

Freshman Seminar/FS100/FS101

Assignment #4 – Finding an electronic reference book using the databases: 15 Points

For this assignment use the bibliographic record from Assignment #1.

1. Using the subject headings on the bibliographic record you have been assigned, you will now find an electronic reference book through a database.

An electronic book is a printed book that has been put into electronic format. All the information you would find in the equivalent printed source is in the electronic source.

To find an electronic reference book on a database go to <http://www.herkimer.edu/>.

- Click on **Library**.
- Click on **DATABASES**.
To access databases on campus click on **INTERNAL ACCESS**.
To access databases off campus click on **OUTSIDE ACCESS**. You will then have to type in your HCCC username and password.
- Click on **GALE VIRTUAL REFERENCE LIBRARY**.

Enter your subject heading in the search box. If you have more than one subject heading choose one. If your subject heading has multiple sub-headings (ex. Forest products industry – Environmental aspects – Tropics) choose the first subject heading (ex. Forest products industry).

Click the search button.

******If no matches come up for your subject heading talk to a Librarian.******
Telephone: 866-0300 Ext. 8394

After the search has been completed a new screen will appear with your results. The result list will show you essays, chapters or sections of electronic reference books related to your subject heading.

Choose one of the electronic book results.

Click on the Full-text link to view the electronic reference book.

Read through the electronic book.

2. Print the citation of the electronic reference book.
Towards the top of the page there is a box titled **Reference** (it looks like the top of a file folder) and in this box there is a small box with **Mark** next to it. Click on this box and a check mark will appear. Above the **Reference** box there is a line of links including **Marked Items**, click on this link. A new page with a citation of the electronic book will appear. Now print the information by clicking on the **Print** link, which is in the same line as the **Marked Items** link. A separate box will pop up, in the **Print Options** area click on the **Citation List**, then scroll to

the bottom and click the print button (if the item doesn't print simply go to the file menu and select the **Print** option).

Please put the assignment into your envelope when you finish and hand all your assignments in together.

For assistance, please speak to a Reference Librarian.

Email: scherercs@herkimer.edu