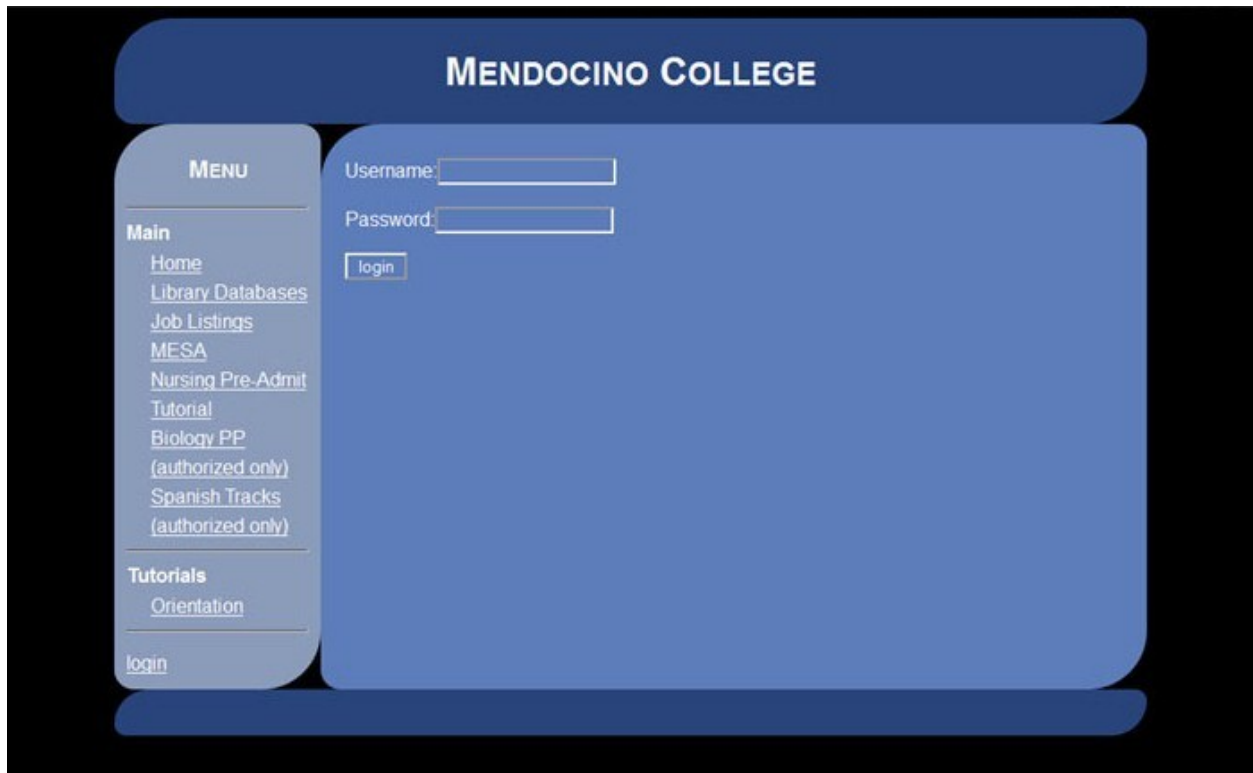


Accessing Library Databases & eBooks from Home

Quick steps:

1. Go to www.mendocino.edu.
2. Double click on **For Students**.
3. **Double click on the link that says Library.**
4. Double click on the button that says **Find Articles and ebooks** on the left side of the library web page.
5. Students use their WebAdvisor user name (eg. **john.doe**) and password for off-campus access and **Faculty/Staff use their regular network user name and password for access.** (See the screen shot below.)
6. Once you have been authenticated, you select the database you want to use.



Databases: **EBSCO** (our most general and largest database), **SIRS** (Social Issues Resources Series is good for social issues and controversial topics), **CQ Researcher** (good for government, history and English writing projects), **Newsbank** (our newspaper database), **Britannica Online** (an online encyclopedia), **Learning Express** (skills improvement and job-related skills and practice exams), **Country Watch** (geographical and political information on countries around the world), and **College Source** (a resource for college catalogs). We also added **Films on Demand**, a collection of 4,000 streaming videos that is accessible from home by using the off-campus link for the databases.



Learning Express is a database that has support for English, math, science, public speaking, and personal finance skills as well as helpful tips on writing resumes and other job skills. Plus, it has many tests for different vocations such as Nursing, Emergency Medical Services, Firefighter, Culinary Arts, Military, Real Estate, etc.

To use it, you need to register as a new user. It requires you to create a user name and password and have an email account. Once registered, you can begin to explore the database and use it. One nice feature is that it lets you stop and continue from where you left off. You simply add things to **My Center**. Once logged in again, you can return to the things you have in your center and add to it.

How to Cite Sources in Research Databases

1. In most of the databases, you can find your citation information once you have found a specific article.

A. For example, in **SIRS** and **Britannica Online** the information is at the bottom of the article.

B. In **Newsbank**, you will see a link for Bibliography Export inside articles on the right side. Once you click on it, it will let you choose between MLA and APA formats.

C. **CQ Researcher** has a small link that says **Cite Now!** and it creates a pop-up window that defaults to APA format, but lets you choose MLA and Chicago styles too.

D. In **EBSCO Host**, you can access bibliographic tools once inside an article. To the right of an article, you will see a series of **Tools** options, and one is **Cite**. By clicking on Cite, you will be given a variety of options for different bibliographic formats. Just copy and paste the citation into your works cited or references page. You will need to tweak it a little bit by double spacing and using the tab key or spacebar. **(Some additional line spacing and tweaking may be necessary after pasting citations from any of the databases. NewsBank usually needs the author's name reversed, not capitalized, etc. Most need some tab usage and double spacing too. Some need parts deleted or other slight reformatting.)**

Creating a folder in EBSCO for sharing

1. Go to the library page (<http://library.mendocino.edu/>) and click on the Find articles (Databases) link on the left side. **(Note: skip step 2 if you are on the Ukiah campus.)**
2. Use the Off-campus link and click on it. Then enter your WebAdvisor ID and password. Click on **Academic Search Elite** under EBSCO.
3. Click on the **Sign In** link in the upper right hand side of the page.
4. This will take you to the sign-in page, However, If you don't have an account set up, you need to click on the link that says **Create a new Account** that's about an inch below the Sign in link on that page.
5. Fill out the information to create an account.
6. Then, sign in to your account.
7. Conduct a search and find articles.
8. Once you find articles, you can add them to a folder by using **Add to folder** link on the toolbar on the right side of the page .
9. If you want to create individual folders for classes, go to the **My Custom** area (lower left side) and click on the **New** link.
10. Create a name for the folder and save it. Now, when conducting searches, you can specify that you want particular articles in that folder.
11. After adding some articles, click on the **Folder** link in the upper right. It will take you to the named folder (lower left side of the page).
12. Click on the folder you named and it gives you two options. You can Edit or Share.
13. To share a folder, click on **Share** and it will take you to a new page.
14. Scroll down the page and it allows you to add email addresses and a message to the recipients. (Also, you will want to uncheck the box at the bottom that says **Restrict Passcode to Single Use** or students will only have access to the folder one time.
15. Finally, click **Invite**. Students will have access to the articles in the folder. (They will need to login into EBSCO from home first themselves, but they will have all the articles you put in that folder.)

Getting into a shared folder for students:

Once you have a passcode for a folder to share, you need to be logged into EBSCO. Go to your folder after copying the passcode from email. Scroll to the bottom of the page and click on **Add**, and that will give you a spot to paste the passcode and then submit it. Once you do that, you should see the folder.