Introduction to the Library

Professional Studies Version

Website: http://www.sckans.edu/library/

1.866.734.1275 (toll free)
620.229.6225

100 College Street
Winfield, KS 67156

Updated June 2018
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Welcome to the Southwestern College Library

The library strives to assist Southwestern College (SC) learners and employees in finding and accessing information. We are here to help you!

This manual is an introduction

- to the library and its services,
- to the library’s website,
- to basic searching skills, and
- to evaluating information.

More advance information and tutorials are available on the library’s website under Services > Tutorials

Library Contacts

When you have questions about the library or problems accessing the library’s online services, you can contact the library.

Phone - 620.229.6225 or 1.866.734.1275

Email - library@sckans.edu or ill@sckans.edu (ill=interlibrary loan)

Chat - Chat with a Librarian 24/7 tool is found on the Help page

Marjorie Snyder, Librarian
Marjorie.snyder@sckans.edu or 620.229.6312
Library Services

The Deets Library Team is here to support you in your search and use of information. If you have a question, we will do our best to answer it promptly.

Print books and ebooks
When off-campus, you will mainly use the library's ebooks. However, you may request any SC owned material by emailing the library at library@sckans.edu or ill@sckans.edu See “Materials Request” under “Services for Distance Students” on the library’s website. The library will mail the requested item to you. You are responsible for return postage. Materials can also be returned by dropping them off at the SC campus in Wichita, KS.

Details about borrowing print books
The materials will be loaned / checked out to you. You will receive email reminders about due dates of physical items. For items from the Deets Library collection, renewals are easy. Just reply to the reminder email with the request to renew. Renewals of items borrowed from libraries through interlibrary loan are sometimes possible if the request is made before the due date. Some libraries may not allow renewals. Options at that point include scanning some chapters, borrowing another copy from a different library, or Deets Library ordering the book to add to our collection.

Databases
The place to start when searching for articles from periodicals (magazines, journals, newspapers). There are some unique databases such as WorldCat, which is a national and international catalog of libraries’ holdings.

Interlibrary loan (ILL) is the service to request an article or book not at the SC library from a library that has it. Delivery of articles is by email. Delivery of books is to Deets Library. If you cannot pick up a book in person, we can mail it to you. You are responsible for return postage.

You can request a book or article through interlibrary loan by email to ill@sckans.edu or directly through a database. Additional information about ILL is listed on the library’s website:

http://deets.scklf.info/services/interlibrary-loan/
**Deets Library Website**
Type www.sckans.edu/library or google “Deets Library”

**Research Guides** - List of resources related to the subject
**Deets Search** - Our search tool for books and electronic resources
**Find Books** - Search for books in the library, eBooks, and items in other libraries
**Find Articles** - Search for articles from magazines, journals, or newspapers.
**About** - Information about the library such as staff & contact information
**Services** - Learn more about what the library can do for you
**Help** - Where to go if you need assistance and a link to a pdf of this research guide.
**Search** - Click the magnifying glass to search the entire library website
**Today’s Hours** – Check the footer for hours.
**See all hours** for a month of library hours.
Accessing Online Services

All online services (databases, ebooks, etc.) that are purchased by the library require password protection. To access online services from off-campus you will be prompted to enter your SC ID number and your password.

You can get your SC ID number by contacting your advisor or the librarian.
Your password is the last 5 digits of your social security number or your SC ID.

Access to commercial databases, e-books, and e-audio books is restricted to current students, faculty, and staff at Southwestern College.

Your username is your Southwestern ID number. Your password is the last 5 digits of your social security number. For those who do not have a social security number, the password will be the same as the last 5 digits of your Southwestern ID number.

Please enter your username: 
Please enter your password:  
Login

Account
All SC employees and enrolled students and learners have an account. If your account doesn’t work, please contact the SC Helpdesk at (620)229-6444 or by email at sc.helpdesk@sckans.edu.

Cookies
As you access databases, they may use cookies. Your ability to use these databases depends on whether or not you allow their cookies to be set or sent to your computer’s hard drive. Cookies need to be enabled at a medium or lower setting. Instructions on how to enable cookies

Firewalls
Some users trying to access databases from a business or a military base may have problems with firewalls or other restrictions. You will need to contact your network administrator to resolve the problem.

Still having problems?
Marjorie Snyder, Interim Library Director, is happy to talk with you to solve any issues. You may reach her at (620)229-6312 or by email at marjorie.snyder@sckans.edu. We try to answer all questions within 1-2 business days.

If you have trouble with your account, 
email sc.helpdesk@sckans.edu or call 620-229-6444 during business hours.

If you have access trouble with any online resources, contact the librarian.

Email - marjorie.snyder@sckans.edu or call 620-229-6312.

Chat for questions about research and citations-
Ask A Librarian 24/7 Chat on the following pages:
Help, Research Guides, Staff
Academic Research

Before you begin searching for information, you should attempt to answer the following questions to help focus your searches:

1. What is your purpose? What do you want to learn about?
2. What types of sources do you need?
3. What terms relate to the information you need?

Accessing or searching for information entails using the right:

- Database(s),
- Access point(s), and
- Term(s).

Use the Right Database(s)

When selecting the right database, consider the format of the information you are looking for and what subjects are relevant to your topic. Examples of databases are listed in the Research Guides, “EResourcesA-Z” on the Find Articles tab of the library’s website, and search engines.

<table>
<thead>
<tr>
<th>Development of Information after an Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Occurs</strong></td>
</tr>
<tr>
<td>Minutes and hours after</td>
</tr>
<tr>
<td>Days after</td>
</tr>
<tr>
<td>Weeks after</td>
</tr>
<tr>
<td>Months after</td>
</tr>
<tr>
<td>Years after</td>
</tr>
</tbody>
</table>

**Format:** This depends on the information you need and its currency to your topic. Newspapers and magazines are good sources for current information. Books and ebooks are good sources for analysis and historical information.
Use the Right Database(s) (cont’d)

What database do you use to find what format of information?

Books and eBooks
- eBook Collections –Find Books tab, then eBooks
- Search WorldCat Discovery Service

Articles from Magazines and Journals
- Deets Search
- Research Guides-General Topics or your subject area

Newspaper Articles
- Deets Search
- Find Articles, Newspaper Sources
- ProQuest Historical Newspapers NY Times

Subject: This depends on the topic of your research. On the library’s website under “Research Guides,” you can select the subject that relates to your topic and view all the databases with that subject.

Research topics often involve more than one subject.
Start with Deets Search or General Topics to access the widest possible stream of information.
Narrow your search with subject guides.

Use the Right Access Point(s)

Access points are how you search a database. Most often you can change your access to the database by selecting a point from a dropdown box next to the text boxes where you enter your terms. Since search engines only have one access point (keyword), they can be difficult to focus a search and retrieve relevant results. This is why starting with databases purchased by the library can speed up the process of finding information.

When starting a search, use the keyword access point to retrieve some results that are relevant to your topic. Look at the records of a couple of items that fit your topic. What subject headings or descriptors are assigned to that record? Use some of
Use Subject Terms and Boolean logic

Terms are words that name your topic in academic conversations. Natural language terms are the words we use in our daily conversations. Subject terms are more formal. You can find subject terms in articles on the open web (Wikipedia, for example) that you can use to search for academic resources at Deets Library. Library resource databases are slower than the open web to add natural language terms. Try multiple terms in your searches and make strategic moves using Boolean logic (AND, OR, NOT) with more than one term.

Boolean logic (and, or, not) are used to link terms together to focus your searches.

And
narrow a search, only finds results with both terms
“College AND University” retrieves results with both terms.

Or
broadens a search, finds results with both terms and each term (great to use with synonyms)
“College OR University” retrieves all results with either term

Not
limits a search, finds results only with the wanted term
“College NOT University” retrieves results with “College” only
Additional Search Tips

- Phrase Search - Use quote marks to search for a phrase; e.g. “global warming”
- Truncation - Search for variations of a term by entering the root followed by an asterisk (*); e.g. instruct* retrieves instruction, instructor, instructional
- Wildcard - A character (usually a question mark) that assumes the value of any alphanumeric character and permits more options; e.g. wom?n retrieves women and woman

The Internet

Searching the Internet can be difficult because of the huge volume of information. Unlike a database purchased by the library, search engines are in the business of promoting web pages that have paid a fee to appear in the top results. Search engines also use algorithms to retrieve results according to popularity.

In other words, although search engines are free and may seem easier to use, you do not receive the same quality of searching service and information as provided by library databases. However, there are some great sources of information available on the Internet if you can find them.

Try these search options when using a search engine such as Google.

- Phrase searching (placing a phrase in quotes “” ) is the most helpful search tool. It allows for the search to retrieve more relevant results. e.g. “global warming”
- You can also use Boolean logic on the Internet.
  - *And* is the default between terms. e.g. “global warming”
  - *Not* is represented by placing a minus sign (-) before a word to exclude it from the search. e.g. “global warming” -Antarctica
  - Word order matters when searching the Internet.

Look for search terms in related articles and add terms specific to your interest.
Try a different search engine or database.
Look in the Table of Contents and Index of books for sections or chapters of interest.
Request those through interlibrary loan at ill@sckans.edu
Features of EBooks
From Deets Library menu (at www.sckans.edu/library), Find Books, eBooks

We have two collections of ebooks

Click eBook Collection – EBSCO
Or
Ebrary from ProQuest

Non-Fiction eBooks

eBook Collection - EBSCO
- Over 250,000 full text ebooks
- Create and use EBSCO login to checkout/download items

Note: The EBSCO book collections require Adobe Digital Editions to download ebooks.

ebrary from ProQuest
- More than 148,000 ebooks
- Unlimited, multi user access

Off Campus Access log in required for ebooks

You will be asked to log in using your SC ID as the user name and the last five digits of your Social Security number as the password.

Deets Library electronic resources are accessible to current students, faculty, and staff. If you have any password trouble, contact sc.helpdesk@sckans.edu or 620-229-6444

If you have any trouble accessing library resources, contact library@sckans.edu and 620-229-6225 or Marjorie.snyder@sckans.edu and 620-229-6312
Features of EBooks, Cont’d

These followership ebook results are from eBook Collection—EBSCO

Click Table of Contents to expand and view chapter titles.
Features of EBooks (continued)

Use the tools provided to save/print, cite, copy the ebook URL, and download.

1. Download the complete book for a limited time, similar to a borrowing period for a print book.

2. Print/save sections. There is a page limit for printing/saving that shows in the print dialog.

3. Use the Permalink tool to create, copy, and paste a link that will take you back to this resource when you are connected to the internet.

4. Find and copy the citation information using the Cite tool.
Databases
1) Database resources are available through Deets Search and Research Guides.
2) In the Research Guides, databases are listed in the Articles section.
3) When you have questions about research, you can use 24/7 Chat (Ask a Librarian)
Features of Databases: Academic OneFile (Gale)

1. Have an account? - Create a personal account in the database to save searches and results for future reference.
2. Browse by Discipline: Click larger subject (Economics) to drill down to more specific topics (Entrepreneurship or Money).
4. Topic Finder: use this tool to see all related search terms-verry helpful!

See check boxes on right side of results page:
- Limit results to documents with full text - Retrieves only records with full text in this database. Drawbacks are that it does not retrieve records that the library may have full text in another database and that it could miss finding that perfect article because not available in full text.
- Limit results to peer-reviewed publications - Retrieves only records that have been peer-reviewed (a feature common with journal articles) so only scholarly articles are found.
Features of Databases: Academic OneFile (continued)
Retrieved Results

The above screen shot is of the first records from a keyword search of “global warming and United States.”

1. Search within the records retrieved by entering other terms.
2. Select “Books”, “Magazines”, or “Academic Journals” to view articles from a specific source. “Books” will provide full text chapters from books.
3. You can save records that interest you. Print or email the list before closing the databases or you will lose all your marked records. You may also created an account within the database similar to starting a free email account and save the list to your account for future reference.
4. Gale identifies results as “Full-text” or “Citation”
5. Click on the ‘Check Link Source for Full Text’ link to automatically search all the library’s databases for the full text article. If the library does not have the full text, you may request it through interlibrary loan.
Features of Databases: Academic OneFile (continued)
Reading a Record

Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it.

1. Related Subjects are terms assigned to this article by an individual. They tell you what the article is about. Also when you find that perfect article, use some of the subject terms in subject searches to focus your results to more relevant information.

2. Abstract (if provided) gives you an overview of the article’s information before you read the article or before you try to find the full text, if not available, in the database. Reading them can save you time.

3. Databases will give you the option to print, e-mail, and/or download (save) to your computer articles. Many also help with citations by generating one the style (e.g. MLA, APA) you specify. Double check for accuracy.

4. “Check Link Source for Full Text” link provides another way to find a pdf.

Search Tip: If the document type is “review,” use the book or item being reviewed. A review simply gives someone’s opinion about a source that you could use in your research. Try eliminating reviews from your results with the Boolean logic not and term review.
1. Sign In and Folder - Create a personal account with EBSCO to save articles and searches to your folder. Without an account, all items added to your folder will disappear when you leave the database.

2. Ask a Librarian and Help - Instructions created by EBSCO about using their databases. You also can send a librarian at SC Library a question.

3. Subject Terms - Search for subject terms used by the database.

4. Choose Databases - Click to select and deselect any database provided by EBSCO. Selecting more than one database allows you to search more than one database with a single search.

5. Access points options - The default “Select a Field” is keyword.

6. Boolean logic options

7. Full text - Retrieves only records with full text in this database.

   Scholarly (Peer Reviewed) Journals - Retrieves only records that have been peer-reviewed.
Features of Databases: Academic Search Premier (continued)

Retrieved Results
The above screen shot is of the page of records from a keyword search of “global warming and United States.” 4,338 records are too many to browse so I need to refine the search. I could add more terms to the search to focus the results but I can also limit my results.

1. One way is to limit the search to Full Text only. I also can limit it to Scholarly (Peer Reviewed) Journals or set a publication date range.
2. Another way is to select a link to view articles from a specific source type.
3. The article may be available as PDF or HTML. In some cases, you will need to request the article through interlibrary loan. The process for an interlibrary loan takes 7-10 days to get the article to you.
Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it.

1. Document Type indicates what the article is classified as. If it is a review, use the reviewed item.
2. Subject Terms are terms assigned to this article by an individual. They tell you what the article is about. Also when you find that perfect article, use some of the subject terms in subject searches to focus your results to more relevant information.
3. Abstract (if provided) gives you an overview of the article’s information before you read the article or before you try to find the full text, if not available, in the database. Reading them can save you time.
Evaluating Information

WEB LITERACY FOR STUDENT FACT-CHECKERS

Caulfield (2017)  2 FOUR MOVES

What people need most when confronted with a claim which may not be 100% true is things they can do to get closer to the truth. They need something we have decided to call moves.

Moves accomplish intermediate goals in the fact-checking process. They are associated with specific tactics. Here are our four moves:

- **Check for previous work**: Look around to see if someone else has already fact-checked the claim or provided a synthesis of research.
- **Go upstream to the source**: Go “upstream” to the source of the claim. Most web content is not original. Get to the original source to understand the trustworthiness of the information.
- **Read laterally**: Read laterally. Once you get to the source of a claim, read what other people say about the source (publication, author, etc.). The truth is in the network.
- **Circle back**: If you get lost, or hit dead ends, or find yourself going down an increasingly confusing rabbit hole, back up and start over knowing what you know now. You’re likely to take a more informed path with different search terms and better decisions.

In general, you can try these moves in sequence, and at each stage if you find success your work might be done.

Recommended Readings


Authority Is Constructed and Contextual

Information resources reflect their creators’ expertise and credibility, and are evaluated based on the information need and the context in which the information will be used.

Authority is constructed in that various communities may recognize different types of authority.

It is contextual in that the information need may help to determine the level of authority required.

ACRL Framework for Information Literacy in Higher Education

Upson (2015)

This is getting deep, but what it boils down to is that you should retain a healthy measure of skepticism when evaluating any resource. (p. 84)
Plagiarism

Plagiarism is the use of someone else’s work without giving that person credit and claiming someone else’s work as your own.

Forms of plagiarism include:

- Directly copying someone’s paper such as a classmate, a paper purchased online, or a paper copied from the Internet,
- Quoting from another source without marking the material as a quotation, and
- Paraphrasing from another source without signal words.

To avoid plagiarism, you must acknowledge the ideas and experiences of others by providing citations. Citations serve two purposes:

1. tells readers and instructors where the information came from and
2. gives credit to the individuals whose ideas, thoughts, and experiences, and words appear in the text (Hacker 109). Don’t forget using footnotes or a bibliography to list sources used.

A citation is necessary for when a direct quote is used, when a source is paraphrased, and when facts and ideas are taken from a source excluding common knowledge (Hacker 109).

However, citations are not enough to protect you from plagiarizing. Plagiarism also occurs with inaccurate quotations and paraphrases. Theses incidences appear when there’s a failure to cite direct quotes or borrowed ideas, when “borrowed language” is not enclosed in quotation marks, and when a paraphrase isn’t in your own words (Hacker 110).

Also consult the manual of the citation style you are using for further explanation of proper quoting, summarizing, and paraphrasing and of correct citations.

Citations and Writing

The best source to consult about citations and writing is the style guide for the format required in your field. We recommend APA format described in the American Psychological Association style manual available at www.apastyle.org

For undergraduates, a good source to consult is the Online Writing Lab at Purdue University, OWL Purdue. You can google OWL APA and see examples of citations for a list of references as well as for in-text citations and phrases used to signal that you are giving credit to the author for his/her words and ideas.

See the next page for screen shots of OWL resource pages you can find online.

Citations and Writing, Cont’d

Google OWL APA and see examples of citations for a list of references as well as for in-text citations and phrases used to signal that you are giving credit to the author for his/her words and ideas.

In-Text Citations: The Basics

APA Style

APA (American Psychological Association) style is most commonly used in the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, 6th ed., 2nd printing.

Contributors: Joshua M. Faux, Elizabeth Angelis, Jack Wagner, Erin Lawrick, Kristen Moore, Michael Anderson, Lars Soderlind, Alan Breeze, Russell Keck

Last Edited: 2016-02-23 12:54:17

Reference citations in text are covered on pages 169-179 of the Publication Manual. What follows are some general guidelines for referring to the works of others in your essay.

Note: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research, for example, Jones (1998) found or Jones (1998) has found...

APA citation basics

When using APA format, follow the author-date method of in-text citation. This means that the author’s last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.


Reference List: Basic Rules

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page, separate from the text of the essay; label this page “References” centered at the top of the page (do not bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors’ names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author’s name. After the ellipses, list the last author’s name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the Journal in its title.
- For example: ResCALL, not ResCALL or Knowledge Management Research & Practice not Knowledge Management Research and Practice.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or webpages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or use quotation marks around the titles of shorter works such as journal articles or essays in edited collections.
- Please note: While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format. For more information, see page 145 of the Publication Manual of the American Psychological Association, 6th ed., 2nd printing.
Citations and Writing, Cont’d

Google OWL APA sample paper to see a document in completed form:

VARYING DEFINITIONS OF ONLINE COMMUNICATION

References


Start the reference list on a new page. Center the title “References,” and alphabetize the entries. Do not underline or italicize the title. Double-space all entries. Every source mentioned in the paper should have an entry.
Glossary

Abstract - An overview of the article’s information; read the abstract to decide if the article is relevant before reading the entire article or finding the full text article
Access point - The searchable fields in databases; normally listed in a dropdown box next to a text box
  keyword - allows use of any terms but not all results are relevant
  subject - allows only specific terms used by the database but all results are relevant
  title - search for works with terms in title
  author - search for works by individual; enter last name before first name
Boolean Logic - The words and, or, not that link terms together in a search
  and - narrows a search
  or - broadens a search
  not - limits a search
Citation - Only the publication information such as author, title, page numbers, etc is provided
Copyright - Exclusive rights to regulating the reproduction, sale, and distribution of a work
Database - Collection of information organized for rapid search and retrieval by a computer; e.g. library catalog, items listed under “Databases” on the library’s website, and search engines
eBook - Electronic format of a print book that is accessible over the Internet
Full Text - The entire article, entry, or book
Hypertext - Text on web pages that are linked to perform an action such as open a different webpage
Interlibrary Loan - The borrowing of items from another library
Journal - A periodical geared toward scholars with long, in-depth articles based on research; will have citations to support the research
Lateral reading - reading strategy and technical practices used to evaluate sources discovered by Sam Wineburg's Standford research group (For example, Ctrl - click to open new tab to investigate quality of information, authority and author on internet, outside source document.)
Glossary (continued)

Magazine - A periodical the covers news, current events, or special interests; written for the general public
Metasearch Engine - An Internet search engine that searches multiple engines in a single search; e.g. Dogpile.com
Reference Book or eBook - A book or ebook that provides specific information such as facts, dates, statistics rather than being read from cover to cover; e.g. dictionaries and encyclopedias
Peer Review - A process used to check the quality and importance of research before being published
Periodical - Publications that appear at fixed intervals such as magazines, journals, newspapers, and trade publications.
Plagiarism - Using someone else’s ideas or work without giving credit and claiming it as one’s own work
Primary Source - Source that presents original research or writings on a subject; e.g. diaries, newspapers, science journals
Search Engine - Websites which allow users to query or search a database of other sites e.g. Google, Yahoo!
Secondary Source - Sources that give analysis of primary sources; e.g. books
Terms - The words, synonyms, and/or slang to enter in the text boxes beside the access points
Truncation - Search for variations of a term by entering the root followed by an asterisk (*); e.g. instruct* retrieves instruction, instructor, instructional
Web-literacy - using strategies to get closer to the truth (Mike Caulfield’s four moves: check for previous work, go upstream to the source, read laterally, circle back. https://webliteracy.pressbooks.com/chapter/four-strategies/)
Wildcard - A character usually a question mark (?) that assumes the value of any alphanumerical character and permits more options; e.g. wom?n retrieves women and woman
Conclusion

This concludes the introduction to the SC Library and basic searching. Additional and advance searching skills are available on the library website under “Help.”

- Use 24/7 Chat service on our Research Guides, Staff, or Help pages
- Email ill@sckans.edu (ill=interlibrary loan) for access to articles
- Call the Deets Library front desk at 620-229-6225
- Email the library team at library@sckans.edu
- Email the librarian at Marjorie.snyder@sckans.edu

For password/account questions, contact sc.helpdesk@sckans.edu or 620-229-6444

Enjoy your research!

And stop by the library on the main campus in Winfield, KS when you can.