YOUR PERSUASIVE ESSAY

Pathfinder
Your guide to finding resources in the Piedmont Technical College Library

Finding Books

How to Do a Basic Search

Visit the Library Web site at http://www.ptc.edu/library and click on the **Library Catalog** link. Begin your search on the **Basic Search** page. Here, you can do different types of searches and access all types of information.

1. To begin, type a term in the search box.

2. To narrow a search, select one of the following options before clicking the **Search** button:

   - Keyword (word or phrase)
   - Author
   - Title
   - Subject
   - Series
   - Periodical title

3. Select a library to search in the **Library** box, or select **Piedmont Technical College Libraries** to include all branches in the search.

4. Select **PTC Libraries and E_RESOURCES** to search for electronic books in addition to print books.

Remember to write down the whole call number so that you can locate the book on the shelves!

Checklist

Have you done all that you can do to find information on your topic?

Encyclopedias

Books

Electronic Books

Article Databases

DVDs

Video Tapes

Audio Tapes

Magazines

Interviews

Web Sites

Vertical File

Brochures

Online Databases

Online databases allow you to search for citations or full texts of articles. Start at **http://www.ptc.edu/library** to visit these and other quality databases:

Try these for your assignment:

Academic Search Premiere. Huge database covering many topics.

Business Source Premiere. Wide selection of business articles.

Military & Government Collection. Issues concerning government and military.

Business & Company Resource Center. Business articles and company/industry information.

Custom Newspapers. National and state newspapers articles dealing with your topic.

Expanded Academic ASAP. More scholarly or academic articles.

General Business File ASAP. Search for articles on the business issues.

Newsbank. Search for newspaper articles; includes *The State* and *Greenville News*.

Access databases from home with passwords from the Library!

SIRS Knowledge Source Database

What is SIRS Knowledge Source?

SIRS is a searchable database of full text resources from a diverse collection of newspapers, journals, magazines and other publications. Its main focus is on social issues, but SIRS also contains profiles of countries, government documents and articles pertaining to the arts and humanities.

Where do I find SIRS?

SIRS is accessible in the PTC Library or County Centers via the ONLINE DATABASES link at **http://www.ptc.edu/library**. If prompted for a password, check with your librarian or site coordinator.
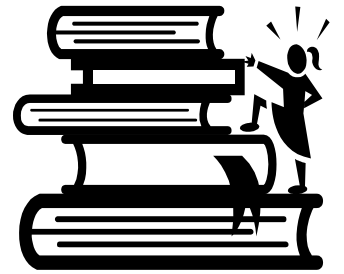
How do I use SIRS?

—Quick Search & Advanced Search allow you to enter in one or more keywords. SIRS attempts to find your words either in an article's text or in subject headings assigned to an article.

—Topic Browse, on the other hand, allows you to review a list of major categories for which there are articles in the database.

When a search is successful, a list of article titles will appear.

Click on the titles that interest you to read the text and to print.

Note: SIRS works best with recent Web Browser versions.

DVDs & Videos

The Library loans most of its DVDs and VHS tapes to students; those that may not be borrowed are clearly marked.

Students may borrow up to 2 tapes or DVDs at a time and keep them for one week.

For campus viewing, DVD/VHS players are available for use in the Library's Viewing Rooms and in the LRC at the Laurens Center on a "first come, first served" basis.

How to Search for DVDs and Videos:

- Use the Power Search option in the library catalog.

- Select either *DVD* or *Video* format before submitting your search.
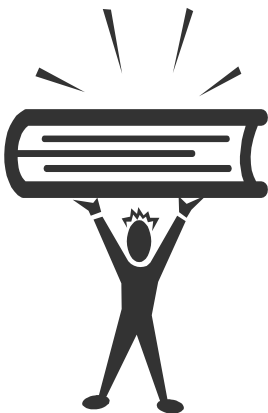
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Evaluating Web Resources

It is very easy for someone with only a little knowledge about Web sites to post information to the Internet; and some sites are not well-maintained with current information. It is no surprise, therefore, that the sites that you come across will often contain inaccurate or out-dated facts.

Guard against misinformation by considering each of these points before using a Web source:

- Does the Web address indicate that the site is commercial (.com), government (.gov), educational (.edu), or other?

- Have I heard of the people who offer this site?

- Am I expected to do, believe, or buy something?

- Is the source current?

- Is the information professionally presented?

- Does the provider acknowledge his sources?

If you are still in doubt after reviewing these points, then find other sources that back up what the site is saying.

Remember!
The most important thing to know about the Library is that the staff is there to help!