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Tools for Research

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- Enter your search term; choose subject, title, author or just 'enter' to perform a general search which will look for all entries containing your search term. Your list of results will be a mixture of print and electronic government documents. Books available at NCMC library will show the author, title, call number and whether the book is on the shelf. Reference books (**R**) are for use in the library and include encyclopedias, dictionaries and books that are comprehensive compilations of information in every subject area.
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- **Northland Library Cooperative** will take you to a regional catalog of books in local libraries.
- **Interlibrary Loan** obtains books that aren't available in the library. Fill out form at the desk or [contact us](#).

FIND ARTICLES IN MAGAZINES AND NEWSPAPERS

- NCMC Library subscribes to nearly 300 periodicals. When you are able to do your research on campus, **articles from magazines, periodicals, journals and newspapers** may be found by using indices like the **Reader's Guide, New York Times Index (back to 1852,) and Book Review Digest**. Consult the periodical list to find back issues for use in the library.
- **Articles from magazines, periodicals, journals and newspapers may be found in our electronic databases** from any location that you are able to access the internet.
 - [EBSCOhost](#) offers general periodicals, scholarly journals, and newspapers in most subject areas, including the humanities and social sciences, business, **CINAHL** (nursing,) and pharmacology. Many of the articles will be available in full-text; you might want to limit your search so that you retrieve only full-text articles. Print, e-mail, or save the articles to use later.
 - [First Search](#) contains 13 databases, including **Humanities, Social Sciences** and other indices, with full-text links in **Wilson Select Plus, World Almanac** and **Ebooks**.
 - [Infotrac](#) links you to full-text articles in **Academic Journals, General Reference, Newspapers, General Business, Legal, Health Reference** and many, many others.
 - [Lexis-Nexis](#) specializes in national and international news, transcripts, legal research including courts at all levels, and business trends, with in-depth industry and company information.
 - [Proquest Journals](#) contains databases for research in **Biology, Computing, Education, Psychology, Military areas, Health, Nursing, Religion and Science**.
 - [Detroit Free Press](#) contains full-text articles back to 1982.
 - View our **Video** and **Periodical Lists** by clicking on links at the top of the library home page.

USING LIBRARY DATABASES FOR VALID RESEARCH

- Remember that although search engines like **Google** and **Yahoo** may retrieve numerous results, it's your responsibility to verify that the information you use is relevant, credible, and from a traceable source. By using the databases you find on the library page, you have some assurance that the information came from a reputable source, and have the options to research popular magazines as well as scholarly journals.

SEARCH TECHNIQUES

- Each of the above databases has detailed 'help' sections that explain the features specific to that product. You can improve your results by consulting these pages and exploring the available tools within each database.
- Boolean Searching** is a useful technique to combine or eliminate terms for more precise search results. Understanding **Boolean Operators** will help you perform searches more effectively. They are:
 - AND (use to combine terms to get fewer, more specific results): alcohol AND teenagers**
 - OR (use to retrieve terms with either word) colleges OR universities**
 - NOT (use to eliminate terms) depression NOT economic**
 - Search engines employ similar strategies using symbols (- + /)
 - Other tricks include enclosing phrases in quotes "right to life" or search statement in parentheses (alcohol **AND** teenagers) and (colleges **OR** universities)
 - Want all forms of the word? **employ*** gets you employee, employment, employer, etc.

OTHER TIPS FOR SUCCESSFUL SEARCHING

- State the subject of your search in the simplest possible terms
- Identify the issue that is central to your topic; don't be confused by adjectives
- If possible, choose Advanced Search for more precise searching
- Limit your initial search to Full Text if possible
- Read the help files to identify the individual idiosyncrasies of each database

ONLINE REFERENCE TOOLS

These tools give you a full reference library you may access from anywhere.

- [Contemporary Authors](#)
- [LearningExpress Library](#)
- [Michigan eLibrary \(MeL\)](#)
- [World Data Analyst](#)
- [Oxford Reference Online](#)
- [Opposing Viewpoints](#)
- [Encyclopedia Britannica](#)
- [Online Reference Desk](#)

GOVERNMENT DOCUMENTS

- North Central Michigan College Library is a Federal Depository Library. We receive and provide access to documents published by various agencies of the Federal Government.
 - [Online Government Documents](#) provides online access to the most requested federal documents, such as Congressional Record, U. S. Code, Census Bureau Publications, IRS forms and directions, Homeland Security, Labor Department, Criminal Justice publications, and many others.
 - [Government Documents Catalog](#) will let you search for specific documents and identify the libraries that receive that document.
- Links to **Michigan Legislature** and **State of Michigan** let you access state government information.

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