



ELAC Library Orientation



Library Hours: Mon – Thurs 8 a.m. – 9 p.m. / Friday 8 a.m. – 4p.m. / Sat 9:00 a.m. – 4:00 p.m.

Types of Resources Available in the Library: books, reference encyclopedias, e-books, periodicals, DVDs, and online library databases where you can find articles from thousands of specialized encyclopedias, journals, magazines, and newspapers.

Books: Books may vary from a general discussion to a detailed analysis of a topic. The ELAC Library also has many **e-books**, electronic books that are only available online via the library Website. Use your ACE account to access e-books off-campus.

ACE (Academic Computing Environment) Account

Username: ELAC Student ID Number

Password: Elac + birth month + birth day (Example = Elac0712) / Only capitalize the letter “E” in Elac.

Reference Encyclopedias: This kind of resource is useful if you need background information on your topic. Some articles in reference books include bibliographies. Bibliographies are a really easy way for you to find more quality materials on your topic. Browse the library’s reference collection to find a book on your topic, or to find online articles from reference encyclopedias, search the library database *Gale Virtual Reference Library*.

How to Find Books, e-Books, and DVDs in the ELAC Library Catalog:

Open a Web browser > Go to the ELAC college homepage www.elac.edu > From the Quick Links menu, click on Library > Next click on Main Campus under Our Library Catalog > Use a **Words or Phrase** (keyword) search to find books on your topic. Once you find a book on your topic, click on **Details**, then on the **Catalog Record** tab, and then click on the **Subject Terms** to find more books on your topic.

How to Find Books for Check Out on the Library Shelf:

Only the following books are shelved inside the library: Chicano Studies, Call Numbers H-HX and J-JV; Fiction; Children’s books; and Career/Test/Exam books. Ask at the reference desk for help locating a book.

If you want a book not shelved inside the library, you can request it at the Reference Desk, and we will retrieve it from our temporary storage within one business day.

Find Articles in the Online Library Databases

Articles: find articles from specialized encyclopedias, scholarly journals, magazines, and newspapers in the library's online databases.

***The databases can be accessed off-campus with your ACE Account username and password.**

Username: ELAC Student ID Number / Password: Elac + birth month + birth date (Elac0512)

How to Access the Databases: Open a Web browser > Go to the ELAC college homepage www.elac.edu > From the Quick Links menu > Select Library > On the library homepage in the left-hand column where it reads "Find Articles & More," click on Online Databases > then click on one of the following databases:

ProQuest Direct: find articles from over 4,000 scholarly journals, magazines, and newspapers.

Gale Virtual Reference Library: find background information on your topic from specialized reference encyclopedias.

CQ Researcher: obtain background information on current social issues from brief reports.

Opposing Viewpoints: find articles in reference books, magazines, newspapers, and academic journals, as well as statistics and graphs. Provides articles representing various sides of an issue.

Evaluating Websites for Credibility: Even non-experts can create Websites; therefore finding reliable information on the Web can be challenging. You should always evaluate a Website for credibility before using it for academic research. Use these questions to test a site's reliability.

Author – Can you find an author or sponsor? What are the author's credentials?

Accuracy – Does the website include references? Can you verify the information provided on the site?

Audience – Who is the website created for? Is it appropriate for a college-level paper?

Purpose – Why does the site exist? Could the information contain unfair bias?

Date – When was the site created? Has it been updated? Is it recent enough for your topic?

Google Tips: Use the "Advanced Search" feature to limit by domain (.edu / .gov).

Subject Directories Online: Librarian's Internet Index (<http://lii.org>)> Find sites evaluated by librarians.

Remember to Cite Your Sources If You Borrow Words or Ideas from Books or Articles

From the library homepage, click on "Tutorials & Research Guides" > scroll down to "Library Handouts" > click on the "MLA Bibliographic Format" to get help creating a Modern Language Association (MLA) "Works Cited" page.

Get Help: Ask a librarian at the Reference Desk for research assistance! Attend a Library Workshop!