Welcome to the Wade College Library
Overview of the Library Orientation

Areas to be covered include:

- Library General Information
- Library Services and Resources
- Materials
  - Books
  - Websites
  - Periodicals, Newspapers, & Articles
- Searching Tips and Web Site Evaluation
- Computer Use and Access Guidelines
Hours of Operation

Monday – Thursday . . . 8:00 a.m. – 9:00 p.m.
Friday . . . 8:00 a.m. – 2:00 p.m.
Closed Saturday and Sunday

Hours subject to change when school is not in session.
Library Services Offered

The WadeCollege Library offers many services and resources to our students, faculty, and staff. These include:

- Books & E-books
- Magazines
- Newspapers
- Electronic Databases (ProQuest & WGSN, etc.)
- Computer Usage
- Copy Machine
- Interlibrary Loan
- Textbooks
Research & Reference Services

- Brochures and handouts are available on access to resources, student email accounts, use of passwords and more….
- We will be glad to help you research topics.
- If we don’t have the information you need we’ll help you find it.
- Just let us know you need assistance.
Research & Reference Services

- Anyone on the library staff will help you to find information that you need.
- Library staff can provide one-on-one library orientations to better acquaint you with the library.
- If you need assistance feel free to ask at the circulation desk, call the library, or send an email.
Circulation of Books

- Present the item(s) at the Circulation Desk.
- You can check the book(s) out for 2 weeks.
- Books can be renewed once for two weeks.
- Textbooks can be checked out for 1 day.
- DVDs & magazines cannot be checked out.
- Reference and Reserve library materials are not available for checkout.
Fees & Fines

The fine for an overdue book is $0.25 per day. The overdue cost can accumulate quickly, so return your book on time!

For a lost of damaged book, you will be charged the current price to replace the book plus a $10.00 fee.
Classification of Books:

The Wade College Library uses the Dewey Decimal classification system. Books can be found by following the guides below.

Dewey Decimal Classification

- 000 – Computer science, information & general works
- 100 – Philosophy and psychology
- 200 – Religion
- 300 – Social sciences
- 400 – Language
- 500 – Science
- 600 – Technology
- 700 – Arts and recreation
- 800 – Literature
- 900 – History, geography, and biography
Library Resources - Books

- Our collection houses 5,000 items and provides access to E-Books. New materials are being added frequently and outdated lost materials are removed frequently.

- Each trimester, faculty may place course related materials on reserve for student use in the library. The best source to ask about these materials is your instructor.
The Wade College catalog, Concourse, is accessible via all campus computers.

Click on one of the search menu items across the top of the page to get a search box. The easiest searches are “Simple Search” and “Easy Word Search.”

Then enter your search term – either a general term or an author, title, or subject. (Let’s do a quick demonstration.)
More Resources: Free Websites

The library’s webpage has a list of Recommended Websites for each of the four concentrations. Review the contents of each list for program related resources. A handout is also available.

- See student resources; Learning Resources / Library tab
HOW TO FIND:

- PERIODICALS
- NEWSPAPERS
- MAGAZINE ARTICLES
Periodicals and Magazines

- Current printed periodicals are located on the display shelves.
- Periodicals are not available for check-out.
- Periodicals are kept for 1-5 years depending on the type of publication.
- Articles from previous issues are often available.
- Please DO NOT cut articles from the printed issues. The copier is available.
Newspapers

- Current issues are on the display shelves.
- Print issues are kept for 2-3 months.
- Many current and previous issues are available as electronic resources through online access at WSJ.com or Dallasnews.com.
How to conduct research on the Internet
Start with Online Databases, finish with Google

- Online Databases
  - LexisNexis Academic
  - WGSN Fashion Network
  - Encyclopaedia Britannica Academic
  - ProQuest Entrepreneurship
  - CAMIO
  - Grove Art Online
  - WWD Online
  - Dallas Morning News
  - Wall Street Journal

- Explorer/Netscape browser
- Search Engines such as Google, Yahoo, etc.
Full Text Databases
LexisNexis & ProQuest etc.

- Search these databases first for full text articles using the same terms you used in other searches.
- When you find a good article, use it’s subject terms to search for more articles in that database.
Database & Internet Searching

- Think about your search terms. Are they... spelled correctly? ...specific enough? Combine terms to refine your search. Use wildcards to get more hits.
- Use Boolean (and, or, not) search strategies to narrow or broaden your search.
- Use as many words in your search as needed to be more specific.
Online Search Term Strategies: **Refine your Search...**

- Business 941 hits
- Construction 393 hits
- Construction Business 5 hits

...by combining terms!
Information on the web can be overwhelming. Millions of articles on every subject imaginable are available, but anyone can publish articles on the internet without validation of content. How can you evaluate which facts are appropriate and which are not? Help is available for those who want it. There are website evaluation guidelines that assist to determine the quality of information.
Website Evaluation Guidelines

- **WHO** is the author? What are their qualifications? Is there an “About Us” Section or contact information?

- **WHAT** is the content? How does it compare to other sites? Are there reliable references? Does the information seem biased?

- **WHEN** was it published? When was the site last updated?

- **WHERE** is the domain and is it .edu, .com, .gov, or .org?

- **WHY** was the web site created? Is its purpose to sell, persuade, or educate?
Computer Acceptable Use

- Read and observe our Library User Agreement and Library Policies.
- Class assigned projects have priority.
- Do not change the workstation setup or software.
- Report hardware problems and viruses quickly.
Printing/Copying and Computer Guidelines

- You may print at no cost from the library computers to the copier in the hallway.
- Additional copies of class work may be copied by the librarian at $0.25/page.
- Students are required to exercise responsible and ethical use of the library's computer and internet services.
- Students needing computers to complete course assignments are granted priority use.
- Students must assume responsibility for all printed work.
- Chatting is not permitted.
INTERNET and Printing

WIRELESS INTERNET ACCESS

For those who prefer their own laptop, wireless Internet access is available on campus. The access code is posted in the library lab.
General Rules and Guidelines

- No Food or Drinks
- Turn off Pagers and Cell Phones
- Cell Phone usage is not permitted in the Library.