NMJC's Pannell Library

"CHECK OUT" THE LIBRARY...
Library Services

Pannell Library has a lot!

Books & audiobooks that you can check out for 2 weeks...

What does the library have to offer?

Don't forget the computers that students can use to access the web or write papers...

Periodicals... which means academic journals, magazines, & newspapers...

Not to mention the printer & copier available for 10 cents a page or the fax machine for $1.00 a page...

There are also inter and intra library loans if you can't find a book you need at Pannell Library.

DVDs that you can check out for a week...
SO HOW DO I FIND WHAT I NEED?

TAKE A LOOK AT THE MAP... IT SHOWS YOU WERE EVERYTHING IS...

CIRCULATING BOOKS ARE THE ONES YOU CAN CHECK OUT, ALONG WITH THE OVERSIZED, McNAUGHTON, & AV COLLECTION...

REFERENCE MATERIALS ARE DICTIONARIES, ENCYCLOPEDIAS, ETC. AND THEY CAN ONLY BE USED IN THE LIBRARY.

THE STUDY AREAS & COMPUTERS ARE OPEN FOR STUDENT USE.

YOU CAN GET YOUR LIBRARY CARD OR CHECK OUT ITEMS AT THE CIRCULATION DESK. TO ASK A QUESTION OR GET HELP STOP BY THE REFERENCE DESK.
I found a DVD I want to check out... what do I do?

If you have one of these cards, you can use it at Pannell Library.

If you don't have either of these cards, take your student ID to the circulation desk and they will set up a library account for you. Then you can check out books, DVDs & audiobooks.
My professor assigned a paper and said to use two books as references. What do I do?

Once you decide what topic you will use for your paper, go to one of the library's student computers...

Bring up an internet page. It should automatically open to www.nmjc.edu/library...

On that page, click on catalog.

This will bring up the library's catalog...

Enter your search term & select NMJC from the library drop down box...you can leave it at all if you would like to search hobbs, lovingston, eunice, jal & usw.

Change to title or author if you need something specific.

Enter search term

Choose library
WHEN YOU HIT "SEARCH" YOUR RESULTS WILL COME UP IN A LIST. YOU CAN CLICK ON ANY TITLE TO FIND OUT MORE ABOUT IT. THE CALL NUMBER WILL TELL YOU WHERE TO FIND IT IN THE LIBRARY.

WHAT'S A CALL NUMBER?

CALL NUMBER

EVERY BOOK HAS A CALL NUMBER SO THAT YOU CAN FIND IT ON THE SHELF. AT PANNEL LIBRARY THE NUMBERS IDENTIFY CATEGORIES OF BOOKS SINCE THEY USE LIBRARY OF CONGRESS CLASSIFICATION.

LOCATION

FOR INSTANCE, ANYTHING THAT STARTS WITH AN E WILL BE AMERICAN HISTORY, WHILE ANYTHING WITH AN M, WILL HAVE BOOKS ON MUSIC. NEXT TIME YOU ARE IN THE LIBRARY, LOOK FOR THE POSTER THAT GIVES A LIST OF CATEGORIES.
WHEN I RAN A SEARCH FOR A BOOK, IT SAID IT WAS AN "ELECTRONIC RESOURCE." WHAT DOES THAT MEAN?

THIS MEANS THAT IT IS AN E-BOOK. YOU CAN READ IT ONLINE.

CATALOG RECORD

Item Details

Item Information A Look Inside Catalog Record

Title
U chic [electronic resource] : the college girl's complete guide to everything

Author
Garton, Christie.

Publisher
Sourcebooks,

Pub date:
c2009.

Pages:
xvi, 351 p. ;

ISBN:
9781402232228

Item info:
1 copy available at New Mexico Junior College Pannell Library.

The Complete Guide to a Fabulous College Life! From the day you set foot on campus until the day you wear a cap and gown, get advice from a source you can trust: the expert team of all-star college students and recent grads behind U Chic. This indispensable college resource has everything you need to know, including: Getting Started: First week ... (to read more see "A Look Inside")

Holdings
New Mexico Junior College Pannell Library Copies Material Location
LC1757 .G37 2009 EB 1 Electronic Book Online

Click on "Catalog Record"...

Then at the bottom of the record click on the electronic access link...

This will take you to the E-Books site and open the book.

Electronic Access
ON THE E-BOOK PAGE YOU CAN SEE INFO ABOUT THE BOOK SUCH AS AUTHOR, PUBLICATION DATE, ETC.

ON THE LEFT-HAND SIDE OF THE PAGE, YOU CAN CLICK ON THE "E-BOOK FULL TEXT" LINK TO READ THE BOOK.

DON'T FORGET ABOUT ALL THE GREAT TOOLS AVAILABLE WITH E-BOOKS.

RIGHT! LOOK AT THE RIGHT-HAND SIDE MENU FOR A LIST OF USEFUL TOOLS.

YOU CAN ALSO CREATE AN ACCOUNT BY GOING TO THE TOP OF THE PAGE AND CLICK "SIGN IN."

YOU CAN PRINT, EMAIL, SAVE TO A FLASH DRIVE, OR GET THE CITATION FOR YOUR E-BOOK.

ONCE YOU CREATE AN ACCOUNT, YOU CAN SAVE E-BOOKS TO YOUR FOLDER AND ACCESS THEM AGAIN LATER. YOU CAN EVEN ACCESS THEM FROM HOME!
No problem. To answer the first question: Academic journal articles come from professional or "academic" magazines.

My professor assigned a paper as well, but she wants us to use an academic journal article as a reference.

These are written by professionals such as professors, doctors, etc...

Unlike popular magazines, whose writers are paid journalists, not professionals on a topic.

What is an academic journal article & how do I find one?

Popular Magazines

Academic Journals

Inc. 500

JAMA
So I just need to find an academic journal in the periodicals & pick an article?

PLUS, it can be difficult to find an article on your topic just by picking up an academic journal & reading.

Not exactly. It's important to know your topic! This gives you a place to start with your research.

Wouldn't that be easier than looking through a bunch of periodicals?

Should I just go to the internet and search for my topic?

You could, but it would still be difficult to find a good article...

Fortunately, there's an easier way...
Pannell Library has several databases that allow you to search thousands of academic journals for articles on your topic.

These are great! They make finding an article so easy.

Go to the Library webpage and click on E-Resources...

On the next page, click on Databases...
ON THE DATABASES PAGE, YOU CAN SELECT FROM A VARIETY OF DATABASES, DEPENDING ON YOUR SUBJECT...

IF AFTER LOOKING THROUGH THE LIST, YOU'RE STILL NOT SURE WHERE TO GO, TRY "GENERAL REFERENCE CENTER GOLD" OR "FIRSTSEARCH." BOTH ARE GOOD GENERAL SEARCH ENGINES.

**General Reference Center Gold**
- Academic Search Premier
- Access World News
- Books In Print
- Chronicle of Higher Education
- Electronic Collections Online
- Expanded Academic ASAP
- FirstSearch
- General OneFile

**FirstSearch**

**Arts, Architecture & Applied Arts**
- Gardening, Landscape & Horticulture Collection
- Home Improvement Collection
- JSTOR Arts and Sciences Collections
- National Gallery - United States
- National Gallery - United Kingdom
- Pop Culture Collection
- Vocations & Careers
All of the databases give you a search engine that you simply type your topic into.
The grey box at the top tells you how many articles were found for your search...

The titles in blue are the articles. You'll click on them to read the article...

The text to the right of the title lets you know if this is an article, an interview, a book review, etc...

And the menu on the left lets you change between content type and to limit your search to specific searches or document types.

Wow! There's a lot on this page. What does all of this mean?
Once you click on title, you will be taken to that article. If this article is something you want to use for your paper, then there are several great tools available to help you use the article. (Or interview or book review, depending on what you selected.) Look at the menu on the right... You can print this article, email it to yourself, download it to a flash drive, or even have the database create a citation for your "works cited" page!

Results for Basic Search Keyword (College Life) LIMITS: With Full Text

Title: The Benefits of College Life

Author(s): Randy Dotinga


Document Type: Article

Full Text: Byline: RANDY DOTINGA

When it came to benefits for employees, higher education used to be at the head of the class.

Back in the 1950s, academe was one of the first fields to embrace health-insurance coverage for illnesses that do not require hospitalization, and it later led the way toward long-term disability insurance. Universities and colleges approved domestic-partner coverage long before Fortune 500 companies jumped on the bandwagon.

Now, however, higher education is a laggard when it comes to benefit trends. For its employees, that may be a good thing. American companies are trying to lower costs by trimming benefits. But colleges and universities are insulating workers from the most disruptive cuts.

"Higher ed has so far not seen the traumatic changes that businesses have gone through," says Donald W. Mortenson, vice president for

This database also has the option to let you change languages and listen to the text in any of the available languages!
CAN I USE THESE DATABASES IF I'M NOT IN THE LIBRARY?

SURE. WHEN YOU CLICK ON THE DATABASE YOU WANT TO USE AND ARE OFF-CAMPUS, YOU WILL BE ASKED FOR A USER NAME & PASSWORD.

THIS USERNAME & PASSWORD IS THE SAME AS THE ONE YOU USE TO ACCESS THE T-BIRD WEB PORTAL OR BLACKBOARD.

YOU CAN ALSO ACCESS THE LIBRARY CATALOG & E-BOOKS FROM HOME.

THE CATALOG WILL OPEN WITHOUT ANY EXTRA STEPS.

E-BOOKS REQUIRE THAT YOU SET UP AN ACCOUNT ON-CAMPUS FIRST. THE INSTRUCTIONS ARE AT WWW.NMJC.EDU/LIBRARY/E-RESOURCES/E-BOOKS.ASPX
WHAT IF MY PROFESSOR GAVE ME THE OPTION OF USING AN INTERNET SOURCE?

HOW DO I KNOW IF THEY ARE GOING TO ACCEPT WHAT I USE?

YOU ARE PROBABLY FAMILIAR WITH SEARCH ENGINES LIKE GOOGLE AND YAHOO. THERE IS ALSO ANOTHER GOOD ONE CALLED ALTA VISTA. THESE ARE EASY TO USE SINCE YOU CAN TYPE IN YOUR SEARCH & THEY WILL GIVE YOU A LIST OF RESULTS.

ONE OF THE BEST WAYS IS TO USE THE CREDIBILITY TEST... IS THE INFORMATION ON THE SITE TIMELY & UP-TO-DATE?

ARE THE LINKS ACTIVE & DOES IT APPEAR THAT SOMEONE IS KEEPING UP THE SITE? IS IT ORGANIZED & EASY TO NAVIGATE?

IF THE ANSWER TO ANY OF THOSE QUESTIONS IS NO, YOU PROBABLY DON'T WANT TO USE THE SITE AS A REFERENCE.
This is a good way to decide if the site is one you want to use.

Next, look at the URL and how it is written...

**.EDU**
- EDU can only be used by educational institutes and is always credible.

**.GOV**
- GOV means it is a government site and is also credible. Check out www.cia.gov for great cultural information.

**.ORG**
- ORG sites belong to non-profit organizations. These sites can be credible, but must be evaluated. If it is a well-known organization it is credible, but be careful with small organizations.

**.BIZ**
- BIZ is used by businesses. They are usually credible in as far as what the business wants you to know about them.

**.COM**
- COM means a commercial site and anyone can have this type of site. Be very careful using .coms as references. Use the credibility test.

**.NET**
- .NET are also commercial sites and can also be owned by anyone. They have the same risks as .com sites. Use the credibility test.
What if I get too many results from my search? Is there any way to narrow it down?

If you are using Yahoo or Alta Vista, try "Boolean operators." These help you narrow or expand your search results.

**AND**

The "AND" operator lets you expand your search to two or more topics.

- College students
- Textbooks

**OR**

The "OR" operator lets you choose between two or more subjects.

- College students
- High school students

**NOT**

The "NOT" operator lets you limit your search.

- College students
- Not colleges
Have a Library question? Need help with an assignment?

Try Text-A-Librarian! Text "NMJCLib" to 66746. You'll receive instructions and be able to ask questions right away.

Or use the Chat-With-Us feature located on all Library webpages. Just look for the green "Chat with Us" box on the right-hand side. Click on it and type in your question.
* Ask a librarian if you need help - that's what they're here for.
* Never check out materials for someone else on your library card - you are responsible for all charges.
* Return materials on time. If an item is overdue for more than 2 months, you will be responsible for cost of fines, cost of item (if lost) & $5 processing fee per item.
* If there is a fine on your account, you will not be able to get your transcript until all costs are paid.
* Computers are available to support research and instructional goals for students and community patrons. Use for any reasons that are offensive to others may constitute a violation of fair use policy.

**HOURS**

During regular fall & spring semester, library hours are:

- Mon - Thurs: 7:30AM - 9:00PM
- Friday: 7:30AM - 5:00PM
- Saturday: 10:00AM - 2:00PM
- Sunday: 10:00AM - 2:00PM

During the summer and holidays, the library is not open on weekends and weekday hours may change.

**FINES**

Be sure to return materials on time! Fines are:

- 10 CENTS per day per late book
- $1.00 per day per late DVD

Need to contact the library? Circulation Desk: 575.492.2870
Reference Desk: 575.492.2781
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<tr>
<th>1) WHAT SHOULD DO IF YOU NEED HELP IN THE LIBRARY?</th>
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<tr>
<td>A) THROW YOUR ARMS IN THE AIR &amp; RUN AROUND SCREAMING.</td>
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<td>B) CALL ALL YOUR PROFESSOR UP &amp; DEMAND THEY COME HELP YOU.</td>
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<td>C) ASK A LIBRARIAN.</td>
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<th>2) NAME THREE THINGS AVAILABLE TO STUDENTS AT PANNELL LIBRARY.</th>
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<td>EXTRA CREDIT: WHAT SYSTEM OF CLASSIFICATION DOES PANNELL LIBRARY USE?</td>
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<th>3) WHAT IS THE DIFFERENCE BETWEEN CIRCULATING BOOKS &amp; REFERENCE BOOKS IN PANNELL LIBRARY?</th>
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<tr>
<th>4) WHAT DO YOU NEED TO CHECK OUT MATERIALS FROM PANNELL LIBRARY?</th>
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<tr>
<td>A) CREDIT CARD</td>
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<td>B) DRIVER’S LICENSE</td>
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<td>C) LIBRARY CARD (OR STUDENT ID WITH LIBRARY BARCODE)</td>
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<th>5) WHAT IS A CALL NUMBER?</th>
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<th>6) WHAT IS THE DIFFERENCE BETWEEN ACADEMIC JOURNALS &amp; POPULAR MAGAZINES?</th>
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<th>7) WHAT ARE TWO GOOD DATABASES TO USE WHEN YOU AREN'T SURE WHERE TO START YOUR RESEARCH?</th>
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<th>8) NAME THREE TOOLS THAT YOU CAN USE WITH AN ARTICLE FROM ONE OF THE DATABASES.</th>
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<th>9) WHAT ARE TWO WAYS TO HELP DETERMINE AN INTERNET SITE’S CREDIBILITY?</th>
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