

## Library Boot Camp

### 1. Electronic Resources Guide (ERG) - <http://www.sc.edu/library/pubserv/resguide.html>

#### E-Services:

- Interlibrary Loan
  - √ Students closest to Columbia campus use USCC ILL Express and pick up at Thomas Cooper Library
  - √ Students closest to another USC campus will use **that** campus library's ILL (must contact the ILL Dept. at that library first to ensure you will be in their system) and pick up at that library
  - √ Students who cannot get to a USC campus library must use ILL through local public and/or academic library facilities at which they have borrowing privileges - or please contact the Thomas Cooper Library Coordinator of Library Services for DE ([brette@sc.edu](mailto:brette@sc.edu)).
- Email Reference - [usceref@gwm.sc.edu](mailto:usceref@gwm.sc.edu)
- Email book renewal and recall, and other Circulation services - <http://www.sc.edu/library/pubserv/circ2.html>
- Annex and "In Process" request forms - <http://www.sc.edu/library/annex.html>

### 2. USCAN - the catalog is **still** your most important library tool

- USCAN Web - <http://www.sc.edu/uscan/>
  - √ No software download required, just link to it
  - √ Can be very slow (fastest to choose the "all libraries" option)
  - √ Has help screens! (link to "help" from any page within the catalog)
- Telnet 3270
  - √ Requires software - available free at <http://csintranet.csd.sc.edu/softlib/>
  - √ Does have help screens—use them! (type in "exp" at any command line)
- Setting the Catalog to a particular library—"SET CAT" command
- Subject Searching / LC Headings
  - √ S="information technology"
  - √ "See also's" often appear under first entry
  - √ To get back to the guide, type in "guide"
  - √ To view a record, type in it's number
  - √ The F8 or Enter key will take you to the next page of a record
  - √ The F6 key will take you to the next record (F5 to go back to previous record)

- Keyword Searching

- √ Boolean Basics

"and" narrows	Example:	K= literacy AND technology
"or" expands	Example:	K= eating disorders OR bulimia
"not" limits	Example:	K= eating disorders NOT bulimia
"adj" for proximity	Example:	K= database ADJ searching
"?" truncates	Example:	K= web? AND eval?

\*\*Note: nesting is necessary when combining "and" and "or" operators

Example: (filtering OR censorship) AND librar?

- √ Results returned in reverse chronological order
- √ Location symbols (TC, PC, etc.) tell you where materials are located
- √ To view a record, type in it's number
- √ To see the long view (more detail) type in "long"
- √ Note the subject headings (i.e. "web sites -- evaluation") and use to focus your search

- Limiters - SUCR, SUCE, SUCZ, language, format

- √ This **only** works with keyword searches
  - Examples: K= web ADJ sites.su. SUCR  
K= spa.la. SUCZ

- Title Searching

- √ Don't start with an article - no "the" or "a" or "an"
  - Example: T= sun also rises
  - √ Can stop short of the full title, but spelling counts!
  - Example: T= school library jo
  - √ Can check long view (type in "long") to see where a periodical is indexed, if name has changed, etc.
  - √ Note: **sometimes** journal abbreviation work (i.e.: T= SLJ), but most will **not**

### 3. Remote Access to Databases

- What is a proxy server?

A proxy server is a computer located here at the Thomas Cooper Library that basically forwards your requests for web resources **from** an authorized USC IP address **to** the database you are trying to access. The proxy server authenticates you by checking your USC ID number against a database of current USC Columbia faculty, students and staff, and then serves as a "proxy" between your machine and the database provider's site. Since the proxy machine is part of our "sc.edu" domain, the requested database vendor provides access and allows the connection.

You **must** have a valid USC ID number to access our resources via the proxy server.

- Detailed instructions for configuring your web browser are available at <http://www.sc.edu/library/proxy/proxy.html>
- Questions or problems? DE students and faculty should contact Brette Barron ([brette@sc.edu](mailto:brette@sc.edu)), all others should contact Alma Creighton ([almac@qwm.sc.edu](mailto:almac@qwm.sc.edu)).

#### 4. Choosing a database

- Difference between catalog and an index
- How to pick an index
- How to learn an index - help screens really do help!

#### 5. Library Literature Full-text

This database indexes magazines and journals with a library science focus from 1984 to the present. Includes articles, book reviews, books, book chapters in selected works such as conference proceedings, library school theses, and pamphlets. Full-text is available primarily for articles published in the last 2-3 years (only indexing is provided for earlier articles).

- √ Structure/content
  - Importance of help screen
  - Journals indexed <http://www.hwwilson.com/journals/flib.htm>
- √ Standard search options
  - Simple search (keyword, subject, title, author)
  - Advanced search (full-text, peer-reviewed, article type)
  - Browse (index)
  - How do you know what type of search you want to use?
    - Simple Search is fast and very basic—good for unique keywords and phrases
    - Advanced Search allows more limiting—good when you know what you want
    - Browsing is especially good when you are not really sure how to begin!
- √ **Example of subject searching in "Search Plus"**
  - Type in "filtering" as subject
  - Click on a result to view it
  - Click on descriptor to execute a search for records indexed under that particular descriptor
  - Can combine previous searches by viewing your search history
  - Can limit to full-text only, peer-reviewed only, a particular date, etc.
- √ **Example of keyword searching in "Search Plus"**
  - Type in "evaluating" AND "websites" (0 hits)
  - Type "evaluat\*" AND "website\*" (3 hits)
  - Find appropriate descriptor that will focus search (i.e.: "web sites evaluation")

## 6. InfoTrac / DISCUS

- Remote access -- <http://infotrac.galegroup.com/itweb/usclibs>  
Access to these databases is provided by the SC State Library and uses a different authentication system than our proxy server. When prompted, you must enter your complete **12 digit** USC ID number (e.g. 3 000 00 0000 01). If you have difficulty accessing these databases, please contact Brette Barron ([brette@sc.edu](mailto:brette@sc.edu)) if a DE student, or our Reference Desk (803-777-4866) or Circulation Dept. (803-777-3145).
- Includes - Custom Newspapers, Expanded Academic ASAP (1980-) General Reference Center (Magazine Index) (1980-), Health Reference Center-Academic (1995-), Business and Company ASAP (1982-), LegalTrac (1980-), OneFile (1980-), as well as several additional databases geared toward elementary and secondary school users.
- InfoTrac is multidisciplinary and approximately 60% of content is full-text

## 7. E-journals -- <http://www.sc.edu/library/pubserv/ejournals.html>

- Project Muse, JSTOR, ScienceDirect, LexisNexis and more.

## 8. Selected Internet Resources - <http://www.sc.edu/library/pubserv/internetref.html>

- Online Ready Reference materials
- Link from the ERG or bookmark URL

## 9. Distance Ed Web Pages - <http://www.sc.edu/library/pubserv/disted.html>

- Link from the Reference Dept. or University Libraries web pages
- Brochure outlining services and providing contact info
- Links to "FAQs," tutorials, etc.
- Blind URL for DECLIS - <http://www.sc.edu/library/pubserv/declis.html>