MID-STATE TECHNICAL COLLEGE

ACADEMIC LEARNING CENTER

Library Resources Orientation

Academic Learning Center Staff Directory

► **Dean, Adult Education & Learning Resources**
Amber Stancher
Stevens Point
Email: amber.stancher@mstc.edu
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► **Acadeimc Learning Center Contact Inforamtion**
Email: ALC@mstc.edu
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► **Learning Resource Specialists**
Sara Sikora
Marshfield
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Diane Kohn
Stevens Point
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Mid-State Library Catalog

To search the Mid-State library collection, go to **Student Resources->Library Services->Online Databases** and expand the Library Catalogs tab. Choose **Mid-State Library Catalog**.

It will default to the *Basic Search*, but can be changed to *Advanced Search*, which provides additional options with which to search:

Your search results will come up in a new screen, which can be refined using the filters on the left-hand side:
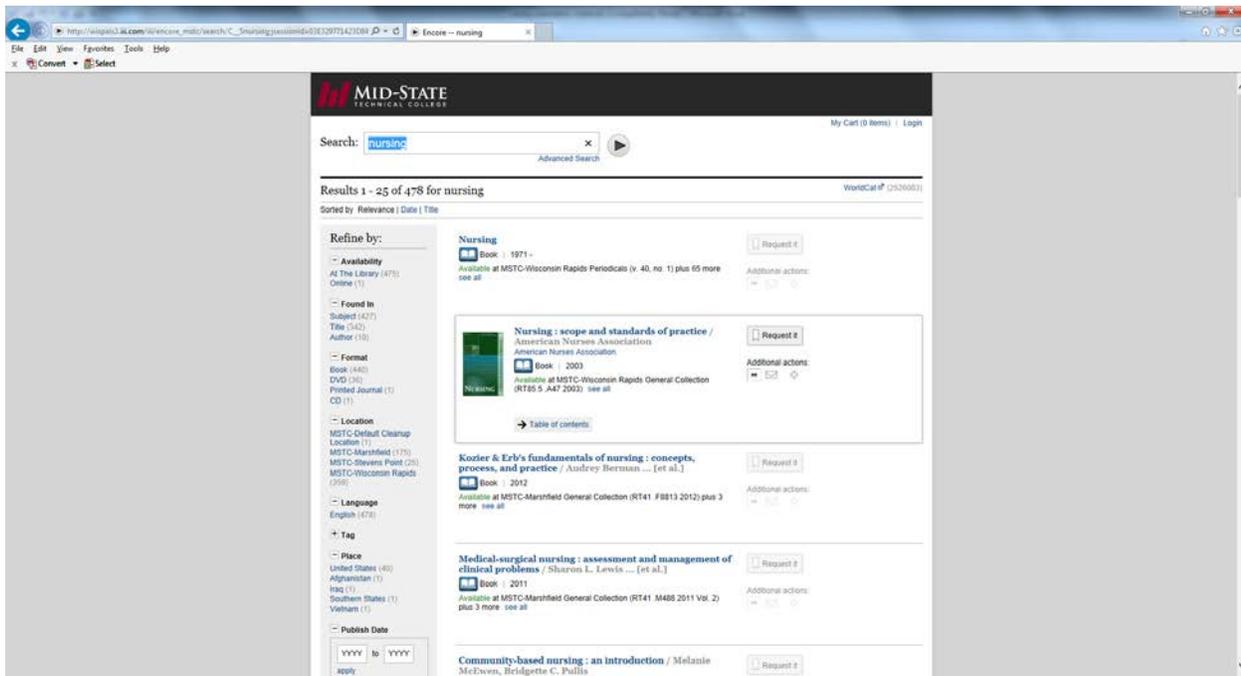
Other Library Catalogs:

As a convenience to library patrons, links are provided to other area library websites. These include:

- **WISCAT** (the Wisconsin state catalog provided through the Wisconsin Department of Public Instruction)
- **University of Wisconsin – Stevens Point Library**
- **South Central Library System** (public library system of which local libraries are members)
- **Portage County Public Library**
- **Marshfield Public Library**
- **McMillan Memorial Library**
- **Library of Congress** (the largest library in the world, and the nation's oldest federal cultural institution and serves as the research arm of Congress)

Scholarly Research

Criteria for evaluation:

- What is the article about? Does it address your research question?
- Does it have research data?
- Does it include a bibliography?
- Who created it? Does it include author's name and credentials?
- Where is the information coming from? Is it a scholarly or popular journal?
- Why was it written? Is it intended to inform, persuade, entertain, instruct or sell? Does it include scientific terms or data?
- When was the source/information created? Is it recent? When was the research conducted?

Learn to Identify Scholarly Articles

If your article is scholarly, you should be able to answer the following questions ***"yes"***.

1. Is the article written by experts (scholars) in the field?
   - Author's name is always included in scholarly articles

2. Is the article written for experts (scholars) in the field?
   - Articles written for the general public are NOT scholarly

3. Does the article report the results of research or does it analyze or interpret other research studies?
   - Often scholarly articles include a description of research methods

4. Is the article long?
   - Scholarly articles tend to be long (more than 5 pages in the humanities and more than 2 pages in the sciences)

5. Does the article have a bibliography?
   - Scholarly articles always have a bibliography

6. Does the article title contain technical language?
   - Scholarly articles often use language that is technical and discipline-specific

7. Does the title of the journal seem to be very specialized?
   - Scholarly articles often come from journals focusing on specific topics

8. Does the journal have an editorial policy that includes peer review?
   - Peer-reviewed articles have been assessed by other experts in the field before publication

(Adapted from University of Wisconsin-Madison Libraries)

Online Database Search Tips

Access:
- From campus – 8-digit student ID and network password
- From off-site – 8-digit student ID and network password
- For BadgerLink - "Wisconsin - enter zip code below" and your zip code
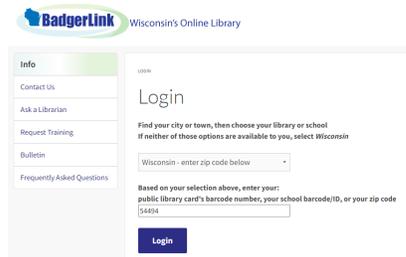
From the Mid-State Technical College (www.mstc.edu) home page:

➢ **Current Student->Academic Learning Center->Online Databases->click a category or Quick Connect**

- ○ Some databases will require you enter your student ID and password

➢ Choose **Advanced Search** for better control of your search

Click
Advanced Search
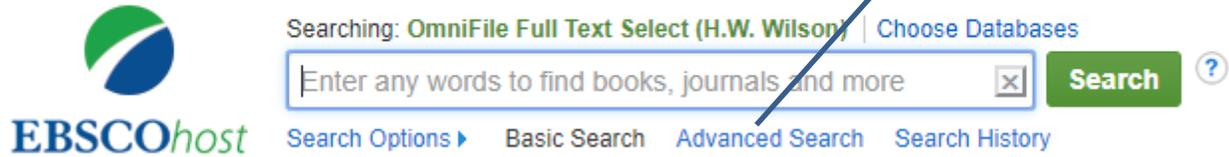
➢ Options that help with searching in **EBSCOhost**
  o Full Text
  o Published Date
  o Peer Reviewed
  o Publication name (if known)
  o PDF Full-Text only
  o Evidence-Based Practice
  o and many more limiters
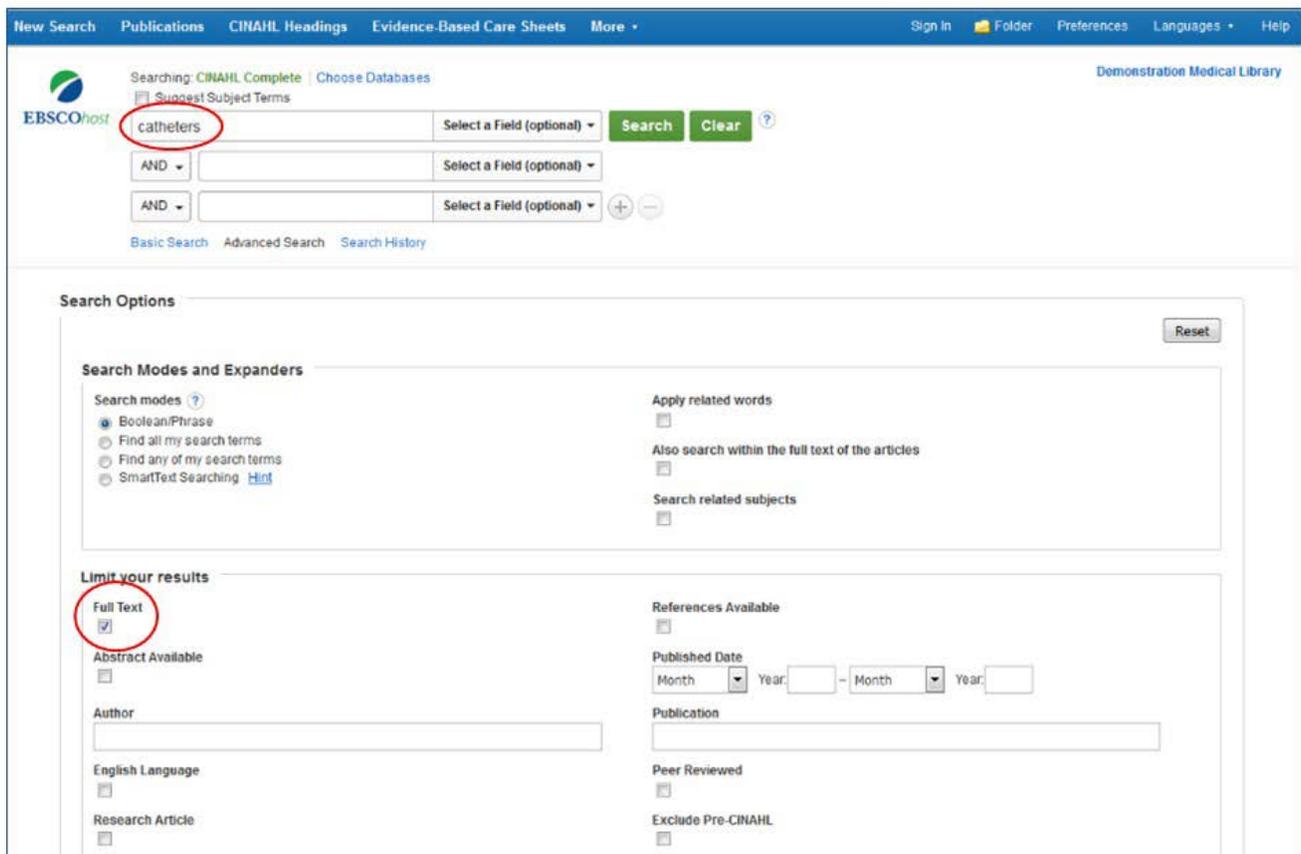
Your search results will look similar to the screen below:

➢ Click on the title or a Full Text link to view the full article.

➤ Click on the **folder** icon to collect results in the temporary session folder. To save results beyond the current session, click the **Sign In** link and either sign in to an existing My EBSCO*host* folder account, or create a new folder account free of charge.
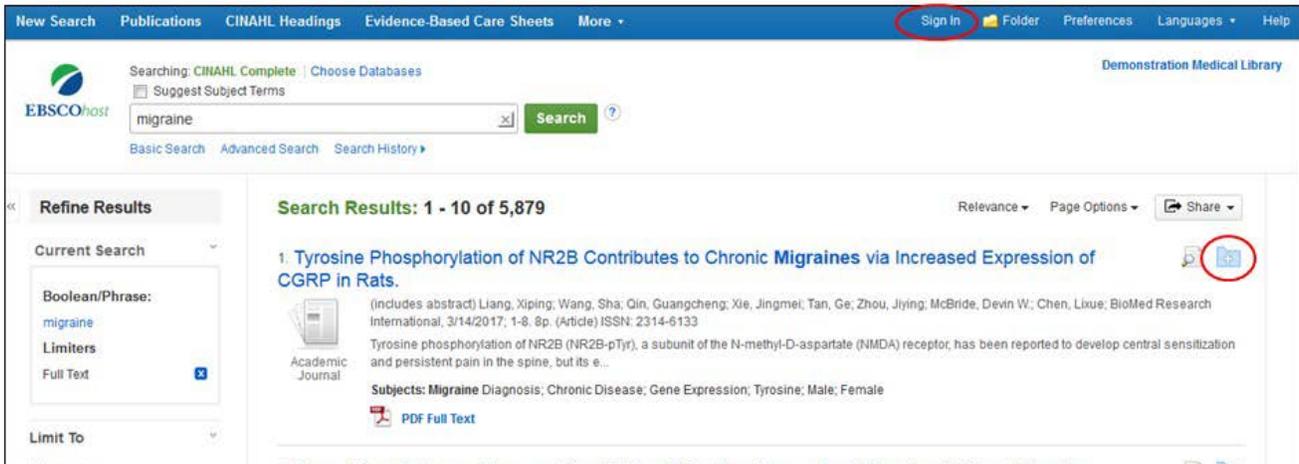
➤ With CINAHL, it is possible to search with Headings and use the "Suggest Subject Terms" to help with finding research.
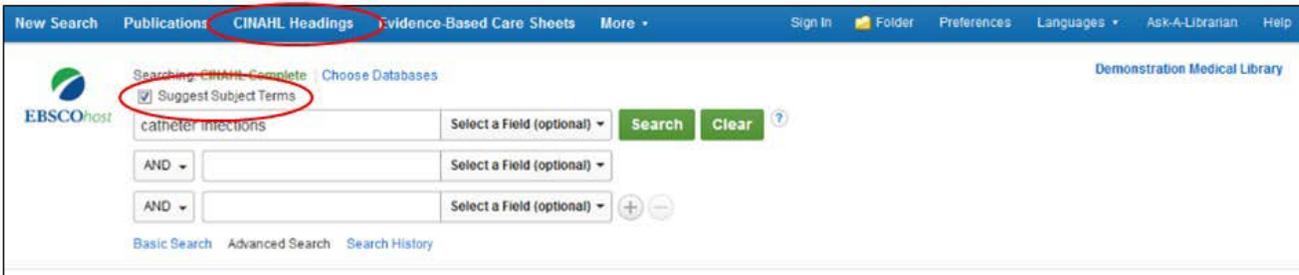
➤ A list of appropriate CINAHL headings, or subject terms, appears. Your search term also appears at the bottom of the list with the option to search it as a keyword.
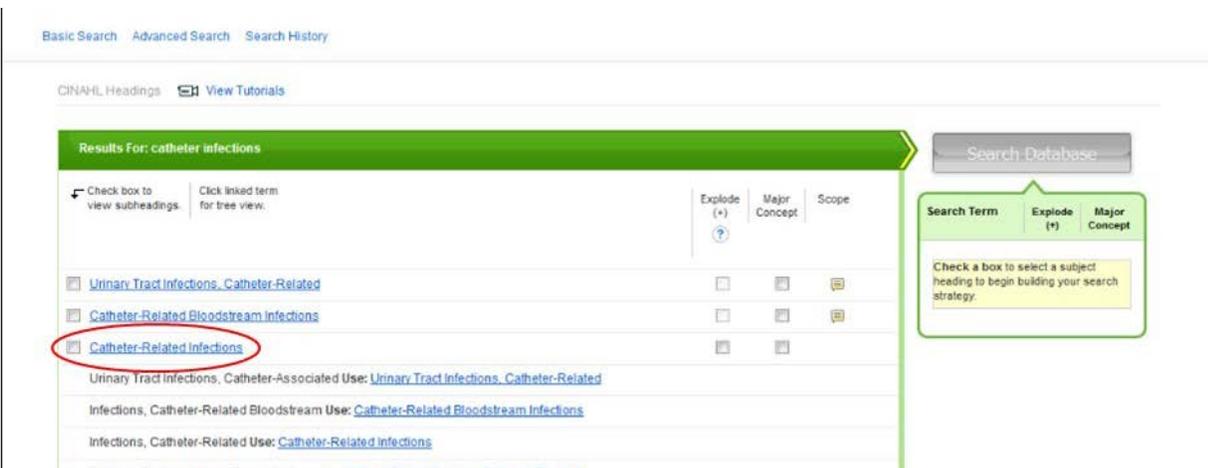
➢ Check the box of a subject term to view all the subheadings, which may be selected to further refine the subject. If a subheading is not selected, all the subheadings are searched. When you select a subject term, it is added to the **Search Term** builder box. When you have built your search, click **Search Database** to display the results.
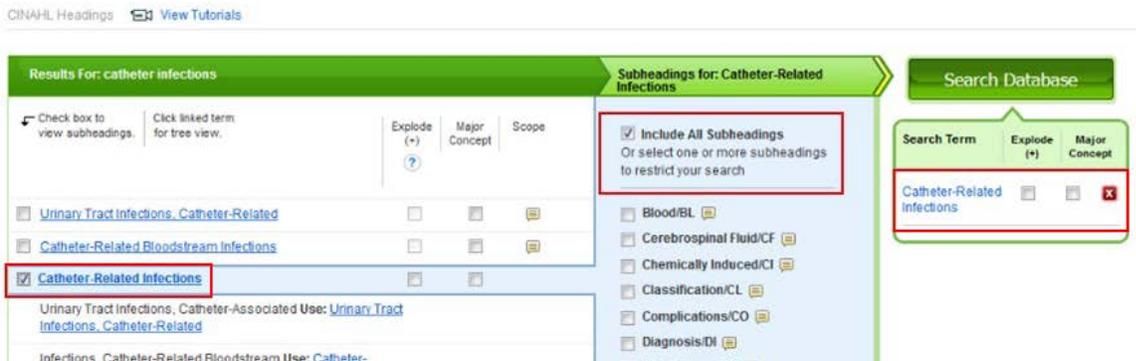
➢ Another feature of CINAHL is **Evidence-Based Care Sheets** (located along the top toolbar) and **Quick Lessons** (in the "More" link in the toolbar). Simply select the topic of interest and click the Search button.
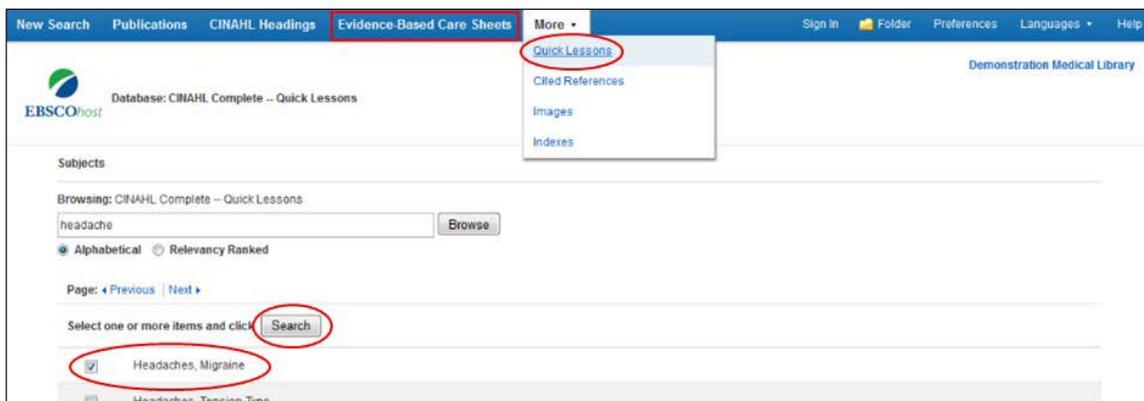
➢ The document displayed in the result list. Click the PDF Full Text. Click link to view the Evidence-Based Care Sheet or Quick Lesson.
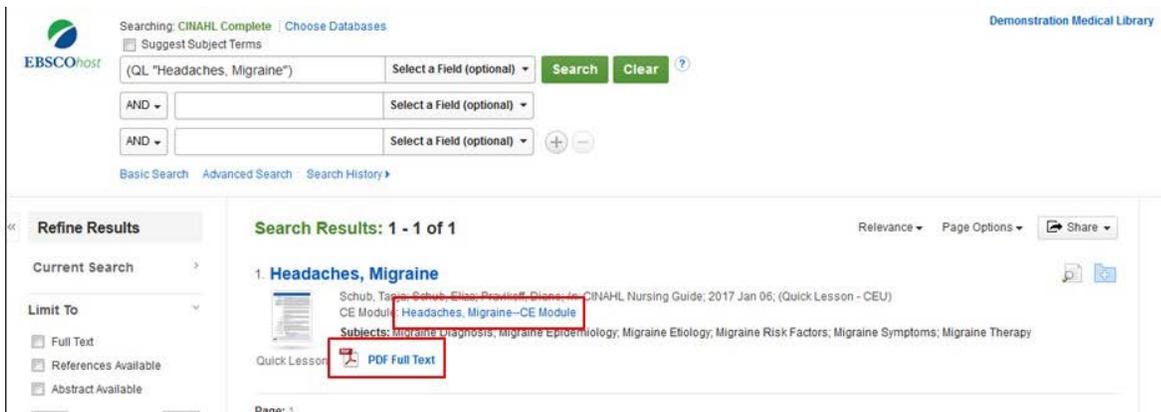
Quick Guide to Library Research:

Getting Started
The earlier you start, the more time you will have to find information to complete your project.

Making Your Plan
- What are the requirements for the research/paper/project?
- How detailed will your research have to be?
- How long does your paper have to be?
- What subject areas are involved?
- What types of information/resources are needed?
- Where will you find your resources?

Developing Your Search
- Choose a topic and have it approved by your instructor
- Use subject browsing if you are having a hard time deciding on a topic
- Find out what resources you can get from your library or through online databases

Identifying Resources
- Reference resources (books, scholarly and professional journals, etc.)
- Internet resources
- Audio, visual, and non-print resources

Gathering Information
- Mid-State Library Catalog and other library catalogs
- Online databases
- Interlibrary loan

Evaluating Your Resources – CRAPP Test
C = Current
R = Relevant
A = Authoritative and Accurate
P = Purpose (inform or advocate?)
P = Point of view (balanced or biased?)

APA Resources
- [Purdue OWL (Online Writing Lab)](#)
- [American Psychological Association](#) – APA Style Central
- [American Psychological Association](#) – APA Style Resources
- PennState – APA Quick Citation Guide
- Mid-State LiNK

Student Initiated Interlibrary Loan

Purpose of Interlibrary Loan
Interlibrary Loan (ILL) service provides access to materials that are not available at any Mid-State Library. Mid-State uses WISCAT as our primary source for ILLs. WISCAT is one of the largest physical statewide union catalogs in the country, contains seven million titles and more than 32 million holdings from over 1200 contributing libraries. The catalog contains material in all formats, including books, periodicals (such as magazines), video recordings, sound recordings and other audiovisual formats.

Who May Use Interlibrary Loan?
Mid-State and Lakeland College faculty, staff and students are eligible to borrow items through ILL. **A library card is required.**

Cost
There is no cost to use ILL. Lost or damage items are the responsibility of the library borrower.

ILL Requests
It is preferable that requests be submitted via the library's "Interlibrary Loan Requests" link found on the library's homepage. Submitting a printout of requested material, or by providing complete information, i.e., title, author, periodical issue, volume, page number, etc. is also acceptable. **Patron name, library card number, student email and phone number are required.** Please indicate if there is a deadline.

Arrival Time
Delivery time varies depending on the availability of the materials and the location of the lending library. Requested items between Mid-State libraries usually arrive within 1-2 days. Items from other libraries usually arrive between 7-14 days after the request has been placed. More difficult items to locate may take up to four weeks or longer to arrive, so please plan ahead.

Notification
Patrons will be notified via email or phone. Pick up of materials will be at your home campus library.

Loan Period
The lending library determines the loan period, which may vary from two to four weeks. Due dates will be located on the item. If a longer loan period is desired, renewals must be requested prior to the due date and are at the discretion of the lending library. Limitations such as "No Renewal" and "In Library Use Only" must be honored.

Returning Materials
All materials borrowed through ILL must be returned to your home campus library. Photocopies of requested articles are for the patron to keep.

Warning Concerning Copyright Restrictions:
The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries. The sharing of material between libraries is an integral element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

The Mid-State library endorses the principles related to interlibrary loan in the ALA National Interlibrary Loan Code http://www.ala.org/ala/rusa/protools/referenceguide/interlibrary.cfm.

Mid-State library reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.