior (NEW)</td>
</tr>
<tr>
<td>PubMed</td>
</tr>
<tr>
<td>STAT!Ref</td>
</tr>
<tr>
<td>WilsonWeb</td>
</tr>
<tr>
<td>NetLibrary</td>
</tr>
<tr>
<td>Auto Repair Reference Center (provided by BadgerLink)</td>
</tr>
</tbody>
</table>
Choose a database that includes the subjects you want to search

<table>
<thead>
<tr>
<th>Database</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gale Group</td>
<td>Opposing Viewpoints and Business</td>
</tr>
<tr>
<td>ProQuest</td>
<td>Nursing &amp; Allied Health, Criminal Justice</td>
</tr>
<tr>
<td>WilsonWeb</td>
<td>Education, Social Sciences, Technology</td>
</tr>
<tr>
<td>Global Road Warrior</td>
<td>Choose a country, ask a question</td>
</tr>
<tr>
<td>Learning Express</td>
<td>Study guides &amp; practice tests</td>
</tr>
<tr>
<td>Stat!Ref</td>
<td>E-books in fields of Nursing, Medical, Pharmacology</td>
</tr>
<tr>
<td>National Fire Codes</td>
<td>Firefighters</td>
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</tbody>
</table>
Let’s try **EbscoHost** databases…

EbscoHost is a collection of databases, with articles from 4000+ journals, magazines, & newspapers, many full-text.

Click on EbscoHost and read the Login instructions.

You can access databases off campus, but you will need to **LOGIN** to databases:

Use the same username and password that you use for Blackboard/WebAdvisor and student email.
There are many databases in EbscoHost:

- **Nursing & Allied Health**
  - CINAHL (600 nursing journals), Health Source Nursing & Consumer Health, MEDLINE (4800 medical journals – not all full text)
  - Lexi-PALS Drug Guide (patient pamphlets, medications, English & Spanish)
  - AltHealth Watch (alternative medicine, holistic treatments, herbals, wellness)

- **Business**
  - Business Source, Corporate Resource Net, Regional Business News (1100 business journals, reports, and newspapers)

- **Environment**
  - Green FILE (Environment, green building, global warming)
  - Garden, Landscape, & Horticulture Index (Horticulture therapy, landscaping)

- **Multidisciplinary**
  - Military and Government Collection (law enforcement, homeland security)
  - Academic Search Elite (2000+ journals in every subject area) Humanities, History
  - Professional Development collection (Educational journals, reports) Literary, Science

EBSCOHost can search multiple databases simultaneously.
Searching EbscoHost

Type your search terms:

- Check **Full Text** to get entire articles
- Check **Peer Reviewed** to get only scholarly journals:
- Enter a **date range** for the articles (optional)
- Specify number of pages if you want longer articles

You can print the articles, email them, or save them to a flash drive or disk. Ebsco will even **format the citation** for you in either MLA or APA format!
Select the databases you want, based on your subject.

Click Continue.
Search ProQuest for articles

Use the * as a truncation symbol (wild card) to bring up all variations of the world. Criminal* searches for criminal, criminals, criminality
Results:

**Criminal (In)Justice in the City and Its Associated Health Consequences**
> 44 references

- Abstract | Full text | Full Text - PDF (113 K)

**Reshaping Students’ Attitudes Toward Individuals with Mental Illness Through a Clinical News Article**
Pnina Romem, Ofra Anson, Yaniv Kanat-Maymon, Regina Moisa. Journal of Nursing Education. 1
> 21 references

- Abstract | Full text | Full Text - PDF (245 K)

Select an article:

- Print | Email | Copy link | Cite this | Mark Document

**PSYCHIATRIC SERVICES**
Law & Psychiatry: "A Fool for a Client?" Mental Illness and the Right of Self-Representation

Abstract (Summary)
Does the Constitution require a trial court to allow an obviously impaired man to represent himself? This column discusses the recent U.S.

Do you want to be notified (by email) when new items matching your search are added to ProQuest?
Register for a Journal or Article Alert

560 documents found for: (mental illness) AND (criminal*) AND PDN(>1/1/2000) ➜ Refine Search | Set Up Alert
Gale Group: Opposing Viewpoints
Under Databases, choose Gale Group. Login = gtcXXXXXXX.

Note additional Subject search term suggestions.
Gale Group: **Business & Company Resource Center**
Under Databases, choose Gale Group.

**Login:** Use the same username & password you use for BlackBoard/WebAdvisor/student email

Search by company name, industry, or for articles on a topic.

Your search will look for articles in subject encyclopedias, journals, directories, law digests, investment reports, product information, market share data, and company histories.
Choose a country or topic/s. You can limit your search to a country, keywords on a topic, or Combine country AND subject.

Select a country on the map to get travel and cultural information like a currency converter, immunizations required, doing business there, laws, & travel safety.
Take practice tests for licensing, professional certification, ACT, SAT, GRE. Read online e-books for career information and job hunting tips. Study for your U.S. Citizenship test.
Click on the link under DATABASES for full text access to 29 electronic medical resources.

Search for a topic by keywords:

Click on the TITLES tab to see a list of the books available & read or search them individually.

Click on the RESOURCES tab to access other sources:
Search Results List

Narrow your results

Expand your search by including “Related Concepts”
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*Click on any question*
How do I get items from other libraries?

Click on the blue forward arrow in the menu bar to advance to the next slide.
Intercampus Loans

The item I want is on another Gateway Campus. Can I borrow it?

Yes!

All students with a Gateway ID have borrowing privileges at all three campus libraries.
Do I have to go get it?  No, we’ll deliver it to your campus.

How long does that take?  Usually 1-3 school days.

What will it cost me?  It’s free!

What if I only have online classes?  We will mail it to your home. You can mail it back to us or bring it back to any campus library.
How do I request an item?
Find a record in the online catalog. Print and give it or email it to a campus librarian.

With the record on your screen, look to the right for an email link to a Gateway librarian.

Be sure to include your name and student ID number on the request.
What if no Gateway library has what I need?

**InterLibrary Loan**

We will extend the search to all Wisconsin libraries – free to students & staff!

(Please limit to items related to Gateway coursework)
MultiLibrary Search

In the Online Catalog, click on

Use MultiLibrary search to access Wisconsin’s technical colleges and area U.W. campuses.

OR, on the Library home page, click on

Other Library Catalogs

Search WISPALS Technical Colleges (Gateway, Lakeshore, Mid-State, Moraine Park, Northcentral, Northeast Wisconsin, and Waukesha County Technical Colleges)

UW-Colleges, UW-Parkside, UW-Whitewater

Carthage College

Kenosha Public Library

Racine Public Library

Lakeshore Library System (including public libraries in Walworth and Racine Counties)

Madison Area Technical College

Milwaukee Area Technical College

If you locate items in another library, print the record and ask a Librarian to get them for you.
WISCAT = WISconsin CATalog

Or expand your search to hundreds of Wisconsin libraries, academic & public.

Type your terms in the search box:

When you have chosen a record from the RESULTS list, click on: You will need your library card (student ID) number.
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<td>Click on any question</td>
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Choosing a Topic for a research paper or a speech

1. On the Library web page, Click on the Writing Links:

2. Choose either Public Agenda or Pros & Cons on Controversial Issues.

Click on the blue forward arrow in the menu bar to advance to the next slide.
**Issue Guides:** a summary of the issue, facts, discussion questions, public opinion surveys & legal aspects.

**Choose either:**

**Research Studies** are reports. Select by by date, title, or topic.
Pros & Cons Controversial Issues

Type keywords in the search box, or select one of the topics listed.

You get articles, pro & con arguments, legal and moral aspects, statistics, history, & public opinion.
Ideas for Topics in the Library Catalog

Try these series of books that argue both sides of an issue:
• Opposing Viewpoints
• Taking issue
• Reference handbook
• At Issue
• Contemporary Issues

Search these terms as “phrases”
Still looking for a topic? How about…

Should parents be licensed?

Is torture ever justified?

Kidneys for Sale!

Does abuse make homicide justifiable?

Is it unpatriotic to criticize your country?

Is Wal-Mart destroying America?

Should there be limits on free speech?

The Library has books on all these topics!
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| What else does the Library have for student use?                        | Click on any question
How can I check my own patron record from off campus?

- What items have I borrowed?
- When are they due?
- Do I have any fines?
- Can I renew my items without coming to the Library?
- Are there any items on the hold shelf for me?

Click on the blue forward arrow in the menu bar to advance to the next slide.
Access your Library Account

*In the Online Catalog, click on*

You will need your Gateway student ID number to login:

You can renew them (once, unless someone else has placed a HOLD on the item.)
Lost the book?

If you have overdue fines or replacement fees, your patron record will tell you and may block renewals.

You can also phone or email the library and we’ll provide your patron information or renew your borrowed items for you.

Kenosha: Phone (262) 564-2786  Email: kenoshalrc@gtc.edu
Racine:  Phone (262) 619-6220  Email: racinelrc@gtc.edu
Elkhorn: Phone (262) 741-8042  Email: elkhornlrc@gtc.edu
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The Internet can be a good research tool… *IF* you use it wisely!

We’ve linked some good sites to the Library home page.

These sites have been selected by faculty and librarians for their quality and usefulness for research purposes.

These can be accessed off campus, at any hour of the day or night.

Click on the blue forward arrow in the menu bar to advance to the next slide.
Search for electronic resources in the Library Catalog

Type your subject search terms (for example, “nursing”) AND “web sites” or “electronic resource.”

Click on the title. In the record there will be a link directly to the online resource.

The title will say [electronic resource] or WORLD WIDE WEB RESOURCE.
There are also links under Electronic Resources to reference sites grouped by subject:

**Business Reference**
- Hoover's Online
- United States Small Business Administration
- The Gallup Organization
- U.S. Office of Trade and Economic Analysis
- Thomas Register of American Manufacturers
- National Business Employment Weekly

**Consumer Information**
- Consumer World
- Better Business Bureau
- Consumer Information Center
- Consumer Search
- Edmund's Automobile Buyer's Guide
- Kelley Blue Book
- The Lemon Car Page
- Car Talk
- cars.com
- FinanCenter
- Experian
- Consumer Product Safety Commission
- Environmental Protection Agency
- Food & Drug Administration

**News, Newspapers & Magazines**
- Kenosha News
- Journal Times
- Milwaukee Journal Sentinel
- Christian Science Monitor (full text/backfile)
- Chicago Tribune
- San Francisco Examiner and Chronicle (full)
- Washington Post
- USA TODAY
- New York Times (Subscriber ID=gateway)
- UNCG News and Newspapers Online
- Boston Globe
- San Jose Mercury News
- Los Angeles Times
- Miami Herald
- CBS News
- NPR
- PBS
- CNN

**Statistical Information**
- U.S. Census Bureau
- Fedstats
- Bureau of Labor Statistics
- Reference: Statistics
- Bureau of Intergovernmental Information
- Census 2000 Data for the State
- Stat USA Internet: one stop

**Linked sites include:**
- Business, Medicine,
- Newspapers,
- Directories,
- Government sites,
- Statistical data,
- Consumer information
Health, Medicine and Nutrition sites offer links to professional organizations, publications, and research.

10 Things To Know About Evaluating Medical Resources on the Web

The number of Web sites offering health-related resources grows every day. Many sites provide valuable information, while others may have information that is unreliable or misleading. This short guide contains important questions you should consider as you look for health information online. Answering these questions when you visit a new site will help you evaluate the information you find.

On this page

1. Who runs this site?
2. Who pays for the site?
3. What is the purpose of the site?
4. Where does the information come from?
5. What is the basis of the information?
6. How is the information selected?
7. How current is the information?
8. How does the site choose links to other sites?
9. What information about you does the site collect, and why?
10. How does the site manage interactions with visitors?

1. Who runs this site?

Any good health-related Web site should make it easy for you to learn who is responsible for the site.
Business sites have links to regulations, training, news, and advice on starting and financing your business.
The U.S. Census Bureau
is one of many U.S. Government sites included
Online newspapers offer full-text local, national, & international news.

ELECTION DAY Nov. 4, 2008

Area voters tell their stories from the polls

Watch video

NewsWatch is on assignment across the metro area as ballots are cast today, but some of the best anecdotes are coming from our readers. Tell your story, check out our map, and send us your photos, too.

- Few glitches for morning voters
- Q&A on voter questions from this morning
- Chief Flynn says MPD vote fraud unit on the job

FORUM: Tell us what you’re seeing at the polls; send your photos

MAP: Google map tracks day at the polls

VIDEO: Local voters at the polls
A link to **Student Employment Services** is another electronic resource on the Library web page.

This site assists students and alumni in finding jobs. It includes links for writing resumes and interviewing tips.

**Wisconsin TechConnect** includes job openings posted through all 16 technical colleges in Wisconsin. It has Labor Market Information, a Guidebook for Job Seekers, and notice of Employment Fairs and career events.
I want to use the Internet for my research.

**How do I know if a web site has reliable information?**

Under Electronic Resources, click on **Research FAQs (Frequently Asked Questions)**

“Evaluating Web Sites for Research Purposes” will help you answer questions like:

- “Who created this site? Was it one individual or an organization?”
- “Has it been updated recently?”
- “Is this data supported by others, or is it the opinion of one weirdo?”
- “Are the sources of the information listed?”
- “What is the purpose of this site? What is it trying to sell me?”
- “Is there contact information provided?”
Can I just “Google” my topic?

If you want to try your luck on the Internet, go to Google.com and click on Advanced Search.

Advanced Search lets you specify “exact phrase,” “last update,” and Domain, so you can screen out commercial sites (.com) or select only sites sponsored by educational institutions (.edu).
If you want only scholarly papers, choose Google Scholar. All the results of your search will be resources for research purposes, written by professionals or educators in the subject area.

Ask a Librarian to help with your Internet search if you are not finding the kind of results you need.

(Hint: you may want to try a Database search!)
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*Click on any question*
Course Reserves

What are Course Reserves?
Print, A-V, or electronic material that an instructor has selected for you to use.

How do I find Course Reserves?

Search for them
• From within the Library Catalog
• In BlackBoard
• From the link in “Reserves & Electronic Reserves” (which will take you to the library catalog)

Click on the blue forward arrow in the menu bar to advance to the next slide
What has my instructor put on RESERVE?

In the Library Catalog, click on the Reserve tab:

Fill in one or more search boxes:

Print or A-V Reserve materials are accessible for in-library use or for limited loan periods of 1, 3, or 5 days. They are kept at the Circulation Desk. Ask library staff for them.

Electronic Reserves

Reserve materials in electronic format can be accessed through your courses’ Blackboard page, made available by your instructor. These materials are available via the Internet 24/7.
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What would you like to know?
E-Journals

Electronic Online Journals

Click on the blue forward arrow ➡️ in the menu bar to advance to the next slide.
The E-Journal List

Do you have a journal title in mind, but you don’t know which database indexes it? Want to browse journals in a subject area, but don’t know which journals are available?

Search by journal title for direct access

Or browse the list of journals by subject.

The results list will show which databases Index the journal, AND it will show whether any of the Gateway Campus Libraries have that title in print, and for which years.
## Results of Journal Title search:

**5 records** retrieved for the search: **Title begins with "advertising"**

<table>
<thead>
<tr>
<th>Journal Title</th>
<th>Issue Dates</th>
<th>Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising age</td>
<td>0001-8893</td>
<td>GTC Library's Print Holdings, Academic Search Elite (Ebscohost), Business Source Elite (Ebscohost), Wilson OmniFile: Full Text Select</td>
</tr>
<tr>
<td>Advertising age international</td>
<td>1954-8994</td>
<td>GTC Library's Print Holdings</td>
</tr>
<tr>
<td>Advertising age's B2B</td>
<td></td>
<td>GTC Library's Print Holdings</td>
</tr>
<tr>
<td>Advertising age's business marketing</td>
<td>1967-849X</td>
<td>Business &amp; Company Resource Center (Gale Group), MasterFILE Premier (Ebscohost)</td>
</tr>
<tr>
<td>Advertising age's creativity</td>
<td>1972-9119</td>
<td>GTC Library's Print Holdings</td>
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Your result list shows you every journal title that begins with the word “advertising” and the Databases that index it.

Some titles are also available in print format in the libraries.
Browse Journals by Subject

Select a broad subject category such as Health Sciences.

You will then get subdivisions, such as:
- Pediatrics
- Gerontology
- Physical Therapy
- Dentistry
Browse Journals by Subject

The list of subject headings within that area will indicate the number of journals available in that field.

Click on a subject specialty to get a list of journal titles.

Subject Headings in Health Sciences

- Alternative Medicine (11)
- Birth Control (7)
- Disabilities (11)
  - Hearing Impaired (11)
  - Physically Impaired (3)
  - Visually Impaired (5)
- Drug Abuse and Alcoholism (21)
- Gerontology and Geriatrics (32)
- Health Facilities and Administration (55)
- Medical Sciences (146)
  - Abstracting, Bibliographies, Statistics (5)
  - Allergology and Immunology (14)
  - Anaesthesiology (4)
  - Cardiovascular Diseases (19)
  - Chiropractic, Homeopathy, and Osteopathy (5)
  - Communicable Diseases (28)
  - Computer Applications (3)
  - Dentistry (18)
  - Dermatology and Venereology (12)
  - Endocrinology (13)
  - Experimental Medicine and Laboratory Technique (7)
  - Gastroenterology (7)
  - Hematology (9)
  - Hypnosis (1)
  - Internal Medicine (10)
  - Nurses and Nursing (116)
  - Obstetrics and Gynecology (23)
From the list of journals, select a database that indexes the title of your choice.
If you would rather search for articles on a specific **topic**, use a **Database search**!
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How do I get help from a Librarian?

Will the Librarian think I’m stupid?
Is this a really dumb question?
Shouldn’t I be able to figure this out myself?

Click on the blue forward arrow in the menu bar to advance to the next slide.
Fear not.
The answer is “NO.”

Reference assistance is available

Walk-in help at any campus Library/LRC
One-on-one research appointments
Online tutorials and videos
Brochures and Guides
Email or phone the Librarian

(Contact information & links on the Library web page)
Use the email link on the Library web page

Questions?

Elkhorn:
Phone: 262-741-8438
Email: elkhornlrc@gtc.edu

Kenosha:
Phone: 262-564-2786
Email: kenoshalrc@gtc.edu

Racine:
Phone: 262-619-6220
Email: racinelrc@gtc.edu

Email questions will go to a Gateway Librarian. You will get an answer when the Library reopens!
Online Reference Assistance

If the GTC Librarian is online, you can open a live chat with him or her.

If the Librarian is offline, you can send an email.

**SEARCHPATH** is an interactive online tutorial that will teach you to use the Library’s resources.

There are also video tutorials for specific databases and resources.
Upon request by the instructor, a Librarian will come to a class and do a presentation about Library resources AND provide written guides, tailored to specific programs and assignments.
### What would you like to know?

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*Click on any question*
How do I use the APA or MLA format?

Formatting & citing your sources when writing a research paper

Click on the blue forward arrow in the menu bar to advance to the next slide
Online Writing Sources

On the Library web page, under Electronic Resources, Click on **Citation Styles**.

Choose:
- Gateway’s **Guide to APA & MLA Writing Styles**, which includes the setup of the whole paper as well as citing resources
- The **MLA or APA style guide** from the **UW Writing Center**, which will give you examples and rules,
- **Landmarks Son of Citation Machine**, which will format a citation for you if you fill in the blanks.
Note that there are guides to
• Formatting your paper in APA style,
• Creating citations WITHIN the text of the document,
• Creating a “Works Cited” page at the end of the document.
MLA Format
Communication, Composition, Literature, Humanities

There are guides to MLA citations WITHIN the text of the document and guides to creating a list of “Works Cited” at the end of the document.

MLA documentation is commonly used in English and foreign language and literature courses, as well as in other disciplines in the humanities. If you're not sure if you're supposed to be using MLA style, consult with your instructor.

In the 2003 *MLA Handbook for Writers of Research Papers* (New York: MLA), the MLA recommends the use of a parenthetical system of documentation. Information about other systems of documentation appears in Appendix B of the manual. These systems include Endnotes and Footnotes, Author-Date System, and Number System.

With the MLA parenthetical system, you will place citations in parentheses within your text to point to sources in an alphabetized list of works cited that appears at the end of your paper.
We also have APA & MLA manuals in the Gateway Libraries.

Some databases (ProQuest & EbscoHost) and Microsoft Word 2007 have a built-in citation maker.
Need help writing your research paper?

Under Electronic Resources
Click on Writing Links:

Online Writing Help gives specific guidance on how to write a research paper.

Don’t forget your greatest resource: your campus Academic Resource Center specializes in helping students write a research paper!

Elkhorn (262) 741-8020  Room N 211
Kenosha (262) 564-2006  Room A 128
Racine (262) 619-6216  Room L 014
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*Click on any question*
What else does the Library have for student use?

Click on the blue forward arrow in the menu bar to advance to the next slide.
Computer, Electronic, and Digital Resources

- PCs, printers, photocopier
- Word processing (MS Word)
- Internet & email access
- VHS and DVD players
- Digital tablets, still and video cameras
  (graphic design students only)
And best of all…
the Library has
Librarians!

We don’t have all the answers, but together we can find [most] of them!
Where can I get a Library card?

You already have one! Bring your Gateway Student ID card to the Library to have it validated and the resources of the Library are yours to use!

Let the Search begin!
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