

GREAT BAY COMMUNITY COLLEGE

Student Library Handbook

2013-2014



(603) 427-7618

reference@ccsnh.edu

www.greatbay.edu/library

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Introduction

Welcome to the Library at Great Bay Community College. The purpose of this guide is to enable you to locate and use Library materials effectively. Our Library contains almost 12,000 volumes of technical and trade manuals, reference, general works, literature, fiction, instructional materials and other useful items for class and research assignments. In addition, we provide many resources online, including e-books, databases with magazine, news, and journal articles, interactive learning tools and videos. If you need further assistance, please ask a Library staff member.

General Information

Hours *

Monday - Thursday 8:00am - 8:00pm

Friday 8:00am - 4:00pm

Saturday 8:00am - 12:00pm

* **Summer/holiday hours** may vary

Contact Us

Phone: (603) 427-7618

Address: 320 Corporate Drive
Portsmouth NH 03801

Website: greatbay.edu/library

Email: reference@ccsnh.edu

Staff



Rebecca Clerkin
Library Director/Media Services
rclerkin@ccsnh.edu



Joe Mayo
Library Technician
jmayo@ccsnh.edu



Heather Bollinger
Library Aide
hbollinger@ccsnh.edu

Need Individual Research Help?

Call us, drop in, or check the calendar below to schedule an in-person or phone appointment with a librarian.

Rebecca Clerkin, doodle.com/rclerkin

The Library is YOUR space!

Feel free to move the chairs and tables in the Library around as you see fit. Food and drink *are* allowed in the Library in all areas! Please clean up after yourself and be respectful of others.

The Library is *not* a quiet place. We encourage students, faculty and staff to use the Library as a place for community, meeting, learning and sharing information. You may find that the noise level is higher than you would like if you are studying. A quiet study room (110E) is located in the far right corner of the Library. It is furnished with study carrels for your use. Please let the Library Staff know if you have any concerns.

Theft or destruction of Library materials

Any destruction or theft of Library materials is a serious offense. Anyone caught stealing or destroying materials will be brought before the Judiciary Committee.

Guiding Principles

CCSNH Library Mission Statement

While recognizing the individual missions of its respective colleges, the CCSNH libraries support a common mission to provide access to up-to-date technology and informational resources to all who use their facilities, including students, faculty, staff and the local and wider community. It fulfills this mission in an environment that is welcoming, conducive to learning and research, and current in its resources. The Library is the “knowledge hub” of the campus and, as such, provides program and curriculum support, assesses and teaches information literacy, and encourages in its patrons a love for life-long learning and independent research.

American Library Association

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. See

<http://ala.org/ala/issuesadvocacy/intfreedom/Librarybill/index.cfm>.

Code of Ethics

- I. As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and Library staffs.
- II. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.
- III. We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.
- IV. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- V. We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- VI. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
- VII. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- VIII. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- IX. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- X. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.
- XI. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- XII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008. See <http://www.ifmanual.org/codeethics>.

Library Materials

What is Library of Congress?

As a general rule, all libraries in the United States use one of two systems to classify and organize books and other materials. Many public and some college libraries use the Dewey Decimal System. The Great Bay Community College Library uses the Library of Congress Classification System, as do most college and university libraries. Both systems accomplish the same purpose – organizing the books into subject areas. They differ in that the Dewey System assigns a number code to each book, while the Library of Congress system assigns a letter and number code.

The Library of Congress Classification uses the following schedule to arrange books by subject:

A.....	General Works
B.....	Philosophy, Psychology, and Religion
C.....	General History
D.....	Foreign History
E and F.....	American History and Auxiliary Sciences
G.....	Geography, Anthropology, and Recreation
H.....	Social Sciences
J.....	Political Science
K,F.....	Law
L.....	Education
M.....	Music
N.....	Fine Arts
P.....	Literature
Q.....	Science
R.....	Medicine
S.....	Agriculture, Hunting and Fishing
T.....	Technology
U.....	Military Science
V.....	Naval Science
Z.....	Bibliography and Library Science

The arrangement of books on the shelves is alphabetical by their classification letters, from A to Z and within each group numerically from 1 to 9999. The classification code for a book is located at the bottom of the record in the computerized card catalogue. Codes are also located on the spines of the book, and in addition, code letters appear at the ends of each book stack rows.

The letter and number code assigned to each book is known as a call number, and might look like this:

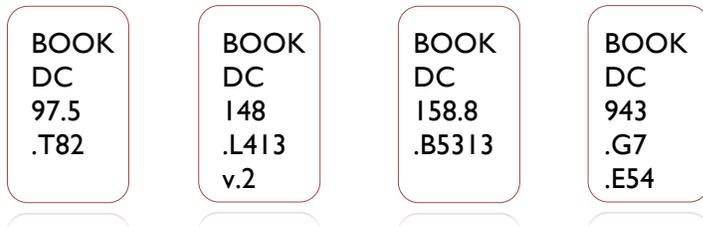
RC
280
.B8
.L53

This is the call number for
The Breast Cancer Survival Manual
by John Link.

You will find this call number both on the spine of the book and on the record that represents this book in the card catalog.

The letter part of the call number indicates the broad subject area of the book. The first number line indicates a more specific or narrower subject area. The letter and number on the fourth line are a code for the author's last name.

If you go to any section of shelves, you will notice that the call numbers run from left to right, and you will see that they are arranged in alphabetical and numerical order as below:



You can see that this keeps the books in a logical sequence on the shelves and that they are arranged by subject.

Library Materials and Resources

Atlases are located behind the Fiction collection. There are regional, national, and international atlases to use within the Library as part of the Reference collection.

Audio and Video Materials are located on your right hand side as you enter the Library, behind the Reference materials. Audio materials circulate for three weeks and videos/DVDs for three days.

Dictionaries are shelved in the reference section (REF PE 1625 for the Old English Dictionary).

DVDs and videos make be checked out for 3 days. The Library offers a selection of children's films, as well.

The **Early Childhood Education (ECE)** Resource Center contains manipulatives, puppets, toys, math, science, music, movement and literacy activities for toddlers through school age children. These resources are geared toward local daycare centers, but may be checked out by students, faculty, staff or community members. They are located on the shelves in the back, right-hand corner of the Library, and circulate for four weeks. They may be renewed one time for an additional two weeks.

Fiction is located on the shelves next to Audio and Video materials, on your right hand side as you enter the Library. The fiction collection has a green spine label and is shelved alphabetically by the author's last name.

iPads can be checked out for use in the Library. The iPads come with many apps, including research tools, drawing apps, and magazines. Any requests or recommendations for apps can be submitted via email to reference@ccsnh.edu.

Journals and Magazines' current issues are located on the right side of the computer lab. Issues are stored beneath the most recent ones for one year, then moved into journal boxes, which are stored in the back corner of the Library, under Periodicals.

Laptops can be checked out for up to two weeks. These are Toshiba laptops running Windows 7, with Microsoft Office Suite and built-in webcams. A carrying case is included.

Newspapers are located in a wire newspaper stand just inside the door to the Library, on the right. Back issues are kept in the periodical section. They are arranged alphabetical by title. Most old newspapers remain on the shelf for two months.

Nonfiction Books (general collection) are organized using the Library of Congress System. Call numbers are listed on the catalog, and are labeled on the spine of each book and at the end of each shelving unit. The majority of shelves in the Library contain nonfiction books.

NOOKs, the Barnes & Noble e-readers, are available for check-out at the circulation desk. For usage rules and a list of books available on the NOOKs, or to request a title, please contact the Library in person, by phone, or email.

Oversized books are kept at the beginning of the general collection.

The **Photocopier** is available in the Library for your convenience. It is located to your right as you enter the Library. Copies cost \$.10/page and the machine makes change for dollar bills. Your change will be returned to you after you make at least one copy.

Pool Balls are available for students to use at the table in Student Life.

Reference books are located in the reference section in the Library, straight ahead as you enter the Library. Reference materials may not be removed from the Library. Topics covered include:

- Encyclopedias, dictionaries, and thesauruses
- Occupational outlook handbooks, management handbooks
- College/vocational school catalogs and local organizations
- Sciences such as chemistry, studies of animals, medical reference books such as prescription/nonprescription drugs, toxins, poisons, drug interactions and the human anatomy
- Directories of publications

Reserve items are materials that instructors have decided students may use in the Library only. Reserve items are kept at the front desk and can be checked out for a period of two hours. You must have a Library card in order to check out reserve items.

Video Games and controllers are available to be checked out and used in Student Life.

Circulation

To check out materials, you must have a valid CCSNH Student ID and a Library account. You can sign up for a Library account at our desk with your ID – which will then act as your Library card.

Library books are checked out for 3 weeks, and videos for 3 days. The NOOKs and laptops are checked out for 2 weeks. Journals and reference books do not circulate and will be available at all times for use in the Library. Items on reserve for a specific course, as well as iPads, may be checked out for use within the Library. Pool balls, Wii, Xbox and PS3 games and controllers may be checked out for use in Student Life.

Library materials may only be renewed once online through the Library catalog (or over the phone or in person). To renew an item after that, you must contact us by phone or in person. You must renew items on or before their due date. You may not renew the NOOK or a laptop.

You are given one “day of grace” after the due date, with no penalty. After that, a late fee will be applied of 25 cents per item per day for books and DVDs. NOOKs and laptops will be charged 10 dollars per day. All materials must be returned and all fines paid before the end of the semester, or a hold will be placed on your account and you will be unable to register for courses, get transcripts, or graduate. Fines may be paid at One Stop.

When returning books, you may give items to the Library staff or use the book drop to your left as you enter the Library. When the Library is closed you may deposit materials in the book drop in the wall to the left of the Library doors. The NOOKs and laptops must *always* be returned directly to a Library staff member.

Using Other Libraries

Using your GBCC ID, you may check books out from the University System Libraries [UNH (Durham and Manchester), Keene State, Plymouth State and Granite State College]. Great Bay Community College has a consortium agreement for reciprocal borrowing privileges at these institutions.

Using the Card Catalog

You may access the catalog online at <http://library.ccsnh.edu/>.

The catalog is a joint catalog of resources located at all seven libraries in the CCSNH (Community College System of New Hampshire).

1. Use the box to search for a title, author, or subject. To search all of the CCSNH libraries, select All Libraries. To search only in this Library, select Great Bay CC.
2. The results list will tell you the status of an item (if it is available, or its due date), the item's location, and will allow you to place a hold on an item. Note that ebooks will have no location, and will be marked with a book and computer symbol.
3. Select Library Account Review or My Account to login. This allows you to view your loans and fines, renew items, or place holds on books. Your login information will be your college email username and email password.

Note: you must have signed up for a Library account at our circulation desk to access this feature!

4. Placing a Hold - There are a few reasons you may choose to request an item through the catalog.
 - a. The item is checked out, and you would like us to notify you and hold it for you as soon as it returns.
 - b. The item is held at another Library, and you would like it delivered to this Library for you to pick up.
 - c. The book is here at our Library, but you are in a hurry and need us to pull it off the shelf and hold it for you at the desk.

Click on Hold Request in the results list, enter your login information (your email username and password) and click Submit Request. If you are in a hurry or you want to be sure we know that you have requested an item, send us an email at reference@ccsnh.edu.

5. Books may be checked out for 3 weeks. Videos may be checked out for 3 days. You may renew an item once through the card catalog. After that, it is possible to renew an item again, but you must notify us in person, over the phone, or via email.

Electronic Resources

The Library's electronic resources are a vital source for research and information, and include access to books, journal and magazine articles, reports, essays, maps, microscopic slides, videos, and more!

You may access electronic resources through our website at greatbay.edu/library, or by signing in to blackboard and using the Library tab.

When you are off campus, you will need to use your EasyLogin, or email username and password. For help accessing resources from off campus, see the end of this section.

Ebooks

An e-book is a book in electronic format. Using our e-books greatly expands the amount of resources available to you. They are accessible from home, and allow you to easily copy and paste quotes, cite the source, and search through the text for keywords.

Credo Reference

Credo Reference has over 540 reference books covering Art, Business, Food, Bilingual Dictionaries, Biographies, Dictionaries, Encyclopedias, Quotation Books, Geography, History, Language, Law, Literature, Medicine, Music, Philosophy, Psychology, Religion, Science, Social Sciences and Technology. This is a great place to start your research, or to get a better idea of your topic!

1. Go to <https://ezproxy.greatbay.edu/login?url=http://www.credoreference.com/>. For off campus login, use your college email username and password.
2. Use the Basic Search to look for a keyword or an image, or Advanced Search to eliminate terms and limit by subject, publication date, etc.
3. Each result displays the name of the entry, the title of the book from which it was pulled, a brief synopsis of the entry, and the number of words and images in the entry.
4. Narrow your results by using the options on the left-hand side of the results page. Limit results by subject, entry type, etc.
5. From the results list, you can also choose to continue searching in the library catalog or other databases.
6. Select Find a Book from the tabs at the top of the page to search within specific reference books or disciplines, or to look for the title of a book.
7. Be sure to try the Concept Map (available from the front page or a tab at the top of each page) to look for words and concepts related to your search term!
8. Save an entry from the results page or the expanded article, then select Saved Results at the top of the page to view entries and cite them.
9. To cite a Credo Reference entry, scroll down to the bottom of the full entry. Within the lined box, you will be able to select a citation style (including APA and MLA), and copy the citation.

Ebrary

Ebrary is a collection of over 70,000 ebooks in the fields of: Business & Economics, Computers & IT, Education, Engineering & Technology, History & Political Science, Humanities, Area Studies, Language, Literature & Linguistics, Law, International Relations & Public Policy, Life Sciences, Medical, Nursing & Allied Health, Physical Sciences, Psychology & Social Work, Religion, Philosophy & Classics, Sociology & Anthropology.

1. Go to <http://site.ebrary.com/lib/greatbay>. For off campus login, use your college email username and password.

2. Conduct a search using simple or advanced, by keyword, full-text, publisher, author, and more. View results ranked by book or chapter.
3. Open a book by clicking on the title name or jacket. No downloads or installations are required.
4. Explore the document by navigating to search terms, searching for key words, jumping to relevant chapters, and flipping through pages.
5. Highlight, take notes, and transform text into hyperlinks to other online resources. Highlight with or without notes attached in multiple colors.
6. Create a bookshelf to save and organize your research. Just click on Sign In in the top right-hand corner of the screen, and use your college email username and password. Manage and share your research by dragging books, highlights and notes into bookshelf folders, which can be emailed to others.
7. Copy and paste text, and print pages and chapters, with automatic citations that include links back to the source. Use InfoTools to link to other online resources. Simply select words of interest in a document.
8. To generate a citation, install ebrary's plugin by clicking on the ebrary Reader button. Then, select InfoTools, Preferences, and then Citation Style (Select) to view different styles.

EBSCO eBooks

EBSCO eBooks (formerly NetLibrary) offers over 5,576 electronic books on a wide range of topics.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost&defaultdb=nlebk>. For off campus login, use your college email username and password.
2. Search for your topic using the Search box, or Browse By Category for books in a particular field. You may also view the Latest Added or Featured books.
3. From the results list, you can sort by Relevance or Date at the top, or narrow your search using options on the left.
4. Click on the title of the book to see more information. Click on eBook Full Text to read the book, or expand the Table of Contents to see a chapter listing.
5. When viewing a book, use the buttons on the right to E-mail, Cite, or Print the book. You may print up to 60 pages of the book you are viewing. Use the arrows at the bottom to turn pages, or enter the desired page.

ACLS Humanities E-Books

ACLS Humanities E-Books contains over 3,044 titles in Area Studies, History and Other Fields (Art History, Literature, Political Science, Religion). Some of these books are scanned images, while others are hyperlinked (for easy navigation between chapters and sections).

1. Go to <https://ezproxy.greatbay.edu/login?url=http://www.humanitiesebook.org>. For off campus login, use your college email username and password.
2. To find books, you can either Search or Browse. To browse, select Browse from the toolbar at the top of the page. Books can be browsed by author, title, or subject.
3. To search, select Search from the toolbar. You can choose from a basic search, a search using boolean operators (terms like AND and OR), proximity (searching for keywords in the book within a certain distance from each other), bibliographic (which allows you to find specific words in the author, title, etc. of the book) and view your search history.
4. Within the results list, you may sort by frequency (of the word you searched for), title, author, or date.
5. Click on results details to see where your search terms occurred. From here, you can navigate to different sections of the book, such as the Table of Contents, or first page.
6. Click "Refine this search" users to go back and adjust your search

- To save a citation, use the red “save citation” button at the top right-hand side of any page when viewing a book. Click “View my citations” to bring up a list of your saved citations. You may e-mail or download the list in a simple-text format. It is also possible to search the citation list.

Benezit Dictionary of Artists

Benezit Dictionary of Artists has information on nearly 170,000 artists and includes images of artists' signatures, monograms, and stamps. The dictionary is provided by Oxford Art Online.

- Go to <https://ezproxy.greatbay.edu/login?url=http://www.oxfordartonline.com>. For off campus login, use your college email username and password.
- To search for information on an artist, use the box in the top right corner of the page. Or, to find a signature or monogram, use the option to Search for images only in the center of the page.
- You may also conduct an Advanced Search (linked in the center of the page) to limit your search further.
- Once your search has returned results, you can narrow these by using the Display or Refine options on the left. Click Thumbnails Off to remove previews of artist signatures.
- Select the title of an entry to view. From this page, you may navigate by Article contents or Search within this article.
- At the top of the entry, toggle the highlighted search terms with Highlight on/off, Print, Email, or Cite the entry.
- A citation is provided for MLA format. You can copy this into your Works Cited, but be sure to check the formatting against a guide like OWL (Purdue's Online Writing Lab, linked from the Library home page). If you are writing a paper in APA format, you will need to use OWL to correctly format the citation.

Ovid Ebooks

Ovid Ebooks contains 50 nursing and veterinary technology books. These are the latest editions of in-depth reference materials from premier publishers in Nursing used to support the clinical and research concerns of the Nursing community.

- Go to <https://ezproxy.greatbay.edu/login?url=http://ovidsp.ovid.com/autologin.html>. For off campus login, use your college email username and password.
- From the first screen, click on Books@Ovid to search the collection. Use the Basic Search to look for keywords.
- From the results list, you may select the check boxes next to each Chapter, and then choose to Email or Print your selections. Both options will allow you to choose a citation style.
- View chapters by clicking Ovid Full Text in the grey box on the righthand side of each entry.
- Create an account by clicking My Account in the top right corner of the page. While signed in, you can save chapter to My Projects.

Databases

Journal, magazine and newspaper articles are available through our databases. Most often, you will be searching for journal articles.

Scholarly or peer-reviewed articles are from journals written by or for professionals, experts, and researchers in the field. They will usually contain specific vocabulary and data or research. You may limit your search only to scholarly/peer-reviewed articles through some of our databases.

Full-text articles are often available, though sometimes you will find only an abstract, or summary, of the article. You may not use an abstract for research. Occasionally, this is because a journal or publication has put an embargo on their content – meaning information is unavailable for the past year, or 6 months. After enough

time has passed, the article will become available in full-text. You may select only full-text articles in our databases, but be careful – this can weed out more recent results.

Keep in mind: if an article is only available as an abstract, it is often accessible through a different Library database, or even through Inter Library Loan – simply request the article and we will email it to you in PDF format within two weeks!

Ebsco Journal Databases

Ebsco's journal databases make up one of the Library's largest collections of articles. It contains articles on Business, Education, Health, Poetry, Hospitality and Tourism, environmental issues, and more.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost>. For off campus login, use your college email username and password.
2. Select one or more subject databases from the list. You can also choose to search all of the databases available.
3. On the basic search page, enter your search terms and select limitations such as full text, scholarly (peer-reviewed) articles, or date. You can also choose whether to search for all of your terms or any of your terms, and to search for related words.
4. From your results list, click on the arrow on the left side to expand your options. You will be able to sort results by date or relevance, and limit your list by expanding the left sidebar.
5. The grey bar at the bottom of each entry will tell you whether it is available full text, in PDF or HTML format. If not, click Request an Inter Library Loan to have the article delivered to you from another library.
6. Click the title of an article to view more detailed information. From this menu, click the Cite button on the right side of the page to view a citation in APA or MLA format. You can also Print the article or Email the whole article or just the citation to yourself.

Proquest

Proquest is one of the Library's largest collections of full text journals. It contains over 17,000 scholarly journals, magazines, dissertations, newspapers, and reports covering 160 subject areas. This database contains training videos for Nursing and also is the best resource for Psychology information.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://search.proquest.com>. For off campus login, use your college email username and password.
2. Enter your search terms in box. The default search will look in all databases. You may also use the icons below to search within a subject area. From here you can also limit to full text, peer reviewed, or scholarly journals.
3. Within the results list, you can select articles to Print or Email. Each result may include a Citation/Abstract, and Full Text in HTML or PDF format. If full text is unavailable, select Find a copy to order the article through Inter Library loan.
4. Use the options on the right side of the page to sort by Relevance or Date, to limit to a Source Type such as Newspapers or Scholarly Journals, and to narrow your results by many other features.
5. Click on the title of an article to view more information. You may also Print or Email from here. Click Cite to generate a citation in APA or MLA.
6. At the top of the page, select Advanced to enter Advanced search, or to search for Figures & Tables or business Data & Reports.

JSTOR

JSTOR contains core journals in Economics, History, Political Science, and Sociology, as well as in other key fields in the Humanities and Social Sciences. This collection contains titles in Ecology, Mathematics, and Statistics. Overall, there are 118 titles in fifteen disciplines.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://www.jstor.org>. For off campus login, use your college email username and password.
2. Enter a search term on the home page, or Browse by Discipline to see lists of related journals.
3. Search within results, sort by date or relevance, limit to images, etc. In order to see only full text results, select Only Content I Can Access.
4. Use Advanced Search to further narrow your search or to limit your results to only articles.
5. View an article by clicking on its title. You may Email a citation to yourself. Note that JSTOR will not convert a citation into a style (such as MLA or APA).
6. You can save citations or searches by creating a MyJSTOR account. click on Login in the top right corner of the page and enter your information.

Science Direct

Science Direct Health and Life Sciences Collection has 950 journal titles for the Health and Life Sciences (medical) fields. Look here for in-depth, scholarly articles containing data and extensive research. If you are not very familiar with your topic, you may want to start in a general database and revisit Science Direct later in your research.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://www.sciencedirect.com>. For off campus login, use your college email username and password.
2. Click on the Search tab at the top of the page. Important: In order to see the journal articles available to you, you must use drop down menu in the Source box to select Subscribed Journals.
3. You may also search for images using the Images tab on the search screen.
4. Within the results list, you may select multiple articles using the checkboxes next to each article, and Email or Download PDFs of the articles.
5. You may also limit your results by things like Journal Title or Year using the options on the left side.
6. Once in the article, you may view the entire article, just the Figures/Tables, or just the References. See the right side of the page for Related Articles.
7. To cite the article, click Export Citation at the top of the page. Select ASCII format and click Export. The following page will display all the necessary information, but will need to be formatted according to the citation style you are using.

Other Electronic Resources

The Library offers other electronic resources (linked to other electronic resources page) for a variety of needs.

Current/Controversial Issues

Points of View

Points of View, provided by EBSCO, offers a series of controversial essays that present multiple sides of a current issue, as well as articles to support these essays. If you're writing an opinion or persuasive paper, or researching a controversial topic, start with Points of View.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=pov>. For off campus login, use your college email username and password.
2. You may choose to Search for your topic, Browse by Category, or View All Topics.
3. When reviewing your results or the page on a particular topic, you will see a number of tabs. Points of View will display a number of opinion essays on your topic. These can serve as demonstrations of common arguments made on a topic, or examples of the format of a persuasive paper, but *do not qualify as scholarly articles*.
4. Not all of the information available under Periodicals is from scholarly journals. Pay attention to the title of the publication, or ask a Librarian or your instructor if you are unsure.
5. Each topic also contains information from Newspapers, Books, Biographies, etc. All of the information in Points of View is available full text.
6. Click on the title of an item to view its record. From here, you can select Full Text at the top of the page, or Find More Like This. To cite the article, click Print or Email, and select Citation Format on the right hand side of the box. Select the appropriate style.

CQ Researcher

CQ Researcher explores controversial issues in the news with objectivity and balance. Use when researching a controversial topic or writing an opinion or persuasive paper.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://library.cqpress.com/cqresearcher>. For off campus login, use your college email username and password.
2. Use the Quick Search box at the top of the page to find a keyword or term, or select an option from the first menu on the left side of the page, such as Browse by Topic.
3. In the results list, the Reports will be sorted by Score, or how relevant they are to your search. You may also sort by Title, Section, or Date. Click on the title to open a report in a new window.
4. Scroll down the page to read the report, or navigate using the sections on the left side of the page. You may also view related reports using the Issue Tracker (this can be useful in determining if you are viewing the most up-to-date information!) and Browse Related Topics.
5. To cite a CQ Researcher report, scroll down to the bottom of the report. There you'll find the Document Citation, which you will need to format in the citation style you are using.

Videos

Films on Demand

Films on Demand is a streaming video product that gives you 24/7 instant access to over 7,800 full length programs and 62,500 video segments grouped into prearranged subject-specific categories: Health & Humanities, Business & Economics, Science & Mathematics and Health & Medicine. Films on Demand is a perfect resource for improving your class presentations!

1. Go to <https://ezproxy.greatbay.edu/login?url=http://digital.films.com/PortalPlaylists.aspx?cid=1639&aid=1787> and use your college email username and password.
2. Browse films in View by Topic, or use the search box at the top of the page to look for terms in individual segments or titles of films.
3. In the results list, you may view by title or segment, and sort by title or relevance.
4. On the video page, use the navigation on the right side to view individual segments. Or, view Related Videos.
5. To cite a film or segment, scroll to the bottom of the video page and select Citations.

VAST

VAST: Academic Video Online is a multidisciplinary collection of over 13,000 streaming videos. VAST is great for History, Business, Education, Psychology, Criminal Justice and other disciplines.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://video.alexanderstreet.com>. For off campus access, use your college email username and password.
2. Perform a quick video search in the top right corner. Or, Search or Browse by Discipline in the center of the page. You may also browse using the other options on the left, including Author, Topic, or Video Type.
3. The results page will show hits for your search term. You can Filter Results by choosing from the options on the right side of the page, including Video Type, Discipline, and Year Released.
4. When viewing a video, click on any line in the Transcript to jump to the corresponding point. You can also view Clips, if applicable, and Release Notes. At the top of the page, view the full Transcript as well as Thumbnails for this video.
5. To cite a video from VAST, use the guidelines below and refer to the APA or MLA guides on OWL, at owl.english.purdue.edu/owl/. To find the necessary information, select see more details at the top of a video page.
 - a. For MLA, include the title, director/author/producer(s) (if applicable), series (if applicable), publisher, year, the name of the website (VAST), format of the source (Web), and date of access. Examples:

High Heels and Ground Glass. Prod. Deborah Irmas and Barbara Kasten. Filmmakers Library, 1993.
 VAST. Web. 31 May 2012.

“Universal Newsreels, Release 14.” *Universal Newsreels*. Universal Pictures Company, Inc., 1957.
 VAST. Web. 31 May 2012.

- b. For APA, include the producer/director(s) if applicable, date, title of video, series (if applicable), location, publisher, and the URL (this can be found by selecting Embed/Link at the top of the page.) Examples:

Irmas, D. & Barbara Kasten (Producers). (1993). *High Heels and Ground Glass*. New York, NY: Filmmakers Library. Available from <http://vasc.alexanderstreet.com/view/1641291>

Universal Newsreels, Release 14. (1957). In *Universal Newsreels*. Hollywood, CA: Universal Pictures Company, Inc. Available from <http://vasc.alexanderstreet.com/view/516818>

Videatives

Videatives offers video clips for Early Education and Child Development. Over 220 streaming files of videos or text with embedded videos that help increase the understanding of children's thinking and learning.

1. Go to the GBCC Library tab on Blackboard. Under Other Electronic Resources, click Videatives.
2. To navigate videos, you may either Search by keyword, or click on the options on the right hand side of the page to view videos with a particular Subject, Age, or by other Tags. Select More to view more of any of these.
3. Each video displays associated Subjects, Ages, and Tags. You can also click on these from within a video.

4. Click on the title of the video to view. From this page, you may Enlarge (expand the video to full screen), or Turn off the lights (darkening the rest of the screen).
5. To cite a video from videatives, use the following guide:
 - a. In APA format, include the creator, title and name of the resource, as well as the URL. Since no creator is named, use Videatives. Example:

Videatives. Mr. Pat helps but supports self-help. *Videatives*. Retrieved from <http://streaming.videatives.com/assets/523>

- b. In MLA format, include the creator (again, use Videatives here), title, resource, the format (in this case, Web) and date accessed. Example:

Videatives. "Mr. Pat Helps but Supports Self-Help." *Videatives*. Web. 6 Jul. 2011.

Biology/Anatomy

V-scope Explorer

V-scope Explorer is an online 3D microscope lab featuring over 800 slides (some with videos). Resources include Anatomy & Physiology Slides, Multicellular Animal Slides, Multicellular Plan Slides and Single Cell Organism Slides.

1. Go to the GBCC Library tab on Blackboard. Under Other Electronic Resources, click V-SCOPE EXPLORER Resource System. On the left hand side of the page, under Log in Form, you will need to enter the username and password given in the description.
2. After signing in, you may click on any of the slide collections under Membership Slides on the left hand side of the page.
3. To begin viewing, click the red button to turn on the microscope. Then, select the slide you wish to view from the list on the left. Use the slider to move up and down the list. You
4. Once you have selected a slide, you may zoom in using the buttons at the bottom of the screen (1x, 4x, 10x, etc.), or click to Show Labels of the cells within the slide. Use the box labeled Microscope Stage to move the viewer around the slide.
5. Note that some slides include video. These are labeled Video or Live.
6. In the top left corner, you may select FULLSCREEN to expand the window. Note that slides will appear very small unless you have *already selected* a more magnified view, such as 20x or 40x. From the full screen view, click and hold to move your view around. Hit Esc on the keyboard to exit.

Geography/Culture

AtoZ Maps Online

AtoZ Maps Online is the world's largest subscription-based database of proprietary, royalty-free, continent, country, and state maps. Included in the 146,000+ maps are: political maps, physical maps, outline maps, population maps, precipitation maps, climate maps, and other thematic maps.

1. Go to https://ezproxy.greatbay.edu/login?url=http://www.atozmapsonline.com/a-z_maps_online_home.asp?c=gbcc. For off campus access, use your college email username and password.
2. Use the menu on the left to select a category of maps. Or, select a geographic region from the maps in the center.

3. Maps are available to view as a small or large image (which allows you to zoom). Also, you may download the map in full size, usually as an image or PDF.
4. To cite a map, select More Info. As AtoZ Maps Online does not provide a citation tool, here are the guidelines for citing a map found online:
 - a. For MLA, include the author, title of the map, year, format (Map), the name of the website, format of the source (Web), and date of access. Example:

World Trade Press. *Outline Map of Bahamas*. 2007. Map. *AtoZMapsOnline*. Web. 5 Nov. 2010.

- b. For APA, include the author, date, format, title of the map, and url. Example:

World Trade Press. (2007). [Map]. *Outline Map of Bahamas*. Retrieved from http://www.atozmapsonline.com/states_display_2.asp?SKU=Bahama_Out

Global Road Warrior

Global Road Warrior features information about 175 countries. Topics include country facts, climate, society & culture, demographics, money and banking, points of interest, transportation, maps, communications, and much more.

1. Go to https://ezproxy.greatbay.edu/login?url=http://www.globalroadwarrior.com/directclient_index2.asp?c=greatbaycc. For off campus login, use your college email username and password.
2. Select an option from the home screen: Select a Country, Search ALL countries, Search a single country, or Select a region from a map.
3. Navigating to a country, or an article within a country, will allow you to select from a wide range of information about that country on the left side of the page.
4. Some of the pages for a country will have the option to Cite this document in the upper left corner of the screen. Click this option to generate a citation in a number of styles.

Culturegrams

Culturegrams contains concise, reliable, and up-to date reports on more than 263 countries, each U.S. state, and all 13 Canadian provinces and territories.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://online.culturegrams.com>. For off campus login, use your college email username and password.
2. Choose from World Edition, States Edition, or Provinces Edition.
3. Select a state, country, or other geographical region.
4. Within the report, use the left-hand menu to view information on the Background, People, Customs and Courtesies, Lifestyle, and Society.
5. Use tools such as Graphs and Tables, World Time, Distance Calculator, or Currency Converter.
6. To cite an article, click on Generate Citation in the top right corner of the World or States Edition. This will provide you with an MLA citation, which you may need to convert into a different style.

Business

MarketResearch.com

MarketResearch.com contains 2,107 reports of balanced quantitative and qualitative analysis for various markets and industries.

1. Go to <https://ezproxy.greatbay.edu/login?url=http://academic.marketresearch.com>. For off campus login, use your college email username and password.
2. You may select a topic under Browse by Topic to view reports in that industry. Alternatively, Search for a keyword, such as a product, company, or demographic, to view relevant reports. You may also perform an Advanced Search.
3. In the results list, click on Rel. to sort results by relevance (indicated by a small blue bar), Title to sort in alphabetical order by title, or Published to sort by date (most recent first). You may also choose to Browse by Industry on the left side of the page.
4. Click on the title of a report for more information. From this page, you can view the Abstract (summary) of the report, and the Table of Contents.
5. Click Download Report to view the entire report. Important: these reports are free for students. The price is listed for informational purposes only. In the window that pops up, select *I agree...* to download the report in PDF format. Then select Open to view the PDF.
6. MarketResearch.com does not provide a citation tool. In order to cite the report:
 - a. Open the PDF and look for an author. If none is listed, just start with the title of the report.)
 - b. The company listed (usually Simba Information, Packaged Facts, or SBI) will be the publisher. Look at the bottom of any page of the report for the publisher's location.
 - c. Find the date either on the page for the report, or in the PDF.

AtoZ World Business

AtoZ World Business is the world's most comprehensive country-by-country resource for success in international business. This resource consists of 100 country business guides, each with 108 topics each, and 76 world trade resources.

1. Go to https://ezproxy.greatbay.edu/login?url=http://www.atozworldbusiness.com/login_transport.php?c=gbcc. For off campus login, use your college email username and password.
2. You may view guides by country under Country Business Guides, or select an option under World Trade Resources.
3. A Country Business Guide offers basic demographic and geographic data, guides to business culture and etiquette in that nation, and legal information regarding business formation, banking, security and trade. Use the menu on the left to view different pages in the guide.
4. World Trade Resources include country codes, importing to and exporting from the USA, and currencies, and much more. Once you have entered a resource, you can navigate between other world trade resources on the left.
5. To cite a page in AtoZ World Business, use the guidelines below and refer to the APA or MLA guides on OWL, at owl.english.purdue.edu/owl/.
 - a. For MLA, include the author (if available at the bottom of the page), name of page, name of site, name of publisher, date of creation, medium (Web), and date of access. Example:

“Air Transport: Cargo Aircraft Specifications.” AtoZ World Business. Digital Media by World Trade Press, 2013. Web. 11 Jul. 2013.

- b. For APA, include the author (if available at the bottom of the page), date, title of page, and the url or source. **Example:**

Rojas, E. (2013). Bangladesh: Overviews, Business Overview. Retrieved from
[http://www.atozworldbusiness.com/content.php?cat=grw&cid=12&nid=67&next_nid=68
&parent=Overviews](http://www.atozworldbusiness.com/content.php?cat=grw&cid=12&nid=67&next_nid=68&parent=Overviews)

Solutions for Off-Campus Library Access

Secure Content

In order to use the Blackboard GBCC Library tab correctly, you must be *viewing all the content* – whether or not it is secure. Here is how to do this in different browsers:

In Internet Explorer 9, you will see this at the bottom of your screen:

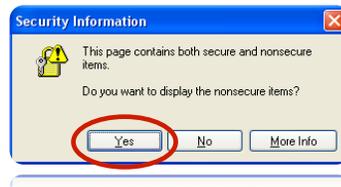


You must select Show all content. (You may be taken back to the GBCC Home tab. In this case, just click on the GBCC Library tab again.)

In Internet Explorer 8, you must answer the security question No.



In Internet Explorer 7, you will need to answer Yes.



In Mozilla Firefox, Google Chrome, and Safari, you should not have any problem accessing the Library tab.

Logging In

When you are off campus, you will need to log in to resources using your EasyLogin (email) username and password. Be sure to follow the instructions carefully!

Great Bay Community College

COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

College Library Database Login

Please enter your email username and password as in the examples below:

Students:
If your email address is jdoe123@students.ccsnh.edu
Then your username is jdoe123

Faculty and Staff:
If your email address is jdoe@ccsnh.edu
Then your username is jdoe

In both cases your password is your email password.

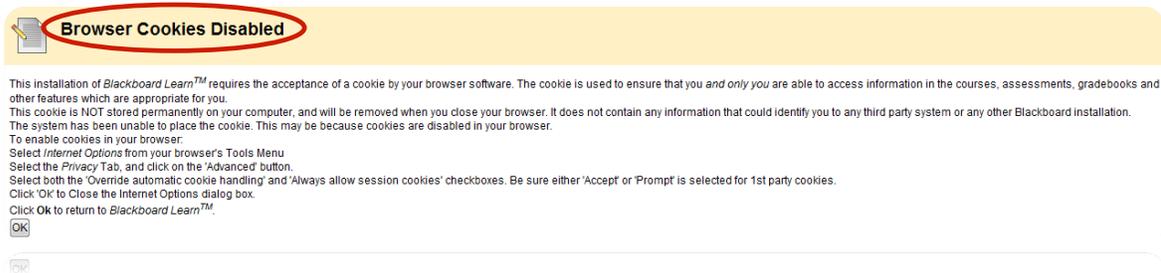
Please enter your username:

Please enter your password:

[Login](#)

Cookies

The browser should remember your login information. If it does not, or if you see this screen:



You need to enable cookies. To do this:

1. In Internet Explorer, go to the top of the browser and select Tools, then Internet Options. Under Privacy, lower the slider to Accept All Cookies
2. In Firefox, select Tools, Options, then Privacy, and change the setting to Firefox will: Remember history.
3. In Safari, click the gear icon in the right corner of the browser. Then select Preferences, Security, and set Accept cookies to either Always or Only from sites I visit.
4. In Google Chrome, click on the wrench icon in the right corner of the browser, and select Options. Then select Under the Hood, and under Privacy, Content Settings. Set Cookies to Allow local data to be set.

Evaluating Resources

Is this article/website/book okay to use in my research?

Faculty and Librarians hear this question a lot. There are a few basic strategies students can use to determine whether a given resource is usable, or *credible*. Simply pay attention to its *currency*, *authority*, and *objectivity*:

Currency

Determine whether the resource is up-to-date. How important is new information in this field? For example, research in biotechnology will need to be current, while historical research is more likely to remain valid over a number of years. When using information from the internet, make sure all the links on the page still work, and check when the site was last updated.

Authority

Locate the author, or organization or company responsible for the resource. Can you find a name? Is this person an expert in the field, or a layperson? Determine whether the resource has been published, and if so, whether it underwent a process of review. Look for references. If an author cites his or her sources, this resource is more likely to be credible.

Objectivity

It is important to consider that an author, or publication, may be biased on a particular topic. Find out whether the publication is from a government or educational institution, or if it is a commercial site or journal. If the purpose is to make money, sometimes information can be skewed. Keep your eye out for a hidden agenda.

To review, when evaluating the credibility of a resource, ask yourself these questions:

Who? Who is the author? What are his/her credentials?

What? What information is available from this resource?

Where? Where did the author get the information? Are there citations?

When? When was the resource published/produced? Is this the latest edition? Check the copyright date for books and the publication date for articles. For websites, look for a “created on” or “last updated on” date.

Why? Why does this resource exist? Is the purpose to entertain, persuade, inform, etc.? Is the resource biased?

How? How comprehensive is the resource? Does it go into the depth you need?

Source: University of Maine at Farmington

Searching Domains with Google

In some cases, you may want to eliminate commercial results when searching the internet. Use Google’s Advanced Search to limit your search to only government and educational websites.

1. Go to http://www.google.com/advanced_search.
2. Click “Advanced Search” next to the search box on Google’s homepage.
3. Scroll down until you see the option to “Search within a site or domain.” There you can enter a specific site or domain.
 - a. For government sites (useful when you need health, legal, or demographic information, or when you need statistics), type `.gov`.

- b. For educational sites (for information on writing or citation, educational programs, and some research*), type *.edu*.
4. This can also be used to search within a specific site (ex: <http://www.nytimes.com>)

* Note that sometimes students are given webspace on a college's site, and information they post may not always be credible. It's still important to examine the authority of a resource.

Inter Library Loan

If you are unable to obtain a certain book or article through our Library, it may be possible to obtain it for you from another library. These requests can take up to two weeks to fulfill.

When you request materials, you will need to fill out an Inter Library loan request form. These are available online at greatbay.edu/library/help and at our Circulation desk. Please *complete* this form. Each piece of information requested on the form is important and will ensure that you get the materials that you need.

If you locate an article in EBSCO or Proquest that is not available in full text, you may request it directly through the database. EBSCO provides an option to “Request an Inter Library Loan,” while Proquest offers to “Find a copy.” Click this link and fill out the electronic form to request the article. It may still take up to two weeks to receive the article.

Please ask a Library staff member if you have any questions.

Remember, Inter Library loan requests can take two (2) weeks to fill. Please plan accordingly.

Other Policies

Summary of Acceptable Use Policy for Computing Resources

The definition of Great Bay Community College computing facilities includes any computer, server or network system or system element provided or supported by the College. Use of the computer facilities includes the use of data/programs stored on The College computing equipment, data/programs stored on magnetic tape, floppy disk, CD-ROM or other storage media that is owned and maintained by the College.

The “user” of the system is the person using the systems from any connection point (e.g. a keyboard) locally or by remote access, requesting an account (or accounts) or logging on to an existing account in order to access any college asset. The purpose of these guidelines is to ensure that all students and authorized visitors use The College’s computing facilities in an ethical and lawful manner.

1. The College’s computers are for non-sensitive and non-confidential use only. Students are warned that there is no inherent security in the system and should not use college systems for any work that should be protected.
2. Individual users are responsible for maintaining their own data. The College is NOT responsible for the integrity of any student data stored on servers or systems maintained by the institution.
3. Users should report any weaknesses in the College’s computer security and any incidents of possible misuse or violation of this agreement to the proper authorities by contacting The College’s IT Department. Users shall not attempt to access any data or programs contained on the Great Bay network, or any other network accessed, for which they do not have authorization.
4. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright.
5. Users shall not make copies of system configuration files for their own or others’ unauthorized personal use.
6. Users shall not purposely engage in activity with the intent to: harass other users; degrade systems performance deprive an authorized college user access to a college resource; obtain extra resources beyond those allocated; circumvent the College’s computer security measures or gain access to a college system for which proper authorization has not been given.
7. Fraudulent, harassing or obscene messages and/or materials shall not be downloaded, viewed, sent to/from or stored on college systems.
8. To ensure systems and software compatibility and to reduce chances of malicious code infections, users shall not download, install or run any applications programs without first consulting the course instructor.
9. Users will not run from any college system any software which reveals weaknesses in the security of a system or that can be used as a hacking tool, unless within the guidelines and under the supervision of a college course. For example, college users shall not run password-cracking programs on college computers.

Copyright Policy

The Copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies, electronic file sharing or distribution of copyrighted materials using the College's information technology system. Students are liable for any infringements of these laws. The NH Attorney General's office or the CCSNH Attorney's office will not defend students for copyright violation. For more information, see www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Writing the Research Paper

The following are suggestions of steps you should take when writing a research paper.

1. Select and limit your subject.
2. Prepare a working bibliography (a list of sources).
3. Prepare a preliminary outline (what you intend to cover).
4. Read and take notes.
5. Assemble and write final outline.
6. Write a rough draft.
7. Revise the rough draft and write the final draft with footnotes/endnotes and bibliography.

Choosing and Narrowing Your Topic

Do background reading to be sure there is enough information on your topic.

Use Library resources like Credo Reference, or the Library's reference section, to get a better idea of your topic. What are some related terms and concepts?

Be sure your topic is narrow and specific. Have you focused on a particular time period, point of view, or a particular place or area?

Starting Your Thesis/Topic and Developing Your Outline

The thesis is a statement of the main idea of your paper. It sums up what you are trying to prove or show.

Example:

Topic: The History of Writing

Thesis: Writing systems have developed from pictures to alphabets.

Develop a rough outline from the background reading you have done. At this point your outline will only show the main points of your paper. The outline will help you to take notes needed for details.

Making Bibliographies

When you find a good source, make up a bibliography card for it.

Books: title, author (last name first), publisher, place of publication, copyright date, call number.

Journal: title of journal, date, volume, title of article (in quotation marks), author if given, page numbers of article.

Encyclopedia: title of encyclopedia, place of publication, copyright date, volume, and author if given, title of article (in quotation marks), page number.

Most of the Library's electronic resources will provide a concise citation for you of each item. See instructions on using that particular resource, or ask a librarian. See Citation for more information.

Number each bibliography card in the upper right hand corner. Then when you take notes from that source, you can identify them by number instead of writing out all the source information again.

When you have taken all the notes you will need, you will be ready to write your paper. Look over your outline and revise, if necessary.

Arrange your notes so that they follow the outline. Be sure you have notes for each topic of your outline. If you do not, either drop that topic from the outline or go back to your sources and gather the needed information. Eliminate any unnecessary notes you have taken.

Plagiarism

At Great Bay Community College, students are expected to produce original work and use proper methods of citation when completing assignments in all academic areas. Work that is not properly cited or presented as own when it is not, is considered plagiarism. A more complete definition of plagiarism is the intentional or unintentional failure to immediately, accurately, and completely cite and document the source of any language, ideas, summaries, hypotheses, conclusions, interpretations, speculations, graphs, charts, pictures etc. or other material not entirely your own. This includes failure to cite work of your own that you have used previously. Cheating is defined as using or attempting to use unauthorized materials, information, or study aids in any academic exercise or activity without proper reference citations. Plagiarism is considered cheating and has academic consequences including receiving a 0 for the assignment, removal from a class or program. Violations may be referred to the Academic Affairs Office for Judicial Review.

Examples of plagiarism include, but are not limited to:

Using the exact word(s) of another without using quotes and a complete parenthetical citation.

- Paraphrasing or summarizing the words or ideas of another without providing a complete citation.
- Using in any way the ideas, arguments or conclusions of another without a complete citation.
- Incomplete summary or paraphrase that leaves some original language unquoted.
- Submitting an essay written by someone else.
- Submitting parts of an essay written by someone else.
- Submitting an essay, or parts of an essay you have previously used for another assignment.
- Failing in any way to make it abundantly clear what is your own original work and what is the work of someone else.

Plagiarism Information on the GBCC website:

www.greatbay.edu/index.php?pg=fye&sub=plagiarism

Plagiarism Quiz, Indiana University:

www.indiana.edu/~tedfrick/plagiarism/item1.html

Ask your instructor or a librarian for more information on plagiarism.

Citation

For most papers, you will be required to use a particular citation style. Among these are MLA (Modern Language Association) and APA (American Psychiatric Association). Ask your professor if you are unsure about the required citation style.

To avoid plagiarism, cite anything that is not your own in text, and insert a corresponding entry in your Works Cited or Reference page.

Most of the Library's electronic resources will provide a citation for you. However, a database or ebook collection may not generate citations in the style you need, or the formatting may not be correct. Use the information provided, but be sure to check the formatting.

The college recommends using Purdue University's OWL (Online Writing Lab) for this purpose: owl.english.purdue.edu/owl/section/2/. Here you can find guides for MLA and APA citation.

Contact Us!

For questions, feedback, or to schedule a
research appointment:

Library
(603) 427-7618
reference@ccsnh.edu

Rebecca Clerkin
Library Director
rclerkin@ccsnh.edu