

# How to Access Library Resources

Here are is a how to guide for the 4 easiest options to get access to the resources you need.

**1. E-books**

[Here's a Link!](#)

**2. Online Journals & Counselling Videos**

[Online Journal Link](#) & [Counselling Video Link](#)

**3. Holds on our Circulating Materials**

[Catalogue link here.](#)

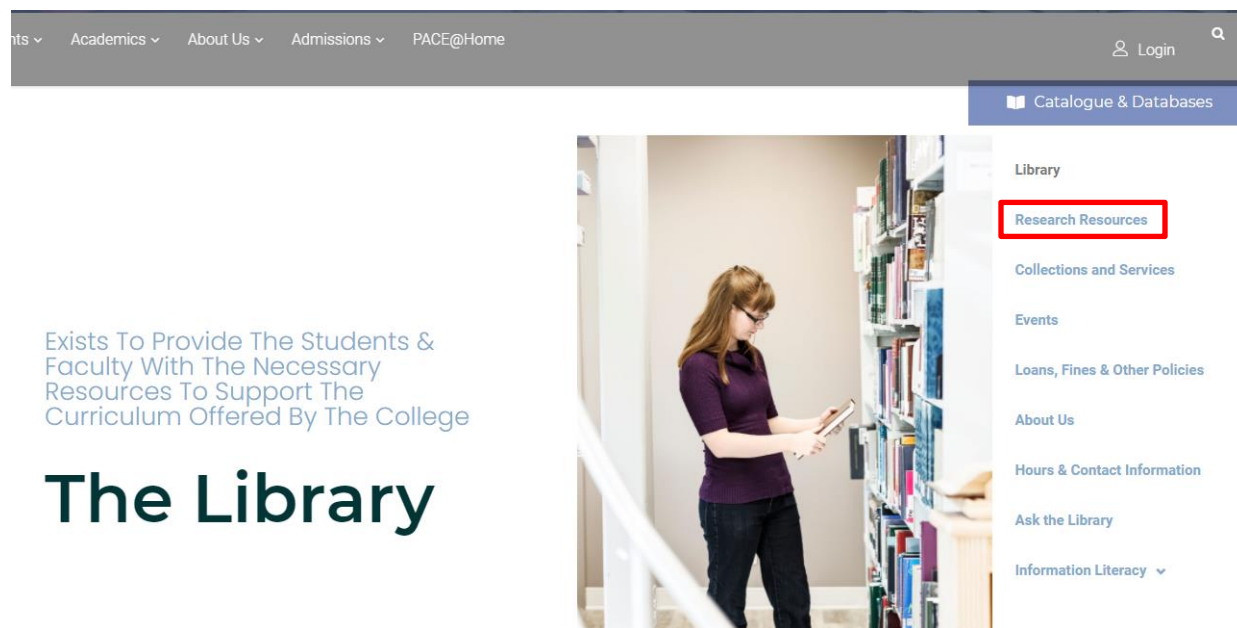
**4. Reference Book Appointments**

Make an appointment with this email: [library@abccampus.ca](mailto:library@abccampus.ca)

## E-books

### Instructions

Our e-books can be accessed most easily from the '[Research Resources](#)' page on the Library Website.






If you click the more information button you'll see a bunch of basic instructions and things you might need to know about e-books. Take a read of them, but I'll go over the really important ones later.



## Resources For You!

[Library Catalogue](#) [eBooks](#) [Online Journals](#)  
[Interlibrary Loans](#) [Lyrics & Chords](#) [Calgary](#)  
[Public Library](#) [Personalized Research Guidance](#)

<h3>Library Catalogue (koha)</h3>  <p><a href="#">Search the Library Catalogue</a></p> <p><a href="#">▶ More Information</a></p>	<h3>eBooks (ebSCOhost)</h3>  <p><a href="#">Search e-Books</a></p> <p><a href="#">▶ More Information</a></p>	<h3>Online Journals</h3>  <p><a href="#">Search the ATLA Religion Database with Serials</a></p> <p><a href="#">▶ More Information</a></p>
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### Login

Next, click on the link that says ‘Search e-books’. That’ll take you to a login page. Your login will be you ABC email address and your PIN will be the last 4 digits of your phone number. If the login DOESN’T look like this picture, you’ve got a broken link. Report it to me and I’ll fix it.



ALBERTA BIBLE COLLEGE

Please enter your Alberta Bible College e-mail address:

Please enter your password (last four digits of your phone number):

### Searching

The next step is searching. Some of the most common resources students need to cite are Bible Dictionaries and Encyclopedias. Keeping things basic, I just typed in ‘dictionary’ in the search bar. That came up with about 40 results, with 10 results on each page (encyclopedia got 16). I’d consider that a pretty reasonable number to scroll through, so I’d look through until I found one that seemed like it was either really related to my topic or a good general resource. Then click on the link (its title). If you do a different search and get way more than 40 results, you can narrow the search using the filters on the left hand side. Or, if you get no results, try removing some of the words from your search. More words create more specific search which can be good or bad depending on what you need.

## Reading

On the left-hand side near the top there should be a link that says 'PDF Full Text' or 'EPUB'. Click on that to open the book. You are now reading it! You can use the Table of Contents (most books have one) to more quickly navigate to where you need to go, but otherwise, it's just like a normal book. And, just like MOST normal books, be aware that only one person can read it at a time. That's why we tend to ask that, once you've found the pages you're interested in, you save the pages using the button at the top, and then close out of the resource so that others can use it. (I just press the back button.)

Learning to use our online resources is a really, REALLY good idea as everything is moving more in that direction, so if you have any troubles, or something still isn't clear, please don't hesitate to ask me to explain. Email [library@abccampus.ca](mailto:library@abccampus.ca).

## Online Journals

### Access Instructions

Our online journals work really similarly to e-books. You can find them starting from the same place (the [Research Resources](#) page) but when you get down to the section this time click on the ATLA link. It's going to ask you to sign in again, and it's the same login information as with the e-books.

The screenshot shows the EBSCOhost search interface. The search term is 'Jonathan, Son of Saul'. The search results page displays a list of articles. A red box highlights the left sidebar, which contains filters for 'Current Search', 'Expanders', 'Limiters', 'Limit To', 'Source Types', 'Subject', 'Publication', and 'Language'. Red arrows point to the 'PDF Full Text' links in the search results.

### Searching/Limiting

Searching is where the biggest difference comes in. Our e-book collection has about 1200 items. Our online journal collection has about 14,000. You can be a lot more specific with your search terms until you find something that is precisely what you want. Feel free to keep changing around your searches, adding or taking away words until you feel comfortable with the amount of results. Remember, you can also use the filters on the sidebar to limit it to more recent articles.

### Reading

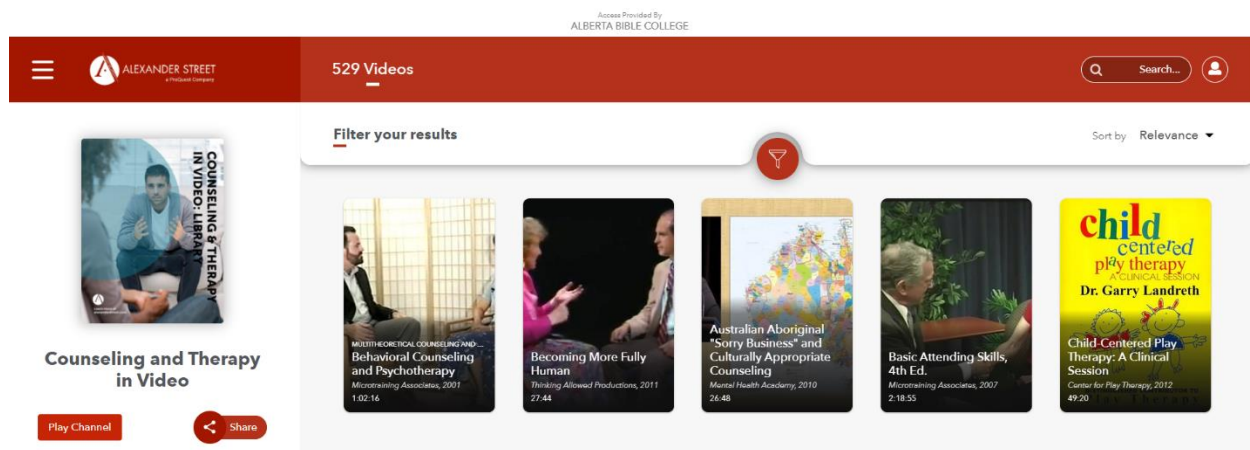
When you've found something, just like e-books, click on the title of the article, and then click on the PDF link on the left hand side.

Of all the resources we have, our online journals are probably the MOST useful. And I'm saying that as a librarian, keeper of books. They are the easiest way to find sources for papers and learning to navigate them well will supremely help your academic career.

# Counseling Videos

## Access Instructions

Counseling videos, beside being a different format, are provided through a different vendor, so accessing them will look a little bit different. To start, use the link on our [Research Resources](#) page, just below the top tier. Login using the same username and PIN as all of our online resources and you should then see a screen that looks like this:



## Searching/Filtering

You can Filter your results by clicking on the 'Filter your Results section'. I suggest taking a look in particular at the 'Content Type' filter. You also have the option to search for key words in the top search bar on the right. This can be very helpful for finding videos specifically relating to the ABC model of Therapy, or other key terms.

Lastly, this collection is small enough that I recommend just scrolling. More videos will load as you scroll down. There's a lot of good stuff in here and some of the videos might spark you imagination!

## Viewing

Clicking on any video will bring up more details about it, such as its length (also visible when you're browsing), description, and authors. To watch a video, click on the preview image on the left side of the details panel and it will open the video in a larger screen.

Most of the options you'll see here are pretty standard for any video in today's day and age, but if you look at the top you can see a 'Transcript' button that will open a written copy of whatever video you're watching, which can be pretty useful!

The easiest way I've found to return to your previous search is to just use your browser's 'back' button.

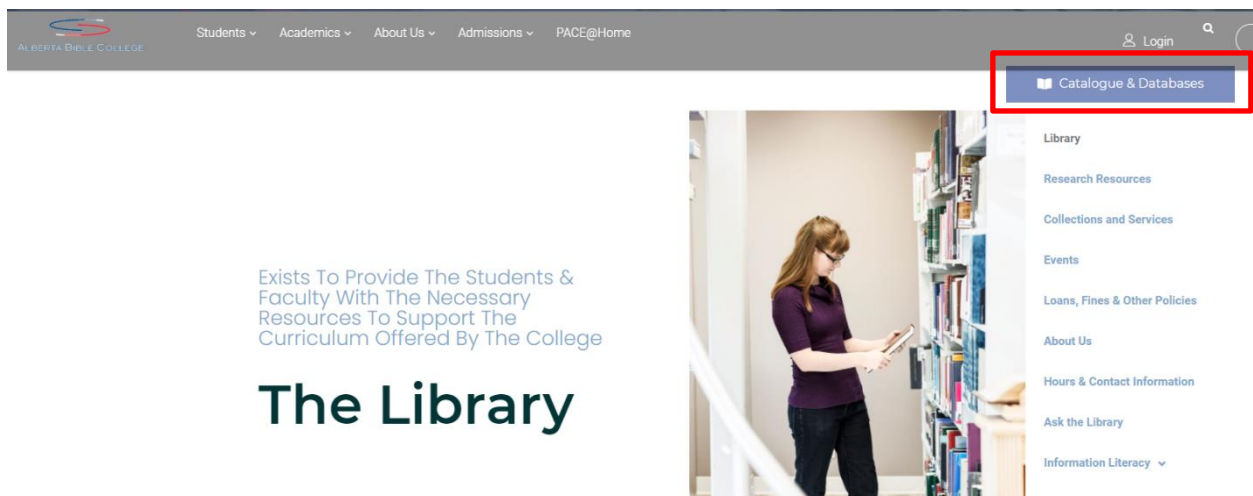
# Hold

Our hold system is a bit odd right now, but we've got a specific 'How To Get a Hold' guide to help you out more if you need it. I'll just run down the basics here.

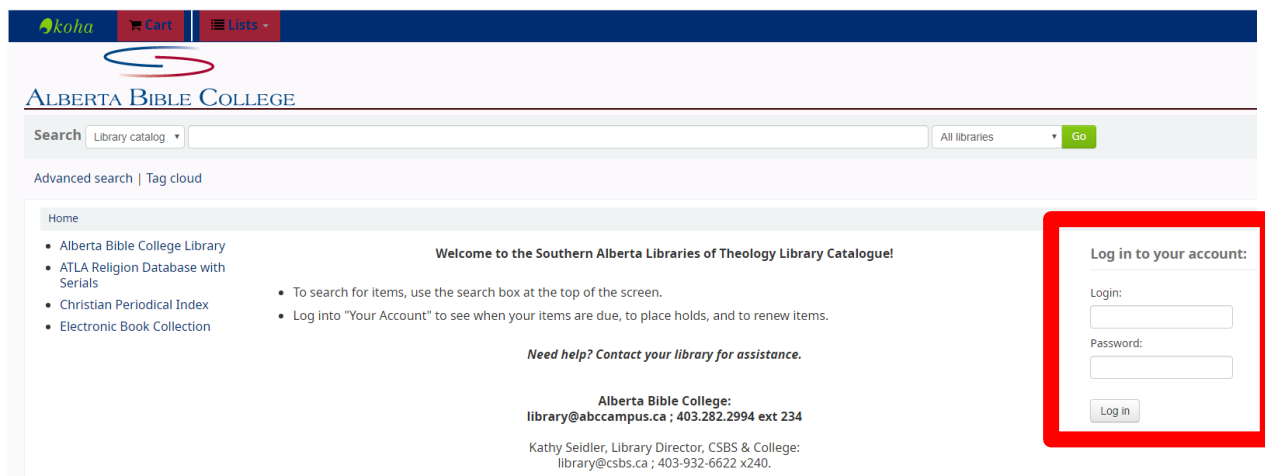
Holds can be placed through the library catalogue on almost any book in ABC's or CSBS's collection.

## Logging in to the Catalogue

You can get to the catalogue by pressing the 'Catalogue & Database' button at the top right hand corner of any page of the library website, or by [just clicking this link here](#).



When you get there you're going to need to log in, this time hiding on the right hand side of the page. I have set ALL student up with a library account, so your username will be your ABC email address and your password is the last 4 digits of your phone number. Email me at [library@abccampus.ca](mailto:library@abccampus.ca) if you have any difficulties.



## Searching


Anyways, you're into the catalogue now. Yay! Next, search for what you want in the top bar. You'll probably get many responses, and you can (again) narrow those down using the sidebar on the left to find what you want. But let me give you a couple of tips of things you should notice.

## Tips and Tricks

1. It automatically sorts alphabetically, not with the most relevant options like the other databases. To change that click the drop down menu on the top right and change it to 'relevant'.
2. At the bottom of each item's record there will be a heading that says 'availability'. Pay attention to that. That'll tell you if it's at ABC or CSBS. If it's at CSBS we can still get it to you (*unless* it's an e-resource, so check for that) but it'll take longer. If you don't want to bother with CSBS items can restrict your search to just ABC items on the left (but their library is much larger than ours).

### Philippians / Stephen E. Fowl.

by Fowl, Stephen E.

Material type:  Text; Format: print ; Literary form: Not fiction

Publisher: Grand Rapids, Mich. : W.B. Eerdmans Pub. Co., c2005

Online access: Contributor biographical information | Publisher description

Availability: **Items available for loan:** Canadian Southern Baptist Seminary & College [Call number: BS 2705.53 .F69 2005] (1).

 Place hold  Add to your cart

3. Also in the availability bar it will tell you the call number of the item and whether it's a reference book. Pay attention to that. You can't put reference books on hold (more information in the next section).

## Placing a Hold Summary


The 'How to Get a Hold' handout should get you through the rest, but a speed version is: Click on the item, then click 'place a hold' on the top right. (If it's not there then you're probably looking at a CSBS e-resource.) That'll trigger me pulling the book off of the shelf.

## Reference Book Appointments

If you find a reference book you want the information from while you're searching the catalogue, email me at [library@abccampus.ca](mailto:library@abccampus.ca). You can still view Reference books on campus in the library like before, but you'll need to set up an appointment with me.


### Paul's Letter to the Philippians / by Gordon D. Fee.

by Fee, Gordon D.

Material type:  Text; Format: print ; Literary form: Not fiction

Publisher: Grand Rapids, Mich. : W.B. Eerdmans Pub. Co., c1995

Availability: **Items available for reference:** Alberta Bible College [Call number: REF 225.77 .N49 v.11] (1), Canadian Southern Baptist Seminary & College [Call number: REF BS 2341.2 .N47 v.11b] (1).

 Add to your cart

