Gail Horton Library Student Guide
Updated Fall 2014

The purpose of this guide is to help you become familiar with the resources that are available in the library.

Which Library Resources to Use

When starting your research you should use reference materials to get a good overview of your subject. This may help you develop good questions that will direct your search for more resources. Bibliographies at the end of resources can be used to find additional relevant sources for your research. This research trick is called, “chasing the bibliography”. Use books to gain more general information on a certain aspect of your research, and then use journals to gain more precise study of your subject. Evaluate all your resources and use the best ones possible. Finding opposing views on your topic is ok, and can even lead to a more thoughtful discussion of your topic! Remember to evaluate all of your information through the grid of scripture.

Using Online Resources

When working in the computer lab, save your work frequently.

Find a Book…GH Catalog

To find the online catalog go to www.montanabiblecollege.edu/library. Click on “Find a Book”. You may search for a book using title, author, or subject.

Tips:

Do not include the “The” or “A” when searching for a title that starts with “The” or “A”. When searching for commentaries, search for “commentaries and (book you are looking for)”.

Find an Article… Databases

To access our databases go to www.montanabiblecollege.edu/library. Click on “Find an Article”. You may search using title, author, or subject. Use the “Advanced Search Option” to help narrow your search. You may create an EBSCO account so that you can
save articles to folders created for your classes. If you need instruction to do this seek the help of your librarian.

**The Christian Periodical Index**

**CPI is an index of all Christian Journals.** The link to “CPI” can be found under the “Find an Article” section of the Library website. Unfortunately, we do not have all of the periodicals listed in the CPI so in order to get the best search you will want to know which journals we do have (Journals are located in the reference room).

**Interlibrary Loan, WorldCat**

**WorldCat is an online library catalog that allows you to search libraries all over the world.** You can find a resource on any topic you need! The link to WorldCat can be found under the “Interlibrary Loan” section of the Library website. If you would like to borrow a book via ILL fill out an “ILL Resource Request” form online, or in the library and your librarian will help you to borrow the resource you need. Material may take one to two weeks to come in the mail so please plan accordingly.

**Boolean Operators**

**Boolean Operators (And, Or, Not)** are useful to narrow your search results when searching for information on the internet or databases. Remember that **AND narrows** the number of responses, **OR adds** to the number of responses, and **NOT excludes** a subject from your response.

**Ebooks**

If you want electronic resources you can add that as a type in the advanced search in the EBSCO database. We have many books available electronically.

**Research Helps**

**Primary/Secondary Resources**

Primary and secondary sources are both good resources for research. Primary sources are eyewitness accounts. Secondary sources are written by someone else using either a primary resource or other secondary resources.
Popular/Scholarly Journals

To find articles use our Database Search on the “Find an Article” section of the Library website. You may also find good articles online, but always evaluate whether or not the article is appropriate for academic research. There are several helpful websites listed on the “Student Resources” page of the library website, you may have help finding articles on these pages. Your librarian would be happy to help you find articles.

Evaluating Internet Sites and Information

The following extensions will help you when evaluating an internet source

- .com – company
- .edu - education
- .gov – government
- .k12 - school k-12
- .net - network
- .mil - military
- .org - organization
- .ac - academic overseas higher education

When evaluating websites consider the following: Who wrote the material? What are their credentials? When was it written? Do they hold a bias point of view? Is this some kind of an advertisement? When was the site updated? What kind of organization is this site affiliated with?

Evaluate information: Evaluate everything you read or see or do in life through the grid of scripture. Talk to your professors and ask them questions if you don’t understand a passage of scripture or a particular issue.

Learn to be a life-long learner and discover the rich resources available through the library. It takes time to find good resources so please come by the library often. If you need help researching, writing, using computers or anything else your librarians would be so pleased to help!

We look forward to seeing you at the library!