Library Learning Resources
South Hills School

by Barbara Coopey, 2021

South Hills School's Library Learning Resources

The following library learning resources support the academic programs of South Hills School of Business & Technology:

      1) a physical library
      2) a virtual library of web resources
      3) LIRN: an online library which provides access to millions of full-text articles and books
      4) instructions on how to conduct library research

Libraries

The following libraries offer printed books and various learning resources:

1) **State College**: The main library is located in Room #13. Computers are also available in the room for students to conduct their online research. The DMS Library houses material specifically for the Diagnostic Medical Sonography program.

2) **Altoona**: The library is located in Room #111. Computers are also available in this room for students to conduct online research.

Books in the library are numerically arranged utilizing the Dewey Decimal System as follows:

      000 – Generalities, Reference, & Computer Software
      100 – Philosophy, Psychology & Ethics
      200 – Religion
      300 – Social Sciences, Communication and Sociology
      400 – Language
      500 – Natural Sciences & Mathematics
      600 – Technology, Health, & Engineering
      700 – The Arts
      800 – Literature & Rhetoric
      900 – Geography & History

Checkout Procedure

Checkout uses the "honor system".
Fill out the form located in the "book check out basket" and place it back in the basket.
Books and Periodicals can be borrowed for 3 weeks.
When returning items, place them in the "book return basket".

Community Library Resources

Your local public library has additional resources. Sign up for a card to be able to check out books. In addition, you will gain access to many online resources like books, journals, and audio books.

Sign up for a library card from Schlow Centre Region Library.
https://www.schlowlibrary.org/contact/help/get-library-card

Virtual Library

The Virtual Library is found under the *Current Students* Tab on South Hill's web page.
https://www.southhills.edu/virtuallibrary/

Welcome to the South Hills Virtual Library!

South Hills School of Business & Technology's Learning Resources System

The Virtual Library provides South Hills faculty and students with access to various online resources. It is organized into the following categories: General Resources, Class Specific Resources, and Program Specific Resources.

The Virtual Library, created by South Hills instructors, provides access to online resources.

It is divided into General Resources, Class Specific Resources, and Program Specific resources.

The Virtual Library is mainly open to public access; some resources require Canvas access.

Program Specific Resources

- Allied Health Specialized Degree Programs
- Administrative Professional
- Business Administration—Accounting
- Business Administration—Management & Marketing
- Criminal Justice
- Diagnostic Medical Sonography
- Engineering Technology
- Graphic Arts
- Information Technology and Software Development and Programming

Class Specific Resources

- Business English I, II, & III
- Business Law
- Human Relations
- Job Search Skills
- Microsoft Office & Windows Tutorials
- Online Keyboarding Classes
- Personal Development
- Psychology

General Resources

- Online Libraries & Digital Books
- Articles
- Reference Guides & Online Tools

LIRN: Library and Information Resources Network

LIRN is found under the *Current Students* Tab on South Hill's web page.
  https://www.southhills.edu/virtuallibrary/

LIRN is an extensive online subscription-based library with millions of full-text journal, magazine, newspaper articles, e-books, podcasts, audio, and video resources.
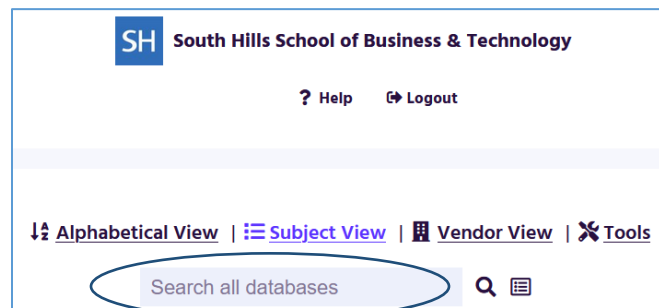It requires Canvas login.
In Canvas, it is located under ERF (Education Resources and Files). LIRN Library is on the left margin.

Accessing LIRN: Library and Information Resources Network
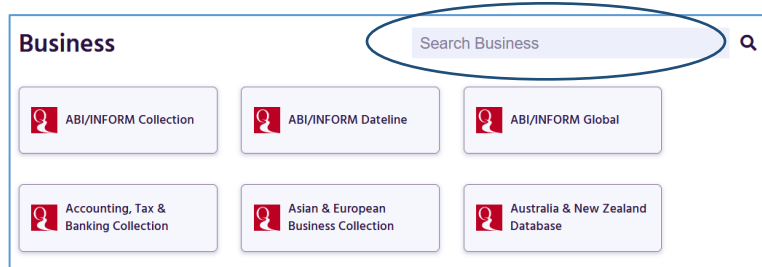
LIRN provides access to millions of full text articles, news releases, book chapters, and reference items like encyclopedias, plus e-books, audio, and video resources.
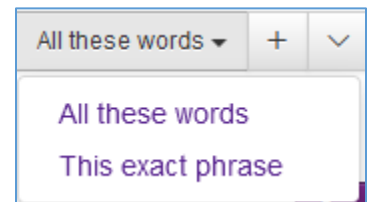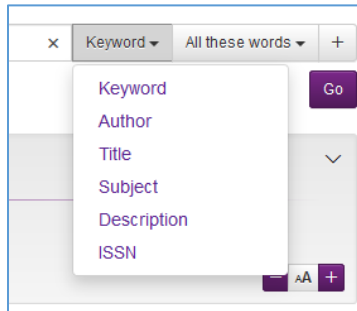
LIRN Library & Information Resources Network

Search of all of LIRN's resources from the main page
Enter keywords in
Search all databases search box

SH South Hills School of Business & Technology

? Help   ⏻ Logout

⇅ Alphabetical View | ☰ Subject View | 🏛 Vendor View | 🛠 Tools

Search all databases   🔍 ▦

Or you can search a specific subject area

Business   Search Business   🔍

▣ ABI/INFORM Collection   ▣ ABI/INFORM Dateline   ▣ ABI/INFORM Global

▣ Accounting, Tax & Banking Collection   ▣ Asian & European Business Collection   ▣ Australia & New Zealand Database
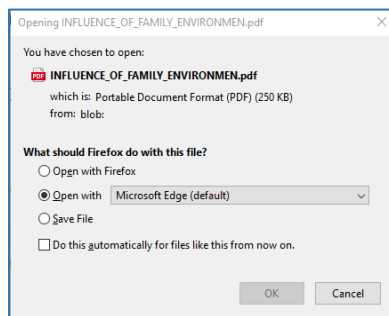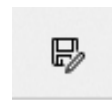
When a list of article results return, you can use these filter options to limit results

To save the article to read later,
Select *Download or Save as PDF*
Select *Open With*
(*Save File* will save it to the PC's downloads folder)

Then *Save As* in the article
This enables you to save the article to a network or pen drive.

Search results open in a new tab in your browser. Close the tab to return to LIRN main page.

Mouse-over a database for information about the collection

Click on the database box to go directly to the database. This limits your searches to the collections in this one database
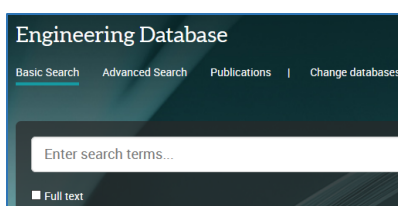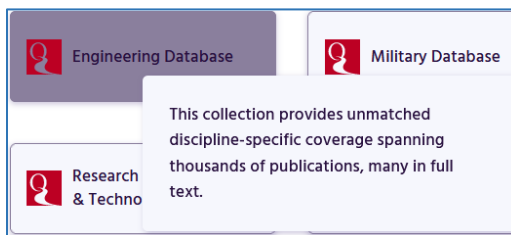
Use the Advanced Search for more searching options

Alphabetical View | Subject View | Vendor View | Tools

Search all databases

Advanced Search

Type in Search Term(s), e.g. science   Keyword ▾   All these words ▾   +   ⌄

Full Text: ☑ Peer Review: ☐ English ▾ Any Type ▾ Any Date ▾

Searching Hints

Find additional search keywords in the subject listing of the article.

In the basic search **and** is assumed. Example: searching *work environment* is searching *work* and *environment*. Results will include only those articles that contain both *work* and *environment*.

Select *This exact phrase* for multiple word terms. Example: *Work environment*. Results will return only those articles that have *work* and *environment* adjacent to each other.

Use **or** to broaden your search. Example: *work* or *environment*. Results will return articles with either *work* or *environment*, but the article may not have both words.

Use **not** to limit your search. Example: *work* not *environment*. Results will return articles without the word *environment*.

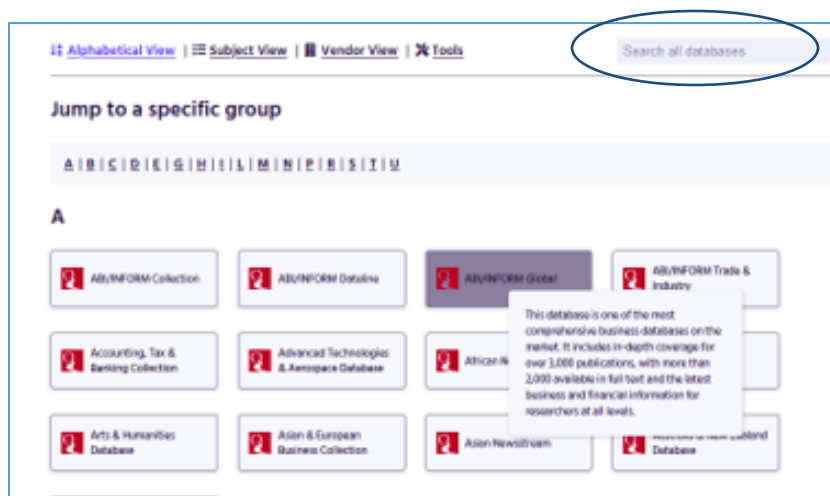# Understanding LIRN - Different Views of LIRN

Subject View
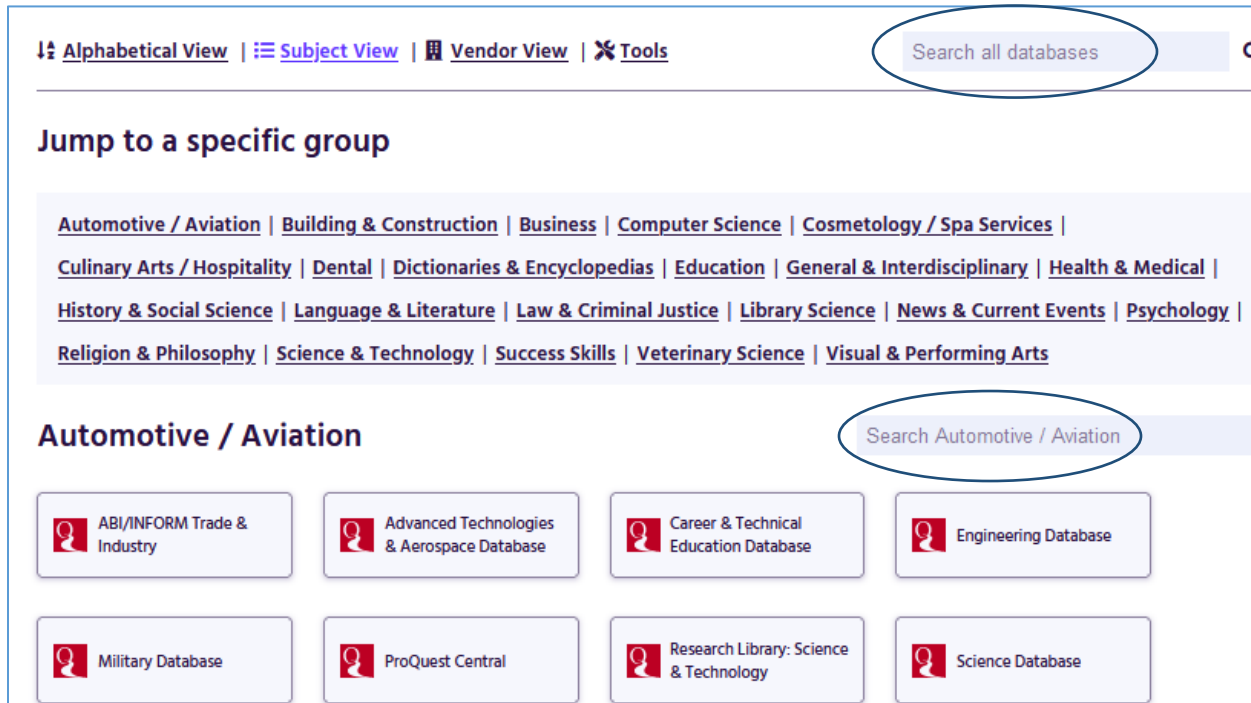
LIRN defaults to Subject View.

Collections are shown under the subject group.

You can search all databases or limit your search to the collections in a subject area.
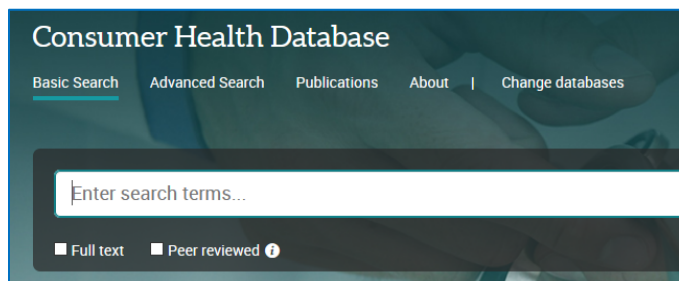
Alphabetical View

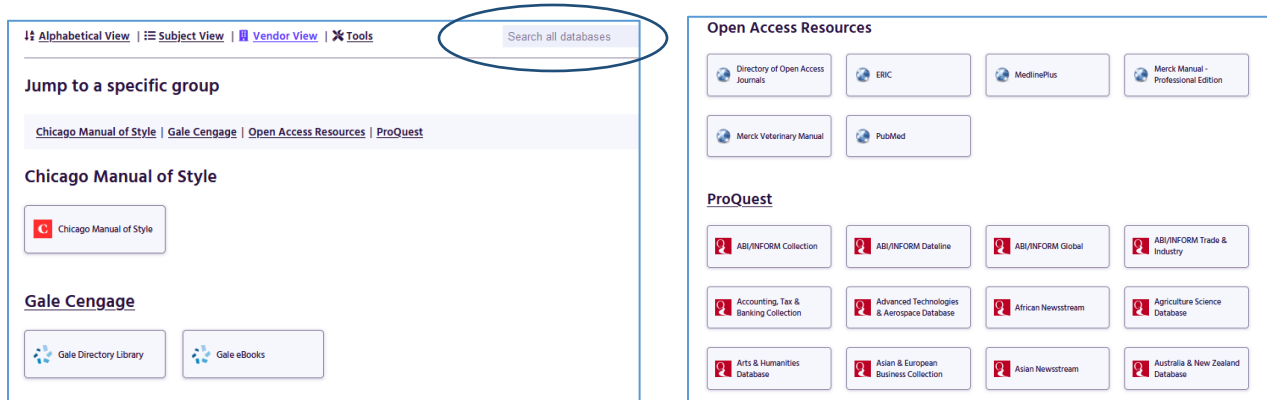Collections are listed alphabetically.

You can search all the databases or choose a specific database to search.

Mouse-over a collection for an explanation.

You can search a specific collection

Vendor View

Vendor View shows the four specific groups and the collections in them.

You can search all the databases or choose a specific database to search.

It has:
1) Chicago Manual of Style
2) Gale Cengage
3) Open access resources: resources that are available via an internet search, but could be useful included in a LIRN search result.
4) ProQuest: the largest collection containing journals, books, videos and audio, newspapers and more.

Library Research

Basic Library Research

Clearly Identify Your Topic

Find Context:
  Create key concepts, terminology, topic summaries and reference lists defining your topic.

Locate Online Books, Journals and Articles
  Use LIRN databases to find articles. Further refine searches with filtering options by year published, publisher, newspaper, journals, etc.

Start with a Keyword Search
  Simply enter some keywords in the search box to get started.

Exact Words
  Use quotes around words to search for an exact phrase like "Prince Henry the Navigator."

Boolean Operators
  If you want to get fancy, you can use AND, OR, or NOT to help narrow the focus of your search. Boolean operators are short words that connect your keywords to create a logical phrase that a database can understand. They allow you to create a complex search that could include multiple concepts and alternative keywords.

 AND

Use **AND** to narrow a search and retrieve records containing all of the words it separates, *e.g. **adolescents AND children** will only find records containing both these words.*

 OR

Use **OR** to broaden a search and retrieve records containing any of the words it separates, *e.g.* ***adolescents OR children** will find records containing adolescents only, children only, or both words.*

 NOT

Use **NOT** to narrow a search and retrieve records that do not contain the term following it, *e.g. **adolescents NOT children** will find records that contain adolescents, but will not contain the word children.*

Whenever you use sources such as books, journals, or web sites in your research papers you must give credit to the original author by properly citing the sources.

Citing Articles

Citations with more than one line of text should have a hanging indent of 1/2 inch or 5 spaces.

Important Elements:

- Author (last name, initials only for first & middle names)
- Date of publication of article (year and month for monthly publications; year, month and day for daily or weekly publications)
- Title of article (capitalize only the first word of title and subtitle, and proper nouns)
- Title of publication in italics (i.e., *Journal of Abnormal Psychology, Newsweek, New York Times*)
- Volume number in italics and issue number, if given
- Page numbers of article
- For articles retrieved online, include URL or DOI, if available

Article in a monthly magazine:

Swedin, E. G. (2006, May/June). Designing babies: A eugenics race with China? *The Futurist*, *40,* 18-21.

Article in an online magazine:

Romm, J. (2008, February 27). The cold truth about climate change. *Salon.com.* Retrieved from http://www.salon.com/2008/02/27/global_warming_deniers/

Article in a weekly magazine:

Will, G. F. (2004, July 5). Waging war on Wal-Mart. *Newsweek*, *144*, 64.

Article in a daily newspaper:

Dougherty, R. (2006, January 11). Jury convicts man in drunk driving death. *Centre Daily Times*, p. 1A.

Article in a scholarly journal with DOI:

Blattner, J., & Bacigalupo, A. (2007). Using emotional intelligence to develop executive leadership and team and organizational development. *Consulting Psychology Journal: Practice and Research, 59*(3), 209-219. doi:10.1037/1065-9293.59.3.209

Book Review:

Rifkind, D. (2005, April 10). Breaking their vows. [Review of the book *The mermaid chair,* by S.M. Kidd]. *Washington Post*, p. T6.

Citing Books

Citations with more than one line of text should have a hanging indent of 1/2 inch or 5 spaces.

Important Elements:

- Author (last name, initials only for first & middle names)
- Publication date
- Title (in italics; capitalize only the first word of title and subtitle, and proper nouns)
- Place of publication
- Publisher
- For books retrieved online, include URL

Print book:

Goodpaster, K. E., Nash, L. L., & de Bettignies, H. (2006). *Business ethics: Policies and persons* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

Book by a group author:

American Medical Association. (2004). *American Medical Association family medical guide* (4th ed.). Hoboken, NJ: Wiley.

Article or chapter within an edited book:

Winne, P. H. (2001). Self-regulated learning viewed from models of information processing. In B.J. Zimmerman & D.H. Schunk (Eds.), *Self-regulated learning and academic achievement* (2nd ed., pp. 160-192). Mahwah, NJ: Lawrence Erlbaum Associates.

Electronic book:

Post, E. (1923). *Etiquette in society, in business, in politics, and at home.* New York, NY: Funk & Wagnalls. Retrieved from http://www.bartleby.com/95/

Entry in an online reference work:

Rey, G. (2006). Behaviorism. In D. M. Borchert (Ed.), *Encyclopedia of philosophy.* (2nd ed.). Retrieved from http://go.galegroup.com/

E-Reader book (such as Kindle):

Tetlock, P.E., & Gardner, D. (2015). *Superforecasting: The art and science of prediction* [Kindle Paperwhite version]. Retrieved from Amazon.com

Dictionary entry:

Hipster. (n.d.) In *Oxford English Dictionary.* Retrieved from www.oed.com

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