Welcome to Dakota College Library's Online Library Resources!

At DCB we have a wealth of information that is available to all students, on campus and off! Accessing our online resources is simple. All you need to know is your EMPL ID number (also known as your Student Number) and your last name. If you do not know your EMPL number, check with Student Services or click the "*Ask a Librarian*" icon on the DCB library page. We will be happy to find it for you!

To see all of the potential items at your fingertips, just follow the steps below:

Go to the DCB Library homepage at: http://www.dakotacollege.edu/library/
You will also find the "library link" at the top center of any page on the Dakota College website.



2. As you can see in the graphic, there are a variety of tabs that you may choose from. If you would like to search for books and other materials in the library collection, click the **Find Books** tab.

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| | 1 the second | LIBBARY | |
| | Library | | |
| | Dakota College at Bottineau's library houses nearly 30,000 books, magazines, videos, and | Find Books | |
| | manuscripts and that doesn't count the online research tools, nor the 2,000,000 plus items | V Online Library Resources | |
| | available via interlibrary loan. The library is located on the east end of Thatcher Hall. | DCB Digital Library | |
| | assignment? That's where our librarians come in. Like everybody else at Dakota College at | Newspapers | |
| | Bottineau, they're committed to personalized service. They'll help you find what you're looking for and they might also cher you toward a good source you didn't know about | LibGuides | |
| | Ask a Librarian | Britannica Online | |
| | Library Training Guides and Tutorials for accessing library resources | | |
| | Need help with using our library resources? Check out the following guides and tutorials are | Government Resources | |
| | available help you use our Library Catalog (called ODIN) and our Online Library Resources (databases). These resources are a combination of print guides, slideshows, and video tutorials. | Off-Campus Students | |
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| | New Titles at the Dakota College at Bottineau Library | Library Info | |
| | Circulation Policy | Ask A Librarian | |
| | Finding Online Research Materials | | |
| | Finding Library Materials | | |
| | Beginning Monday, October 24th, all computer users will be asked to sign in (including student ID number) before using the library's computers. Recreational use of library computers is limited to one hour. For extended recreational use, access the computers in the Student Center. Please read the Library Computer Use Policy for additional information regarding the use of library computers. | | |

Next, click <u>ODIN</u>. This is Dakota College at Bottineau Library's catalog. It allows access to books and other materials such as audio/visual items owned by our library and many other libraries statewide.

3. Below is a screen shot of the PRIMO search page. This is where you will begin. Note: While you can use this option to check availability, you still need to come to the library to pick up any items that you wish to check out.



| Home | Library FAQ | Feedb | ack | Contact Us |
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| Powere | d by ExLibris P | rimo | Сору | right © 2012 |

Enter your search term in the search bar. As you can see there is a drop down menu which gives you the option to search for material by type, (books, articles, etc.) as well as by location.

The headings on the left under **Refine my Results** will help you to narrow and focus your search. Notice the green circle indicating that the material is available, as well as the icon by each entry that tells what type of material it is (book, magazine, etc.).

The call number includes the Dewey Decimal number and the Cutter number. This is how you find the book among the library stacks. If you need any assistance locating materials the library staff is happy to help you!



You can check out items from DCB library as well as the Bottineau Public Library and other libraries in the state. If you would like to check out materials from another library you will need to do an Inter-library Loan (ILL).

Should you ever need them, here are ILL instructions:

Step One: Select the item you wish to order from another library.

Step Two: Click on the "Request" icon and login using your EMPL # (without the "W") and your last name.

Step Three: After you have logged into your ODIN Account, Change the "Not Needed After" date to 30 days from today's date. (Example: if the date shows 08/21/2013 – change it to 09/21/2013) and click on the "Request" icon. This is the most important step! See the screen shot below to confirm what is should look like.



Your request has been sent!

Your item can be found at the library Circulation Desk when it arrives.

Please note: It will usually take from four days to one week for another library to send an item. Please make sure you place your request at least a week before it is needed. ILLs and last minute papers are not compatible. Ask Hattie or Terri or a student worker if you need assistance.

4. If you are interested in searching our online databases, go back to the main library page and click the **Online Library Resources** tab.

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| Libbrary Dakota College at mavailable via inter So how are you st assignment? That Bottineau, they'n for and they migh Ask a Librarian Library Training (Need help with us available help you (database). Thes New Titles at the Circulation Policy Finding Online Re Finding Library M Beginning Monda | Online Library Resources contains printable periodical source material, links to helpful websites, and much more! Bottineau's library houses nearly 30,000 books, magazines, videos, and at hat doesn't count the online research tools, nor the 2,000,000 plus items library loan. The library is located on the east end of Thatcher Hall. pposed to put your finger on that one source you need to complete your s where our librarians come in. Like everybody else at Dakota College at committed to personalized service. They'll help you find what you're looking talso steer you toward a good source you didn't know about. Addes and Tutorials for accessing library resources ing our library Catalog (called ODIN) and our Online Library Resources e resources are a combination of print guides, slideshows, and video tutorials. Dakota College at Bottineau Library search Materials aterials y, October 24th, all computer users will be asked to sign in (including student e using the library's computers. Recreational use of library computers is r. For extended recreational use, access the computers in the Student Center. | LIBRARY Find Books Online Library Resources DCB Digital Library Newspapers LibGuides Britannica Online Government Resources Off-Campus Students Tutor ND Library Info Ask A Librarian | |

This is the main page for Online Library Resources. As you can see, the instructions for offcampus (remote) access are on the page. This includes how to log on. Notice also, the "Ask a *Librarian*" circle. You may click here at any time to connect directly to library email where your question will be answered promptly.

| (| Online Library Resources | LIBRARY |
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| | | Find Books |
| n | ne on-line resources available to Dakota College at Bottineau patrons provide literally nillions of items such as magazine, journal, newspaper, and reference citations-many of which | ONLINE LIBRARY |
| a | re full text articles. These links are to paid subscription databases, thus the content is reliable. | RESOURCES |
| | nstructions for Remote Access: | DCB Digital Library |
| Г р | o access these databases from an off-campus site, you will be required to login. Fo students, lease use your 7-digit EMPL number (without the 'w''). Your password is your last hame | Newspapers |
| E | ixample: | LibGuides |
| L L | ogin: 1234567 | Britannica Online |
| | Other patrons should use their 14-digit barcode assigned by the library. | Government Resources |
| L | ogin: 23122000012345 | Off-Campus Students |
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There are many databases to search on this page. You can find newspaper, magazine and scholarly journal articles here, as well as links to helpful websites, such as Citation Machine. One of our most popular databases is EBSCO Academic Search Premier. To find it, Scroll down that page. You will see "Journals- Magazines" on the left side. Choose EBSCO Academic Search Premier.

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| | Genealogy Journals-Magazines | Ancestry Library On Campus Only North Dakota Department of Health: Public Death Index State Historical Society of North Dakota Bureau of Land Management General Land Office Records (land patents) National Archives U.S. GenWeb Project Ellis Island (passenger lists) Cyndi's List of Genealogy sites Genealogy Tip of the Day EBSCO Academic Search Premier eLibrary Expanded Academic ASAP Master File Premier MegaFILE Student Resources Center-Gold World Digital Library Student Resources in Context | | | | Ш |
| | Newspapers | PROQUEST Newspapers Historic American Newspapers: Chronicling America Online News Links: ND, Regional and National | | | | |
| chroniclingamerica.loc.gov | Nursing - Health | Alternative Health Watch Consumer Health Complete Health Source: Consumer Edition Health Source: Nursing Academic Edition National Institute of Medicine | | | | Ŧ |

Once on the EBSCO site be certain to always select Full Text to be sure that you get the entire article you are seeking.

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Begin searching! **Just a reminder:** If you are accessing materials off-campus, at some point you will be asked to log in. Your log in information is:

Username: This is your student number or EMPL ID. Enter the number only...not the "W". You can find this number on your student ID.

Your password is your last name. Ex: Password: Albertson (not case-sensitive)

As you can see, in addition to EBSCO, there are many other databases available to you. Browse through them when looking for information. Always remember to select Full Text when searching, otherwise you may only gain access to abstracts of articles rather than the entire thing.

And that's it!

If at any time you have questions relating to log in or just finding they type of information you need, click the *Ask a Librarian* icon on our webpage. We are always happy to assist you!

