

LRC ORIENTATION

SECTION I GENERAL INFORMATION

WHO MAY BORROW

All MCC students, faculty, staff as well as residents of the MCC service area may check out materials from the LRC with a valid borrower's card issued at the circulation desk, or a MCC photo ID card. Your photo ID card will require the same information as a borrower's card in order to be used as a library card. There will be a \$1.00 charge to replace a borrower's card. Patrons from another CCLINC institution will have the same borrowing privileges as MCC patrons.

LOAN PERIOD

Most books circulate for a period of three weeks. They may be renewed for an additional three weeks if no hold has been placed. Non-print materials circulate overnight.

DAMAGED OR LOST ITEMS

Charges will be assessed on all items damaged or lost while checked out from the LRC. The cost will be the current replacement value plus a \$5.00 processing fee. Or, in the case of an item no longer in print, the cost to purchase an item of equivalent merit plus the \$5.00 processing fee.

LIBRARY FINES

The LRC charges fines for materials kept past the due dates. Fines for print materials are \$.05 per day. Fines for AV material kept past the due date are \$ 1.00 per day. The circulation system keeps track of all fines.

INTERLIBRARY LOAN (ILL)

By using ILL, you will be able to request materials not found on CCLINC. These may be books or magazine articles not owned by institutions which are members of CCLINC.

You will need to have a valid library card and complete information on the material that you wish to order. The people on duty at the circulation desk will be able to assist you with filling out the request form. Please plan ahead for the use of ILL. You may receive your material within a week. Or it may take much longer. There is no way to guarantee a time frame for you. Some materials may only be borrowed for a fee. You may put a limit on the amount you are willing to pay for the item.

Do remember that the books you receive on Interlibrary Loan are not on loan to **YOU**. They are on loan to **Mayland**. Our ability to borrow in the future is dependent on our respect of this privilege. Fines charged by the lending institution do apply. Any item overdue for 60 days, will be charged to the patron. Remember that you are doing research ahead of time, but the materials you have borrowed will likely be due back prior to the time that your paper is due. Items not properly returned or paid for will prompt the blocking of your records which endangers your transferring to another institution or graduating from MCC.

By all means, please keep checking for your ILL materials. We will do our best to notify you by phone, but you may be away or fail to receive the message. We will not mind checking for you! Get to know your librarians. This may help you to get the material in your hands quicker.

LOCATION OF AV MATERIAL - The video tapes and CDs are in the AV equipment room located behind the LRC. A staff member will assist you with these. You will find them on CCLINC along with print materials, They may be checked out for one day only. These are strictly for support of curricula. There are no entertainment videos or CDs.

AV EQUIPMENT - You may arrange at the circulation desk for the use of any equipment you need for classes. Due to the high use of this equipment, it will be to your advantage to reserve what you need in advance. If you are not comfortable with the use of the equipment that you reserve, please ask for a lesson. An LRC staff member will be glad to provide you with assistance.

RESERVES

Materials placed on reserve by an instructor will be located on the shelf to the left of the circulation desk. These will circulate for the time specified by the individual instructor.

RETURNING MATERIALS

There are book drops at the circulation desk and at the rear door of the Sam Center auditorium. You may return books checked out from the MCC LRC to either of these locations. If you are returning interlibrary loan, CCLINC or non-print materials, please hand these directly to the person on duty at the circulation desk.

SECURITY CONTROL

Items from the circulating collection should be brought directly to the circulation desk for check out. If materials are not checked out properly, an alarm will sound as the patron who is carrying them exits, and the exit gate will lock. If this occurs, please return to the circulation desk for clearance.

Also, if you move through the security gate too quickly, you may get a false alarm. Be calm! We can fix that also!

APPALACHIAN ROOM

The Appalachian Room, located just behind the circulation desk, contains a specialized collection of books, pamphlets, magazines and microfilm pertaining specifically to our own area and to genealogy in general. Materials to help both the beginning and the more advanced researcher are available. There are three separate collections in the Appalachian Room. These are the North Carolina collection and the Appalachian collection, each of which contains items that do circulate outside the LRC. The third is the genealogy collection, which contains no circulating materials.

FOOD AND TOBACCO

No food, drinks or use of tobacco in any form is permitted in the LRC - **THIS INCLUDES THE USE OF SPIT CUPS!!!!**

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SECTION II CCLINC (COMMUNITY COLLEGE LIBRARIES IN NORTH CAROLINA)

CCLINC is the automated "card catalog". Mayland is a part of a cooperative of 40+ community colleges, giving you access to the third largest library in North Carolina public educational institutions, with holdings of more than 280,000 titles. So be very careful when you declare that there is nothing here on your subject!!

You may access CCLINC from any location by logging onto the LRC homepage at www.mayland.edu/lrc
You will not need a password.

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SECTION III PRINT SOURCES

1. **ENCYCLOPEDIAS**

Use encyclopedias as a starting point. Find general information, bibliographies, an outline and other helpful broad facts. Encyclopedias are located to the left of the door as you enter the LRC.

2. **OPPOSING VIEWPOINTS**

These are helpful for speeches and research when you need to find a subject that has different approaches, such as nuclear weapons, abortion, etc.

3. **ALMANACS** - contain "ready-reference" type of data. If you need numbers, lists, etc., this is the place to look. REF AY (These are also available on NCLIVE)

4. **WHO'S WHO** - contains information on living persons. There are many abbreviations and small print. You will find all kinds of people here from politicians to entertainment figures. REF E 176 .W642

5. **DICTIONARY OF AMERICAN BIOGRAPHY** - contains information on deceased Americans. Again, there are many abbreviations and small print and information on people of varied backgrounds. REF 176 D563

6. **WHO WAS WHO** - contains information on deceased persons. Has abbreviations, small print and information on people of varied backgrounds. REF E 176.W64

7. **STATISTICAL ABSTRACT** - contains census information and is indexed by table, not page number. REF HA 202 (This information is available on the internet.)

8. **CONGRESSIONAL STAFF DIRECTORY** - is color-coded and contains information on legislators, including address and phone numbers, committees on which they sit, addresses for government agencies, etc. REF JK 1012 .C65 (This information is available on the internet.)

9. **ENCYCLOPEDIAS AND DICTIONARIES** - are not just World Book and Webster's. They are also subject-specific. For instance, there is the Encyclopedia of World Art, REF N31 .E4833, Blacks Law Dictionary, REF KF 156 .B53, Grove's Dictionary of Music and Musicians, REF ML 100 .N48 and Gzrimick's Animal Encyclopedia, REF QL .C7813. (Both The World Book and Funk and Wagnalls are available on NCLIVE)
10. **DICTIONARY OF ACRONYMS AND INITIALISMS** - contains explanations on acronyms such as NASA or UNICEF, REF P365 .A28.
11. **THESAURI**
There are several, including Roget's, REF PE 1591 .R737, but all are acceptable for your use. These are useful in finding words with similar meanings and are exceptionally helpful when writing papers. This is also available on Microsoft Word.
12. **LITERARY CRITICISMS**
These books contain scholarly commentary on various literary forms. They are not designed to take the place of reading the book! They are written to assist you in the understanding of literature, REF PN and REF PR.
13. **THOMAS REGISTER** - contains information on manufacturing companies. It can be used by company or by product, REF T12 .T6
14. **PDR** - contains information on prescription drugs. This information can be accessed by the name of the drug (both generic and trademark), the company and by photograph, REF RS 79. P35.
15. **CONTEMPORARY AUTHORS** - has information on people writing today.
This is the place to find Stephen King, John Grisham and Patricia Cornwell, REF Z1224 .C58 E156.
16. **CIRCULATING COLLECTION**
Check out for 3 weeks and can be renewed if no hold has been placed on them. Do not be confused by the Library of Congress classification system if you are accustomed to Dewey. If you can do your ABC's and 1,2,3's, you can find anything here! Books may be renewed if no holds have been placed on them.
17. **PAPERBACKS**
Check out for three weeks just as the rest of the circulating collection.
18. **LEASED BOOKS COLLECTION**
Are located to the left when facing the circulation desk. They may be borrowed for three weeks. This collection contains titles from bestseller lists, and if you would like for us to obtain something for you, please give the name to the person at the desk. These are easily identified by the red rectangle on the spine.

19. **PERIODICALS**

All titles and issues subscribed to by MCC are on CCLINC. All issues owned by Mayland must be used in the LRC. Back issues of periodicals are located in several places:

1. to the left of the circulation desk (most recent issues)
2. toward the rear of the LRC in the orange folders
3. in the microfiche cabinet located just behind the paperback racks; not all titles received in hard copy will be found on microfiche.

Some back issues of periodicals will be bound into hardback volumes. All nursing magazines are bound as are art magazines, "National Geographic", all genealogy titles and a number of others.

20. **READER'S GUIDE TO PERIODICAL LITERATURE** - located on the index table near the periodicals, is a print index to periodicals. It is listed by year, and is generally used by subject. It will index many magazines owned by Mayland and some that are not. These may be requested on interlibrary loan (ILL). If you are not certain if the material is at MCC, please ask for help.

21. **CHILDREN'S AND YOUNG ADULT BOOKS**

Circulate for three weeks. Children are welcome with adult supervision. Books may be renewed if no hold has been placed on them.

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SECTION IV ELECTRONIC RESOURCES



NCLIVE

North Carolina Libraries and Virtual Education (NCLIVE) is a joint project of the university system, the public library system, the community college system and the independent colleges. It is designed to provide electronic resources for research purposes.

By using NCLIVE, you will be able to access more resources than have been available to you in any other form in any other library that you have previously used. Below is a listing of some of the databases you will find and a short summary of the type of information you will find on each. The individual databases will operate differently, so do not be discouraged when the techniques that worked so well in the last one do not give the expected results in the next one!! Just keep trying!! You will get the hang of it!!!

As a student in a North Carolina community college you have the privilege of using NCLIVE at home. If you will check with the person on duty at the circulation desk, we will provide the password for you. The password is changed periodically, and we will provide new ones as necessary.

Remember you have the following options with NCLIVE articles:

- 1. View them**
- 2. Save them**
- 3. Print them**
- 4. Email them**
- 5. Or just select copy and paste what you need into your work.**

NC LIVE Resources

Database	Vendor	Description
ABI/INFORM Archive	ProQuest Company	Digital archive for historically respected business journals for information on marketing, accounting, management, advertising, ethics, strategies, and more.
ABI/INFORM Global	ProQuest Company	Business and management information. Provides indexing and abstracts for over 1300 journals.
Academic Search Elite	EBSCOhost	Provides abstracts and indexing for over 3,200 scholarly journals covering a wide variety of subject areas from 1984 to present.
African-American Poetry	Chadwyck-Healey	Nearly 3,000 poems written by African-American poets in the late eighteenth and nineteenth centuries.
American Poetry	Chadwyck-Healey	Over 40,000 poems by more than 200 American poets from the Colonial Period to the early twentieth century.
American Slavery: A Composite Autobiography	Greenwood	A collection of the life histories of former slaves in the United States compiled through nearly 4,000 interviews with ex-slaves.
Books in Print with Reviews	Gale	Contains current, detailed information on more than 1.9 million titles: author, titles, ISBN, price, publisher, binding, language, illustrations, contact information for publishers, wholesalers, distributors, and much more. Also included are more than 300,000 full-text book reviews.
Business Source Elite	EBSCOhost	Provides abstracts and indexing for over 1500 business magazines and periodicals from 1984 to present, including The Wall Street Journal.
CINAHL	EBSCOhost	This database covers nursing, biomedicine, health sciences librarianship, consumer health, and 17 allied health disciplines, and contains indexing for over 1,200 nursing journals and publications dating back to 1982, abstracts for over 250 journals, indexing for journals, books and book

		chapters, dissertations, selected conference proceedings, standards of practice, pamphlets, educational software packages and audiovisual material. Full text for over 300 journals is provided via integrated links to Health Source Nursing/Academic Edition and Academic Search Elite.
Clinical Pharmacology	EBSCOhost	Provides access to up-to-date, concise and clinically-relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products, and new and investigational drugs. Patient Education records are available in English or Spanish, and there is the ability to limit a search to records in Spanish.
Critical Companions to Popular Contemporary Writers	Greenwood	An in-depth analysis of current, best-selling fiction providing details about the complexities of these carefully selected titles.
Daily Life Through History	Greenwood	Daily Life Through History offers a detailed portrayal of what life was like for ordinary people in different cultures throughout history.
Encyclopedia of Animals	EBSCOhost	Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full text records describing the nature and habitat of familiar animals.
English Poetry	Chadwyck-Healey	Essentially the complete English poetic canon from 600 to 1900. Over 165,000 poems by more than 1,250 poets drawn from nearly 4,500 printed sources.
ERIC (Education)	EBSCOhost	Indexes over 750 journals in the field of education from 1966 to present.
Expanded Academic ASAP	Gale	Coverage is available through 2,600 indexed and 1,400 full-text titles in a wide variety of disciplines including: social science journals, humanities journals, science and technology journals, national news periodicals, general interest magazines, newswires, The New York Times and many others. More than 1,400

		<p>journals are refereed, and 20 years of backfile coverage are included.</p> <p>Note: EZ Search results for InfoTrac OneFile will include content from this database.</p>
Faber Poetry Library	Chadwyck-Healey	<p>A collection of some of the most influential poets of the twentieth century. The Faber list includes Ted Hughes, Seamus Heaney, T. S. Eliot and Sylvia Plath covering the seventy year history of this major publishing house.</p>
Funk and Wagnalls New World Encyclopedia	EBSCOhost	<p>Updated annually, this database includes over 25,000 full text records, covering an array of subject areas.</p>
General Reference Center Gold	Gale	<p>Use this general interest/business database to search magazines, newspapers, and reference books for information on business, industry, current events, the arts, science, entertainment, etc.</p> <p>Note: EZ Search results for InfoTrac OneFile will include content from this database.</p>
GPO Monthly Catalog	OCLC FirstSearch	<p>Includes records on all subjects of interest to the United States government from 1976 to present.</p>
Grolier Multimedia Encyclopedia	Grolier	<p>Based on the text of the Academic American Encyclopedia, this online encyclopedia is an 11-million-word repository of text, images, and multimedia that is updated monthly.</p>
Health Source: Consumer Edition	EBSCOhost	<p>Provides consumer oriented information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine, and general health. Includes searchable full text for over 150 consumer health journals, abstracts and indexing for nearly 175 general health, nutrition and professional health care publications, and thousands of essays covering eight major health related subjects, including adult health, behavioral health, cardiology, drug and medication</p>

		information, pediatric health, senior health, women's health and sports medicine. Includes results from Clinical Pharmacology, which replaces information previously obtained from USP DI: Volume II, Advice for the Patient.
Health Source: Nursing/Academic Edition	EBSCOhost	Provides more than 400 scholarly full text journals focusing on many medical disciplines, and provides abstracts and indexing for over 500 journals. Also includes integrated results from Clinical Pharmacology (which replaces USP DI: Volume II, Advice for the Patient) and access to Stedman's Medical Dictionary.
Historic Events of the 20th Century	Greenwood	This one-stop resource invites the reader to discover how events of the last century have shaped and continue to influence today's events. Teacher lesson plans are included.
Hoover's Company Capsules & Profiles	ProQuest Company	Brief information on 15,000 companies, including information on a company's location, summary financials, top competitors, top officers, and more. In-depth company information on over 5,000 companies, including an overview, history, key people, products, subsidiaries and competitors.
InfoTrac Custom Newspapers	Gale	A selection of local and national papers. Includes full text of: The New York Times (the past 365 days) The Asheville Citizen Times The Atlanta Journal & Constitution The Greensboro News & Record The Los Angeles Times The International Herald Tribune The Winston Salem Journal. Note: EZ Search results for InfoTrac OneFile will include content from this database.
Infotrac Junior Edition	Gale	Designed for junior high and middle school students, this database features the titles critical to their libraries and curriculum. With Junior Edition's diverse perspectives and strong full-text coverage, students will find the answers they need to their general

		<p>reference questions.</p> <p>Note: EZ Search results for InfoTrac OneFile will include content from this database.</p>
Infotrac Kid's Edition	Gale	<p>Designed for grades K-6, this database introduces young students to the research process. Kid's Edition gives children easy access to magazines, reference books and newspaper articles selected just for their age group.</p> <p>Note: EZ Search results for InfoTrac OneFile will include content from this database.</p>
InfoTrac OneFile	Gale	<p>InfoTrac OneFile includes over 6,325 titles indexed from 1980 to present; nearly 3,000 full-text titles, including Expanded Academic Index ASAP, General Reference Center Gold, Kids Edition, Junior Edition, Student Edition, and LegalTrac.</p>
Infotrac Student Edition	Gale	<p>Designed for secondary school students, this database is the quick and easy way to do classroom assignments and get answers to general reference questions. Student Edition is comprised of a variety of full-text sources that include the leading magazines, newspapers, and reference books.</p> <p>Note: EZ Search results for InfoTrac OneFile will include content from this database.</p>
Kiplinger Finance & Forecasts	Kiplinger	<p>Continuously updated, fully searchable database of all Kiplinger personal finance business publications. Reveals what is likely to happen in business, the economy, personal finance, regulation and legislation, public policy, and more. This information gives users the advance notice they need to protect their personal finance and business interests, or answer questions about the outlook for business and the economy in the months ahead. Includes content from The Kiplinger Letter, the nation's most widely read business</p>

		forecasting newsletter; Kiplinger's Personal Finance magazine, a leading magazine in the personal finance category; Kiplinger's Retirement Report, The Kiplinger Agriculture Letter, The Kiplinger California Letter, Kiplinger.com, KiplingerForecasts.com, and other Kiplinger periodicals and books.
LegalTrac	Gale	LegalTrac provides indexing for approximately 875 titles including major law reviews, legal newspapers, bar association journals and international legal journals. LegalTrac also contains law-related articles from over 1,000 additional business and general interest titles. Note: EZ Search results for InfoTrac OneFile will include content from this database.
Literature in Context	Greenwood	Curriculum-based Literature in Context series is a rich collection of primary source material, collateral readings, and commentary that helps students understand the historical, social, and cultural milieu associated with major literary works.
MAS Ultra - School Edition	EBSCOhost	A comprehensive general reference database designed for high school and junior college libraries. Includes reports and special issues from over 460 of the most wanted K-12 magazines, Essential Documents in American History (a database of over 1,000 original historical documents including The Bill of Rights, The Constitution, The Federalist Papers and the speeches of Dr. Martin Luther King Jr.), over 3,000 charts, tables and graphs, coverage of the CIA World Factbook, Magill's Book Reviews, and searchable full text for 145 Macmillan Books. Total coverage includes over 1 million articles.
MasterFile Premier	EBSCOhost	Covers a wide variety of topics from about 3,100 magazines and journals from 1984 to present.
MEDLINEplus		The National Library of Medicine's consumer-oriented site, contains full text

		quality resources on common diseases and conditions arranged under "Health Topics" as well as drug information, directories of health care providers, medical dictionaries and more. Within each health topic MEDLINEplus provides highly simplified access to citations from MEDLINE, the premier database in the field of biomedicine. Spanish version available: MEDLINEplus en español
Middle Search Plus	EBSCOhost	Designed to assist middle and junior high school students in learning how to research current events and information on a wide range of general topics. Also includes the Funk & Wagnalls New Encyclopedia, The Encyclopedia of Animals, Essential Documents in American History, and coverage of the CIA World Factbook. Total coverage includes nearly 400,000 articles.
Military & Government Collection	EBSCOhost	Designed to offer current news pertaining to all branches of the military, this database offers a thorough collection of military titles, trade publications, and news weeklies. Military & Government Collection includes abstracts and indexing for nearly 400 titles providing cover to cover full text for nearly 350. The database also includes full text for 245 pamphlets.
netLibrary	netLibrary	Provides easy access to the full text of more than 22,000 reference, scholarly, and professional books.
New Book of Knowledge	Grolier	Widely renowned as the first modern encyclopedia for children, NBK has long been the leading source of accurate, accessible, and fun-to-read information for use in homes and libraries. With its thousands of articles, written by more than 1,880 outstanding contributors, and many special features, NBK has been consistently judged the best in its class
Newspaper Source	EBSCOhost	Provides abstracts and indexing 1995 to present for: <ul style="list-style-type: none"> The New York Times Wall Street Journal (Eastern and Western editions) Christian Science Monitor (some full

		<p>text) The USA Today Selected full text coverage for: The Raleigh News & Observer Includes some complete articles from over 100 other U.S. newspapers.</p>
North American Women's Letters and Diaries	Alexander Street Press	Over 150,000 pages of published letters and diaries plus 4,000 pages of previously unpublished materials depicting the personal experiences of hundreds of women.
North Carolina Encyclopedia		Includes links to information that students of all ages request about the state, its history, people, government, and educational institutions
North Carolina Newsstand	ProQuest Company	<p>Regional newspapers. Provides full text coverage of: The Greensboro News & Record The Wilmington Morning Star Indexing of selected articles for: The Raleigh News and Observer (12/1991 - 3/2000) Plus selected coverage of other regional sources such as: Business North Carolina Fayetteville Observer Winston Salem Journal.</p>
NoveList	EBSCO NoveList	A readers' advisory service that is searchable by author, title, series name, and plot (including character, topic, time period, and setting) to retrieve descriptions, reviews, discussion guides, and feature articles related to books of interest. Readers may select from information provided to find similar books that appeal to them. Updated and expanded monthly, the service also includes author read-alikes, lists of award-winning fiction, and book lists arranged by genre and subgenre, feature articles, school content and more.
NoveList K-8	EBSCO NoveList	A readers' advisory service designed specifically for children in grades K-8. Books are searchable by author, title, series name, Lexile level (reading level), and plot (including character, topic, time period, and setting) to retrieve descriptions,

		reviews, discussion guides, and feature articles related to books of interest. Readers may select from information provided to find similar books that appeal to them. Updated and expanded monthly, the service also includes lists of award-winning fiction, book lists arranged by genre and subgenre, feature articles, thematic units and more.
Primary Search (Children's Magazines)	EBSCOhost	Indexing and abstracting of 116 children's magazines from 1984 to present.
Professional Custom Journals	Gale	This subset of publications from InfoTrac OneFile is designed to be of particular interest for educators and library/media center staff. Note: EZ Search results for InfoTrac OneFile will include content from this database.
ProQuest Newspapers	ProQuest Company	Includes all of North Carolina Newsstand (above) and many full text articles from: Christian Science Monitor (1988 to present) Los Angeles Times (1988 to present) New York Times (1999 to present) Wall Street Journal (1984 to present) The Washington Post (1996 to present)
PsycINFO (Psychology)	Ovid/SilverPlatter	Indexes over 1300 journals in psychology and related disciplines from 1887 to present.
PubMed		A service of the National Library of Medicine, PubMed provides access to over 11 million citations from MEDLINE and additional life science journals. PubMed includes links to many sites providing full text articles and other related resources.
Regional Business News	EBSCOhost	Abstracts for 67 regional business publications Includes some full text for 52 of those titles.
Sanborn Maps North Carolina	Sanborn Maps North Carolina	Sanborn Maps for the state of North Carolina provides digital access to 11,173 large-scale maps of 158 North Carolina

		towns and cities. Users have the ability to easily manipulate the maps, magnify and zoom in on specific sections, and compare maps from different years.
Scribner Writers Series	Gale	The Scribner Writers Series includes 1,564 essays on authors of all nationalities and time periods. Many authors are seen from multiple perspectives in two, three, or even four essays--a broad biocritical overview as well as specialized treatments. Each essay includes a concise introductory preface and a biography placing the author's work within a personal and historical framework.
Searchasaurus	EBSCOhost	Colorful and fun graphical search interface intended for elementary and middle school students. EBSCO databases searchable through this interface are: American Heritage Children's Dictionary, Encyclopedia of Animals, Funk & Wagnalls New World Encyclopedia, Image Collections, Middle Search Plus, and Primary Search.
Serials Directory	EBSCOhost	Provides up-to-date information and pricing for popular magazines and other serials. Contains listings for over 150,000 U.S. and international titles, including 8,000 newspapers. Also includes data on over 87,000 publishers worldwide.
Twentieth Century African-American Poetry	Chadwyck-Healey	A collection of poetry written by the most important and influential African American poets of the twentieth century. Presently includes over 6,000 poems from over 100 complete editions by 46 poets.
Twentieth Century American Poetry	Chadwyck-Healey	A database of modern and contemporary American poetry from the early twentieth century to the present. Presently includes 36,000 poems drawn from 460 volumes by 217 poets.
Twentieth-Century English Poetry	Chadwyck-Healey	Containing tens of thousands of works by 288 poets, Twentieth-Century English Poetry provides an overview of poetry written in the 20th century by both established and emerging writers.
What Do I Read Next?	Gale	By identifying similarities in various books, this selection guide helps readers to

WorldCat	OCLC FirstSearch	Union catalog of materials held in libraries world-wide.
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Things to Consider When Evaluating Internet Resources:

Purpose of the web site:

- .edu-educational

- .com-commercial
- .org-nonprofit organizations

Source of the material:

- Identified source vs. anonymous
- Creditability-credentials

- Fairness
- Currency- Timeliness
 - Scope-Coverage

Quality of the content:

- Accuracy- Evidence of bias-

Style & Functionality of site:

- Design-presentation
- Easy to navigate
- Links to related sites



Google does not display pop-up advertising. [Here's why.](#)

Find answers and discuss Google services in our [user support discussion forum.](#)

Search Help

- [Basics of Search](#)
- [Interpreting Results](#)
- [Advanced Search Tips](#)
- [Customize Results](#)

Web Search Features

- [Cached Links](#)
- [News Headlines](#)
- [Stock Quotes](#)
- [Dictionary Definitions](#)
- [PhoneBook](#)
- [Street Maps](#)
- [File Types](#)
- [Similar Pages](#)
- [Web Page Translation](#)
- [I'm Feeling Lucky](#)
- [Site Search](#)
- [Who links to you?](#)
- [Spell Checker](#)

Google Services & Tools

- [Google Answers](#)
- [Google in your Language](#)
- [Google University Search](#)
- [Google Browser Buttons](#)
- [Google News](#)
- [Google Web APIs](#)
- [Google Catalogs](#)
- [Google Special Searches](#)
- [Google Web Directory](#)
- [Google Groups](#)
- [Google Toolbar](#)
- [Google Web Search](#)
- [Google Image Search](#)
- [Google Translate Tool](#)
- [Google Wireless](#)

Contact Us

- [Google Search](#): suggestions, comments, and questions about our web search
- [Corporate Google](#): inquiries regarding press and business services
- [Google Groups](#): feedback about our Usenet discussion search
- [Google Web Directory](#): feedback about our categorized web directory
- [The Google Toolbar](#): feedback about our browser add-on search tool

Search Our Site

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SECTION V INTRODUCTION TO MICROSOFT WORD

FORMAT A DISC

You may do this in one of two ways. Place your disc in “A” drive.

Click on the “My Computer” icon. A box will come up that has all of the drives. Click on “A” to highlight it. Then **right click** to bring up the menu. Click on “Format”.

If there is an “Winfile” icon, you may click on it. On the tool bar, click the “Disk”. From the pull-down menu select “Format”. In the dialog box, you may select from “quick”, “full”, or “copy system files only”. If the disk is new, you will not be able to use the quick format. You may also label your disc by typing the name in the “Label” box.

OPEN AN EXISTING DOCUMENT

Click on the “Word” icon

Click on the open file folder on the tool bar

On the top line, you will see the words “Look in.” To the right is an arrow, pointing down. Click on it to choose the correct drive.

For you, this will be the “A” drive. Click on it. It will bring up the documents on your disc.

At the bottom of this screen, you will see the words “Files of type.” To the right is an arrow pointing down. Click on it to choose the type of document. Choose “All files.” Then click on the name of the document that you wish to modify.

TO CREATE A NEW DOCUMENT

Click on the “Word” icon.

Click on the “blank page” on the tool bar.

Key in the information that you wish to have in your document.

You may handle formatting in one of two ways. You may enter the information first and do all of the formatting at the end. Or you may do it as you go. This will probably be much more time-consuming!

FORMATTING TOOLS

Bold - click on the “B” on the tool bar when you wish to start your bold letters, or you may make text bold after it has been entered by clicking on the first letter and dragging the mouse through the last letter and then clicking the “B”.

Italics - use the same steps as you did for bolding, but click on the “I”.

Underline - Use the same steps as you did for bolding, but click on the “U”.

Highlight - use the same steps as you did for bolding, but click on the “I”.

Alignment - To modify the alignment, click on the icon on the tool bar that indicates your choice. You may align left, right, center or justify both sides.

To change the **font**, look on the tool bar and find the name of the font you are using, click on the down arrow and click on the name of the font to which you wish to change. To change the **font size**, click on the down arrow beside the size of the font, and choose the size you need. You may use the same two methods as you did for bolding. If you are changing the font of text that has already been entered, you must first highlight it.

To change the **spacing**, click on the word “Format” on the top line of the tool bars. On the pull-down menu, click on “Paragraph”. Click on the down arrow beside of the word “Single”. Select the one that meets your needs, and click on “OK”. If you are changing the spacing on text that has already been entered, you must first highlight it.

To reset **margins**, double-click on the ruler. This will bring up the “Page Set Up” screen. Make your choices, and click on “OK” to set and save the margins.

The “**Spell Check**” is set to automatically find misspelled words. As the misspelled words appear, click on either one of the suggested words, enter your own selection or tell the spell check to ignore the word. In order to run the spell check manually, click on the “ABC” icon on the tool bar. Each individual word that is misspelled will be brought up. Make changes as necessary. When the spell check has been through the entire document, it will ask if you want to close it. Click on “OK”.