

# Library Resources Orientation

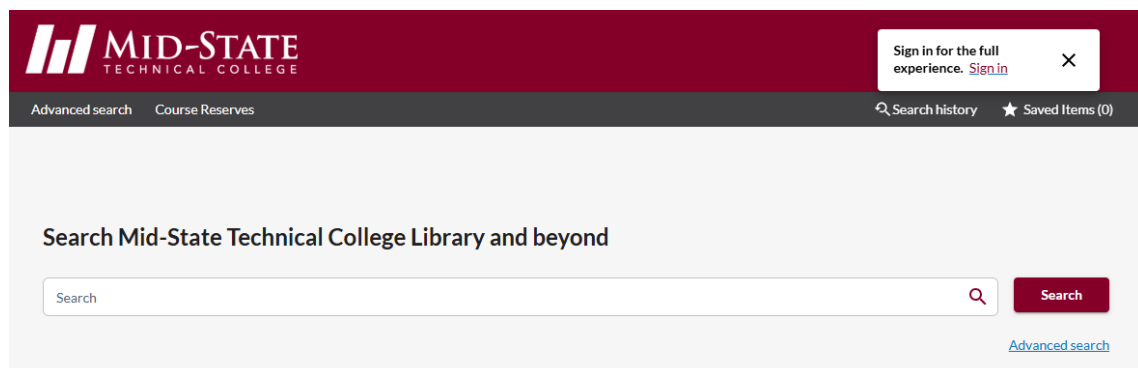
## Academic Learning Center Staff Directory

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## Mid-State Technical College Library Catalog

To search the Mid-State library collection, go to

<https://midstatetechnicalcollegelib.on.worldcat.org/discovery>. You must sign in with your Mid-State credentials to search and view the catalog.



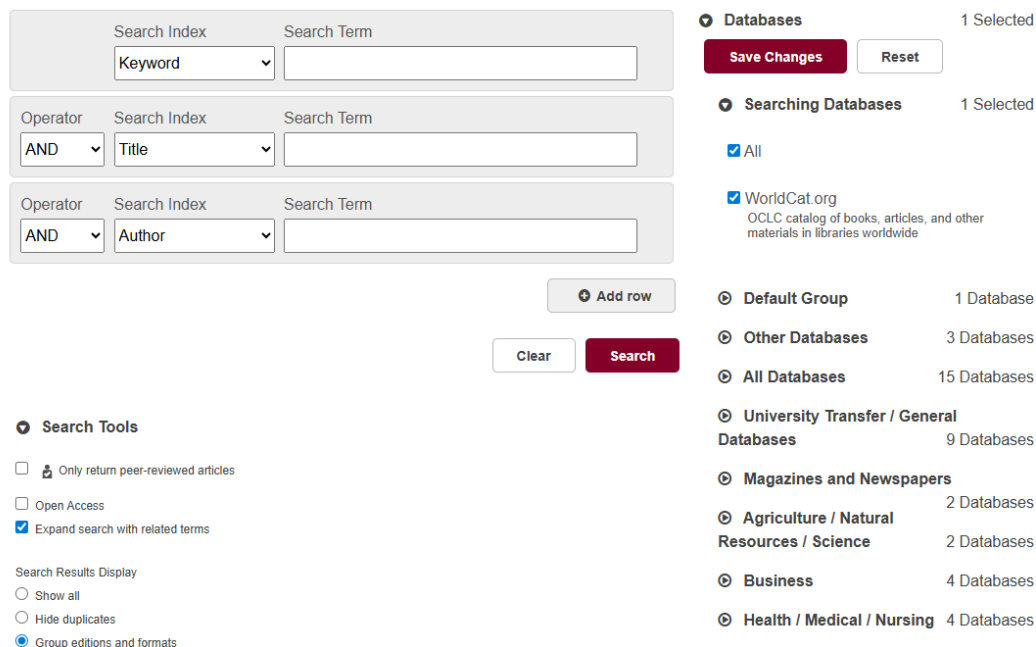
The screenshot shows the top navigation bar with the Mid-State Technical College logo and a sign-in prompt. Below the navigation bar, there are links for "Advanced search" and "Course Reserves". The main search area features a large search bar with the placeholder text "Search Mid-State Technical College Library and beyond". To the right of the search bar is a "Search" button. Below the search bar, there is a link for "Advanced search".

It will default to the *Basic Search*, but it can be changed to *Advanced Search*, which provides additional options with which to search:



The screenshot shows the "Advanced Search" page. It features a navigation bar with the Mid-State Technical College logo and a "Sign in" link. Below the navigation bar, there are links for "Advanced search" and "Course Reserves". The main search area has a "Search history" link and a "Saved Items (0)" link.

### Advanced Search



The screenshot shows the "Advanced Search" page with search criteria entered. The search criteria are as follows:

Operator	Search Index	Search Term
AND	Keyword	
AND	Title	
AND	Author	

Below the search criteria, there is an "Add row" button and a "Search" button. To the right of the search criteria, there is a "Databases" section with a "Save Changes" button and a "Reset" button. The "Databases" section shows 1 Selected database. Below the "Databases" section, there is a "Searching Databases" section with 1 Selected database. The "Searching Databases" section shows a list of databases with checkboxes:

- ☒ All
- ☒ WorldCat.org  
OCLC catalog of books, articles, and other materials in libraries worldwide

Below the "Searching Databases" section, there is a "Default Group" section with 1 Database. Below the "Default Group" section, there is a "Other Databases" section with 3 Databases. Below the "Other Databases" section, there is a "All Databases" section with 15 Databases. Below the "All Databases" section, there is a "University Transfer / General Databases" section with 9 Databases. Below the "University Transfer / General Databases" section, there is a "Magazines and Newspapers" section with 2 Databases. Below the "Magazines and Newspapers" section, there is a "Agriculture / Natural Resources / Science" section with 2 Databases. Below the "Agriculture / Natural Resources / Science" section, there is a "Business" section with 4 Databases. Below the "Business" section, there is a "Health / Medical / Nursing" section with 4 Databases.

Below the search criteria, there is a "Search Tools" section with the following options:

- ☐ Only return peer-reviewed articles
- ☐ Open Access
- ☒ Expand search with related terms

Below the "Search Tools" section, there is a "Search Results Display" section with the following options:

- ☐ Show all
- ☐ Hide duplicates
- ☒ Group editions and formats

Your search results will come up on a new screen.

## Online Database Access

To access Mid-State's online databases, go to <https://www.mstc.edu/student-services/academic-learning-center/library-services/online-databases>.

### Resources for Effective Research

Please view the below guides for more information on using online databases.

- [Academic Learning Center Orientation Packet](#)
- [Video Guide to Using Research Databases](#)

#### ✓ [Library Catalogs](#)

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#### ✓ [Magazines and Newspapers](#)

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#### ✓ [General Research Databases](#)

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#### ✓ [Agriculture / Natural Resources / Science](#)

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#### ✓ [Business](#)

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#### ✓ [Careers / Employment / Test Prep](#)

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#### ✓ [Criminal Justice / Corrections / Law](#)

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#### ✓ [Health / Medical / Nursing](#)

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The login credentials you use to search the database will depend on if the resource asks for Badgerlink or Mid-State login credentials.

## BadgerLink Credentials

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BadgerLink provides Wisconsin residents with licensed trustworthy resources and is managed by the Wisconsin Department of Public Instruction.

## Login

Find your city or town, then choose your library or school. If you do not have a public library card or a school barcode/ID, select *Wisconsin*.

**Select your library, school, or Wisconsin:**

Select Options... ▼

If you selected your library or school, enter your library card/barcode or ID.

If you selected *Wisconsin*, enter a zip code.


**Enter Library card/barcode/ID or Enter Zip Code:**

**Login**

To access BadgerLink resources, type in the zip code of where you reside in the 2<sup>nd</sup> field and click on the login button.

## Mid-State Credentials

For resources that are not offered through BadgerLink, you will use your Mid-State Login credentials. You will be prompted to enter your Mid-State username followed by your Mid-State password when you select a database that is offered through the Academic Learning Center.




### Sign in

8-Digit ID@mstc.edu (Student)/Staff - Use Email

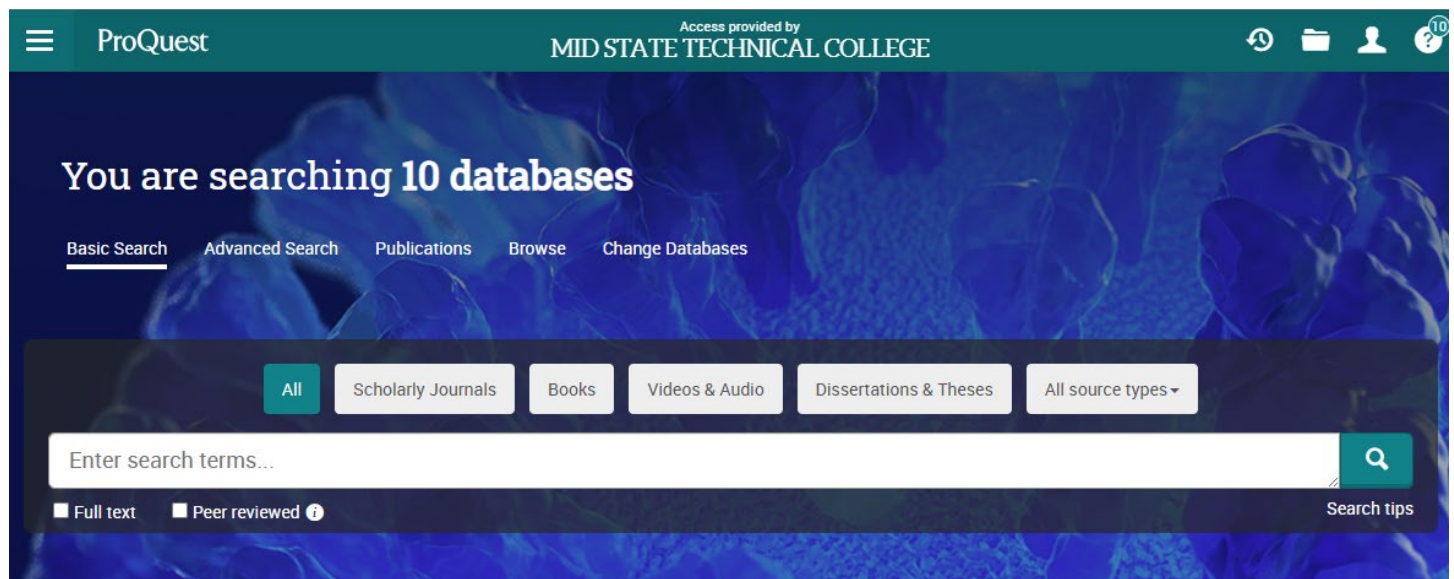
[Can't access your account?](#)

Next

[First Time User](#) | [Forgot Password](#) | [Helpdesk](#)

 Sign-in options

If you are on a Mid-State computer and connected to the Mid-State network, you will be directed to the resource automatically without the need to login using her Mid-State credentials.



ProQuest

Access provided by  
MID STATE TECHNICAL COLLEGE

You are searching **10 databases**

[Basic Search](#) [Advanced Search](#) [Publications](#) [Browse](#) [Change Databases](#)

[All](#) [Scholarly Journals](#) [Books](#) [Videos & Audio](#) [Dissertations & Theses](#) [All source types ▾](#)

Enter search terms...

☐ Full text ☐ Peer reviewed ⓘ

Search tips

# Quick Guide to Library Research

## Getting Started

The earlier you start, the more time you will have to find information to complete your project.

## Making Your Plan

- What are the requirements for the research/paper/project?
- How detailed will your research have to be?
- How long does your paper have to be?
- What subject areas are involved?
- What types of information/resources are needed?
- Where will you find your resources?

## Developing Your Search

- Choose a topic and have it approved by your instructor.
- Use subject browsing if you are having a hard time deciding on a topic.
- Find out what resources you can get from your library or through online databases.

## Identify Resources

- Reference resources (books, scholarly and professional journals, etc.)
- Internet resources
- Audio, visual, and non-print resources

## Evaluating Your Resources – CRAPP Test

C = Current (within the last 5 years)

R = Relevant

A = Accurate

P = Purpose (is the resource intended to inform or advocate a point of view)

P = Point of View (balanced or biased)

## Scholarly Research

### Criteria for evaluation:

- What is the article about? Does it address your research question?
- Does it have research data?
- Does it include a bibliography?
- Who created it? Does it include the author's name and credentials?
- Where is the information coming from? Is it a scholarly or popular journal?
- Why was it written? Is it intended to inform, persuade, entertain, instruct, or sell? Does it include scientific terms or data?
- When was the source/information created? Is it recent? When was the research conducted?

### Learn to Identify Scholarly Articles

If your article is scholarly, you should be able to answer the following questions "yes".

- Is the article written by experts (scholars) in the field?
  - Author's name is always included in scholarly articles
- Is the article written for experts (scholars) in the field?
  - Articles written for the general public are NOT scholarly articles
- Does the article report the results of research, or does it analyze or interpret other research studies?
  - Often scholarly articles include a description of research methods
- Is the article long?
  - Scholarly articles tend to be long (more than 5 pages in the humanities and more than 20 pages in the sciences)
- Does the article have a bibliography?
  - Scholarly articles often use language that is technical and discipline-specific
- Does the article title contain technical language?
  - Scholarly articles often use language that is technical and discipline-specific
- Does the title of the journal seem to be very specialized?
  - Scholarly articles often come from journals focusing on specific topics
- Does the journal have an editorial policy that includes peer review?
  - Peer-reviewed articles have been assessed by other experts in the field before publication

*Adapted from University of Wisconsin-Madison Libraries)*

## Student Initiated Interlibrary Loan

### Purpose of Interlibrary Loan

Interlibrary Loan (ILL) service provides access to materials that are not available at any Mid-State library. Mid-State uses WISCAT as our primary source for ILLs. WISCAT is one of the largest statewide union catalogs in the country, containing seven million titles and more than 32 million holdings from over 1200 libraries.

### Who May Use Interlibrary Loan?

Mid-State staff and students are eligible to borrow items through ILL. A Mid-State ID is required.

### Cost

There is no cost to use ILL. Lost or damaged items are the responsibility of the borrower.

### ILL Requests

It is preferable that requests be submitted via the library's Interlibrary Loan Requests link found on the Academic Learning Center homepage. Your name, Mid-State ID number, student email, and phone number are required. Please indicate if there is a deadline that you need the resource by.

### Arrival Time

Delivery time varies depending on the availability of the materials and the location of the lending library. Items from other libraries usually arrive between 7-14 days after the request has been placed. More difficult items to locate may take up to four weeks or longer to arrive, so please plan ahead.

### Notifications

Patrons will be notified via email or phone. Pick up materials will be at your home campus library.

### Loan Period

The lending library determines the loan period, which may vary from 2-4 weeks. Due dates will be located on the item. Limitations such as "No Renewal" and "In Library Use Only" must be honored.

### Returning Materials

All materials borrowed through ILL must be returned to your home campus library. Photocopies of the requested articles are for the patron to keep.

The Mid-State library endorses the principles related to interlibrary loan in the ALA National Interlibrary Loan Code - <https://www.ala.org/rusa/interlibrary-loan-code-united-states-explanatory-text>.