

All About Library Services and Resources at Cambridge College

Library Services and resources at Cambridge College for registered students, current faculty and staff include

- Cambridge College Online Library
- Use and borrowing privileges at Gutman Library at the Harvard Graduate School of Education, Cambridge, MA
- Instructional Materials including online tutorials for all databases
- Faculty and staff training
- Student instruction provided within coursework and by Academic Support Center tutors
- Research, Writing, and Reading Skills Resources
- English as Second or Foreign Language Resources
- Research By Subject Area Resources in CCOL and Web for all programs of study
- Information Literacy Resources

Cambridge College Online Library (CCOL) provides

- 24/7/365 “Chat with a Live Librarian!” online chat live reference service and research instruction
- *Ebrary Electronic Books*: more than 116,000 full-text academic books in all subject areas, with tools for color coding notes, saving notes, and text-to-speech
- *Books 24x7 eBooks*: 37,900+ recent books and 1000+ videos in all subject areas
- *PsycBooks*: more than 3,000 full-text psychology and counseling books from APA
- *How to Use CCOL Handbook* and other self-instructional materials
- Instruction for integration with Zotero online reference citation building tool
- Research Databases: convenient access to millions of full-text articles and books from scholarly and other periodicals including:

Information, including descriptions (condensed here) supplied by database vendors as of April, 2014:

Database	Description	Total Indexed	Total Full-Text
Academic Search Premier	World's largest scholarly, multi-disciplinary full text database. Covers nearly every area of academic study.	8600 journals	4600 journals
AHFS Consumer Medication Information	AHFS Consumer Medication Information is a trusted source and recognized standard for patient drug information, available in both English and Spanish, published by the American Society of Health-System Pharmacists.	1000 + Monograph	1000+ drug information monographs
Allied Health & Nursing eBooks	Full-text books in these and a few other areas, accessed in the MyiLibrary interface. Access: on the CCOL homepage, in <i>Direct to Databases</i> , click Allied Health & Nursing eBooks.	187 books	187 books

Database	Description	Total Indexed	Total Full-Text
Books 24x7 eBooks	Books and videos on management and other largely social sciences topics. Access: on the CCOL homepage, in <i>Direct to Databases</i> , click <i>Books 24x7 eBooks</i> .	37,900+ books and 1000+ videos	37,900+ books and 1000+ videos
Business Source Premier	This is the industry's most used business research database. Coverage includes virtually all subject areas related to business. Additional full-text, non-journal content includes market research reports, industry reports, country reports, company profiles and SWOT analyses.	2300 journals	2300 Journals plus non-journal reports, etc.
CINAHL with Full-text	World's most comprehensive source of full text for nursing & allied health journals.	3000 journals	603 Journals
Ebrary Electronic Books	Highly interactive full text eBook database that covers all academic subject areas. It features a growing collection of premium titles, reference works, and digital maps unavailable in any of the individual subject databases.	116,000+ books	116,000+ books Maps
Education Research Complete	Definitive online resource for education research. Topics covered include all levels of education.	2400 Journals 550 books	1400 journals 550 books & monographs
ERIC	U.S. government's Educational Resource Information Center provides education related documents, including 2200 research digests.	1,300,000 records	323,000 documents
<i>GreenFILE</i>	Covers all aspects of human impact to the environment. Scholarly, government and general-interest titles include content on global warming, green building, pollution, and more.	538,000 records	5800 records.
Health Source: Nursing Academic Edition	Provides scholarly full text journals focusing on many medical disciplines. Includes <i>Lexi-PAL Drug Guide</i> .	850 Journals	550 journals
Humanities International Complete	Includes all data from <i>Humanities International Index</i> , plus unique full text content, much of which is not found in other databases.	2300 Journals	1200 Journals
JOPERD: Journal of Physical Education, Recreation and Dance	Current issue and archive of past issues.	1 journal	1 journal
Journal for Research in Mathematics Education	Current issue and archive going back at least ten years.	1 journal	1 journal

Database	Description	Total Indexed	Total Full-Text
Journal of Cases in Educational Leadership	Contains peer-reviewed cases appropriate for use in programs that prepare educational leaders, on relevant and timely issues.	1 journal	1 journal
Journal of School Nursing	Bi-monthly peer-reviewed forum for improving the health of school children and the school community. The <i>JOSN</i> includes original research, research reviews, evidenced-based innovations in clinical practice or policy, and more.	1 journal	1 journal
LISTA Library, Information Science & Technology Abstracts	Indexes journals, books, research reports and proceedings.	560 Journals	
Massachusetts Library System Databases (<i>Find More Articles and Books – Massachusetts Only</i>)	This link on the CCOL homepage takes you conveniently to thirty-two databases in various subject areas, including current full-text New York Times, business, education, health, hospitality, criminal justice, and much more. See further details in this handbook, section “Search the additional databases not in EBSCOHost.” If you do not live in Massachusetts, on the CCOL homepage please click <i>Find More Articles and Books – All Other States</i> , and then click <i>See what online databases your public library provides</i> . Every state provides an array of free databases!		
MEDLINE with Full-text	Definitive research tool for medical literature.	4800 Journals	1470 Journals
Mental Measurements Yearbook with Tests in Print	Guide to evaluation of test products in psychology, education, business, and leadership from Volume 9 to present. Tests in Print is a bibliography to all known commercially available tests that are currently in print in the English language.	3000 test instrument guides	7000 reviews
MyiLibrary	Full-text online books added by instructor request, and also the interface for reading <i>Allied Health & Nursing eBooks</i> database.	2 books	2 books
<i>National Criminal Justice Reference Service Abstracts</i>	Covers law enforcement and criminal justice, including books, government reports, research reports, and unpublished research. Contains summaries of the more than 210,000 criminal justice, juvenile justice, and substance abuse resources.	200,000 summaries	12 journals - core content 189 Journals - Selected content

Database	Description	Total Indexed	Total Full-Text
Newspaper Source	Cover-to-cover full text for U.S. & international newspapers, and selective full text for regional U.S. newspapers. In addition, full text television & radio news transcripts are also provided.	429 Newspapers	40 newspapers 389 Newspapers (selected content)
OCENET Oceano Universitas	Spanish-language only. Content specific to all Spanish-speaking countries. Its broad database contains information on all areas of human knowledge.	191,000 articles	191,000 articles 40,000 images and graphics
OmniFile Full Text Select (H.W. Wilson)	Essential material for learning and research across the disciplines. Full-text articles are available from approximately 2,700 publications, many peer-reviewed. Especially strong in education and psychology.	2700 journals	2700 journals
Proquest Dissertations & Theses Abstracts	Catalogs doctoral dissertations and master's theses, from 1861. Thousands more added yearly. This database is abstracts only. For full-text, go to Gutman Library in Cambridge, or ask your local academic libraries if they have the full-text database and if it is open to the public. Full-text can also be purchased through this site.	2,400,000 dissertations	
PsycArticles	From the American Psychological Association (APA), contains articles from all journals published by the APA and some from subsidiaries, 1894 to present. Complete access to the full text of more than 80 landmark journals in behavioral science and related fields ranging from education, to nursing, to business, to neuroscience.	80 journals	80 journals
PsycBooks	Full-text database of scholarly and professional books published by APA, including recent books in psychological and behavioral science, plus a substantial backfile of classic and historic works. Includes the <i>Encyclopedia of Psychology</i> .	3,500 books	3,500 books
PsycExtra	Combines bibliographic records with full-text professional and lay-audience literature such as legal testimony and amicus briefs, reports, videos conference materials, popular magazines, factsheets, grants, government reports, consumer brochures, and web materials. Premier resource for cutting-edge research and practice in the behavioral and social sciences and an archive of gray literature documenting psychology's development.	200,000 Records not in any other APA database	Unspecified number Videos

Database	Description	Total Indexed	Total Full-Text
PsycInfo	PsycINFO® is an expansive abstracting and indexing database with more than 3 million records devoted to peer-reviewed literature in the behavioral sciences and mental health, making it an ideal discovery and linking tool for scholarly research in a host of disciplines. Provides abstracts of scholarly journal articles, book chapters, books, and dissertations. It is the largest resource devoted to peer-reviewed literature in behavioral science and mental health, and also includes information about the psychological aspects of related fields.	3 million + records	
Regional Business News	<i>Regional Business News</i> provides full text for nearly 100 regional U.S. and Canadian business publications (including titles from Crain Communications).	80 periodicals	80 Periodicals
<i>Research Starters – Business</i>	Comprehensive summaries of discipline-specific topics help students to grasp the broad outlines of a subject, realize its real world applications, critically engage it, and locate sources for advanced research. Links to top articles from the relevant <i>EBSCOHost</i> database(s).	Info not available	
<i>Research Starters – Education</i>	Comprehensive summaries of discipline-specific topics help students to grasp the broad outlines of a subject, realize its real world applications, critically engage it, and locate sources for advanced research Links to top articles from the relevant <i>EBSCOHost</i> database(s).	Info not available	
<i>SocIndex with Full Text</i>	The world's most comprehensive and highest quality sociology research database. Includes a 20,000+ term sociological thesaurus designed by subject experts and expert lexicographers.	2,100,000 + records 4650 journals 850 books 16,800 conference papers	860 journals 850 books and monographs 16,800 conference papers

Estimated Total Holdings of Cambridge College Online Library

Type	TOTAL Citations or Indexing	TOTAL Full-text
Journals and periodicals	32,851	15,041
Dissertations	2.4 million	
Books	158,989+	158,989+
Test instrument guides	3,000	7,000 reviews
Records	7 million	5,800
Monographs	1000	1000
Summaries	200,000	200,000
Articles	191,000	191,000
Documents	323,000	323,000
Images	40,000	40,000
conference papers	16,800	16,800
Videos	1,000+	1,000+

NOTES:

- Total numbers are the minimum. Vendors usually add more over time
- There is duplication of journal holdings across databases, leading to higher total numbers
- Information supplied by database vendors as of April 4, 2014 on the *.EBSCOHost* "Choose Databases" page. This information is not always as current as individual vendors supply on their websites
- All the EBSCOHost databases are linked so that when you search with the search boxes, if there is full text in any database, it will come up. Use "Search for All Subjects" search box for the most full text results
- Many citation-only results link directly to lists of local libraries which have the item in full-text print, via WorldCat

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**CCOL Instructions, Research Help, Writing/Reading Help,
Research by Subject Area, Traditional Libraries, ESL/EFL Help
and More –
*just click from the CCOL home page***

The screenshot shows the Cambridge College CCOL Home Page. At the top left is the Cambridge College logo. To the right, it says 'Home Page' and 'CAMSTUDENT | PROFILE | LOG OUT'. A large red arrow points from the left towards the navigation menu. The navigation menu includes: Home Page, CCOL Instructions, Research Help, Writing/Reading Help, ESL/EFL Help, Traditional Libraries, Reference Tools, Contact Technical Support, and Give Your Opinion of CCOL. The main content area is titled 'Search Cambridge College Journal and Book Databases' and features five search boxes: 'Search for ALL subjects', 'Search for Education', 'Search for Management', 'Search for Medical', and 'Search for Counseling/Psychology'. Below these are two sections: 'Research by Subject Help' with a list of subjects (Education, Management, Undergraduate, Counseling/Psychology, Medical and Science, Additional Subjects) and 'Instructions' with links to 'How to Use CCOL Handbook', 'CCOL Instruction Slide Show', 'Tutorials for each database', 'Instructions in Other Languages', and 'FAQs'.

These convenient pages provide:

- ◆ **Research By Subject Help:** Research resources for all our programs of study
- ◆ **CCOL Instructions:** Instructions for using CCOL and tutorials for all databases
- ◆ **Research Help:** Tutorials for writing, reading, research methods, more
- ◆ **Writing/ Reading Help:** APA style instructions, reading scholarly articles help, writing research papers help, ILP/IRP help, literature review help, avoid plagiarism tutorial
- ◆ **ESL/EFL Help:** English as Foreign Language tools in CCOL and online, dictionaries, online translators
- ◆ **Traditional Libraries:** Info for each campus site. Search more databases through your local library!
- ◆ Much more!

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Instruction for Students

- When using the Cambridge College Online Library, click “Chat with a Live Librarian!” from the CCOL home page. A live online librarian is available 24/7/365 to help you search using online chat
- *How to Use Cambridge College Online Library Handbook* on CCOL home page in the *Instructions* box
- Tutorials for each database: from the left menu of CCOL home page, click *CCOL Instructions*
- See an Academic Support Center writing tutor for individual instruction, if available at your campus site. For more info go to <http://www.cambridgecollege.edu/academic-support-services>
- Proseminar Advisors or undergraduate LRN instructors provide live instruction in class and ongoing support
- Additional group instruction provided at some campus sites
- If you are in a writing class, ask your instructor

Training for Faculty and Staff

- *Faculty Library Handbook* covers all basic information
- “Library & Research Resources News” sent every term to faculty and staff mailing lists
- Occasional emails of instruction and/or resources
- Live group instruction at some campus sites
- Live online/telephone instruction available on request from library@cambridgecollege.edu
- Faculty Only: To see all faculty library materials on demand: log into MyCC; click *Academic Resources* tab; from left menu click *Faculty Library Info*

Your input is welcome: If you would like to suggest a periodical, database, instructional handout, subject area handout, instructional session, or any other service or resource, please contact library@cambridgecollege.edu

Library Strategic Planning Committee, a group of senior administrators and representatives from each school, meets three times each year to review resources and services, set policies, and do strategic planning. Contact Maida Tilchen at library@cambridgecollege.edu to make requests, ask questions, etc.