



Labette
Community College

Library

OFF CAMPUS SERVICES

<http://www.labette.edu/library/index.html>



Revised 03/18/2019

Table of Contents

| | |
|--|----|
| Cover..... | 1 |
| Date Revised page..... | 2 |
| Table of Contents | 3 |
| What?..... | 4 |
| We encourage students to:..... | 4 |
| Who?..... | 5 |
| When?..... | 5 |
| How?..... | 6 |
| Receiving Materials..... | 7 |
| Interlibrary Loan..... | 7 |
| Where?..... | 8 |
| Accessing the Catalog on the Web..... | 9 |
| American’s Newspapers:..... | 10 |
| America’s Historical Newspapers (1690-200) | |
| America’s News (1978-Current) | |
| Credo General Reference Premium..... | 11 |
| Digital Public Library..... | 12 |
| EBSCOhost..... | 13 |
| Gale Virtual Reference Library..... | 14 |
| JSTOR..... | 15 |
| Kansas City Star (MO)..... | 16 |
| Kansas Library Catalog..... | 17 |
| Learning Express..... | 18 |
| NASA PubSpace | 19 |
| Nursing and Mental Health in Video..... | 20 |
| Nursing Education in Video..... | 21 |
| Opposing Viewpoints Resource Center | 22 |
| Parsons Sun..... | 23 |
| ProQuest Nursing and Allied Health Source..... | 24 |
| SAGE Knowledge..... | 25 |
| SAGE Stats..... | 26 |
| World Cat..... | 27 |
| Kansas State Library Resources/ Kansas Library E-Card..... | 28 |
| Kansas State Library Resources/ State Library of Kansas Databases..... | 29 |
| Library Waiver..... | 30 |

What? (Academic Outreach)

The Labette Community College (LCC) Library provides library services for all of the College's students, On-Campus or Off-Campus. If a student is enrolled in courses and *lives outside of Parsons*, he/she can receive library services support.

Services provided to students enrolled in distance education courses include:

- Directing students to library resources closer to home or work
- Providing brief telephone reference service related to course work
- Photocopying or printing articles from journals, textbook reserve, instructor reserve materials, and limited pages from books

There may be fees attached to some of these services. **Please see 'Receiving Materials' on Page 7 for information on fees.**

We encourage students to:

- Visit the LCC Library in person at least once during the semester. Why? Although staff can do literature searches and research, only students know what they really need. Serendipity plays an important role in research, and students have more investment in their studies when they discover resources on their own.
- Use local or area libraries for research as much as possible. If citations for articles or books owned by the LCC Library are found, the LCC Library staff can provide these materials to area libraries through interlibrary loan. If citations for books or articles are found that the LCC Library does not own, it will save time by using the interlibrary loan services of the local library. If you are in a different city or state, then a local public library or local academic library should be able to provide interlibrary loan services.
- Submit interlibrary loan requests as soon as possible to complete the project or paper. It can take one to three weeks for materials to arrive. Some requests may take longer if materials are not immediately available.
- Make sure you check your LCC student email daily.

Labelle Community College Library Information

Who?

(Names, Numbers, and Addresses)

| | |
|-----------------------------------|---|
| Labelle Community College Library | |
| Physical Location | 1230 Main Street Parsons, KS 67357 |
| Mailing Address | 200 S. 14th Street Parsons, KS 67357 |
| Web Address | http://www.labelle.edu/ |
| Library Director | 620-820-1168 |
| User Services | 620-820-1167 |
| Interlibrary Loan Services | 620-820-1154 |
| Library Fax Number | 620-421-1469 |
| Library Director | Scotty Zollars |
| Library Assistant | Phylis Coomes |
| Library Aide | Hillary Bode |

When?

Regular Library Hours:

Monday-Thursday 8:00 a.m.—9:00 p.m.

Friday 8:00 a.m.—NOON (limited services offered on Fridays)

Library Interim Hours:

As posted on website

Library Summer Hours:

Monday & Tuesday 7:00 a.m.—7:00 p.m.

Wednesday & Thursday 7:00 a.m.—4:30 p.m.

How? Requesting Services

Students may request services by mail, phone, e-mail, or FAX. A waiver form (see page 27) must be completed prior to receiving services.

Mail or FAX:

Copy and complete the request form in this packet.

Phone:

If no one is available at the phone number listed on page 5 please leave a voice mail message or send an e-mail or FAX request.

Email:

Students may send an e-mail message to any of the Library addresses located at the left in the tab called "Library Directory" of the LCC Library homepage. Students may also use the "Ask a Librarian" link found on the left side of the homepage.

For all of the above, include:

- Name
- Address
- Your LCC e-mail address
- Daytime and evening phone numbers
- Student ID number
- Course name and instructor name

The Library staff strives to fill requests within 24 hours. However, some requests may take longer if materials are not immediately available.

Receiving Materials

Loans:

Library materials may be put on hold for one week. Material that is not picked up in one week will be shelved or sent back. Make sure you bring your LCC ID to check out materials.

Returns:

Books or other materials may be dropped off in the LCC Library drop boxes or materials may be returned through the U.S. mail. Please allow enough time. There are no fines on LCC library-owned items. However, the overdue fines for interlibrary loan books are \$1 per day per item.

If materials have not been returned from the previous semester and any related charges remain unpaid, the student will not be able to use outreach services until the record is cleared.

Copies:

Students will be billed for all copies including the cost of postage. All bills must be paid by the end of the semester for which a student is enrolled. Please pay by check or money order. No coins, please. The following charges apply:

- **Minimum** copy charges per order (1-10) \$1.00
Additional pages will be charged on the following rates:
- Photocopies \$.10 per page
- Copies from Microfilm \$.10 per page
- Copies sent by FAX \$.50 per page

Interlibrary Loan:

A student may be able to obtain items that the LCC Library does not own faster by using the interlibrary loan services at his/her local library. If a student needs materials that the LCC Library does not own, the Library may be able to obtain the materials by using the interlibrary loan system. These materials must be picked up at the LCC Library. Students will be notified by their LCC e-mail or phone number.

Where?

Periodicals:

LCC Library Periodicals (magazines, journals, newspapers), those in hard copy labeled in (HC) and microfilm labeled in (MF).

1. To see a list of periodical holdings from the LCC Library Home Page, click on "Periodical Databases" and then click on "Periodical Holdings List" to view materials in a PDF.
2. If you are on campus and in the LCC Library, look at it in the "Periodical Holdings List" booklet located near the library computers or on the hyperlink on the far left of screen on the "Periodical Databases" page.

E-mail the Library for assistance in viewing these items.

Library Catalog:

The LCC library catalog is available through the Library's Web site. For access, please see the instructions included in this pamphlet under "Accessing the Catalog on the Web" on page 9.

Periodical Databases and E-Books:

The periodical databases listed on the LCC Library Web site are accessible on the college's main campus and remotely under "Periodical Databases." You also have access to e-books through different periodical databases from our library webpage. Both may also be accessed through the State of Kansas Library E-Card. For access please see "Accessing the Periodical Databases Off Campus" found on page 9 and the State of Kansas Library information on the E-card can be found on page 18.

Other resources:

Be sure to look at links on the left side of the "Periodical Databases." Note on the right side of the Library Home page, it gives you access to other resources such as open access to journals, books, e-zines and other information. Also from the library homepage, check out the "Student Resources" page and "Online Resources," page. The links on these pages lead you to other Web resources, information on writing and how to format an APA or a MLA paper, library tutorials, and other library handouts.

Ask:

If a student needs help locating materials, finding resources, or doing research, he/she should not hesitate to ask Staff members who are eager to help. The Library also has an "Ask a Librarian" link on the LCC Library Web site. Use this service to communicate with the Library about renewing materials, reference assistance, etc.

ID Card Required:

All students are issued a student ID card when they enroll. Students must have their LCC student ID to check out materials. If students do not have their ID and/or a waiver on file, then materials will not be checked out to them. LCC employees are issued an ID card and must use the card to check out materials.

Accessing the Catalog on the Web

To access the library catalog on the Web:

- Go to the Labette Community College Library Web site:
<http://www.labette.edu/library/index.html>
- Click on Library Catalog
- Type in a subject, a title, and/or an author's name
- Press Go
- Click on the entry to get into the record

Additional capabilities are available when students log into the Web catalog. The login for this catalog is the student's ID number, and the password is the student's birth year. Library instructional videos are available under the "Student Resources" link that shows how to use these services. **Students must install Windows Media Player to view these tutorials.**

Accessing the Periodical Databases Off Campus

(This includes being on the Cherokee Campus)

To access the periodical databases from off campus:

- Go to the Labette Community College Library Web site:
<http://www.labette.edu/library/index.html>
- Click on "Periodical Databases" link and then select it in the column "Off Campus Access to LCC Databases." Once the database has been selected you will need to put in your LCC ID number as the user name and the year of your birth as the password

NOTE: This option is only available to LCC employees, including adjuncts, and to currently enrolled LCC students.

NOTE: Databases are subject to change due to funds, content, publisher, and the state/ the federal, and/or the college's decision. In order to view articles from a database you will need to have Adobe Reader downloaded on your device.

The following pages detail how to use the individual databases.

America's Newspapers same as
America's Historical Newspapers (1690-2000); and
includes **America's News (1978- Current)**
(Some full text and page image included)

Chose either of the two of the following options:

For search on "America's Historical Newspapers (1690- 2000)" link:

- Select *America's Historical Newspapers (1690-2000)* database hyperlink
- From the home screen select an Era and an Event from the suggested Era
- Click on an article you want to view
- News articles on this Topic and Suggested Searches are at the bottom of the page

Basic search:

- Select back to Search
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and And. Using OR will give more hits and using AND will limit the hits in the search bar.
- Left hand side feature tools, Sort By, Source Types, Custom Dates, Year, Source Name, Source Location, Lexile (Readability), Article Type, Era, and Presidential Era
- Right side of hyperlink is a preview of the article and hovering over the hyperlink for a preview
- Select desired articles to view

Retrieve:

- Email, Print, Download, Save to Folder, and Copy link

Advanced Search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and And. Using OR will give more hits and using AND will limit the hits in the search bar.
- Refine by search location the map under the advanced search bars

OR

- Use the tabs at the bottom of the screen to look through specific newspapers
- Bottom left side Special Reports and Hot Topics

For search on "America's News" link:

- Select *America's Newspapers*, then select from either the search shortcuts or select the hyperlink *America's News*
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article
- Or select one of the suggested Topics to look through

Retrieve:

- Print, Email, or Save as PDF

Credo General Reference Premium (Some full text and page image included)

For basic search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the search items in search bar
- Click on “search” button
- Select from entries
- Left side has mind map and filter your search
- Selected article will have on the right side of article Topic Page and Related Topics

For advanced search:

- Select underlined “advanced search” found under the blue search button
- Type in search term(s)
- Select the fields to be searched
 - Limit by:
 - Sort results by
 - Fields

Retrieve:

- You can print, e-mail, or save
- Citations are available at the end of the articles. However, make sure that they are correctly formatted when you use them.

NOTE: Students may be able to use the other options in the blue ribbon at the top of the page, or they can narrow their search by using the suggestions on the left side of the webpage. Students also can use the “Continue Searching in” (dropdown box) and “Search” area above the Topic Pages and Reference entries. This option allows students to use other scholarly search engines and databases provided by the LCC Library.

Digital Public Library (Some full text and page image included)

What is it?

The Digital Public Library provides access to many resources from other collections from libraries, archives, museums, and other cultural heritage institutions. It provides you the use of free materials, such as photographs, books, news footage, personal letters, maps, oral histories, government documents, artwork, and other materials with the help of digital formatting.

For a search:

- Type in your key term or words
- Select the search button
- Read the information provided and select the hyperlink of item(s) to get more information or view full item
- It then will take you to a page with more information.
- Refine your search on the left hand side

EBSCOhost
(Some full text and page image included)

If using touch screen or iPad:

You must have PDF reading capability on your device. From there you may be able to view, save, send, or to print.

To start search:

- Select one or more of the “Jump to:” options by putting a check mark in the boxes next the relevant database pertaining your you research topic/keyword
- Then Select the “Continue” button

Or

- Checkmark the Select/Deselect all box
- And then click “Continue” button

For basic search:

- “Basic Search” option is the default search
- In the “Basic Search” search bar type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type in the search items in the search bar
- Click on “search” button
- Refine search results by using options on the left of webpage. The page may repopulate or you may need to click “Search” button to refresh your search.
- Click link to “HTML Full Text” or “PDF Full Text” under the title of the article

For advanced search:

- Under the “Basic Search” bar select “Advanced Search.” Select the fields to be searched
- Type in search term(s) and limiters to refine results
- Select “Search”
- Select hyperlinked title or the hyperlink “PDF Full Text” under each option
- Click link to “HTML Full Text” or “PDF Full Text” under the title of the article

Retrieve:

- Print, download or email using the icons on the Adobe task bar for page image

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.

Gale Virtual Reference Library
(Some full text and page image included)

For basic search:

- “Basic Search” option is the default search
- In the “Basic Search” search bar type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Type in the search items in the search bar
- Make a selection from the drop down list between your search and the search icon.
- Click on “search” or magnify glass icon button
- Refine search results by using options on the right of webpage.
- Click link to “View Text, ”“View ebook, ” and/or “Save Article” options under the title of the article. Then at the top right “Tools” list. You have the options to select “Citation Tools, Print, E-mail, or Download” options.

For advanced search:

- Beside the “Basic Search” bar select “Advanced Search.” Select the fields to be searched and enter search terms
- Use the Advance Search terms(s) and parameters to narrow or broaden your search
- Select “Search” button
- Refine search results by using options on the left of webpage.
- Click link to “View Text, ”“View ebook, ” and/or “Save Article” options under the title of the article. Then at the top right “Tools” list. You have the options to select “Citation Tools, Print, E-mail, or Download” options.

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JSTOR

(Some full text and page image included)

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar
- Click “Search” icon
- Narrowing your options can be done by using the options to the left
- Select items from the results
- To the right of the article select, Download PDF, Save, or Cite this item

For advanced research:

- Select “Advanced Search” located under the basic search bar.
- Type in search term (s)
- Select the fields to be searched
 - For example: author, title, keyword
 - May use up to 3 words or phrases
- Select the fields to be searched (e. g. year or format)
- Click on “Search” (Results: records)
- Click the PDF hyperlink to view, or you can select the options to Download, Cite This, or save

Retrieve:

- Click on the “Read Online” hyperlink or preferably the “Article PDF” hyperlink to the article.

NOTE: If a pop box appears concerning JSTOR Terms and Conditions make sure to “Accept JSTOR’s Terms and Conditions and proceed to PDF”

- Click on Print icon in the Adobe task bar, etc.

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

Kansas City Star (MO)

(Some full text, no images)

For basic search:

- Similar to using *America's Newspapers*, or *America's News Databases*
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article

Retrieve:

- Print, Email, or Save as PDF

NOTE: This is NOT available if you are accessing from Off the Main Campus.

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

Kansas Library Catalog

(An online catalog. It does not show full text.)

For basic search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- On the new page you are able to sort and narrow your results by using the features found on the left side of the page.

For advanced research:

- On the far right of the search bar is the Advanced button. Select it to continue your search.
- From here you may type in your search key words or phrases.
- You may select from a drop down for the all of the words, any of these words, and/or the exact phrase.
- You also have another drop down list to search.

Retrieval:

- You will need to place an Interlibrary Loan (ILL). You can do so from our LCC Library Homepage. Just select the Interlibrary Loan Request tab. You can also request the item in the LCC Library by filling out an ILL form. If you are not in the area, you may be able to request the item from your local library.

NOTE: It will time out of your session after a period of time.

NOTE: This is part of the **State Library of Kansas Resources** database link shown on the LCC Library's Periodical Database homepage.

Learning Express

(You will have to Register to be able to use)

- Once you have registered/sign in, you will be taken to my center that shows your progress.
- On the main page there are different categories to choose from to start testing, using tutorials, and test your skills.

For Basic Search

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- Once on the new page at the top of the page under the search bar, when more then one of boxes are check marked, most if not all will be checked depending on your search. You can limit your search to just Test, Tutorials, eBooks, Computer Courses, Articles, Flashcards, Career Tools, and Finder Tool.
 - Test: You can either start test or print test.
 - Tutorials: Start tutorials only
 - eBooks: Can only be downloaded
 - Computer Courses: Start tutorials
 - Articles: Can only be downloaded
 - Flashcards: Open Flashcards only
 - Career Tools” Launch Career Tools
 - Finder Tool: Open scholarship finder
- Any test, tutorials, eBooks, flashcards, etc. are all saved so you may be able to go back through some test, tutorials, eBooks, etc. from your center.

NASA Pubspace (Some full text, no images)

About:

It is a place that preserves and gives easy public access to peer-review papers from NASA funded research.

For basic search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article or PDF
- You can also select other limiters on the left side of the page.

For Advance search:

After attempting a basic search, you then have the opportunity to select the Advanced option under the search bar.

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article or PDF
- You can also select other limiters on the left side of the page.

Retrieve:

- Print, Email, Save as PDF or Share

NOTE: This is NOT available if you are accessing from Off the Main Campus.

**YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.**

Nursing and Mental Health in Video (All Videos)

(you do not have to register to use)

About:

Is videos on mental health discussed by a licensed therapist and interviews with patients by the licensed therapist.

- On the main page you can click on a select items from the browse or featured subjects to search for videos.

All Videos start off with a disclaimer of content is for general information and shouldn't be used in place of going to a Doctor.

To Search:

- At the top right of the page click in the search box.
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- On the right side is Search Results, Nursing, and Refine your search. Top right above the videos are two drop down boxes to limit your search.
- To the right of the video are three buttons to add track, share via E-mail, or share.
- Once you have clicked on a video, to the right will show the transcript or details of the video. Under the video you can cite, e-mail, share, playlist, embed/link, select item, and send to mobile, and/or give the video a 5 star review.
- At the bottom of the page are some related videos to what you are searching.

Nursing Education in Video (All Videos)

(you do not have to register to use)

About:

Is a collection of videos for general educational health videos and training videos for nurses. Also should not be used in place of a Doctor.

- On the home page you can click on browse, series, subjects, or what's new.

To Search:

- At the top right of the home page click in the search box.
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- On the right side is Search Results, Nursing, and Refine your search. Top right above the videos are two drop down boxes to limit your search.
- To the right of the video are three buttons to add track, share via E-mail, or share.
- Once you have clicked a video to the right of the video it will have one to three tabs to click on. Details, transcripts, or clips.
- Under the video you can cite, e-mail, share, playlist, embed/link, select item, and send to mobile, and/or give the video a 5 star review.
- At the bottom of the page are some related videos to what you are searching.

Opposing Viewpoints Resource Center

(Some full text included)

You many need to use a different browser besides Internet Explorer. You might try Chrome, Mozilla Firefox, or Safari.

For basic search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar
- Click on “Search” icon
- Beside each hyperlink title it tells you what kind of resource it is. (i.e.– Article, Report, ect.)
- It will then take you to a topic page. From there you are able to choose from Featured Viewpoints, Viewpoints, Academic Journals, Statistics, and many more research related items. It can also give you ideas on other related topics
- Select from various topics or articles in the topic to view, will give you the option to listen to the article.

For advanced research:

- Select “Advanced Search” found next to the search bar, it will be a magnifying glass with a plus sign.
- The page will change but the search bar will be similar to the basic search. However below it gives other ways of narrowing or broadening your search.
- Type in search term(s). You may need to use several of the search bars and proper drop down field
- Scroll down the page to select “More Options”:
 - full text documents
 - peer reviewed journals
 - documents contains images
- Select items in areas of Publication Date, Content Type, and etc.
- Click on “Search” button at the bottom of page
- Beside each hyperlink title it tells you what kind of resource it is. (i.e.– Article, Report, ect.)
- Select from various topics or articles in the topic to view, will give you the option to listen to the article.

Retrieve:

- Select Print, email, etc. from the “Tools” area on the right side of the page

Parsons Sun (Some full text, no images)

For basic search:

- Similar to using *America's Newspapers*, or *America's News Databases*
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article

Retrieve:

- Print, Email, or Save as PDF

NOTE: This is NOT available if you are accessing from Off the Main Campus.

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ProQuest Nursing and Allied Health Source (Some full text and page image included)

For basic search:

- Type in keyword(s), words used to describe the subject being searched
Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. You also check mark “Full text,” and/or “Peer reviewed” suggestions under the search bar
- Click on the magnifying glass at the end of the search bar to search.
- On the new page you are able to sort and narrow your results by using the features found on left side of the page
- Select either the hyperlink title or the icons below each article indicating what format it is viewable in such as Abstract/Details, Full text, or Full text-PDF

For advanced research:

- Select the advanced search above the search icon
OR
- Select Advanced search in the upper right corner
- Type in keyword(s), words used to describe the subject being searched.
Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. You also checkmark “Full text,” and/or “Peer reviewed” suggestions
- Adjust the Search options of Limit to, Publication date, you can also use the options of Subject heading (all), MeSH subject, Source type, Document type, Language, Age group, and Databases
- Select the “Search” button
- Select either the hyperlink title or the icons below each article indicating what format it is viewable in such as Abstract/Details, Full text, Full text-PDF, or Cited by

Retrieve:

- Once you select an item or open it, it can then be e-mailed, printed to fit, cited, exported/saved using the icons found near the top of the page

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.

SAGE Knowledge

For basic search:

- Type in keyword(s), words used to describe the subject being searched
Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar.
- Feature tools on the right side of hyperlinks, Content Type, Works and Sections, Subject, Publication Date, and Keywords
- You will be given three source materials Books, Encyclopedia, and Handbooks
- Books
 - Right side feature tools, Chapter's, Similar content, and Keywords
 - Download as PDF above shown chapter
- Encyclopedia
 - Right side feature tools, Similar content, and Keywords,
 - Above text in tabs, Entry, Entries A-Z, and Subject Index
 - Download as PDF above feature tabs
- Handbooks
 - Download PDF
 - Right side feature tools, Chapter's, Similar Content, and Keywords

Retrieve:

- Print, Email, Share or Save as PDF

Advanced Search

- Type in keyword(s), words used to describe the subject being searched.
Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar
- Limiting your search with these subjects Search for, Person, Public Info, Topic, Discussed in Video, and Discussed in Case.

Citations are available: However, we do not confirm that these are 100% the way your instructor wants them to appear for your research purposes.

**YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.**

SAGE Stats

For basic search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article or stats
- You can also select other limiters on the left side of the page.

For Advance search:

- Select the Advance search option at the end of the basic search bar.
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits
- You can also select other limiters below the search bar. Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired stats

Retrieve:

- Print, Email, or Save as PDF

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

World Cat (Catalog)

For basic search:

- “Search for” bar type in keyword(s), words used to describe the subject being searched Connect the words with OR or AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. You also check mark “Full text,” and/or “Peer reviewed” suggestions under the search bar
- “In: bar select topic or database
- Click on the search button
- Select Database by checking it and clicking the search button
- Fill in as much information as possible in the bars shown and click the search button
- On the new page you are able to sort and narrow your results by using the features and tabs found near the top of the page
- Select either the hyperlink title
- Jump to Advanced Search and select a database to search

Retrieve:

- Once you select an item or open it, it can then be e-mailed, printed to fit, cited, exported/saved, or shared by using the icons found near the bottom of the page

NOTE: This gives you information that you can use to look for in other libraries, and resources, and to request items for Interlibrary Loan.

Kansas State Library Resources/ Kansas Library E-Card

(You can use it out of the state too. If you have concerns, then contact us to help troubleshoot)

You can apply for a Kansas Library E-Card at any public, school, or academic library in the state of Kansas. They will ask you a few questions to set up the account. You will be asked first name, middle initial, last name, and birthdate (mm/dd/yyyy).

To obtain a card, present your driver's license to a library staff member, who will give you a card with a pin number. The Kansas Library Card may be used to access additional resources that are available from the State Library of Kansas.

To access this site see [State Library of Kansas Databases page 25](#).

To access the State Library of Kansas Databases with your Kansas Library Card:

- Go to <http://kslib.info/> or the one on the card
- Type in the pin number found on the Kansas Library Card and your birthdate as MM/DD/YYYY
- Click on "Submit"
- Select the desired database to search or any other feature of interest

NOTE: You may need to use satellite based internet or a different web browser.

NOTE: This is part of the [State Library of Kansas Resources](#) database link shown on the LCC Library's Periodical Database homepage.

Kansas State Library Resources/ State Library of Kansas Databases

These are additional resources that are available from the State Library of Kansas. If you are located within the borders of Kansas, you can access these resources by IP recognition. If you are outside the borders of Kansas or having difficulty accessing through your internet provider (IP address), then these resources may be obtained with a Kansas Library E-Card. (see page 17) You must also have a Kansas Library Card if you have AOL as a carrier or use satellite internet within the state of Kansas

To access the State Library of Kansas Databases:

- Go to <https://kslib.info/221/Online-Databases>
- Click on desired database hyperlink

Or

- Go to LCC Library homepage click on “Periodical Databases,”
- Using the column called “Periodical Resources” on the right side of website
- Click on the last bullet of the list called, “State Library of Kansas Databases”
- Click on desired database hyperlink

NOTE: This is part of the **State Library of Kansas Resources** database link shown on the LCC Library’s Periodical Database homepage.

Search engines and limits will be different depending on the database chosen. For assistance contact the Library.



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Library Waiver

To Whom It May Concern:

When the library mails a library book or other library materials to me, I will be responsible for all damages from the time the book leaves the Labette Community College Library until it is returned.

Should the book or other library materials get lost in the mail, I will be responsible for all charges from the lending library.

When returning items to Labette Community College Library, I will insure the book or other library materials for \$50 per library item.

Sincerely,

Name:

Student ID #:

Address:

Phone:

Cell Phone:

Your LCC Email:

Please attach a copy of your Labette Community College Student ID or your driver's license.