Finding and Citing Library Resources

Library Search: Search Everything at Once!

Library Search is a tool that allows you to search a majority of the library's physical and electronic resources using one simple search box. Your results can include full-text articles, books, e-books, DVDs, and online videos.

Just type in a word or phrase. You can then limit your results by using the options on the left side of the results screen.

When you click on an article title or PDF Full Text, you have the options to Print, E-mail, Save, and Cite.

When you choose Email, you can opt to have the APA or MLA citation included in the email!
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Specialized Databases

- Do you feel overwhelmed by the Search Everything at Once option?
- Would you prefer a resource that focuses on office professional and admin assistant issues?
- Do you want your results list to only bring up articles from journals, magazines and newspapers?
- Need help narrowing your topic?

Then try search these two specialized databases!

**ProQuest Business/Technology Articles**
- The results screen offers suggestions for related search topics:
- Just like in Library Search, you have the options to Print, Email and Cite.

**EBSCO Business/Technology Articles**
- Just like in Library Search, you have the options to Print, Email and Cite.

Help Citing Your Sources

Click on **Citing Sources** to access links to the Library’s Citation Guide and MLA and APA citation handouts.

Access the **Citation Builder** to help create the citations themselves.

Do not hesitate to contact Julie Chapman for citation help or the **Writing Lab** for writing assistance!

Ask for Help!

1. Contact Julie Chapman directly: julie.chapman@nwtc.edu or call her at 920-498-5490
2. Come to the Library Desk.
3. Call the main Library phone number: 920-498-5493.
4. Go to the library’s webpage and click on **Ask a Librarian**. You then have the choice to search for an answer, email your question, or start a live chat during Library hours.
5. Text a librarian at 920-288-2ASK (920-288-2275) during Library hours.