Library Instruction for Your Associates Degree Program

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Off Campus Library Services

• Research involves locating magazines, books, encyclopedias, websites, etc., to give you information so you can write a paper/make a presentation.

• The Off Campus Library Services homepage is the best place to start your research:

www.indwes.edu/ocls
Online databases

- From the library homepage, www.indwes.edu/ocls, you have access to:
  - Magazine/journal articles are available through our Article databases.
  - Reference books are available through our Virtual Reference Library database.
  - The online Library Catalog helps you find regular books.
  - The OCLS Home page…
## OCLS Home Page

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### Key Links

- Submit Request
- Journal Titles
- APA Style
- Copyright/Plagiarism
- OCLS-Español
- Article Databases
- Library Catalog
- Webliologies
- Jackson Library

### Faculty
- Media Request Form
- OCLS Guide
- Purchase Request
- Copyright Clearance
- Streaming Media
- More

### OCLS Tools
- Contact OCLS
- Interlibrary Loan
- Library Access Number
- My Library Account
- Tutorials
- More

### Help
- IT Knowledgebase
- IT Resources
- MY IWU Page
Recommended:

- Good databases for finding magazine articles:
  - Academic Search Complete (General topics)
  - ProQuest Criminal Justice

- The best databases to use for finding reference book articles:
  - Virtual Reference Library (Gale)
  - CREDO

- To find a regular book, use the
  - IWU Library Catalog (or your local public library)
  - Ebrary (e-books)
  - EBSCO eCollection (e-books)

- To find a website use a search engine, like Google.com, Bing.com, DuckDuckGo.com
What you will need before you begin using a database...

- A library access number
  - OCLS emailed this number to you when you started this class. It begins with the numbers:
    - 292240 _ _ _ _ _ _ _
  - OR, you can also use your MyIWU log in credentials.

- Adobe Acrobat Reader
  - Free software that will let you view articles
  - www.adobe.com
How to get to the databases

Start at the OCLS homepage:

- www.indwes.edu/ocls
- Locate the column for: Article Databases
- Click on, More
- Click on: Criminal Justice
- Click on the desired database, e.g. Academic Search Complete.
So now let’s start a search for articles! Click on: More
Click on: Criminal Justice.
Locate the needed database.
Let’s use: Academic Search Complete.
Our topic will be: white collar crimes.
Your IWU patron borrower status must be verified before you can access this database. Database access is available for current students and faculty only.

Please enter the following information
Por favor introduzca la siguiente información

**IWU Network Login**

Please enter your IWU network username and password.
Por favor, ingrese su nombre de usuario y contraseña de red IWU.

(Your username is typically your firstname.lastname)
(Su nombre de usuario es normalmente su nombre.apellido)

- **Username:** first.last
- **Nombre de usuario:**
- **Password:** ********
- **Contraseña:**

[Submit]

**OR**

**Alternate Login**

Por favor escriba su Library Access Number (Número de Acceso a la Biblioteca):

- **Last name:**
- **Library Access Number:**

Your 14-digit Library Access Number may be found on your IWU ID card or upon request from the appropriate library and starts with 297240.

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*You can enter your MyIWU credentials OR your last name and 14-digit library access number. Do not use both!!*
We are researching the topic: white collar crimes

Enter your term, and SEARCH
A large results list! You can make your results better...


   Subjects: WHITE collar crimes; NONFICTION. How They Got Away With It: White Collar Criminals & the Financial Meltdown (Book); WILL, Susan; HANDELMAN, Stephen; BROTHERTON, David C.

   Get it!


   The article announces the resignation of Mythili Raman as senior official of the U.S. Justice Department to join Washington, D.C.-based law firm Covington & Burling LLP who will be a partner at t...

   Subjects: WOMEN lawyers -- United States; COVINGTON & Burling LLP; RAMAN, Mythili

   Get it!

3. A BACCHANALIAN ORGY FOR 10 YEARS'.

   By: APPEL, TIM; BAUM, GARY. Billboard. 4/20/2014, Vol. 120 Issue 13, p34-37. 4p.

   The article discusses Dana Giacchetto, an investment adviser in the U.S., who was found guilty of fraud and misappropriation of clients' funds in 2000 and is under investigation again as of April...

Yikes!
• Use the Dropdown Arrow.

• Select SU Subject Terms and SEARCH.

• This gets the most relevant articles.
Still a lot of articles, but more on topic...all are in date order with most recent first.

Additional limiting available, or you can add more terms...
Now we have results for magazines and journal articles, limited to full text, adding a 2nd term: corporations.
There is rarely an introductory text in sociology that does not begin with C. Wright Mills’s (1967) distinction between personal troubles and structural or public issues. To lack sociological imagination is to confuse between these two levels of analysis in trying to explain public issues in terms of personal troubles, or history in terms of the individual’s biography. “Troubles occur within the character of the individual and within the range of his immediate relations with others; Issues have to do with matters that transcend these local environments of the individual and the range of his inner life” (Mills, 1967:8). Issues are generated in response to the dynamics of the social system and unfold within the larger structural and historical contexts where the character of the individual takes shape. Yet, the most popular explanation of the contemporary financial crisis with its disastrous social and economic consequences is personal greed. It is the greedy investment bankers, corrupt politicians, and unscrupulous lobbyists who are to take the brunt of the current economic meltdown in the United States. A few bad apples on Wall Street have created havoc on Main Street. Here, one may argue that greed that—if not kept in check—which seems to afflict almost everyone, transcending social class and status boundaries, may be a public issue—a structural problem—rather than a problem within the character of the individual. Not to be greedy within the contemporary social and economic system may be considered pathological, an instance of personal trouble.
Use the printer icon that pulls up in Adobe to print…or save to your computer.

This is a great database to find articles for your assignment!
Usually, you will need a book on a specific topic. You can do a Keyword search or Subject search.
<table>
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<tr>
<th>#</th>
<th>Title</th>
<th>Author(s), Publisher</th>
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*Print book, E-Book*
This is how you find a “print” book in the IWU Library Catalog.

Many E-books are also available to view.

Click on: Request if you want a book mailed to you.
E-books are also available on Ebrary and EBSCO eCollection!

• Ebrary is a collection of over 100,000 and EBSCO eCollection has over 130,000 e-books available to you. (And, we keep adding!)

• Searchable Table of Contents.

• Text loads page at a time, and short sections may be copied for later use.

• You may set up an account to create your own “bookshelf” of titles.

• You do not need an Ebrary account just to view books online.
Let’s see how...

From OCLC home page

1. Type your term, using Quotation marks.
Corruption is a major problem worldwide. In recent years, in the streets of Jakarta, corrupt police officers stood by unwilling to intervene while vigilante groups burned alive men accused of petty crime. In Russia, corrupt officials depleted the state treasury by stealing huge sums of money and gems; they went unpunished. In India, when foreign entrepreneurs setting up factories refused to give illegal bribes to city officials, the foreigners’ own residences were burglarized and stripped of valuables in retaliation. Corruption is “shameless” (Caiden, Dwivedi, and Jabra 2001: 1).
Help with APA Writing Style:

- Click on: **APA Style** (under Key Links)
- Click on: **APA 6e Guide**

**APA Writing Style Guides**

The majority of degree programs in IWU’s College of Adult & Professional Studies use the American Psychological Association’s (APA) style guide for formatting research papers and citing referenced works.

The following resources give recommendations on APA format. Note that external sites are not managed by IWU and accuracy of the information is not guaranteed.

**Current Students**

Students using the IWU APA Guide; *Concise Rules of APA Style, 6th ed.*; or *Publication Manual of the American Psychological Association*, 6th ed. should download the **APA 6e Guide**.

**Other APA 6th ed. Helps:**

- **APA Checklist** - gives you a checklist you can use to help you remember all you need to include with APA-style writing.
APA Help for Kinds of Sources from the *APA 6e Guide*

- Articles from online databases
  - Pages 17-20
- Books (regular, print books)
  - Pages 13-14
- E-books
  - Page 14
- Websites
  - PDF document, see pages 20-21
  - Non PDF web page, see page 21
Still have a question or need help? From the home page click on Submit Request ....
Fill in the form and Submit…

OCLS will respond to you within 1-2 business days.
Request sent acknowledgement.
You can also call OCLS:

- Our phone # and hours:
  - 1-800-521-1848
  - Monday – Thursday: 8:00 am – 8:00 pm
  - Friday: 8:00 am – 5:00 pm
  - Saturday: 9:30 am – 2:00 pm (basic services only)

- Some questions may be immediately answered.
- Some questions may go into a processing or research queue.
- If you receive voice mail, please leave your name (spelled out) and a call back number.
A lot of information is available at your fingertips for your projects!

- We encourage you to get into the databases to become familiar with these resources!
- Getting familiar with the information available will help you through your Associates program.
- And remember:

**OCLS is here to help you!**