

ACC Library *Research Guide*



Basic Library Skills

ACC LIBRARY HOMEPAGE

arapahoe.edu/lrc.

Books: *Aquabrowser*: visual representation with word associations.
Traditional Catalogue: author, title, subject, browse, Boolean search.
ebooks: NetLibrary, click Online Books (must register on ACC computer).

Journals: *Proquest*: Index to 2,000 journals, many full text and peer-reviewed.
EBSCOhost: Various databases with index to over 6,000 journals.
Infotrac: General reference center with 27,212,889 articles updated daily.

Newspapers: *Newsbank*: 30 newspapers from across the country.

Other databases: *CQ Researcher*: Single-themed 12,000 word report on current issues.
Fact on File: Issues and Controversies in American History.
Encyclopedia Britannica: Access to over 700 articles.
Reference USA: U.S. Business information, Healthcare and Residential

Hardcopy Periodicals: List available at stations throughout library with alphabetical list by subject and title for periodicals in the library, those on microfilms and databases.

LIBRARY OF CONGRESS (LC) CLASSIFICATION SYSTEM

A -- General Works	M -- Music And Books On Music
B -- Philosophy. Psychology. Religion	N -- Fine Arts
C -- Auxiliary Sciences Of History	P -- Language And Literature
D -- History (General) & History Of Europe	Q -- Science
E -- History: America	R -- Medicine
F -- History: America	S -- Agriculture
G -- Geography. Anthropology. Recreation	T -- Technology
H -- Social Sciences	U -- Military Science
J -- Political Science	V -- Naval Science
K -- Law	Z -- Bibliography; Information Resources
L -- Education	(General)

SEARCH ENGINES:

Try different search engines. There are tried and true ones, and new ones. Each present the information differently and bring different results to the top. It is important to evaluate websites and material retrieved using the CRAAP method below.

Google <http://www.google.com>

Yahoo <http://www.yahoo.com>

Search Me <http://www.searchme.com>

Clusty <http://www.clusty.com>

Scirus (Science)<http://www.scirus.com>

Ask <http://www.ask.com>

ACC Library *Research Guide*



Basic Library Skills

GOOGLE TRICKS:

- Put phrases in quotes, use the + as the Boolean operator AND, the — as the Boolean operator NOT , () for OR
- After your search term add Site:.gov or .edu to limit your search results to government or educational sites
- Use Define: to get a definition of a word. Example: Define: primary sources
- Use Link: with a web address to find out who links to a particular website. Good evaluation tool
- Google as a calculator or converter. Type in 45/6*7-6/3, enter and the answer appears with the string of data if you input something incorrectly. Or type in 400 euros to dollars, enter!
- Google Docs. Create a GoogleDocs account where you can store your files and access them from any computer.
- Google Scholar and Google Books locates articles and books not necessarily full text so not as valuable as our ACC databases that are more thorough and full text.

DIRECTORIES: Organize website into subject areas by reputable groups

Yahoo Directory <http://dir.yahoo.com/>

Google Directory <http://www.google.com/dirhp>

Internet Public Library <http://www.ipl.org>

Librarian's Internet Index <http://www.LII.org>

CITING RESOURCES:

Failure to acknowledge yours sources (published or unpublished) is plagiarism. For help citing sources see:

Citation Machine: <http://citationmachine.net> or Easy Bib: <http://www.easybib.com>

Put in Author's name, etc. and the machine creates the citation for you. Not 100% accurate so use one of the following sources as a guide.

[Concise rules of APA style](#)

[Electronic styles](#)

[MLA style manual & guide to scholarly publishing](#)

[The Chicago manual of style](#)

[The University of Chicago manual of legal citation](#)

[The Writer's manual](#)

REF BF76.7 .C66 2005

REF LB2369.D37 L5 1996

REF PN147.G444 1998

REF Z253.U69 1993

REF KF245.U55 1989

PN145.W75

EVALUATING MATERIAL WITH THE CRAAP TEST

Currency: The timeliness of the information.

Relevance: The importance of the information for your needs.

Authority: The source of the information.

Accuracy: The reliability, truthfulness, and correctness of the information content.

Purpose: The reason the information exists.