CONTACT US
- In person at reference desk or by appointment during open hours
- By telephone: 530-879-4024
- Via email online
- Online chat 24 hours a day: Ask-Us link on every library page

OFF CAMPUS ACCESS
- When you select an electronic resource, you will be prompted to enter your Butte College e-mail address and Butte College password. Example: astudent001@student.butte.edu

LIBRARY HOME PAGE - FEATURES
- LEARN ➔ Tip Sheets & Guides, Research Papers, Online Tutorials, Citations
- RESEARCH ➔ Web Resources ➔ Citation Formats, Writing & Study Guides including OWL
  Further help writing your paper in MLA or APA format:
  Check out the style manuals from the library, buy one at the bookstore or at amazon.com.
  In person help: The Center for Academic Success offers workshops and one-on-one tutoring on MLA & APA style every semester on Main Campus in the LRC, 2nd floor and at Chico Center, Room 230.
- LEARN ➔ How do I...? will answer questions about using resources, downloading eBooks, etc.

SEARCH THE LIBRARY CATALOG
- Use the search box on Home Page. You can search Everything or limit by format using the tabs for Books, Articles, or Videos.
- You can search just Butte holdings or search everything, including freely available online items and eBooks.
- Use two or more simple keywords as you would in Google, such as title, author, or words that describe the subject matter.
- Supports phrase searching: “global warming”
- Use nested OR terms for better results: “global warming” AND (debate OR controversy)
- Search results will be sorted first by resources owned by Butte College, then by other libraries. You can change this to a relevance result list.
- Filter results using toolbar at the left of the page. Filter by Full Text, Peer-review, Article, Book, Author, etc.
- You can email your search results or save lists in your Library Account.
- If a book is checked out, you can place a hold. If a book or article is unavailable at our library, click the title, then look for the button labeled “Request Item through Interlibrary Loan.” Fill out the form to have the book sent to Butte College Library for you.

SEARCH THE ARTICLE DATABASES
- While many resources are indexed in our catalog, for more precise and relevant searches, you may want to use one of our 60+ Article Databases relevant to your subject
- Located under RESEARCH ➔ Article Databases. You can do a combined search, choose a database by subject, or select one from and alphabetical list.
- You can create accounts in the databases to keep your research for up to a year
**SEARCH STRATEGIES**

- **Boolean Searching**
  - **AND** - searches for both terms, narrows search (e.g. soccer AND Spain)
  - **OR** - searches both terms, broadens search (e.g. cat OR feline, teenager OR adolescent)
  - **NOT** - filters search, eliminates related terms (e.g. surfing NOT internet)

- **Truncation**: Use an asterisk (*) after the root word to find all forms of the word
  (e.g. librar* to find library, libraries, librarians, librarian)

- **Phrase Search**: Use quotation marks to search for two or more words with a single meaning (Examples: “world cup”)

**DATABASE FEATURES** - Each database is different in its subject headings and interface

- Preview from results list.
- Look for the PDF, HTML full-text, or PDF full text link to open the article.
- You can print, save, email, listen to, get links to, or download articles.
- You can find out how to **CITE** the articles.

**NARROWING YOUR SEARCH IN THE DATABASES**

- You should first limit by “Full Text” by clicking on the box in EBSCOHost, Proquest, & JSTOR
- You can also limit by Scholarly Journals and/or Peer Reviewed
- The more words you use in your search using AND, the fewer results you will get
- Use drop-down menus to narrow search to **Subject** or **Abstract** to get fewer but more relevant results
- Use suggested subject terms to build your search. Within the **results list** - look for “Subject” on the left or right of the results list. This will narrow your search by adding more subject headings
- Limit by date to find most current articles
- Within the **selected article** - use the suggested **subject terms** located in the citation, on the left, right, or bottom of the article to start a new search on that topic.

**SCHOLARLY OR ACADEMIC JOURNALS**

- Articles are written by scholars, researchers, experts, or specialists in the field and their credentials will be included.
- Journals are published by recognized societies, professional associations, or academic institutions and are meant for a professional or academic audience.
- Authors cite their sources with a lengthy reference list.
- Topics are focused and in-depth.
- Peer-reviewed - refers to a second level of scrutiny whereby an academic/scholarly article goes through process in which a committee of scholar experts critique and choose articles for publication.

**SUGGESTED DATABASES**

- **SIRS** – Search for topics: Click on “More Issues” found at the bottom right of the Top Ten box
- **CQ Researcher**
  - Use “Browse Topics” → Choose “By Date,” “Issue Tracker,” or “Pro/Con”
  - Includes in-depth reports
- **Issues & Controversies**: Browse for topics: use Subject Index or Pro/Con
- **Proquest** - Broad, multi-disciplinary database with magazines, newspapers, and scholarly journals
- **EBSCOHost** – Collection of various databases that can be searched together or individually
  - Choose the right databases: Academic Search Premier, MasterFile, Omnifile
  - Only some EBSCOHost databases have peer-reviewed (scholarly) filters. Read the annotation or description and pick the right database for your needs.
CRAAP TEST: EVALUATING RESOURCES

- **Currency** – When was the article published? When was the “Last Update?”
- **Relevance** – Is it focused on your topic? Is it the right kind of resource for the assignment? Is information written at the appropriate level for you or your audience?
- **Authority** - Who wrote the page? What makes them an expert on the topic? What entity is responsible for the page ( .gov or .edu sites usually provide more reliable information. Anyone can purchase a .org, .com, etc.)
- **Accuracy** - What is overall quality? Is information cited? Are the citations valid or taken out of context? Are there spelling and grammatical mistakes?
- **Purpose** – What is the intention or position of the resource? What’s the bias? Do they have an agenda? Informational? Persuasive? Sales?

USING THE WEB

Generally, information published in journals, magazines and newspapers is considered more reliable than that found on the World Wide Web. Most Web pages do not go through any editorial review process nor do they give any indication of where information for the content was obtained. However, the Web has a tremendous amount of useful, current and quality information that cannot be found easily elsewhere.


Though Wikipedia is not consistently reliable and the reader has no idea who has written the article entries, Wikipedia is the number one resource college students go to for researching their papers.

Wikipedia is *not* an encyclopedia, it is a community. All entries are written, updated and changed by any user --- including an eight year old with a mouse.

**PROS:**
- Huge set of articles on almost any topic
- Frequently updated, current information
- Good source for key words and names of key thinkers/actors in the field
- Includes citations that can be followed back to the original online or print source

**CONS:**
- Authorship: Anonymous articles, no named author or what qualifies them as an expert. No editors.
- Ephemeral information and frequent updates: that piece of info you cited may be gone in 5 minutes
- Is not unusual for false or erroneous citations to be included, especially print ones
- You’ll still have to work harder to **evaluate the cited sites** in addition to the Wiki entry, more than you would if you were using an encyclopedia like Gale Virtual Reference, Britannica, etc.

**Wikimedia Images**: Free images anyone can upload and use.  [http://commons.wikimedia.org/](http://commons.wikimedia.org/)

**Google Scholar**: Index of the world’s scholarly literature online.  [http://scholar.google.com](http://scholar.google.com)

Library → Other Libraries → Internet & Virtual Libraries → Google scholar
Click on "Get Full-text@Butte CC" from the results list to check Butte College holdings.
Includes indexing for peer-reviewed papers, theses, books, abstracts and articles, from academic publishers, professional societies, preprint repositories, universities and other scholarly organizations.
Here are some guidelines for critical evaluation of Web sites.

<table>
<thead>
<tr>
<th>Questions to ask</th>
<th>What to look at</th>
<th>Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is responsible for the site?</td>
<td>• Read the URL carefully, it tells you the nature of the site. Personal pages often contain the name of the Web page owner.</td>
<td>Authority &amp; Accountability</td>
</tr>
<tr>
<td></td>
<td>• The domain name sometimes indicates the origin of the site: .gov – only U.S government</td>
<td>• Government, educational and well-known non-profit organizations usually provide information that is more reliable.</td>
</tr>
<tr>
<td></td>
<td>.us – any U.S. citizen or U.S. business</td>
<td>• Only .gov &amp; .edu pages can not be purchased by just anyone. Most other domains are publicly available to individuals or organizations.</td>
</tr>
<tr>
<td></td>
<td>.edu – only educational institutions</td>
<td>• Commercial or personal pages are not necessarily unreliable, but you have to be more careful and critical when using their information.</td>
</tr>
<tr>
<td></td>
<td>.org – any organization or group, including a for-profit business, unincorporated group of people, or any individual</td>
<td>• Author information allows you to assess the credentials and authority of the author; a Web page without the name of the author or agency is questionable.</td>
</tr>
<tr>
<td></td>
<td>.com / .net – commercial, anyone</td>
<td>• An anonymous site usually is not a reliable source.</td>
</tr>
<tr>
<td></td>
<td>• Look for the name of the author, agency or organization that claims responsibility for the page.</td>
<td>• Anonymous sites usually include no contact information other than an e-mail address.</td>
</tr>
<tr>
<td>Who wrote the page?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the purpose of the Web page?</td>
<td>• Look at “About” or other links on the site to determine the purpose of the Web page.</td>
<td>Content – reliability &amp; accuracy</td>
</tr>
<tr>
<td></td>
<td>• Check to see if there are “related links,” “additional sites,” or further references.</td>
<td>• The purpose of the Web page shows the intention or position of the author; you can determine whether the page is for giving information, persuading, selling or achieving a certain purpose.</td>
</tr>
<tr>
<td></td>
<td>• Visit the sites that the page links out to for a better idea of any bias.</td>
<td>• Pages with links that offer opposing viewpoints are more likely to be unbiased.</td>
</tr>
<tr>
<td>Is the page someone’s opinion? Are there political, ideological, cultural, religious or personal biases?</td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>Is the text well-written without spelling and grammatical mistakes?</td>
<td>• Look for spelling or grammatical mistakes.</td>
<td>• Well-written / scholarly work should not have spelling and grammatical mistakes.</td>
</tr>
<tr>
<td>Are sources documented with footnotes or links?</td>
<td>• Check to see if the sources of information are documented. Then check those sources for accuracy or information taken out of context.</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>What is the overall quality of the Web page?</td>
<td>• Scholarly work and reliable information usually have footnotes and/or documentation of information sources and copyright information.</td>
<td></td>
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<tr>
<td></td>
<td>• Well-chosen and well-organized links indicate quality of the page.</td>
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<td></td>
<td>• Dead links are signs of a poorly maintained page.</td>
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<tr>
<td></td>
<td>• A high quality Web page is characterized by logical presentation and good writing style.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the page current? When was the last update?</th>
<th>• Look at the Last Update information.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Check the date of the document.</td>
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<tr>
<td></td>
<td><strong>Timeliness</strong></td>
</tr>
<tr>
<td></td>
<td>• The date of the last update tells you whether the author is still maintaining the page.</td>
</tr>
<tr>
<td></td>
<td>• For some topics, the currency of information is important; dated information will not be useful.</td>
</tr>
<tr>
<td></td>
<td>• Do not use undated statistical information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the information relate to your topic? Is the information at an appropriate level?</th>
<th>• Check your instructor’s requirement for the research paper.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Decide whether the information is too advanced or too elementary for your topic.</td>
</tr>
<tr>
<td>Are there better sources available in the library?</td>
<td>• Is the source appropriate for a research paper?</td>
</tr>
<tr>
<td><strong>Relevance</strong></td>
<td><strong>Limiting to more authoritative sites or to a selected site</strong></td>
</tr>
<tr>
<td></td>
<td>For research papers, use scholarly, professional publications in print and electronic formats (research databases) provided by the library.</td>
</tr>
<tr>
<td></td>
<td>If you decide to use Internet resources, make sure your instructor approves Web resources and evaluate the sources critically before you use them.</td>
</tr>
</tbody>
</table>

**Limiting to more authoritative sites or to a selected site**

Most search engines will accept a command search to limit to one site or one type of site. For example, you could limit to just sites from US government agencies by typing in your search terms followed by `site:.gov` or to colleges and universities by typing search terms followed by `site:.edu`

- Diabetes site:.gov
- philosophy encyclopedia site:.edu
- “gun control" site:.gov

You can also limit your search to a specific site, for example, “student technical support” site:butte.edu