



How To...:

Not sure what the library has to offer? Here's a list of our resources as well as how to use them.

[Books & More](#) | [Databases](#) | [Pathfinders](#) | [Magazines](#) | [Helpful Cyber-links](#)

[Search Catalog](#) | [Citation](#) | [Turnitin](#)

How to find books and other materials in the library?

Use Destiny ([Library Online Catalog](#)):

Our online catalog has many ways to find the library materials you are looking for. Here you can search for Books/DVDs/VHS/CDs etc which are part of the EHS library collection or the collections of any other school in the district. Here you can also search for authoritative internet sites. (WebPath Express). The Destiny Quest option is also available for visual learners.

Click [here](#) for help on how to search the Online Catalog.

Use [Online Databases](#) & eBooks:

These are Internet resources which the library subscribes to. You will need User IDs and Password information to access them. [Click Here](#) to see this information (to view the page, you will be asked to login. Here you login using your network user id and password). You can access the databases from the [library web page](#) by clicking on Online Databases link. You can search for a database via an alphabetical list or by the list which is organized by subjects. Alphabetical list includes descriptions of all the databases and eBooks. You can also search databases via Destiny using [One Search](#) option.

Use a [Pathfinder](#):

These are resource guides prepared by the library which offer helpful resources for researching specific assignment topics. These guides are prepared based on teacher's request.

Use Magazines:

We subscribe to many periodicals. We keep three years back for most of our subscriptions, some even more. To find the full text periodical articles online, use our online databases.

Cyber-links:

Here you will find many good academic reference sites organized by subject. You can access the [Helpful Cyber-links](#) page from the library web page.

[Back to Top](#)


How to Search in Destiny (Library Catalog)

(To access it from the school desktops click on **Destiny** icon.)

[Login](#) | [Renew](#) | [Search Options](#) | [One Search](#) | [WebPath Express](#) | [Resource list](#) | [Destiny Quest](#) | [Cite](#)



You can access the Library Online Catalog at school or from home. You can access it from the CCSU district page or from the library web page located on the EHS main page. Here you can search the resources in our library collection. Our collection also includes access to internet sites on a topic via [WebPath Express](#). You do not need to login to the catalog to do a search.

How to find help while using the catalog?

Click on How do I...  from the right corner of the catalog screen.

Why to Login?

Logging in will allow you to:

- Access your library account. You will be able to view what books you have checked out and when they are due, as well as any pending hold on your account. (Click on My Info tab to see your account. This tab will appear only after you log in)
- Save a [resource list](#) (a customized list of your search results) for future use.
- **Renew** your books.
 - **Items Out** lists all the books and materials that you currently have checked out. If a due date appears in **red**, that item is overdue.
 - You will be able to renew them from here. Click either  next to the item, or  at the bottom of the list. (You will be able to renew only once. Also only if the book is not on hold for someone and you do not have any overdue fines in your account)

How do I Login?

In order to login to Destiny, you need to use the same user id and password that you use to login to the school network. Make sure you are on the EHS catalog site and not on the district catalog page.

Breadcrumbs:

What are Breadcrumbs?

You can find your way to previously visited pages by using the breadcrumb trail. The breadcrumbs show you where you are and how you got there. They also allow you to go directly back to any of the pages you've already visited.

The current page that you are on (at the end of the trail) is shown in bold.

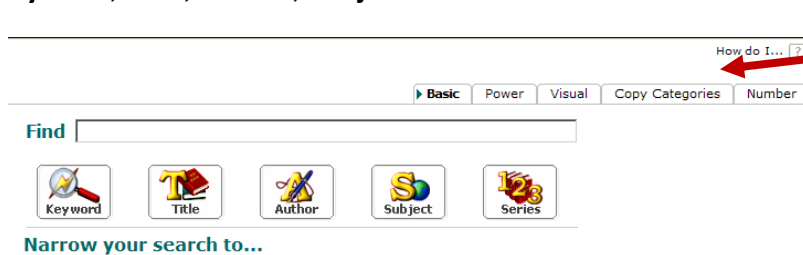
You can find the breadcrumbs on the band under the tabs near the top the page.



How to Search/Search Options?

Choose [Basic Search](#), [Power Search](#), [WebPath Express](#) or [Destiny Quest](#) to search the library Online Catalog. To save your search list to use in future, or to create the citation list for the material, you need to log in first and then search.

Basic Search: Enter a word or a phrase in the find box then click on a search button. Search by **Keyword**, **Title**, **Author**, **Subject** or a **Series**. To find more detailed information on searching more





efficiently click on “How do I... ?” found on the right corner of the basic search screen. Make sure to view Browse options to find more appropriate subject topics.

OR use

Power Search: If you've tried a Basic search and received too many results, or results that were not what you're looking for, the Power search can help.

You'll need to choose the right field and enter a search term. Here you have options to limit or narrow your search. To find more detailed information on Power search click on “How do I... ?” from the right corner of the Power search screen.

Once the catalog displays your search results you can click on [Details](#) to view more information about the book and annotations. The record may also show links to similar items either other books by 03/16/2011 SN

the author or subject. Click on  **Find It** to see these other options. You may also find a link to  **WebPath Express**. For information about [WebPath Express](#) see the next section

Or use



Using One Search:

To search a variety of information sources all at once, enter a word or term and click **One Search**.

One Search finds library materials *and* information from online resources that your library subscribes to, such as encyclopedias, periodicals, databases, and web sites.

Use Power Search option to narrow down your search. In Power Search you will also have option to select the databases that you want to search.

For One Search, your search results page has three tabs, one for library **Titles**, one for **Online Resources**, & one for, **Web Sites (WebPath Express)**.

You can add both library materials and online resources (sites found in databases + WebPath Express) to a Resource List. They appear on separate tabs in the Resource List. From the Resource List you can also create citation for all the listed resources.

OR use

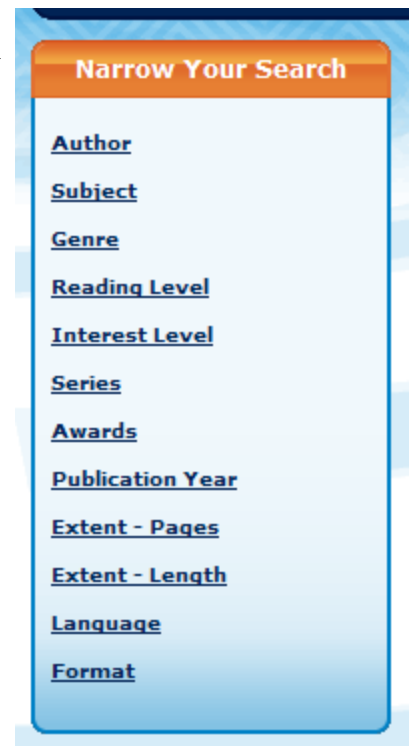
WebPath Express: When you're looking for websites and library materials about a certain subject, the WebPath Express page can help you find the information you need. Searching WebPath Express is similar to searching the library catalog by keyword. You can also use the Browse tab to find your topic.

Your search result offers a list of websites, with descriptions and links, about your subject. Note the two tabs in the upper right corner. On the **Titles** tab, there is a list of the books in your library about your subject.

If you do not get the searches you want then go to Basic or Power search.

OR use

Destiny Quest: This is another way to search the catalog. Enter your search terms at the top and click GO. You can narrow your search by authors, subject, genre, publication year etc. For more help with using Destiny Quest click on Help icon located on the upper right corner of the Destiny Quest screen.



How do you create a resource list?

Once you get a Search Result list, you can create your own customized list by selecting only a few or all the items from the Search Result.

- To add all of the items in the Search Results list to your List, click **Add Page** at the top of the page.
- To add just the ones you are interested in, click **Add to this List** next to each one. Then, to see, edit, and print the List, click Resource Lists on the side menu.
- Once you create the resource list you can also create citation for the items in the list.

How do you create a citation of the resources found in the catalog (Destiny)?

- See notes below for **Destiny** under heading Citation Tools.

[Back to Top](#)

Citation tools:

Web Tools:


- You can use free online sites such as Bibme. <http://www.bibme.org/> OR
- You can use free online sites such as Easybib. <http://www.easybib.com/> OR
- Citation Maker <http://www.openc.k12.or.us/citeintro/citeintro.php?Grd=Sec>

Other Tools:

- To cite a book or other resources found in Destiny (our online catalog), click below on Destiny
- OR create bibliography in Microsoft Office Word 2007. Click below for help.
- OR click below on MLA citation examples.

Destiny: (creating citation of the resources found in the catalog)

- If you need to cite the resources you use when researching a paper, Destiny can help.

You need to create a list of the books that you want to create citation for. When you add items to a Resource List, Destiny automatically creates an MLA-formatted citation using the information from the title's record or the online source. To add books to your list, click  next to each one. Then, to see, edit, and print the List, click **Resource Lists** on the side menu. To view the citation list choose the Create Citation option from the bottom of the list page and click GO. You can copy, print or save the citation.

How to Create Bibliography in Microsoft Office Word 2007:

- Place the cursor where you want to add a citation
- Click on References Tab > from the Citation Group click on > select a Style (MLA or APA) > click on Insert Citation > click Create New > Select the type of material (Book, Website, Film, etc.) > fill out the form (to view all the fields check on "Show all the Bibliography Fields").
- To add more sources repeat the first two steps
- To Edit a source use Manage source command
- To create a bibliography:
 - Place cursor on the last page of the document > click on Bibliography command > Insert Bibliography

Example:

Bureau of Labor Statistics. U.S Department of Labor, Occupational Outlook handbook, 2008-09 Edition. 19 November 2009 <<http://www.bls.gov/oco/ocos049.htm#nature>>.

You can also click on following links to access Microsoft Help on the subject.

- [Add a new citation and source to a document](#)
- [Find a source](#)
- [Edit a citation placeholder](#)
- [Create a bibliography](#)

MLA Citation Examples

Based on the *MLA Handbook for Writers of Research Papers*, 7th ed.

General Rules	Parenthetical Citation	Print Sources	Online Databases	Web Sites	Media/Interviews
-------------------------------	--	-------------------------------	----------------------------------	---------------------------	----------------------------------

General rules:

»» Begin the list on a new page and number each page, continuing the page numbers of the text.

»» Use 1" margins on all sides. Use double spacing for lines. Include your last name and the page number on all pages.

»» Italicize titles of books, magazines, scholarly journals, and web sites. Enclose titles of articles, essays, poems, and short stories in quotation marks.

»» When certain information, such as an author, is missing, skip it and go on to the next part.

»» Single space after all punctuation.

»» Use a shortened form of the publisher's name: "New York: Morrow, 2004" rather than William Morrow & Company. When the publisher has an imprint, ie, Avon Book, published by HarperCollins, use both: Avon-Harper.

»» Indent five spaces or one-half inch after the first line of each entry. Use double line spacing throughout.

»» For pages that are not consecutive, such as newspapers, use a plus sign: "192+." If you have only the starting page number of an article's original print publication, give the number followed by a hyphen, a space, and a period: "192- ."

»» Alphabetize your Works Cited page by author's last name, or, if the author's name is not given, by the first word of the title. Numbers are alphabetized as spelled.

»» If some information is missing, indicate with n. pag. (no pagination), n.p. (no publisher), n.d. (no date).

»» Note the medium of publication: Print, Web, Video, Personal interview, CD, Television, etc.

»» Including URL is optional. If you add a URL, give it immediately following the date of access, a period, and a space. Enclose the the URL in angle brackets < >, and conclude with a period. If a URL must be divided between two lines, break it only after the double slashes or a single slash; do not introduce a hyphen at the break or allow your word processing program to do so.

Parenthetical Citation [MLA 6]

»» All sources cited in the text should be listed in the Works Cited.

»» The author's name may be included in the text and only the page numbers in parentheses. "As Allison asserts (97), the...." Many instructors prefer this method.

»» Alternatively, use the first part of your citation for parenthetical documentation. Usually, that will be the author or authors' last names. Follow with the page number. (Brown and Proper 17).

»» Use as little information as possible while making a unique identification. If there are two books by the same author, you must include part of the title. (Allison, Whatever 97).

»» When you are quoting person A in who was quoted in person B's essay, your parenthetical reference should acknowledge that: Allison believes such and such (qtd. in Brown and Proper 256).

»» If you have no page numbers, it usually flows better to include an indirect reference in the text. "According to Allison, the..."

[Back to Top](#)

PRINT SOURCES

[Books](#) | [Encyclopedias](#) | [Periodicals](#)

Books:

Author. "Title of Article." <i>Book Title</i> . Editor. Edition. Volume. Place of Publication: Publisher, Date. Pages. Medium of Publication.

Book with One Author [MLA 5.5.2]

Hoover, John. *Time Management: Set Priorities to Get the Right Things Done*. New York: Collins, 2007. Print.

Two or Three Authors [MLA 5.5.4]

Brown, Nathan, and Sheryle A. Proper. *The Everything Paying for College Book*. Avon: Adams, 2005. Print.

An Editor [MLA 5.5.10]

Vecchione, Patrice, ed. *Faith and Doubt: An Anthology of Poems*. New York: Holt, 2007. Print.

Encyclopedias:

An Article in a Reference Book: Specialized Work [MLA 5.5.7]

"Stepmothers." *The Greenwood Encyclopedia of Folktales and Fairy Tales*. Ed. Donald Haase. Vol. 3. Westport: Greenwood, 2008. Print.

An Article in a Reference Book: Encyclopedia Article, Signed [MLA 5.5.7]

Epps, Helen H. "Textiles." *World Book Encyclopedia*. 2003 ed. Print.

An Article in a Reference Book: Dictionary or Encyclopedia Article, Unsigned [MLA 5.5.7]

"Onomatopoeia." Entry 1. *Merriam-Webster's Collegiate Dictionary*. 11th ed. 2003. Print.

Periodicals/ Journals/Newspapers:

Author. "Article Title." <i>Journal Title</i> Complete date: pages. Medium of Publication.
--

Article from a Weekly Magazine and Weekly News Service [MLA 5.4.6]

Kluger, Jeffrey. "Why We Love." *Time* 28 Jan. 2008: 55-60. Print.

Article from a Monthly Magazine [MLA 5.4.6]

Hitchens, Christopher. "A Breath of Dust." *Atlantic Monthly* July-Aug. 2005: 142-46. Print.

Article in a Scholarly Journal [MLA 5.4.2]

Warner, Megan B., et al. "The Longitudinal Relationship of Personality Traits and Disorders." *Journal of Abnormal Psychology* 113.2 (2004): 217-27. Print.

Newspaper Article [MLA 5.4.5]

[Back to Top](#)

Feder, Barnaby J. "For Job Seekers, a Toll-Free Gift of Expert Advice." *New York Times* 22 Mar. 1994, late ed.: A1+. Print

ONLINE DATABASES:

Author. "Article Title." <i>Journal Title</i> Complete Date: Pages. Medium of Publication. Date of Access. <URL Optional>
--

Weekly or Biweekly Magazine in an Online Database [MLA 5.6.4]

Clemmitt, Marcia. "Student Aid." CQ Researcher 25 Jan. 2008: 73-96. CQ Researcher Online. Web. 2 Feb. 2008. <URL address if required by your teacher>

Newspaper in an Online Database [MLA 5.6.4]

Lieber, Ron. "In China, G.M. Stands as a Powerful Player." New York Times 22 Apr. 2009, late ed. (East Coast):

B1. ProQuest Newspapers. Web. 8 June 2009. <URL address if required by your teacher>

Book Article in an Online Database [MLA 5.6.4 and 5.5.7]

Hardy, Sarah Madson. "Recitatif." Short Stories for Students. Gale Group, 1999. N. pag. Literature Resource Center. Web. 29 Apr. 2008. <URL address if required by your teacher>

E-Books [MLA 5.6.2c]

Sweet, William. Kicking the Carbon Habit: Global Warming and the Case for Renewable and Nuclear Energy.

New York: Columbia UP, 2006. NetLibrary. Web. 14 Sept. 2007. <URL address if required by your teacher>.

Scholarly Journal in an Online Database [MLA 5.6.4]

Author. "Article Title." <i>Journal Title</i> Volume.Issue (Year): Pages. Medium of Publication. Date of Access. <URL Optional>

Massaro, John. "Press Box Propoganda? The Cold War and Sports Illustrated 1956." *Journal of American Culture* (2003): 361-70. Academic Search Complete. Web. 23 Jan. 2008. <URL address if required by your teacher>.

WEB SITES

Author. "Title of Article." Web Site. Editor. Site Publisher or N.p., Date of Publication or n.d. Medium of Publication (Web). Date of access. <URL optional>.
--

Work Cited only on the Web, with URL [MLA 5.6.1]

Lye, John. "Some Notes on Realism." Dept. of English Language and Literature, Brock U. 22 Apr. 2008. Web. 25 Aug. 2009. <<http://www.brocku.ca/english/courses/2F55/realism.php>>.

[Back to Top](#)

Author, no publication date [MLA 5.6.2b]

03/16/2011 SN

Mazer, Cary M. *Bernard Shaw: A Brief Biography*. Dept. of English, U of Pennsylvania, n.d. Web. 16 Sept. 2007. <URL address if required by your teacher>

Title, No Author [MLA 5.6.2b]

"Parenting Corner Q&A: Immunizations." *American Academy of Pediatrics*. Amer. Acad. of Pediatrics, Feb.

2009. Web. 4 June 2009. <URL address if required by your teacher>

Online Periodical [MLA 5.6.2b]

Sarnoff, Nancy. "Web's Role in House Hunt Grows." *Chron.com*. Houston Chronicle, 1 Dec. 2007. Web. 18 Feb. 2008. <URL address if required by your teacher>

Online Government Publication [MLA 5.5.20]

(Note: This includes *Occupational Outlook*.)

United States. Congress. Congressional Budget Office. *Nuclear Power's Role in Generating Electricity*. By Justin

Robert Falk. Washington: GPO, 2008. Web. 22 May 2009. <URL address if required by your teacher>

Online Video [MLA 5.6.2b]

Bradley, Becky. "The Sun Also Rises: Hemingway in Spain." *The Sun Also Rises*. Lone Star College-Kingwood

Library. Video. April 2007. Web. 17 Jan. 2008. <URL address if required by your teacher>

Online Video with Publication Data for Another Medium [MLA 5.6.2d]

The Great Information Exchange. 13 Feb. 2008. Freedom Museum. *YouTube*. Web. 2 June 2009. <URL address if required by your teacher>

MEDIA and INTERVIEWS

Personal Interview [MLA 5.7.7]

Persson, Katherine. Personal interview. 11 Aug. 2009.

Film or Video Recording [MLA 5.7.3]

(Note: Start with the information you want to emphasize - title, performer, director or author.)

Patton. Dir. Franklin J. Schaffner. Perf. George C. Scott. 1970. 20th Century Fox, 2006. DVD.

Scott, George C., Perf. *Patton*. Dir. Franklin J. Schaffner. 1970. 20th Century Fox, 2006. DVD.

Sound Recording [MLA 5.7.2]

Streep, Meryl. "The Winner Takes It All." By Benny Anderson and Björn Ulvaeus. *Mamma Mia! The Movie Sound Track Featuring the Songs of Abba*. Decca, 2008. CD.

03/16/2011 SN

Visual Art. In a Museum. [MLA 5.7.6]

Exekias. *The Suicide of Ajax*. c. 540 BCE. Ceramic. Chateâu-Musée, Boulogne-sur-Mer.

Visual Art. In a Book. [MLA 5.7.6]

Exekias. *The Suicide of Ajax*. c. 540 BCE. Chateâu-Musée, Boulogne-sur-Mer. *Art History*. By Marilyn Stokstad.

New York: Abrams, 1995. Plate 5-29. Print

[Back to Top](#)

Turnitin

Turnitin is an academic plagiarism detector, utilized by teachers and students to avoid plagiarism and ensure academic integrity.

[Students](#) | [Teachers](#)

Helpful Steps When Using Turn It In



Students:

How to submit a paper for a class?

If you've used Turn-it-in before, you can use the same ID and password that you created. Your account will show all your classes and papers.

To create account for the first time:

Step 1: If you want to submit a paper you must be enrolled in a class. To enroll in a class, you must have a **class ID** and an **enrollment password** that is given by your teacher.

Step 2: Go to Turn-it-in & create account /profile using the class id and password.

Step 3: Your page will show your class and click on the class

Step 4: Click the Submit button next to your assignment to submit your paper.

Click on the following link for more help.

http://turnitin.com/resources/documentation/turnitin/training/en_us/guide_student_en_us.pdf

Click on the following link for more helpful articles. <http://turnitin.com/static/helpCenter/hcStudents.php>



Teachers:

We now subscribe to updated version of Turnitin software package. With new update you can activate the features that will allow you to digitally grade and send feedback on student's paper, and automated feedback on grammar. See below for more details.

New package includes: (excerpts from Turnitin page)

ORIGINALITYCHECK

Ensures original work by checking submitted papers against 14 billion web pages, 150 million student papers and leading library databases and publications. [Learn More](#)

GRADEMARK (NEW)

Saves time and improves feedback through online grading where standard and customized marks appear directly on the student's paper. [Learn More](#)

- **E-rater Grammar Tool:** ETS® e-rater® grammar tool is now available within GradeMark. The e-rater grammar tool delivers automated feedback on grammar, style, mechanics, usage and spelling, saving instructors time while providing them with more effective feedback on the student writing process.
- **GRAMMAR HANDBOOKS WITH ELL SUPPORT:**
Students can view their marks and access grade-appropriate grammar handbooks that offer feedback in ten languages.*

PEERMARK (NEW)

Engages students in the writing process by providing structured, anonymous feedback of other student's written work. [Learn More](#)

SAVE TIME WITH 'CLASS COPY' (NEW)

Have a Turnitin class you want to reuse this term? The new Class Copy feature allows you to copy a class from one term to the next. This new feature saves you time by copying all assignments, associated rubrics as well as instructor-created discussion topics into your new class.

Training for all the products is available online. <https://turnitin.com/static/training/instructor.php>

How to create a class (for teachers only):

If you've used Turn-it-in before, you can use the same user id and password that you created. Your account will show all your classes & assignments.

If you want your students to submit a paper you need to create an account

Step 1: To create an account you will need to use School Id and Password information. Contact the library at 857-7000 ext.1205 for user id & password information.

Click on the following link for more help.

http://turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf

Click on the following link for more helpful articles.

<http://turnitin.com/static/helpCenter/hcInst.php>

[Books & More](#) | [Databases](#) | [Pathfinders](#) | [Magazines](#) | [Helpful Cyber-links](#) |

[Search Catalog](#) | [Citation](#) | [Turnitin](#)

[Back to Top](#)