

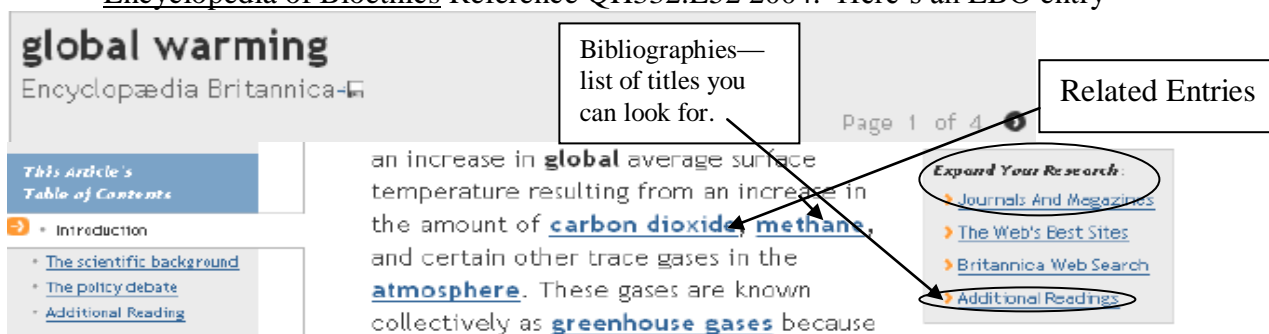
Using the Library & Research Basics

Library Web Page: <http://sheboygan.uwc.edu/library/>

GETTING STARTED—The Research Topic

Use Reference Sources—Print and/or Online

1. Use a general encyclopedia, like the online [Encyclopedia Britannica Online](#) (EBO); see web address below in “#2” or use subject encyclopedia or dictionary, such as the print [Encyclopedia of Bioethics](#) Reference QH332.E52 2004. Here’s an EBO entry



The screenshot shows the Britannica entry for "global warming". Annotations include:

- A box labeled "Bibliographies—list of titles you can look for." pointing to the "Bibliographies" section.
- A box labeled "Related Entries" pointing to the "Related Entries" section.
- A box labeled "Expand Your Research" pointing to a list of links: "Journals And Magazines", "The Web's Best Sites", "Britannica Web Search", and "Additional Readings".

2. Find other online reference sources at <http://www.sheboygan.uwc.edu/library/reference.shtm>. Select **News & General Reference. Librarians Index to the Internet** is a good source.

Finding Magazine, Newspaper or Journal Articles


1. Use an Index like **WilsonWeb** and **EbscoHost** (academic search engines).
2. Find an index related to your topic through the Library web page. Select the **Articles and Databases** link from the Library Web page under *How to Find*. See Quick Links or use the **Electronic Resources and Online Databases** page; select **Subject List**.
3. For Off-Campus access to these databases, you need a username and password, which are the same as your PRISM username and password. For more information, select *Off-Campus Access* from under *Library Quick Links*.
4. If an article is not online full text, select **Find It** button that checks elsewhere for full text.
 1. If no full text is available, check our **Periodical Holdings List** for magazines/journals on our shelves by selecting the *Periodicals Lists* from under *Library Quick Links*, then *click on Periodical Holdings List*.
 2. Or order it through interlibrary loan. See Interlibrary Loan on back side of handout.

Finding Books

1. Use the UW Colleges Library Catalog at: <http://collib.wisconsin.edu>.
2. You are searching items at all 13 UW Colleges Libraries
 - a. If another campus library has a book you want, place a request for it. See the guide: <http://sheboygan.uwc.edu/library/ub.shtm>.
 - b. **To limit to items at UW Sheboygan:**
 - i. Select **Set More Limits** button before typing your search terms
 1. Set the **Location** limit, using the scrollbar, to **UW Sheboygan**
 - c. Type your keywords or phrases into the search boxes
 - i. Know the title or author of a book? Select **Advanced Search** tab.
 1. Default search is for *Title*; skip words *a*, *an*, and *the* if they begin a title (i.e. *The fall of Rome*).
 - ii. Select **Author** from **In** box to change your search.
3. Find a call number for a relevant book; browse shelves near your call number.

4. If you're not finding enough items, search other UW System Libraries through our catalog by using the following these steps:
 - a. Select the **More Libraries** button at the top of the catalog screen
 - b. Select the **All UW System/Universal Borrowing Libraries**.
 - c. Then click the **Connect Button**. In the search boxes, change the field after **In** to *keyword* or *subject keyword*, etc.
 - d. If another campus library has a book you want, place a request for it. See the guide at: <http://sheboygan.uwc.edu/library/ub.shtm>.

Interlibrary Loan

1. How do I get the **Article** when it is not available online?
 - a. First check our resources, such as periodical indexes (see other side of sheet).
 - b. When you are in an index and have selected the  button.
 - ii. Select the link *Request this item via the Interlibrary Loan Office*
 - iii. See 2.b below
 - c. **Don't pay for articles online!** Order them through Interlibrary Loan.
2. Place an **Interlibrary Loan** request for a **Book** or **Article**, if you have only a citation.
 - a. Go to the ILLiad online form via the Library home page under the *Services For* section and select *Interlibrary Loan*.
 - b. You need your 10 digit UW student ID number listed on the bottom of your UWS Student ID card. This number is the last 10 digits of your 16 digit student ID number. We can look this number up for you, or you can look it up at <https://apps.uwc.edu/selfservice/account/student/enterinfo.asp>.
3. This is a free service to students/faculty/staff
4. It takes an average of 2-7 business days to receive items.
5. Check your campus e-mail for notification that items are here.
6. Articles are usually scanned and sent to your campus e-mail account.

How to check out books, magazines, videos and sound recordings:

1. Use your UWS Student ID card (get at Student Services) or Driver's License
2. Books check out for 4 weeks and can be renewed and Periodicals check out for 1 week with 1 renewal. (The latest issues of Periodicals may be checked out.)

Citing Sources

We have **NoodleTools** (<http://www.noodletools.com/login.php>) a web-based documentation system available free to you. First fill out a free registration system, **when on campus**, then you can use **NoodleTools** on or off-campus. Ask Library Staff for more information.

Call Numbers

We use the Library of Congress Classification system to arrange books by subjects. Call numbers begin with letters (representing subjects) followed by numbers. Each book has a unique letter/number similar to an address. See Library Staff for further explanation and assistance.

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Got Questions?

Please ask Library staff for help.

Semester Library Hours:

Mon-Thurs: 8AM-9PM
 Friday: 8AM-4:30 PM
 Sunday: 5PM-9PM
 Closed Saturdays

Library Home Page: <http://sheboygan.uwc.edu/library/>

Contact Information

Reference Desk: 459-6625
 Reference Librarian 459-4410

UW Colleges Catalog

<http://collib.wisconsin.edu/>