

# Accessing Resources at the Library

<http://bluegrass.kctcs.edu/Library.aspx>

## Databases (to search for full text articles & books)

Our library website offers 24/7 access to a variety of books, journals, magazines, and newspapers. Try out our new **Primo** search box at <http://bluegrass.kctcs.edu/Library.aspx> to search for book and articles from one search box, or select one of our many databases.

One of our most popular journal article databases is called **Academic Search Complete**.

### How to Use Academic Search Complete:

On the BCTC Library web page at <http://bluegrass.kctcs.edu/Library.aspx> click on **Academic Search Complete**. Enter search terms in the boxes provided.

Next, on the lower part of the search screen, there are features to help you limit/modify your search. For example, if you check the box **Full Text**, your search will return full-text articles, (i.e., articles that you can read onscreen, e-mail to yourself, or print out immediately.)

If you want to limit your search to **scholarly (peer-reviewed) journals** only, then you can check that box as well.

After you have made your selection(s), your next step is to click "search" or hit "enter" key.

Then, in the list of search results, click on an article title that interests you.

Read the abstract, or summary, of the article.

If you think the article is one you want to print, save, or email to yourself, then look for a link(s) on the page labeled **HTML Full Text** or **PDF Full Text**

Click on a full-text link to open the full-text of the article. You can then print, email, or read the article.

## Other Databases

In addition to **Academic Search Complete**, there are many other journal databases available for your use at BCTC. You can find these and more at the BCTC LRC/Library "Find an Article" page at <http://bluegrass.kctcs.edu/Library/Articles.aspx>. Here are just a few of the ones available:

**Academic OneFile** (all-purpose, similar to Academic Search Complete)

**Newspaper Source** (a database for newspapers)

**JSTOR** (scholarly journals, book reviews)

## E-Books

Full-text Electronic books are available from our **Ebrary** link on the library webpage. Click on the Ebrary link and search for full-text books. You can read e-books online, or print/download a selection of pages from an e-book.

## To Access Databases and E-Books from Home

Most of the database and e-book links on the library webpages go through our proxy server, so if you click on any of the database links from the library web pages, you will be able to access them from home.

After clicking on a link, you will be prompted to enter your Peoplesoft username and password at the BCTC EZProxy login page.

If you have any difficulty logging in, check out information at the help site at [http://bluegrass.kctcs.edu/Library/BCTC\\_EZProxy\\_Help\\_Page.aspx](http://bluegrass.kctcs.edu/Library/BCTC_EZProxy_Help_Page.aspx). Also, please be sure you have already set up and activated your KCTCS BCTC student e-mail account before trying to access databases from home.

## KCTCS Library Catalog (to search for books or AVs)

### How to Use the KCTCS Library Catalog:

On the BCTC Library main page, <http://bluegrass.kctcs.edu/Library.aspx>, click on the **KCTCS Library Catalog**.

Be sure to limit your search to BCTC: on the drop-down menu, select **Bluegrass CTC – All**. Enter words into the boxes to do a keyword search on your topic.

When you see a book you want in the list of search results, write down its **call number and location** on a sheet of paper.

For example, the book *Emerson's Life in Science: The Culture of Truth* has the call number **PS1642.S3 W35 2003** and its location is **Bluegrass CTC - Cooper Campus Stacks**. Also make sure that the book's status is "Not checked out".

With that information, you will be able to find the location of the book that you want at the BCTC Library. If you are not familiar with the LC Call number system, ask at the reference desk and we will be glad to help you find the item. If the location is "Reserves" ask at the circulation desk for the item. If a book's location is "Bluegrass CTC Electronic Books," the book is available via our Ebrary database

Sometimes, a book title on your list of search results will not show a call number right away, but instead will have the words **multiple holdings available** written under the title. That means that the book is available at multiple libraries. In that case, click on title itself (in red), to display the full listing of locations and the call number.

## Need More Help?

Need more help? Stop by the library or use the **Ask a Librarian** form located at: <http://bluegrass.kctcs.edu/Library.aspx>.

Also, check out our guides at: <http://bluegrass.libguides.com/>