

## Finding Online Research Materials

The DCB Library has hundreds of thousands of online resources that can be accessed in the library or off-campus. Go to the DCB website, click on "Library" on the top of the home page. That will bring you to the library's website at [http://www.dakotacollege.edu/current\\_library.shtml](http://www.dakotacollege.edu/current_library.shtml)

The screenshot shows the Dakota College at Bottineau website. At the top, there is a navigation bar with links: [contact us](#) | [webmail](#) | [library](#) | [ECH](#) | [faculty and staff](#) | [connectND](#) | [home](#). A red arrow points to the [library](#) link. Below the navigation bar is the college logo, which features a stylized green tree and the text "DAKOTA COLLEGE AT BOTTINEAU". To the right of the logo is a search box with a "Search" button and radio buttons for "Search DakotaCollege.edu" (selected) and "Search All Web". Below the logo and search box is a green navigation bar with links: [About](#) | [Academics](#) | [Admissions](#) | [Athletics](#) | [Bookstore](#) | [Student Life](#) | [Financial Aid](#). Below the navigation bar is a sidebar with a list of links: [Computer Services](#), [Financial Aid](#), [Forms](#), [Graduation](#), [Library](#) (highlighted with a green bar and a red arrow), [Britannica Online](#) «, [DCB Digital Library](#) «, [Electronic Reserves](#) «, [Find Books](#) «, [Government Resources](#) «, [LibGuides](#) «, [Library Access for Off-Campus Students](#) «, [Library Info](#) «, [Online Library Resources](#) «. The main content area has a green header with the word "LIBRARY" in large white letters. Below the header is the "Library" section, which contains the following text: "Dakota College at Bottineau's library houses nearly 30,000 books, magazines, videos, and manuscripts --- and that doesn't count the online research tools, nor the 2,000,000 plus items available via interlibrary loan. The library is located on the east end of Thatcher Hall." Below this text is a paragraph: "So how are you supposed to put your finger on that one source you need to complete your assignment? That's where our librarians come in. Like everybody else at Dakota College at Bottineau, they're committed to personalized service. They'll help you find what you're looking for and they might also steer you toward a good source you didn't know about." Below this paragraph is a link: [Ask a Librarian](#). Below the link is the section "Library Training Guides and Tutorials for accessing library resources" with the text: "Need help with using our library resources? Check out the following guides and tutorials are available help you use our [Library Catalog](#) (called ODIN) and our

Click on "Online Library Resources" -you will see a screen like this:

### Library - Online Library Resources

The on-line resources available to Dakota College at Bottineau patrons provide literally millions of items such as magazine, journal, newspaper, and reference citations-many of which are full-text articles. These links are to paid subscription databases, thus the content is reliable.

#### Instructions for Remote Access:

To access these databases from an off-campus site, you will be required to login. For students, please use your 7-digit EMPL number (without the "W"). Your password is your last name.

**Example:**

**Login:** 1234567

**Password:** smith (not case sensitive)

Other patrons should use their 14-digit barcode assigned by the library.

Login: 23122000012345

Password: smith

Anyone who has problems with access, please email the librarian. If you don't know your EMPL # or your patron barcode, we can look it up for you.

For tutorials with tips on how to search the databases, [click here](#).



**Films on Demand Master Academic Collection:** Contains films and clips on the following areas: Health and Medicine, Mathematics and Science, Business and Economics, Social Sciences and Humanities.

#### Login Information for the Films on Demand Collection

Username: dakotastate

Password: bottineau

Category	Database
Art	Smart History
Automobile Repair	EBSCO Auto Repair Reference Center
Business	EBSCO Business Source Premier
	EBSCO Regional Business News

The list of databases available are under the following Topics:

- Art
- Automobile Repair
- Business
- Careers
- Education
- Genealogy
- Journals-Magazines (This is where you will find scholarly articles)

- Newspapers
- Nursing-Health
- OCLC (Online Computer Library Catalog)
- Reference (Dictionaries, Thesauruses, APA and MLA guidelines)
- Science
- Social Sciences
- Viewpoints (*Opposing Viewpoints* and *Points of View* are databases which have articles that contain the pros and cons of a topic. A good site for looking for topics to write about as they have a list of current topics on their homepages)
- Virtual Reference Shelf (a list of selected web resources compiled by the Library of Congress)

Using these online resources will allow you to find current information about almost anything.

When you select a database to explore, you will find a Search page where you can type in the title or topic you are researching. Most Search pages will look like the one below, which is a database for *Academic Search Premier*. That is one we recommend for research use.

The screenshot shows the EBSCO Academic Search Premier search page. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. A 'Sign In' button and a 'Folder' icon are also present. The main search area features the EBSCO logo and a search bar containing the text 'energy crisis'. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar, there are links for 'Search Options', 'Basic Search', 'Advanced Search', 'Visual Search', 'Search History/Alerts', and 'Preferences'. The 'Search Options' section is expanded, showing various search modes and filters. Under 'Search modes', 'Boolean/Phrase' is selected. Under 'Limit your results', 'Full Text' and 'Scholarly (Peer Reviewed) Journals' are checked. A large black arrow points to the 'Full Text' checkbox. The 'Publication Type' dropdown menu is set to 'All'. Other filters include 'Apply related words', 'Also search within the full text of the articles', 'References Available', 'Published Date from' (with month and year dropdowns), 'Publication', 'Number of Pages', 'Image Quick View', and 'Image Quick View Types' (with checkboxes for Black and White Photograph, Color Photograph, Graph, Chart, Diagram, and Illustration).

You can also refine your search by checking on the following boxes "Full Text" if you just want articles with the entire document or "Scholarly Journals" which are articles that have been reviewed by experts. Your professors may require you to only use articles from a scholarly journal. If so, make sure you click that box.

Other databases may have a different Search page, depending on the vendor we purchase

the databases from. You may find another vendor's home page may look like this:

The screenshot shows the GALE CENGAGE Learning 'Opposing Viewpoints Resource Center' search interface. At the top, there are navigation links for 'MSU-Bozineau Library' and 'Return to Library'. The main search area includes a search bar with a 'Search' button and radio buttons for 'Subject', 'Keyword', and 'Entire document'. A 'Limit the results' section allows filtering by content level (Basic, Intermediate, Advanced) and content type (Academic Journals, Magazines, Multimedia, News, Primary Sources, Reference, Statistics, Viewpoints). A list of popular topics is provided on the right, including Abortion, Affirmative action, AIDS (Disease), Alcoholism, Animal experimentation, Animal rights, Assisted suicide, Athletics, Bioethics, Biological weapons, Birth control, Capital punishment, Censorship, Child abuse, Church and state, Civil rights, Cloning, Creationism, Crime, Death, Divorce, Domestic violence, Drinking (Alcoholic beverages), Driving while intoxicated, Internet, Iraq, Islamic, Fundamentalism, Juvenile drinking, Juvenile drug abuse, Juvenile offenders, Marijuana, Media violence, Medical care, Medical ethics, Mental disorders, Mental health, Middle East, Minimum wage, Narcotics legalization, National security, Nuclear weapons, Nutrition, Oceans, Outsourcing, Patriot Act 2001, Political corruption, Pollution, Population growth, Demography, Poverty, and Prisons.

In this database, *Opposing Viewpoints*, you would need to click on "Academic Journals" to find articles that have been peer-reviewed. "Primary Sources" may also have scholarly sources, too.

Once you select an article, you can print it off, save it to your computer, e-mail it to yourself or someone else, as well as cite it correctly using MLA or APA guidelines.

If you need assistance with accessing our Online Resources, please stop by the library or pose your question on the "Ask a Librarian" link that is located on the library's homepage.

Good luck with your research!