

To Search Databases:

- 1) Go to the main college webpage at: <http://www.nmjc.edu>
- 2) Next, there are (2) ways to access the library portal (website):
 - A) At the top of the college webpage, under the “Resources and Services” tab, scroll down to “Library” and click on it.
 - B) Or, on the main college webpage, scroll down toward the bottom right of the page until you see the large “Library” circle with a photograph of the Pannell Library and click on it. (This is the quickest way.) Note: If you are off campus, you will have to log in using your T-Bird Account.
- 3) After you have gained access to the library portal, you will see the main page with images/titles in large colorful blocks (or “tiles”). For videos, click on the large “Films on Demand” tile and then type in (example) “Charlotte Perkins Gilman” for a basic search. To combine terms for a more specific search, such as “Charlotte Perkins Gilman” and “The Yellow Wallpaper”, then click on “Advance Search”. Note: Most of the FOD videos have a transcript tab that students can read as the video plays and there are many topics to pick from, such as “Math for Nurses”, “Basic Algebra”, “Abraham Lincoln” and so forth. There is also a citation tool. (Ask your instructor which style they prefer, such as MLA, APA, etc.)
- 4) To use “Opposing Viewpoints” (GALE) or “Issues & Controversies” (Infobase), which are Pro/Con sources for contemporary controversial issues (“Pro” meaning for something, “Con” meaning against something), click on either the large “Opposing Viewpoints” tile or “Issues & Controversies” tile on the main library page, then type in a basic search term, such as “climate change”. When the page changes, there are ways for you to

control your search. For GALE products, as an example, use the “Filter Your Results” tools. To limit/control the date of the publication you are seeking, click on the “Publication Date” bar on the right, then see the “Custom Date Range” bars with “To” and “From”. Use the small calendar symbols by each bar to set the month, day and year under “From” and “To”. Now, under the search term of “Climate Change”, you should see only articles that are in the date range you have set. (Always verify with your instructor the age of the articles you should research.)

- 5) Also, under “Filter Your Results”, you will see several boxes, with the first two being of strong importance, starting with “Full Text Documents”. This is usually checked automatically, but if you want a full article and not just an abstract, for any database you use, be sure the “Full Text Documents” box is always checked.
- 6) The “Peer Reviewed Journals” box should be checked if your instructor(s) want only articles from a peer reviewed source.

What is such a journal or article?

In academic/professional publishing, a peer reviewed article was deemed appropriate by a board of experts in the field that have high quality standards such as scholarly validity and rigor. Therefore, a peer reviewed article shares the best research practices in the profession.

- 7) For a more in-depth article search, in the topic search bar, click on “Advance Search” to combine terms. For example, for an “Advance Search”, you will see more than one search box. In the first box, type in “Climate Change”, but in the next box, you can type something such as “Seals” for a more specific search.
- 8) To use “Bloom’s Literature”, on the main library page, click on the large “Bloom’s Literature” tile, then familiarize yourself

the many aspects of this helpful database, such as the “Most Studied Authors”, “Most Studied Works”, “Most Studied Characters” and “Featured Videos” headings. There are also Search tools at both the top of this site as well as on the right side. On the top of the page, refer to the “Curriculum Tools” tab, then click on “Tools For Students” for help with citing, defining plagiarism and so forth. There is also a “Browse” tab to search for specific authors, works and characters. A basic search option is available, too. On the right side of the page, there are numerous resources to be found under the “Browse Resources” heading, such as “Literary Themes”. If this is selected, after clicking on both a topic and specific title, at the top of the page, you can click on the “Citation”, “Read Aloud” (as in, the article will be read to you), “Share” (allowing you to email the article or link to the article), “Print” or “Download” tabs for your convenience.

9) For NewsBank, click on the image/title to access thousands of newspaper and related sources. The “Specific Topics” heading organizes current events/topics under various headings for your convenience, or you can type in a specific topic in the search bar at the top of the page and click on “Date Search” below the search bar to control the age of publications. When the page changes, be sure to control the search by checking all relevant aspects of your topic under the “Search Options” heading, such as clicking the “newspaper” box if that is the only type of news resource you wish to use. There is, additionally, a “from” and “to” way to control the age of your research sources, plus newspapers specific to New Mexico are on the right side of the main NewsBank page.

The databases have helpful tools, so look for symbols such as “Translate”, “Font Size” (to control the size of the type), a “Listen” or audio symbol that you can listen to as the article is read to you, an email symbol (often the image of an envelope) that will allow you to email the article or a link to the article to yourself or someone else, and a printer symbol. Additionally, since these are intuitive searches, many databases will make further article suggestions based on the topic.

To access databases by subject, at the top right of the main library page, click on the “Articles & Ebooks” box. When the page changes, then click on “Database Articles By Subject” (in blue print). At this point, you should see numerous subject headings, starting with “Arts, Architecture & Applied Arts”. Click on a heading to see database choices.

Should you need further research assistance, please contact the librarian at: lmuffley@nmjc.edu

Note: Instructors often want students to find articles on their own.

Therefore, unless told otherwise, the librarian will assist students with basic searches but will not forward/find specific articles. Be sure to review this guide before you begin your research.

Thank you.