

Library Resources & Services

The Alexandria Technical and Community College (ATCC) Library places importance on convenient access to scholarly resources for on-campus students and online students. Web access to the electronic Library catalog and numerous subscription databases is provided from any Internet connection.

- The catalog can be searched for ATCC’s book & video collections and the collections of all Minnesota State Colleges and Universities libraries; books from another MnSCU college or university may be borrowed through Interlibrary Loan (ILL).
- Subscription databases provide access to an abundance of electronic full-text journal and magazine articles, electronic dictionaries and encyclopedias, and specific resources related to business, nursing and allied health, history, legal, art, science & technology, automotive, and more.

Library Resource Access

1. Go to <http://www.alextech.edu/>¹
2. Click in the **Live Search** box, type in **Library** and press the **Enter** key.
3. You will need your ATCC network username and password to access subscription electronic resources. NOTE: If you have forgotten your username or password, go to <http://www.alextech.edu/>² and click **Login** along the top menu.

Library Recourses for Online Students

Students in online courses should access their “home college” Library resources:

1. Students that are “admitted” to Alexandria Technical & Community College (ATCC is their home college) will access ATCC Library resources.
2. Students that have been “admitted” to a college other than ATCC, should access that college’s Library resources—that college is considered their “home college.”
 - a. For example: a student in an online course taught by an ATCC instructor, but whose home college is Northwest Technical College would access the Northwest Technical College Library for resources.

Understanding which college is your “home college” may be confusing. If you have any questions about how to access your “home college” Library resources or questions about the ATCC Library resources, please contact Mary or Sheree in the ATCC Library; we will be glad to help you.

| ATCC Library Contact Information | |
|---|--|
| Email | library@alextech.edu |
| Phone | 320-762-4465 |
| Location | Room 305 Main Building |

This remainder of this document provides more information on the ATCC Library following resources:

- **Library Card Catalog**
 - Searching the ATCC Library Catalog
 - Accessing eBooks
 - Placing an Interlibrary Loan
- **Electronic Database Resources, including**
 - Journal, Magazine, and Newspaper databases
 - Reference Resource databases
 - Web Resources
- **Division Related Resources**

¹ <http://www.alextech.edu>

² <http://www.alextech.edu>

ATCC Library Catalog

The ATCC Library Catalog provides access to all of ATCC Library print books, ebooks, videos, etc. as well as access to the collections of all Libraries in the Minnesota State Colleges and Universities. Library staff will need to create a patron account for you before materials can be checked out. Library staff will need the barcode number on your ID Card in order to create a patron account. Distance or Online students should contact Library staff for assistance with this process.

Searching the ATCC Library Catalog

On the **Library Resources** page under **Find Books & Videos**, click on **ATCC Library Catalog**. This will open another browser window for the ATCC Library catalog.

- Use the **Libraries and Collections** link to search specific ATCC collections, such as the Video & DVD Collection, Fiction Collection, etc. You can search all ATCC collections by choosing General Collection, etc. You can also search all MnSCU Libraries by choosing MnPALS—All Libraries.
- Use the **Select Search Type** drop down menu to choose the type of search. Type your search word(s) in the **Search For** box, and click **Go**. This will bring up the search results.
- The type of material will be listed directly behind any of the titles found in the search, such as **<print>**, **<electronic book>**, **<videotape>**, etc.
- For more information about any particular title, click on the **Title** of the material. You should now be looking at the full citation.
- To find if the material is available for checkout and where it is located, click on the title under **Location** column and check the **Due Date** column. If it is available, it will have “On Shelf” listed. If it is not available, a date of when it is due back in the library will be listed.
- In order to utilize the **Bookbag** option or to access your **Borrowing Record**, you must have a library staff create a patron account for you and then you must identify yourself by logging in. Your **User ID/Barcode** is the 14-digit barcode number on the back of your student ID and your **Password** is your last name.

Accessing eBooks

eBooks are electronic versions of printed books. eBooks can be viewed online. You can browse eBooks for quick research and reference or read them at your leisure. Since eBooks are online, they're available at your convenience-anywhere, anytime. You never have to worry about returning them. eBooks are included in the ATCC Library Catalog. Therefore, to access an eBook, begin by searching the ATCC Library Catalog:

- **<Electronic Book>** next to the title will indicate that the material is an eBook.
- Click on the title of the book to access the book's full view.
- Click on the link provided in the **Electronic Resource** line to access the eBook.
- This will open the NetLibrary page.
- The reading option of “**View this Ebook**” will be available.
Patrons may view any eBook as long as the eBook is not being used by another user. While patrons are actively using the eBook, no other user will have access to it. If 15 minutes elapse without active use, the eBook is “put back on the shelf” and another user will have access.
- Remember to “close item” when you are finished reading the book so other users may access the book.

Printing from an eBook is limited. If the eBook is in HTML format, right click on the navigation bar and choose the print option. If the eBook is in PDF format, use the print option in the tool bar to print a page.

Placing an Interlibrary Loan (ILL)

Interlibrary Loan is a library service where a patron of one library may request to borrow resources or receive photocopies of documents from another library. An Interlibrary Loan service is provided to all ATCC students, faculty, and staff; once you have a Library Patron account created, you may search the online catalogs of all MnSCU universities and college libraries, as well, as other government & private libraries (called MnPALS) and request to borrow resources.

At the Library Resources page, click on **MnPALS Libraries** located under **Books & Videos**.

This will open another browser window for the MnPALS' Library catalogs. (For assistance placing an ILL, please contact Library staff.)

1. Use the **Select Search Type** drop down menu to choose the type of search.
2. Type your search word(s) in the **Search For** box, and click **GO**. This will bring up a list of records matching your search terms. Note the format of the materials located behind the title (i.e. <print book>)
3. Click on the title of the material(s) to access a description of the material and a list of libraries that own the material.

To request the material, click on the **ILL Request** link located in the blue middle navigation bar and complete the following:

1. Type in your user name and password
 - a. **User Name** = 14-digit barcode number on the back on your student ID
 - b. **Password** = your last name (unless you have changed it)
2. The screen will return to the description of the material you are requesting, **click the ILL Request link again**.
3. An **Interlibrary request form** will appear with the title and details of the material you are requesting. Please make sure to fill in the **"Not Needed After"** date. The default is 30 days but typically, about 10 days is needed to process requests and receive them. You also must read and **accept** the **"copyright restrictions"**.
4. Click **GO** to complete the request
5. An **ILL Request Confirmation** form appears and the option to close, cancel, or print the request are available.
6. You can keep track of your Interlibrary Requests by accessing **Your Borrowing Record** in the online catalog.
7. You will be notified that the material has been received through your Outlook email account.

Electronic Databases

The ATCC Library databases are compilations of electronic full-text articles, abstracts and citations, images, interviews, and more from scholarly journals, magazines, newspapers, encyclopedias, dictionaries, and more. ATCC provides both on-campus and off-campus access to over 25 subscription databases. Below is a summary of each of the electronic database resources:

- **Academic Search Premier** Is a multi-disciplinary database provides full text for more than 8,500 journals, including full text for more than 4,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.
- **ALLDATA** is a complete web-based automotive diagnosis and repair reference for automotive technicians. It supplies detailed manufacturer information for both basic and complex systems and components, diagrams and exploded views, parts and labor, service and maintenance, system and component diagnostic trouble codes, Technical Service Bulletins, tools and equipment, and vehicle specifications. **Note:** ALLDATA must be accessed from an on-campus computer. Remote access is not allowed.
- **Alt HealthWatch** provides in-depth coverage across the full spectrum of subject areas covered by complementary and alternative medicine. This database features indexing and abstracts going back as far as 1984, and full text going back as far as 1990.
- **American History Online (See also, World History Online)** is a comprehensive and authoritative reference to the most important individuals, events, and topics in United States history. Spanning more than 500 years of political, military, social, and cultural history. Thousands of fully hyperlinked entries allow users to follow a topic to related biographies, primary source documents, and images. Web links direct user to some of the web's best educational sites.
- **Applied Science & Technology** provides access to articles related to science and technology from trade and industrial publications, journals issued by professional and technical societies, and specialized subject periodicals, as well as special issues such as buyers' guides, directories, and conference proceedings.

- **Britannica Online** is a comprehensive reference source that includes the following:
 - **Britannica Encyclopedia**, complete
 - **Britannica Online School Edition**
 - **Britannica Online Public Library Edition**
 - **Britannica Online Academic Edition**
 - **Merriam-Webster's Collegiate Dictionary & Thesaurus**
 - **Britannica Student Encyclopedia**
 - **Britannica Book of the Year**.

You can also use Britannica Online to search an internet directory that includes more than 300,000 links to Web sites selected, rated, and reviewed by Britannica editors. Through Britannica Online, you can find more than 118,000 articles and over 14,000 illustrations, including photographs, drawings maps, and flags.

- **Business Source Premier** is the industry's most used business research database, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. This database is updated daily.
- **CINAHL** is the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 760 journals indexed in CINAHL. This authoritative file contains full text for many of the most used journals. CINAHL Plus with Full Text is the definitive research tool for all areas of nursing and allied health literature. This database focuses on the many perspectives of complementary, holistic and integrated approaches to health care and wellness. It offers full text articles for more than 180 international, and often peer-reviewed journals and reports. In addition, there are hundreds of pamphlets, booklets, special reports, original research and book excerpts.
- **Consumer Health Complete** is a comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. Consumer Health Complete provides content covering all areas of health and wellness from mainstream medicine to the many perspectives of complementary, holistic and integrated medicine. In addition, Consumer Health Complete includes the Clinical Reference System and the Lexi-PAL Drug Guide, which provides access to up-to-date, concise and clinically relevant drug monographs. The database is updated on a weekly basis.
- **EasyBib** cites sources according to the latest citation guidelines in the 3 major citation styles: APA, MLA and Chicago/Turbaian.
- **Educator's Reference Complete:** contains more than 1,100 periodicals and 200 reports from the U.S. Department of Education. A resource for any educator - from school teachers and administrators to those studying in the field at the collegiate and graduate level. Provides full-text results for nearly half of the journal titles found in ERIC.
- **(ERIC) Education Resources Information Center** provides access to education literature and resources. ERIC contains more than 1,300,000 records and links to more than 323,000 full-text documents dating back to 1966.
- **Funk & Wagnalls New World Encyclopedia** database indexes over 25,000 records, covering an array of topics. Full text for each record may be easily accessed by double clicking on the topic from the display. The database contains various images, offers brief biographies as well as information in a variety of subject areas. This database is updated annually.
- **GreenFILE** offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.
- **Health Source-Consumer Edition** contains 80 full text consumer-oriented health magazines, 130+ pamphlets, and reference materials.
- **Health Source-Nursing/Academic Edition** contains nearly 550 scholarly full-text journals focusing on many medical disciplines, including strong coverage of nursing and allied health.

- **Hoover's**
 - **Online** delivers daily updated, comprehensive company, industry, market information, and research from a database of 12 million companies, with in-depth coverage of 40,000 of the world's top business enterprises.
 - **First Research** creates industry reports for people who need to quickly learn about a target industry. Its Industry Profiles cover more than 300 business sectors and highlight industry trends and business issues affecting customers and prospects. Other products include Call Prep Sheets (one-page industry overviews), and State Profiles (summaries of economic and business issues affecting a business in any state).
- **IT Studies and IT Security Management Practices** provides, reports and primary research studies help both providers and end users understand the implications surrounding the frequent shifts and breakthroughs in the rapidly-converging world of computing, data networking, and telecommunications.
- **JSTOR** offers high-quality, interdisciplinary archives of over 1,000 leading academic journals across the humanities, social sciences and sciences, as well as select monographs and other materials valuable for academic work. The entire collection is full-text searchable, offers search term highlighting, includes high-quality images, and is interlinked by millions of citations and references. Note: JSTOR must be accessed from an on-campus computer.
- **Lexis Nexis** - Access over 6,000 news, business, and legal sources. The outstanding news coverage includes deep backfiles and up-to-the-minute stories in national and regional newspapers, wire services, broadcast transcripts, international news, and non-English language sources. Use the included Company Dossier module to retrieve detailed company information and financial performance measures or identify and compare companies matching specific criteria. This product also provides access to the renowned Shepard's Citations[®] service for all federal and states court cases back to 1789.
 - Search news stories
 - Find a legal case by Citation or Party Name
 - Find a company profile by Name or Ticker Symbol
 - Find a country profile
 - Research a person
 - Do a broad search across different types of sources
- **LitFINDER** - premier resource for full-text literary works, including 150,000 full-text poems, short stories, novels, essays, plays and speeches. LitFinder also includes secondary materials like biographies, images, and more.
- **MedlinePlus** is a Web resource that provides information to help answer health questions from the National Institutes of Health (NIH) and other government agencies and health-related organizations. Preformulated MEDLINE searches are included in MedlinePlus and give easy access to medical journal articles. MedlinePlus also has extensive information about drugs, an illustrated medical encyclopedia, interactive patient tutorials, and latest health news.
- **MAS Ultra-School Edition (9-12)** provides more than 360 full text reference books, 85,670 biographies, 105,786 primary source documents, and a School Image Collection of photos, maps & flags, color PDFs and expanded full text backfiles (back to 1975) for key magazines.
- **MasterFILE Premier** – A database that contains full text for 2,053 periodicals covering general reference, business, health, education, general science, multicultural issues and much more. This database also contains full text for more than 350 reference books, 84,074 biographies, 86,132 primary source documents, and an Image Collection of 107,135 photos, maps & flags. MasterFILE Premier now offers PDF backfiles (as far back as 1975) for key publications including American Libraries, Foreign Affairs, History Today, Judaism, Library Journal, National Review, Saturday Evening Post, etc. Tip: Good source to gather broad background information on a topic from news articles, popular magazines and some scholarly articles.

- **Middle Search Plus (6-8)** provides full text for more than 140 popular, middle school magazines. Full text is also available for thousands of biographies and historical essays. Middle Search Plus also contains 84,774 biographies, 105,786 primary source documents, and a School Image Collection of photos, maps and flags.
- **Newsstand Complete** provides access to daily updated over 350 local, state, regional, national, and international news sources; over 250 of which provide full-text—including full-text of 27 major newspapers: the Star Tribune, The Wall Street Journal, The Washington Post, The New York Times, Chicago Tribune, Los Angeles Times, Barron's, USA Today, and more. Access not only top new stories, but arts, sports, and entertainment stories as well.
- **Nursing & Allied Health** provides reliable healthcare information covering nursing, allied health, alternative and complementary medicine, and much more. Over 570 titles are available in full-text, as well as abstracting and indexing for more than 690 titles. Nursing & Allied Health covers over 70 wide-ranging topics including: Cytology, Nursing, Nutrition, Oncology, Pediatric Care, Pharmacology, Public Health and Radiology.
- **Nursing, Allied Health Evidence-Based Resources** provides Systematic Reviews, Evidence Summaries, and Best Practice Information Sheets for nursing and the allied health professions.
- **Points of View Reference Center™** is a full-text database designed to provide students with a series of essays that present multiple sides of a current issue. The database provides more than 270 topics, each with an overview (objective background/description), point (argument), counterpoint (opposing argument), and Critical Thinking Guide. Points of View Reference Center contains a balance of materials from all viewpoints, including more than 1,200 main essays, leading political magazines from both sides of the aisle, newspapers, radio & TV news transcripts, primary source documents and reference books. The database also offers guides to debate, developing arguments and writing position papers. Additionally, this database contains the Video Encyclopedia of the 20th Century, providing students with a searchable collection of some of the most important social, political, and cultural moments of the 20th century.
- **Professional Collection** is a custom selection of more than 300 full-text journals which cover topics such as Arts and Humanities, Child and Adolescent Psychology and Development, Drug and Alcohol Abuse, Health/Nutrition/Fitness, Learning Disabilities, Literature, School Law, Science and Technology, Social Sciences and Sport/Athletic Training.
- **Psychology Journals** provides abstracts and indexing for more than 610 titles, with over 520 titles available in full-text. Users get access to charts, diagrams, graphs, tables, photos, and other graphical elements essential to psychological research. Additionally, Psychology Journals includes 4,000 full-text dissertations for the years spanning 2000-2005, representing a range of psychology disciplines.
- **PubMed Central (PMC)** is the National Library of Medicine's digital archive of life sciences journal literature provided on the Web.
- **Regional Business News™** is a supplemental database to Business Source Premier. With daily updates, Regional Business News provides comprehensive full text for regional business publications (including titles from Crain Communications). Regional Business News has full text for more than 50 sources.
- **Research Library** includes more than 4,070 titles—nearly 2,800 in full text—from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers.
- **Science Reference Center** is a comprehensive research database that provides easy access to a multitude of full text science-oriented content. This database contains full text for nearly 640 science encyclopedias, reference books, periodicals, etc. Topics covered include: biology, chemistry, earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology and wildlife.

- **Westlaw Campus/Campus Research** is an online legal research resource providing access to an extensive collection of legal resources, news, business, and public records information: cases from the courts of all 50 states and the federal courts; statutes from all 50 states; federal statutes; Federal regulations published in the Federal Register and the Code of Federal Regulations, and more.
- **World History** (See also, American History Online) covers the important civilizations and cultures of world history from prehistoric times through the modern era. Topical entries, biographies, maps, primary source documents, and timelines –all hyperlinked–provide a detailed and comparative view of the people, places, and events that have defined world history. Web links direct users to some of the web’s best educational sites.

K-12 Resources

- **Discovering Collection** offers easy access to award-winning content based on national curriculum standards. Covering the core curriculum areas, including history, literature, science, social studies, and more, DC provides a premium selection of reference, primary sources, creative works, and multimedia, including hours of video and audio clips. New to the database are popular topic pick lists and an integrated national and state curriculum standards search with content correlated to the standards.
- **Expanded Academic ASAP** from arts and the humanities to social sciences, science and technology, this database meets research needs across all academic disciplines. Access scholarly journals, news magazines, and newspapers - many with full text and images.
- **Educator's Reference Complete** contains more than 1,100 periodicals and 200 reports from the U.S. Department of Education. A resource for any educator - from school teachers and administrators to those studying in the field at the collegiate and graduate level. Provides full-text results for nearly half of the journal titles found in ERIC.
- **General Science Collection** a collection of over 200 journals, providing researchers with the information needed to stay current on the latest scientific developments -- including such topics as particle physics, advanced mathematics, and nanotechnology.
- **Junior Reference Collection** covers the core curriculum areas, including history, literature, science, social studies, and more, JRC provides a premium selection of reference, primary sources, and multimedia content, including audio and video clips and more than 7,400 photographs. New to the database are popular topic pick lists and an integrated national and state curriculum standards search with content correlated to the standards.
- **Kids InfoBits** is a database developed especially for beginning researchers in Kindergarten through Grade 5. Featuring a developmentally appropriate, visually graphic interface, the most popular search method is moving from a broad subject to a narrower topic using the subject-based topic tree. The curriculum-related, age appropriate, full-text content is from the best elementary reference sources and magazines. This database covers geography, current events, the arts, science, health, people, government, history, sports and more.
- **MAS Ultra-School Edition (9-12)** provides more than 360 full text reference books, 85,670 biographies, 105,786 primary source documents, and a School Image Collection of photos, maps & flags, color PDFs and expanded full text backfiles (back to 1975) for key magazines.
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- **Primary Search ® (K-5)** contains full text for more than 70 popular, elementary school magazines, as well as encyclopedias and dictionaries written for kids, plus an Image Collection of photos, maps and flags.
- **Student Resources In Context** is an engaging online experience for those seeking contextual information on a broad range of topics, people, places, and events. The new solution merges Gale's authoritative reference content with full-text magazines, academic journals, news articles, primary source documents, images, videos, audio files and links to vetted websites organized into a user-friendly portal experience combined with new features such as "Search Assist" and quick fact boxes.