INTRODUCTION

Welcome to the printed version of the Ridgewater College-Willmar Campus Online Research Tutorial. If you would prefer an audio-visual version, you can access this at http://vserver.ridgewater.edu/library/.

This printed tutorial will introduce you to some of the research tools available to you here at Ridgewater College. As you know, we are all inundated with information – information obesity, if you will. When we perform a search on Google we get an overwhelming amount of low-quality material that is hard to digest and leads to research papers of equally low quality. So we now have to go on an infodiet and the following tutorial will aid you in the “diet.” You are able to quickly and easily obtain credible, academically-sound information by going to the best search engine there is: the Ridgewater College Library Website.

So how do you access this website, this great search engine? You can find it by going to Ridgewater College Website: http://www.ridgewater.edu and choosing Libraries under Current Students then Willmar Campus: http://www.ridgewater.edu/Library/Willmar-Library. On this first page of the library website you will find the usual housekeeping details like hours, staff, contact info, etc. The center of the page leads you to the different types of information you will need in your search for credible sources: books, articles, websites, etc. But how can you start that infodiet?

STEP ONE

Get off-campus access to online resources

The first step needed to access these sources is to obtain a student ID from the Student Senate Office on the second floor of Building A(next to the cafeteria). On the back of this student ID you will find a 14-digit number which is your barcode or library card number. When you access these library subscription databases you will be prompted for this login and your password is your last name in lowercase letters(or the first 8 letters of your last name).

Please call the library office(320/222-7536)or contact us through the Ask Librarian link if you have any questions or are having any difficulties logging on.

Once you have off-campus access you are ready to begin this “diet” by following Step Two below.
STEP TWO

RESEARCH QUICKSTART

This is the shortcut or search engine, if you will, that you should use. By choosing Research Quickstart on the first page of the library website, you can quickly access print as well as non-print resources on the subject you desire. For example, if you want information on cyberlaw, which involves legal issues related to the use of cyberspace/internet, go to Research Quickstart and choose Law Enforcement as your subject.

This service is provided by Ridgewater College

Select a Subject

A-Z or

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Engineering
English
Environmental Science
Geography
Geology
History
Law Enforcement

Submit

Organize your research tasks and manage your time with Assignment Calculator
Look at the choices you have: magazine articles, books, newspapers, websites, etc.
http://research.ridgewater.edu/rqs.phtml?subject_id=25

Contents of this page:

Abstracts & Indexes

• Academic or Scholarly Articles Subject Indexes
• General Indexes to Magazine, Journal & Newspaper Articles

Catalogs

• Catalogs

General Reference Sources

• Biographical Sources
• Dictionaries
• Encyclopedias
• Handbooks and Manuals

Internet Resources

• Electronic Texts
• Gateways & Megasites
• Official Agency and Organization Web Sites

Periodical and Newspaper subscriptions

• News Sources

Statistics and Data

• Statistical Resources

Style Manuals and Writing Guides

• Style Manuals

WWW Resources

• Web Sites
Step Three

FIND ARTICLES

Depending on the topic you are researching, you have to decide if you want recent information or not. If you want current periodical literature, that is, material appearing in magazines or journals, you can choose Abstracts & Indexes. The Academic Search Premier is one of the biggest magazine databases that is available at Ridgewater College and it is suggested you always start with this one. There is a flash video presentation you may wish to consult if you need detailed information on how to use this database: [http://support.ebsco.com/training/flash_videos/ehost2/2.0.htm](http://support.ebsco.com/training/flash_videos/ehost2/2.0.htm).

There are other article databases under the heading Abstracts & Indexes. Be sure to read the description and consult those that pertain to your search.
STEP FOUR

FIND BOOKS

If you wish to obtain books (not recent information) on your subject click on the link called “MnPALS” which is under the Catalogs heading. This is the major book catalog which lists many of the book collections in Minnesota, North Dakota, South Dakota. The default is the Willmar Catalog and it is recommended to search under the keyword default, thus you would type in cyberlaw in the search box. You will find only one record and that has a subject heading: computer networks: law & legislation. Click on that link since that is the valid search term you should be using. The 2 records that appear are those print as well as electronic books that Willmar has in its collection.

You are searching: Willmar Catalog

Basic Keyword or Browse Search

<table>
<thead>
<tr>
<th>Select search type:</th>
<th>Search for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anywhere in Record</td>
<td>cyberlaw</td>
</tr>
<tr>
<td>Keyword Search</td>
<td>lakes</td>
</tr>
<tr>
<td></td>
<td>wild rice</td>
</tr>
<tr>
<td></td>
<td>indian? and minnesota</td>
</tr>
<tr>
<td></td>
<td>film and noir</td>
</tr>
</tbody>
</table>

Library to search: Library/Collection to Search
ACCESSING ELECTRONIC BOOKS

Since you are off-campus you will have to rely on electronic books which can be accessed by linking to the url given after the electronic source heading. The full-text of the book will appear and you can read, search, bookmark, etc. and print up to 15 pages. As a side note, to access e-books off-campus you must have previously set up an account on campus.

Welcome to the RIDGEWATER COLLEGE eContent Collection

eBook Details

Managing Web Usage in the Workplace: A Social, Ethical, and Legal Perspective

by Anandarajan, Murugan, Simmers, Claire

View this eBook

Add to Favorites
Email this Information

Viewing Requirements

Other general reference materials can be found under the General Reference Sources headings followed by Internet Resources such as gateways, official agency websites and organization websites.
STEP FIVE

FIND NEWSPAPERS

Newspaper sources are listed under Periodical and Newspaper Subscriptions. The Ridgewater newspaper link, http://www.ridgewater.edu/Library/Willmar%2DLibrary/newspapers.cfm, will direct you to local and national newspapers. Consult the appropriate link. Proquest Newstand, http://proquest.umi.com.rclwproxy.mnpals.net/pqdweb?RQT=302&cfc=1, is the best database to use for searching national newspaper material since it is a full-text database of some 350 newspapers throughout the country.

STEP SIX

STYLE MANUALS

Style manuals are listed towards the end of the Research Quickstart section for each discipline. Sample citation sheets are included for electronic citations for any style used at Ridgewater. See the Ridgewater College Library Citing Resources link, http://www.ridgewater.edu/Library/citation.cfm.

STEP SEVEN

WEBSITES

The last section of the Research Quickstart includes credible, reliable websites that relate to the subject matter. Use these sites to venture out on the web instead of doing a Google search.
STEP EIGHT

ASSIGNMENT CALCULATOR

There is another part of the Research Quickstart tool called the Assignment Calculator, http://research.ridgewater.edu/assignmentcalc/index.phtml, which provides you with a time line and framework for writing papers. After typing in a due-date, the Assignment Calculator displays a list of tasks needed to be accomplished, the dates on which these tasks need to be completed, and links to tutorials and instruction sheets that can assist you in the process of writing your paper. You are also able to register your email address to receive periodic reminder emails about the progress of your assignment.

This service is provided by Ridgewater College-Willmar Campus

Date you will begin the assignment: 12 - 5 - 2008

Date the assignment is due: - - 2008

Subject area of the assignment: Accounting, Agriculture, Anatomy, Anthropology, Art, Astronomy, Biology

Note: It is not required to enter in a subject area, but you might be surprised by what unique resources Research QuickStart tracks down for you!

Calculate Assignment Schedule!
CONCLUSION

It is hoped that you can now start your infodiet with this brief tutorial and that you will feel more confident in your need to find information for your classes here at Ridgewater College. If you have any problems at all in your information search please do not hesitate to either call the librarian at 320/222-7537 or by emailing using the Ask Librarian button found on all pages of the library website.