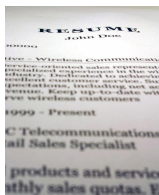


# Resources Available at the Library (Psych/Counseling: Mize)



To begin, go to the Library's web site: <http://www.chabotcollege.edu/Library/>

## Subject Headings

Technology—Sociological Aspects  
Automation  
Labor Supply

Vocational Guidance  
Occupations  
Employment  
Resumes  
Cover Letters

## Subject Headings and Keywords

Re-entry students  
Dropouts—Prevention

Returning students  
Retention

## Library Catalog

Good to find a book that provides more detailed background on your desired profession, however in most cases, the information here is not as up to date. Good to use if you want to do more further detailed study. You may have to search under more broad terms and in some cases, you may have to find a desired, fairly up to date book at [other libraries](#). You locate a book in our collection by its **call number**.

**Searching the Catalog:** This is the best approach when your research need relies you to combine search terms. Make sure **words or phrase** is selected underneath **Search For** and narrow your search down to **Chabot College** if you only want to find books available at Chabot. Combine different terms such as: united states AND iraq or cloning AND religion. . enter your terms with AND in between and then click on .

See [Your Search Strategy](#) for more information on phrasing a search statement.

**Library Subscription Databases:** From the Library home page, select “Magazines, Journal Articles, Newspapers” or go to <http://www.chabotcollege.edu/Library/abby/dblist.html>. —To find articles related to your topic that originally appeared in magazines, journals, and newspapers. Originally published in **print form**, meaning these articles have been screened by editors and other professionals and the information has been determined to be accurate and any opinions have been well backed up and stated by a credentialed expert.

## Mainly Magazines and Journals

### [EbscoHost Academic Search Elite](#)

A multi-subject database, covering the social sciences, humanities, general science, multi-cultural studies, education, and much more! Tutorial available at:

<http://tinyurl.com/58ysq>

Paper tutorial available in last two pages of this handout.

## Mainly Newspapers

### [ProQuest Diversity Databases](#)

Alt-PressWatch, Ethnic NewsWatch, and GenderWatch. Coverage of the alternative, ethnic, and gender newspapers and magazines written by and for their audiences.

Paper handout available to print at <http://tinyurl.com/dgg2v>

### [Lexis-Nexis Academic](#)

A newspapers, company information, and legal database. Search “Quick News Search” for articles from newspapers, magazines, and news transcripts from the last two years.

## Reference Books/Reliable Reference Websites to Career Resources

<b>Occupational Outlook Handbook</b>	Reference Shelves: HF5381.A1 O362 <a href="http://www.bls.gov/oco/">http://www.bls.gov/oco/</a>
<b>Best Jobs for the 21<sup>st</sup> Century</b>	Reference Shelves: HF 5381.15 F37 2004
<b>Career Guide to America's Top Industries</b>	Reference Shelves: HF 5382.5 U5 C315 2004
<b>America's Top 300 Jobs: A Complete Career Handbook</b>	Reference Shelves: HD5724 .A587 2004
<b>Encyclopedia of Careers and Vocational Guidance</b>	Reference Shelves: HF 5831.E52 2003
<b>Occupational Outlook: East Bay</b>	Reference Shelves: HF 5382.5 U5 A43 2003
<b>Career Information Center</b>	Reference Shelves: HF 5382.5 U5 C32
<b>Online Reference Shelf: Employment, Careers, and Study Abroad</b>	<a href="http://tinyurl.com/adps5">http://tinyurl.com/adps5</a>
<b>Librarians' Internet Index: Career Development</b>	<a href="http://tinyurl.com/vc4hw">http://tinyurl.com/vc4hw</a>
<b>Vocational Guidance Journals</b> Look at especially <a href="#">Occupational Outlook Quarterly</a> . Some of these titles are in EbscoHost or another library subscription database.	<a href="http://tinyurl.com/y99uxf">http://tinyurl.com/y99uxf</a>
<b>Encyclopedia of Associations</b> This source lists tens of thousands of associations, including professional organizations.. Each listing gives a short description and includes an address and phone number, along with Web site address.	Reference Shelves: HS17 G33
<b>Statistical Abstract of the United States</b>	Reference Desk: HC202 U58
<b>Online Reference Shelf: College Guides, Grants, and Scholarships</b>	<a href="http://www.chabotcollege.edu/Library/onlineref/college.html">http://www.chabotcollege.edu/Library/onlineref/college.html</a>
<b>Resources By subject</b>	<a href="http://www.chabotcollege.edu/Library/subjectindex/">http://www.chabotcollege.edu/Library/subjectindex/</a>
<b>Internships</b>	Reference Shelves: HD 59.6 U6 I585 2005
<b>Professional Careers Sourcebook</b>	Reference Shelves: HF5382.5.U5 P76 1997
<b>Public WWW Sites Selected by Librarians</b>	<a href="http://tinyurl.com/35nps8">http://tinyurl.com/35nps8</a>

# Searching EbscoHost

First, before searching any database, come up with a search strategy.

For this class assignment, select Academic Search Elite. From the Library home page, go to **Magazine, Journal Articles, Newspapers**. The selection for Academic Search Elite is listed under **All Subjects**.

**ALL SUBJECTS** [Database Descriptions](#)  
**EbscoHost Academic Search Elite**  
[Go directly into the database](#)

## Ebsco Host Search Form

**Databases** state all the databases you are currently searching in EbscoHost

**Enter your search statement(s) after Find.**

**Limit your Results:** Limit to only those articles available online in full-text, or to peer-reviewed (scholarly articles) only or to only one particular magazine or journal title, or limit to a particular date range.

**The fields pull-down menu** (right side of search form) is where you can search your term by selections such as Author, Subject, and Text. "Default Fields" searches Author, Title, Subject Headings, and words in the abstract, but NOT in the text of the article. If you want your terms to search the text of the article, itself, select TX All Text.

Click on **Expanders** to take you to selections that will broaden your search:

Default Fields  
Default Fields  
TX All Text  
AU Author  
TI Title  
SU Subject Terms  
AB Abstract or Author-Supplied Abstract  
KW Author-Supplied Keywords  
GE Geographic Terms  
PE People  
PS Reviews & Products  
CD Company Entity  
IC NANCIS Code or Description  
DN DUNS Number  
TK Ticker Symbol  
SD Journal Name

Expand your search to:  
Also Search Within the Full Text of Articles   
Automatically "And" search terms   
Also search for related words

You can also search by ONE TERM at a time by clicking on **Subjects**. If you get results you do not want, click on **Refine Search** and perform a different search. To view your past searches, click on **Search History**.

By default, results in EbscoHost are listed by date, most recent first. By clicking on the pull down menu on the top right of your results, you can change how you want your results, sorted. Changing your results by relevance may help you in some cases.

Sort by : Date  
Date  
Source  
Author  
Relevance



## Reading the Results List Screen

Title of the article is on the top left and will be a link.

Title of the journal appears after the author's name. **You need to know the name of the journal to view the print copy at the periodicals desk.**

The **Note** field lets you know what years the journal is available in print or microfilm at Chabot, Las Positas and Cal State Hayward libraries

When available, the last line of the citation will let you know what full text formats are available. **Full Page Image** requires Adobe Acrobat in addition to your browser.

After the year and volume number which you should also record, pay attention to the **length of your article by the number of pages. Unless it is a book review, if your article is one page or less, it is usually not useful.**

**Television's World of *Work* in the Nineties.** By: Signorielli, Nancy, Journal of Broadcasting & Electronic Media, Winter2001, Vol. 45 Issue 1, p4, 19p, 7 charts  
**Note:** CHECK-OUT COPIES: Chabot has Winter 1998 to now. Microfilm: Chabot has Winter 1987 - Fall 1998. Cal State Hayward has 1957 to now.  
[Full Page Image](#) [Full Text](#)


## Reading the Top of an Article

When you click on the full record of a result, which should be clicking on the title (NOT the full text icon) you will read information about the article. If you find a really good article and want to find more like it, clicking on links next to Subject(s), Source, or Author(s) may help.



<b>Title:</b>	<b>Bilingual education.</b>
<b>Subject(s) :</b>	<a href="#">EDUCATION, Bilingual</a>
<b>Source :</b>	<a href="#">Phi Delta Kappan</a> , May98, Vol. 79 Issue 9, p672, 6p, 1bw
<b>Author(s) :</b>	<a href="#">Rothstein, Richard</a>
<b>Abstract :</b>	Focuses on the controversy surrounding bilingual education. The arguments of proponents and opponents of bilingual education; The history of bilingual education; The mixed findings on bilingual education.

## EMAILING/PRINTING ARTICLES

### EMAILING An Article

1. Make sure you have the article itself on the screen. Otherwise, you may be emailing yourself a list of citations.
2. Click on the Email button:  [E-mail](#). It is available **on the top of the screen** of each database. On the right are Email buttons as they appear in our many databases
3. You may be asked to make certain selections. If you want full text make sure it is selected and then click on "Submit" or "OK"
4. Enter Email address and then select "Submit" or "OK"

### Printing An Article

1. Make sure you have the article itself on the screen
2. Click on the Print button on the EbscoHost screen: 
3. Make sure Detailed Citation and Abstract and HTML text is available.
4. From your browser, select Print Preview to Preview your print jobs. When done, select print.
5. If what you have is a **PDF file**, you need to click on the Print icon from the Adobe Acrobat toolbar itself, , otherwise you will end up printing a blank page.
6. If you're on campus, you will need to then go to a Go Print station to then use your Go Print card to pay for your print job (ten cents per page). For information on how to Print on campus using the Go Print card, go to <http://tinyurl.com/ydlubk>