



## QUICK *OHIOLINK* REFERENCE SHEET

### What?

**OhioLINK** is a statewide online **library**. It includes all the books from every college and university in Ohio, over 9 million unique titles and 30 million volumes! Books can be requested over an Internet connection and delivered free of charge to the JCC library office within 3-4 days. **OhioLINK** also has online periodical articles that you can download for free.

### Who?

Any JCC student with a library barcode number can borrow books or download articles. Non-students who live in Jefferson County can use it too, but must leave a credit card # on file to borrow books.

### Why?

Using **OhioLINK** will give you access to the same library resources that a student at Ohio State or Ohio University has!

### When?

**OhioLINK** is available 24/7.

### Where?

Visit **OhioLINK** at [www.ohiolink.edu](http://www.ohiolink.edu) anywhere you have an Internet connection, either on or off campus.

### How?

1. **OhioLINK** works better with Microsoft Explorer than Netscape, but either will work.
2. To access **OhioLINK** directly, type [www.ohiolink.edu](http://www.ohiolink.edu) into the address line of your browser.
3. TO FIND BOOKS (THINK 'CATALOG'):
  - A. On the homepage, click on "OhioLINK Library Catalog"
  - B. Set your search for "Keywords," "Author," "Title," or "Subject Heading."
  - C. Use keyword searching to start, because subject headings must exactly match the descriptive terms assigned by librarians.

- D. Enter your search term into the box and click on "Search Now" or use the enter key.
  - E. A list of titles will appear. Click on any blue hyperlinked title that interests you.
  - F. The record for that book will appear.
  - G. Use the navigation buttons to return to the list, browse, or go back to OhioLINK homepage.
4. TO ORDER BOOKS:
- A. If the title is what you want, click on "Request This Item."
  - B. Select your school or institution: choose "Jefferson CC" then click "Submit above information."
  - C. Enter your name and barcode number at the next screen, then click "Submit above information."
  - D. The last screen will inform you if your request is successful. If the request does not go through, it will tell you the reason.
5. TO CHECK IF YOUR BOOKS HAVE ARRIVED AT JCC:
- A. Due to the large number of library users (over 1500 students), **we ask that you not call or ask if your books have arrived in the library.** Your record is easily viewed online & will tell you when your books have been delivered to JCC.
  - B. Once you know your books are here, please come to the library for pickup.
  - C. Check your own record online at [www.jcc.edu](http://www.jcc.edu)
  - D. Click on "Library" on the gray toolbar; a pop-down menu (rollover) menu appears; click on either rollover choice.
  - E. Click on "Check your record"
  - F. Enter your name and barcode, just as you did when you requested the book. Click on "Display record for person named above."
  - G. Click on "Requests (holds) outstanding."
  - H. The title(s) you have requested will have a status of "**OHIOLINK RECVD**" when the book is ready for pickup.
  - I. You can use this screen to track your request. The status may also say, "**REQUESTED**," "**IN TRANSIT**," or "**CANCELLED**." Items may be cancelled by the lending library if they are missing or damaged.
  - J. Once your book is received, come to the library and tell us, "My books are here." **You will need your library barcode to check out your book(s)!**
6. TO FIND MAGAZINE & JOURNAL ARTICLES (THINK 'DATABASES'):
- A. On the homepage, underneath "Library Databases (articles and more)" ; click on "By Name or Title."

- B. Select "**EBSCO Databases**" ; then select "**EBSCOhost Web**" for a list of databases that index periodical articles. Some databases index only one type of periodical (*for example, MEDLINE indexes only medical journals & medical information*). Other databases index all types of periodicals, not those just in one subject area.
- C. Select "**Academic Search Complete**" for articles written at a college reading level. College instructors may require that you use articles written at this level. **ASK YOUR INSTRUCTOR.** Select "**MasterFILE Premier**" for articles written for the general public. Both of these indexes include all subject types. Click "Continue" to go to your selected database(s). [*You may also select these titles directly from the "By Name or Title" option and not go through EBSCOhost if you know exactly which databases you want to use and do not want to browse through the EBSCO database list.*]
- D. Type your search term in the box. The default search mode is a phrase search.
- E. Notice there are two areas underneath the search box, "Search Options" and "Limit your results."
- F. Under "Search Options" decide if you want to search by "Exact phrase," "Find all my search terms," "Find any of my search terms," or "SmartText Searching." Exact phrase searching will give you the smallest number of results, and usually, the most precise results.
- G. To obtain the **FULL TEXT** of an article, mark the box next to "Full Text" under "Limit your results." Mark any other limiters you wish to use in this area. Notice that articles can be limited **BY DATE**, which is especially useful when you need current information.
- H. Once the search is constructed as you wish, click on "Search" to see magazine citations about your topic.
- I. Select the article title you wish to view by clicking on the hyperlinked blue title words.
- J. If you have marked full text, you may have two options for viewing the article; sometimes only one is available.
  - 1. **HTML full text:** the computer file for the article will appear and can be immediately printed from your workstation
  - 2. **PDF full text:** a photographic image file of the article will appear; you need Adobe Acrobat Reader on your PC to view it.

- K. After selecting one of the formats and retrieving the article, PRINT by clicking on the print command in your browser, or follow the printing instructions in the database.
7. **PLAGIARISM** is copying another person's writing or ideas without giving them credit. **It is stealing; it is cheating.** Always give credit when you copy words or ideas. If you plagiarize and are caught, you can automatically fail your course.
  8. SEARCH MULTIPLE DATABASES by clearing the search box and then clicking on the "Choose Databases" tab at the top of the first search screen for articles. Mark the boxes next to the databases you wish to search. Then click the "OK" button at the bottom of the page. Construct your search as you did when searching only one database.

**Remember, this is only an INTRODUCTION to OhioLINK - feel free to explore or ask us questions about other features.**

October 10 2008: ltr