ASK A LIBRARIAN
- In person at reference desk or by appointment during open hours
- By telephone: 530-879-4024
- Via email: referenceli@butte.edu
- Online chat 24 hours a day: Ask-A-Librarian link on every library page
  - Library Homepage → Research → e-Journal Titles

WEB LIMITERS
- Search engines use an implied Boolean AND
  - obscenity FCC advertising site:.gov
- Search engines accept a phrase search [“ “]
- You can limit by type of website, or to a specific site
  - "super bowl" site:.adbusters.org
  - "sex in advertising" site:.edu

DATABASES AND SUBSCRIBED E-JOURNALS ARE NOT WEB SITES
- Databases and journals are limited to authorized users
- Each database is different in its subject headings and interface.
- Look for the PDF, HTML full-text, or PDF full text link to open the article
- You can print, save, email, listen to, download, or cite articles
- Find an article perfect for your topic? Use the subject terms located in the citation, on the left, right, or bottom of the article to search further on that topic
- Some databases let you combine suggested subjects to create a new search from a relevant article.
- You can mine keywords and references from articles and scholarly articles that include them

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

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.
- Use two or more simple keywords as you would in Google, such as title, author, or words that describe the subject matter.
- Search results will be sorted first by resources owned by Butte College, then by other libraries where the resource may be available.
- Filter results using toolbar at the left of the page. Filter by Full Text, Peer-review, Article, Book, Author, etc.
- If the resource is unavailable at our library, 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 E-JOURNALS BY TITLE

*Library Homepage ➔ Research ➔ e-Journal Titles*

Search by title or keyword.
Click on a database name
Click on an issue date listed as owned in the results.
Browse as you would a paper journal or magazine page by page, or choose “Search within this publication.”

**SCHOLARLY DATABASES**

*Path: Library Homepage ➔ Research ➔ Article Databases ➔ Combined database Search ➔ [choose a database]*

**Step 1: Picking the right database and setting limiters**

**EBSCOHost**
- Use the check boxes to select the appropriate database: *Academic Search Premier, Business Source Elite, Omnifile, ERIC* or the various academic health databases like *CINAHL, Medline, etc.*
- Use the checkboxes in advanced search to limit to *Full-text* and *Scholarly (Peer-reviewed)*

**JSTOR**
- JSTOR is a scholarly archive. The articles in here are all scholarly, but also are at least 3-5 years old.
- Click *Advanced Search*, located beneath the search box
- Limit your search using the following check boxes:
  - **INCLUDE ONLY CONTENT I CAN ACCESS**
  - **INCLUDE LINKS TO EXTERNAL CONTENT**
  - **NARROW BY ➔ ITEM TYPE ➔ ARTICLES**

**ProQuest**
- Use the checkboxes in advanced search to limit to *Full-text* and the *Scholarly* limiter. You can also limit to *Peer-reviewed* and *Scholarly*
- You can also limit by publication name by using the *Publications* link
- Sort results by *Most relevant first*, not *Most recent*

**Some non-scholarly databases**

*Path: Library Homepage ➔ Search for Articles ➔ Databases A-Z ➔ [select database]*

- **SIRS**
  - Use keyword search on your topic; example: sex AND advertising
  - Click on the subject descriptors (blue links after each summary) as new searches:
    - e.g., Advertising, Advertising campaigns, Deceptive advertising, Sex discrimination against women, Sex in advertising, Target marketing, Consumer profiling
- **CQ Researcher**
  - Use advanced search link to combine keywords on your topic; Example: sex AND advertising
  - Limit by date, e.g., 2000-2013
- **America’s Newspapers**
  - Search by headline, lead paragraph, source, or date
Step 2: Building your search terms

Choosing the search terms and additional limiters
- Start with one or two keywords in your search, not a natural language sentence
  Example: *firearms AND debate*
- The more words you use in your search with AND, the fewer results you will get.
  Example: *segregat* AND “civil rights” AND *nonviolien*  
- The more words you use with OR, the more results you will get.
  OR is best used when searching like terms or similar ideas.
  Example: *(guns OR firearms) AND “constitutional rights”*
- You can narrow your search by using the drop-down menu to limit to *SUBJECT or ABSTRACT*
  Hint: Any academic discipline or large geographic area is very likely going to be a subject term.
- You can broaden your search by limiting to *TEXT* (sometimes called *DOCUMENT TEXT*)
- You can also limit by date

Phrase Searching
- Use “quotation marks” to retrieve multiple words or a phrase denoting a single concept. (e.g. “college students”). Searches for words as single term with no additional words between. Brings back that exact phrase.

Truncation
- Use (*) to retrieve all forms of root word (e.g. librar* = library, libraries, librarian, librarians, librarianship). Especially useful for retrieving both singular and plural form of keywords

Wildcard
- The wildcard is usually represented by a question mark ?
- To use the ? wildcard, enter your search terms and replace each unknown character with a ?. The database finds all citations of that word with the ? replaced by a letter.
  - For example, type *ne?t* = *neat, nest or next*. You will not find *net* because the wildcard replaces a single character.

Boolean Operators
Use Boolean Operators to narrow or broaden your keyword searches. These are always capitalized. You can also access them using the drop down menu to the left of the database search box

**AND** — narrows a search
- searches only for articles containing both terms
- best used to retrieve more focused results

**OR** — broadens a search
- searches for articles containing either term (as well as articles containing both)
- best used for synonyms or close subjects (e.g., mushroom OR fungi)

**NOT** — narrows a search
- searches for first term, filtering out second
- best for eliminating ‘false hits’ when words have multiple meanings (e.g., cowboys NOT football)
- Use NOT in the last row only...it excludes all words that come after the term, NOT

**Help menu:** Your best friend