



**LIBRARY**  
**1700 Spring Garden Street, Philadelphia, PA 19130**  
**215-751-8394**  
**<http://library.ccp.edu>**

## English 102 Library FAQ

### *Where can I find good background information?*

There are many places to find background materials. However, one place to start is with a **subject encyclopedia** on your topic. If you are unsure as to how to find a subject encyclopedia, ask at the Information Desk. You can also use a **Library Guide**, available in print at the Information Desk or online. (Library homepage at <http://library.ccp.edu>)

Another source for contemporary topics is the CQ Researcher found in the CCP Library **INDEX area**. As an online alternative, search the Issues and Controversies database that can be accessed through **Indexes/Databases** on the Library homepage.

### *Where can I find statistics?*

The Statistical Abstract of the United States (371.3 S797) is the best place to begin looking for statistics. This source extracts data from both government documents and private sources. Ask to use a copy at the Information Desk. In addition, there are web sites such as the [U.S. Census Bureau](http://www.census.gov) or [Uniform Crime Reports](http://www.fbi.gov) that provide statistics and can be accessed through **Selected Web Sites** on the Library homepage.

### *How can I find periodical articles?*

Articles from periodicals such as journals, magazines, and newspapers can be found using either an electronic database that may provide the full text of an article or a print index that provides citations. Use **Indexes/Databases** online or the **Index area** of the Library.

### *What does a "citation" tell me?*

A citation tells you how to locate the resource. Citations to **periodical articles** provide the author and title of the article, as well as the name of the journal, magazine, or newspaper in which the article appeared, and the volume, issue, date, and page numbers. Citations to **books** provide the author, title, publication place, and publication date.

### *How do I use the online databases?*

To gain access to the networked electronic databases, enter the Library homepage (<http://library.ccp.edu>) and select **Indexes/Databases**. The databases are listed alphabetically with descriptions of their contents. A recommended database for general topics is EBSCOHOST. It covers newspapers, magazines, and core journals from all fields. About 50% of these articles are available in full-text or full-image.

***What do I do if I can only find citations to the periodical articles that I want?***

To see if the Library subscribes to these periodicals, search for the periodical title (not the article title or author) by selecting the **Journal/Magazine/Newspaper** link in the **Catalog**. Some articles may be full text in other databases, e.g., **Project MUSE** or **JSTOR**.

***How do I use the print indexes to find periodical articles?***

The print indexes are arranged alphabetically in the **INDEX area** of the Library. These list articles by subject and give citations to their periodical sources. To see if the Library has these periodicals, search for the periodical title (not the article title or author) by selecting the **Journal/Magazine/Newspaper** link in the **Catalog**.

***How can I find books?***

Books and other materials owned by the CCP Library can be found in the **online catalog**. To reach the catalog, access the Library's homepage and select **Catalog**. Start your topic search by using the **Word** option.

***How can I obtain books from another CCP Library?***

Books can be sent from one CCP Library to another by means of a routing request slip, available at the Information Desk and Circulation.

***Can I get books from libraries other than CCP?***

We routinely use Inter-Library Loan to borrow books from other libraries for our CCP patrons. Fill out an ILL request form which is available at the Information Desk and Circulation. ILL requests are usually filled within two weeks. We notify you by telephone once an item has come in.

***How can I find Web sources?***

You can use both search engines and directories to search for materials on the Web. For a listing of search tools, access the Library's homepage and choose **Selected Web Sites**. Here you may select resources by discipline and topic, or use the **Search Tools** link.

***How do I evaluate Web sources?***

Many Web sources never go through any review or editing process. Therefore, the individual reader has the responsibility to evaluate each source. Pay close attention to the author of the source and his/her purpose in providing the information. Another important consideration is the date of publication or last revision. For more information on evaluating Web sources, see **HELP** on the Library homepage and select **Guide to Evaluating the Web**.

***How do I cite sources from the Web?***

This depends on the style manual you use. The Library's homepage links to several citation guides for sources, available in print and electronically. To access these guides, select **HELP** on the Library homepage, and follow the link to **Citing Sources**.