

## Resources Guide

### What to consider when looking for a credible resource:

- ▶ **Who is the author? Is there a team of authors or editors?** Is the author (or organization) an authority on the subject? Is the author considered an expert in the area? Do you see credentials, such as an advanced degree?
- ▶ **Is the website credible?** Check the ending of the URL! URL's that end in .com are usually commercial sites. Websites that end in .org, .gov or .edu are usually credible. Remember Wikipedia can be altered by anyone.
- ▶ **How accurate is the information?** Compare with other sources! Is the information based on facts?
- ▶ **How relevant is the information?** Is the source up to date?
- ▶ **Was the source peer-reviewed?** Peer reviewed is a term you will see when looking at a scholarly journal. When a source is reviewed by other's it essentially rules out unqualified authors and inaccurate or biased sources.

### Where to Look:

#### Databases from Power Library

- ▶ **Go to the start menu on your school computer and click on Power Library or Go to:**  
<https://powerlibrary.org/>
  - Click **HELP ME CHOOSE** or **LIST ALL E-RESOURCES** underneath the yellow word **FIND** at the top
  - Then click on the database you would like to use. Try using Academic OneFile or Ebsco to search by topic or discipline
- ▶ If you are using the desktop short cut, the site should work automatically. If it is not working properly exit out and try again. If it still does not work, or if you are using the link above on a home computer, use the following instructions for full access:
  - Enter your library card number (Any PA public library card number or Power Library number)
  - If you do not have a number, apply for an eCard: Click **get an eCard now!** Then you can access the databases.
    - Fill out the form. Enter your **first and last name, your school email, zipcode: 16729, city: Duke Center**
    - If you do not want to receive updates from Power Library or more information from other libraries, be sure to select **no**
    - Pick a security question, type any 2 numbers, then click register
    - You will then receive an email with your library card number. Save this email and save the library card number
- ▶ **Suggestions for using the databases:**
  - Limit your search by clicking on **advanced search** or by locating the options off to the side of the page. Typically, more options are provided in advanced search.
  - Always make sure **FULL TEXT** is selected (It should already be clicked). In Gale Academic Onefile, you can find this option under Advanced Search. Select **Peer Reviewed** Journals, if required.
  - Limit by **publication date** to meet your research needs. (consider relevancy)
  - Use **Boolean operators** (and, or, not) and different keyword search combinations
  - There are various options that may be helpful: **download, print, send, cite**
- ▶ **Suggestions for using EBSCO**
  - Click **E-Books (EBSCO)** from the list of e-resources
  - Select **choose databases** at the top (or else you will be searching only for E-Books)
  - Select **Academic Search Main Edition** or any other databases you would like to use (Remember to **deselect eBooks** if you are not searching for books)
  - **Limit your results:** Full Text, Scholarly Peer Reviewed, designate a publication date etc.
  - You may also sort your results by relevance, older, newer, author etc.
  - Various options are provided on the left-hand side such as cite and export
- ▶ **If you have no idea what you would like to research, consider the following:** Go to **Academic OneFile**-select an appropriate subject and browse the topics

### Suggested online resource options:

- Google Scholar: <https://scholar.google.com/>
- Education Resources Information Center: <https://eric.ed.gov/>
- Directory of Open Access Journals: <https://doaj.org/>
- Library of Congress: <https://www.loc.gov/>

### Printed & Digital Book sources

#### 1. OE Library Catalog

- Go to **ottoeldred.follettdestiny.com**
- **Bookmark** the link for easy access
- Click **OTTO-ELDRED HIGH SCHOOL LIBRARY**
- **Log-in if preferred: username: oegraduationyearfirstnamelast initial password: oestudentid!**  
(You do not have to log-in to view what is in out catalog, but you may want to log-in to use other features such as marking favorites in destiny discover, making recommendations, viewing your information, and renewing books.)
- Type in what you are looking for. \* Destiny is very particular. Check your spelling. If no results appear. Try different search terms, for example, the search terms 9/11 and September 11th reflect different results.
- Hit enter or narrow your results by clicking **KEYWORD, TITLE, AUTHOR, SUBJECT, or SERIES** (A keyword search and a subject search will also reflect different results.)
- Power Search and Visual Search can also be used to limit your results in different ways. You may use Boolean operators (and, or, not) and keyword search combinations in Power Search. Visual search allows you to search by various categories.
- You may also narrow your results by material type, reading level, or interest level.

#### 2. Destiny Discover Version of OE Library Catalog

- Go to **ottoeldred.follettdestiny.com**
- Click **OTTO-ELDRED HIGH SCHOOL LIBRARY**
- **Log-in**
- Click **Catalog**
- Click **Destiny Discover**- Here you may view recently added books, books by topic, eBooks, and audiobooks in a user-friendly format. You can also search for books by using the search button in the top right-hand corner by your name.
- **Place hold or mark a book as a favorite:** click on the 3 dots in the lower right-hand corner of a book and select hold or add to favorites.
- **Title Preview:** Click on a book cover to see the title preview, you can also place a hold here, select view more details, and give a 1-5 star rating and a written review
- **Return to catalog:** Click on **more**, then **back office**

#### 3. Power Library - Access PA Books- Only request a book if it was not available in our library

- Go to **Power Library**
- Click **BOOKS, MOVIES, and MORE**
- Type in what you are looking for in the keyword box, hit enter
- Select **format** on the left-hand side to limit results. Select what you are looking for; **Book, DVD, eBook, Audiobook, Large Print, etc.**
- If you find a resource you want, click the resource, and click email this item. Email to **awoodruff@ottoeldred.org** and add a personalized message at the top, such as can you order this book for me? Option 2: Click print, write your **name** on the page, and turn it into the library (I must order the book for you. I must have your name.) \* Make sure the source is what you need. For example, is it a book, video, audio cassette, or microfilm?

## Digital Book Sources

- Go to **POWER LIBRARY** then Click **LIST ALL E-RESOURCES**
- Click **EBSCO BOOKS** (Book FLIX is geared towards Elementary School)
- Type in what you are looking for or search by category
- Click on the PDF version, if you want to download the book you will need to create an account

## Suggested Sources for APA, MLA, and more:

- **OWL Purdue:** [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)
- **Citations:**  
<https://www.citationmachine.net/Purdue>  
<https://www.citationmachine.net/>  
<https://www.easybib.com/>

### Cite Fast:

MLA: <https://www.citefast.com/?s=MLA#> **Webpage**

APA: <https://www.citefast.com/?s=APA7#> **Webpage**

This site will save your citations in alphabetical order. You can copy and paste the citations directly into some applications. If this doesn't work, export the citations to WORD then copy and paste the citations to another application.