BCC LIBRARY BASICS

This handout will provide you with the basics of accessing both digital and print BCC Library resources including books, ebooks, scholarly articles, and streaming videos. This handout is designed to assist you from home or any from BCC campus location.

Questions?
Ask us!

Research Help with BCC Librarians via:
- On the BCC Library Website (libguides.bristolcc.edu/home)
- Live Chat
- Email (libreq@bristolcc.edu)
- Phone 508.678.2811 Attleboro (x.3745), Fall River (x.2108), New Bedford (x.4009)
- In Person at any BCC Library Location

Hours: Fall & Spring Semesters
See website for summer or intersession hours.

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attleboro</td>
<td>8am-7:30pm</td>
<td>8am-7:30pm</td>
<td>8am-7:30pm</td>
<td>8am-7:30pm</td>
<td>8am-4pm</td>
<td>8:30am-12:30pm</td>
<td>Closed</td>
</tr>
<tr>
<td>Fall River</td>
<td>7:30am-9pm</td>
<td>7:30am-9pm</td>
<td>7:30am-9pm</td>
<td>7:30am-9pm</td>
<td>7:30am-6pm</td>
<td>10am-6pm</td>
<td>11am-6pm</td>
</tr>
<tr>
<td>New Bedford</td>
<td>7:30am-7:30pm</td>
<td>7:30am-7:30pm</td>
<td>7:30am-7:30pm</td>
<td>7:30am-4pm</td>
<td>8:30am-3pm</td>
<td>8:30am-3pm</td>
<td></td>
</tr>
</tbody>
</table>

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Accessing Resources off Campus
When accessing BCC Library databases off campus, you will be asked to log in with your BCC Campus Card barcode which is located on the back of your ID card.
KEYWORD SEARCHING

Phrase Searching
Phrase searching allows you to search for a phrase, as opposed to individual words. To complete a phrase search, use quotation marks around two or more word phrases. This will give you far more specific results.

   Example: Grey Wolf = 435 results       “Grey Wolf” = 67 results

Truncation
Truncation allows a researcher to search for multiple endings for a single word in a single search instead of trying spelling variations in multiple searchers. Most databases require the use of the asterisk (*) as the truncation symbol. If you’re not sure what a database requires, consult a librarian or the Help Menu of the database.

   Example: vaccin* finds items with the words vaccine, vaccinate, vaccinated, vaccination, etc.

Choosing Keywords
Choosing your search words, or keywords, correctly can mean the difference between relevant and irrelevant results. Start with your thesis statement or question for inspiration on choosing keywords.

   Example: Over the past five years the use of social media as a mechanism of protest has skyrocketed.

   -> If this were your thesis statement, logical keywords and alternative keywords could be:

<table>
<thead>
<tr>
<th>“Social media”*</th>
<th>Protest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twitter</td>
<td>“Civil Unrest”</td>
</tr>
</tbody>
</table>

*Alternative keywords help to identify other words that may be used in articles to say the same thing. Choosing alternative keywords is almost as important as choosing your main search terms.

Boolean Logic
Using Boolean Logic in your advanced search means that you are using command words (Boolean operators) to connect your search terms. Boolean Logic allows you to conduct a more specific search and find relevant and specific information. The three Boolean operators are AND, OR, and NOT.

<table>
<thead>
<tr>
<th>AND</th>
<th>OR</th>
<th>NOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Results will contain all terms used.</td>
<td>Search results will contain at least 1 term used.</td>
<td>Search results will not contain the eliminated word.</td>
</tr>
<tr>
<td>“Arab Spring” AND “social media”</td>
<td>Protest OR “civil unrest”</td>
<td>“social media” NOT Facebook</td>
</tr>
</tbody>
</table>
FINDING BOOKS & EBOOKS

The SAILS Library Catalog
Use the library catalog to find print books, electronic books, and streaming videos. The SAILS Library Catalog allows BCC students to request books from any SAILS Library through the catalog interface as long as the student has registered their BCC Campus Card.

Note: Students attending classes in Taunton may use the Taunton Public Library to pick up books requested through the SAILS Catalog.

Narrow to BCC Libraries
Click on more, then select the BCC Library most appropriate for your search.
Narrowing to BCC Libraries after you have conducted your initial search will allow you to see what books you have immediate access to on each campus.

Call Numbers
To find books on the shelves at any BCC Library, you need the books’ call number. A call number is arranged within a system called the Library of Congress Classification system. But, do these numbers mean anything?

The first two letters are classifications based on the main subject and narrower subject of the book. The first set of numbers narrows the topic further. After the decimal, the next set of numbers is a code for the authors name. Sometimes a call number ends with the date of publication.

Main Subject (K = Law) Subheading (KF = Law of the United States) Author’s last name initial & number code Year of publication

KF9227 C2 P37 2010 Further refinement of subheading
Books & eBooks in the SAILS Library Catalog

In the SAILS Library Catalog you can narrow by **format**. Choosing a format allows you to determine what type of material you would like—be that physical books, electronic books, streaming videos, DVDs, or even audio books and other materials.

<table>
<thead>
<tr>
<th>Format</th>
<th>Include</th>
<th>Exclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>(35)</td>
<td></td>
</tr>
<tr>
<td>Electronic Res.</td>
<td>(26)</td>
<td></td>
</tr>
<tr>
<td>Video recording</td>
<td>(24)</td>
<td></td>
</tr>
<tr>
<td>Video disc</td>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>Audio disc</td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After conducting a search in the SAILS Library Catalog, choose to narrow by Format.

The selections on the left would bring back both physical books and electronic books.

ebrary

ebrary is an electronic book database to which Bristol Community College Libraries subscribes. You can locate ebrary books within the SAILS Library Catalog, or by going directly to the ebrary database on the A-Z Database page of the library website.

The full text of an electronic book can be searched in order to find the exact location within the text that pertains to your research. BCC students may also create a free account in order to highlight text, create bookshelves, and compose notes within the electronic books themselves.

The Commonwealth Catalog

If you can’t find the book you’re looking for in the SAILS Library Catalog or ebrary, the Commonwealth Catalog (http://www.commonwealthcatalog.org) will allow you request a book be delivered to your local BCC campus from anywhere in Massachusetts with your BCC Campus Card barcode.

-> Interlibrary Loan: Books

Interlibrary Loan is a system that allows you to request books not found in either the SAILS Library Catalog or the Commonwealth Catalog. You can request books by going to the BCC Library Homepage and clicking on Interlibrary Loan.

To request books you will need your BCC Campus Card barcode number.

Streaming Videos

The Library subscribes to a streaming video database called Films on Demand (FOD). You can access FOD directly through our A-Z Database page, or through the SAILS Library Catalog.
FINDING ARTICLES

Periodicals

What is a periodical? Magazines, journals, and newspapers are called periodicals—and they do, in fact, come periodically. They are published at regular, periodic intervals throughout the year. Periodical articles are generally shorter, more current, and more focused on specific topics than books.

<table>
<thead>
<tr>
<th>Audience</th>
<th>Magazines &amp; Newspapers</th>
<th>Trade Journals*</th>
<th>Scholarly &amp; Peer Reviewed Articles**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation</td>
<td>None or Minimal Documentation</td>
<td>Some Documentation, but not Consistent</td>
<td>Fully Documented</td>
</tr>
<tr>
<td>Authorship</td>
<td>Staff Reporter or Free-Lance Writer</td>
<td>Staff, Free-lance, or Contributing Professional Writer</td>
<td>Academician or Credentialed Researcher</td>
</tr>
</tbody>
</table>

*Trade journals contain information for people working in a particular profession

**Scholarly or Peer Reviewed Articles have been reviewed by professionals in the same field as the author.

Finding Articles

BCC Libraries offer a variety of databases in which you can locate magazine, newspaper, trade, and scholarly journal articles. Please check our Databases by Subject, Research Subject Guides, and Databases A-Z in order to choose the most appropriate database.

-> BCC students have access to several subject specific databases through BCC Libraries. Subject specific databases enable you to search specific journals within your topic of research.

-> BCC Librarians have created multiple Research Subject Guides that will help you to choose the correct subject specific database.

-> Interlibrary Loan: Articles

As with books, BCC students can use Interlibrary loan to request journal, magazine, or newspaper articles.

The process is the same, though you would select “Periodicals” when choosing the format of your request. Several BCC Library databases allow you to place an Interlibrary Loan request directly through the database itself.
RESEARCH ON THE INTERNET

Authority and Accuracy: Who produced this site – is it a credible source? What is the purpose of the site, why was it created? Is the person, organization, or group qualified to write this content? What is the domain of the URL?

Some common domains are:
- .com or .biz – a business or commercial website
- .edu – an educational institution
- .gov or .mil – a US military or government webpage
- .net – a personal website
- .org – a website for a non-profit organization

Documentation: Is there adequate documentation for factual statements? Is the documentation reliable, verifiable from a second source? Is there enough information to cite this information in a paper (author, title, source, date)?

Currency: Is the information up to date? When was it created, last edited, etc.? Are the links up to date or dead? Is the author using outdated statistics?

Objectivity/Bias: Is the document biased or slanted? Are there few or no logical errors such as appeal to authority, circular reasoning, etc.? If you found this information in a printed source, would you trust it?

SITE LIMITING

Use site limiting to narrow your search to a specific domain or URL.

Use the advanced search to find more specific results.

In the advanced search you can specify:

- Domain
- Language
- Last Update
- File Type
BCC L I B R A R I E S  I N F O R M A T I O N

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address &amp; Room Number</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCC Attleboro</td>
<td>Room 107 11 Field Road Attleboro, MA 02703</td>
<td>774.357.3745</td>
</tr>
<tr>
<td>BCC Fall River</td>
<td>A Building 777 Elsbree St. Fall River, MA 02720</td>
<td>774.357.2105</td>
</tr>
<tr>
<td>BCC New Bedford</td>
<td>NS164 188 Union St. New Bedford, MA 02740</td>
<td>774.357.4009</td>
</tr>
</tbody>
</table>

**Borrowing Policies**

BCC students may check out up to 10 items at a time.

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
<th>Fine if Returned Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>1 Month</td>
<td></td>
</tr>
<tr>
<td>Audio Book</td>
<td>2 Weeks</td>
<td></td>
</tr>
<tr>
<td>Music CDs</td>
<td>2 Weeks</td>
<td>$1/Day</td>
</tr>
<tr>
<td>Educational DVD/VHS</td>
<td>2 Weeks</td>
<td>$1/Day</td>
</tr>
<tr>
<td>Feature Film DVD/VHS</td>
<td>2 Days</td>
<td>$1/Day</td>
</tr>
</tbody>
</table>

**Renewals**

Renewals may be transacted by telephone by calling your campus library. You may also log into the SAILS Library Catalog to renew items.

**Returning and Overdue Items**

BCC Libraries do not charge fines on overdue books. Books borrowed from libraries outside of any BCC Campus Library are subjected to the fine policy of the lending library. BCC Libraries do charge fines on DVDs/VHS and CDs. Students with extended overdue items may have their grades or transcripts withheld until books are returned or restitution made.

**Lost/Unreturned Item Fees**

Patrons are responsible for all materials borrowed. In the event of loss, they pay the current replacement price and processing fee. Materials lost, damaged beyond use or not returned are subject to a $5.00 replacement fee in addition to the cost of replacing the item.

**Please note:** All BCC students incurring $10.00 or more in fines will have their borrowing privileges suspended and transcript holds placed until their library accounts are settled. Community library users incurring the same level of fines will have their borrowing privileges suspended until their accounts are settled.