Library Website

To discover what the library has to offer you, go to the library website at: library.vcc.ca. The website provides information on library resources and how to do research.

At the very top, you can login to “myVCC” as well as your library account. You can check the library’s presence on social media through the Facebook, Twitter and Instagram icons as well as connect to the library’s YouTube channel. The white lettered tab menu along the top is clickable and have drop down menus offering more choices. For instance, the library hours can be found under the “About Us” category.

Searching for books, DVDs & More

On the library’s main web page, you will see a Search box. This search box initiates a keyword search on library materials.

Try searching the term: patient care and review the result list returned from the search.

1. How many items were found? _____________
2. When you click on the Limit to Books, CDs & DVDs, how many results do you have? _____________
3. What happens when you change your term search to “patient care” in quotes? __________________________________________
Concept or “Phrase” Searching

When you place quotation marks around words, you are telling the search engine to search your words as a phrase. In this type of search, the computer search will look for where these words appear adjacent or very close to each other.

Advanced Searching

When searching multiple concepts or keywords, consider using the Advanced Search option.

You can put a term in each search box and you can use the plus sign to add more search boxes. You can leave the Select a Field (optional) as it is or you can choose to search a specific field like: TX (All text) or SU (Subject terms) or AB (Abstract). Try without making this change to see how high a result set you get and then use other possible filters available on the left side of your screen of your results page.

Let’s do a search on this topic: infection control in long term care facilities.

First, identify the key concepts for this topic.

Key concepts ___________________________ _______________________________

What other possible terms could be used that are similar in meaning?
Using the selected key concepts, let’s launch an Advanced Search.

**Advanced Searching – Applying Filters**

After initiating a search, the results are displayed. On the left-hand side of the web page are filters or limits that you can use to refine your results. It is also a way to reduce the number of results retrieved and make it more relevant to your specific topic.

A limit to consider is the publication date. Most instructors would like you to find resources from the last 5 to 10 years depending on the topic being searched.

Another useful limit is language. By using this limit, you can focus on only articles written in English.

Subject can pick out of your result list the items that focus on the topic content you are seeking. Click Show more to see the full list of terms available and used in the result list. To sort the list, click Name at the top and it will sort the list alphabetically.
When you have finished selecting the terms you want to focus in on, click the update button and then review your results.

You will notice that the number of resources has decreased. When you look at the Current Search on the top left of the screen, you will see a listing of all the limits you have used in this search. If ever you wish to increase the number of results, you can remove any of the limits you have used by clicking on the x beside the limit.

**Choosing resources to search**

From the library home page, [https://library.vcc.ca](https://library.vcc.ca), select the second tab labelled Article & Resources by Subject.
Use the inverted arrow to see the list of subjects available and select Health. Click the Go button to see a list of recommended library guides and health related databases come up on your screen.

Select the guide **Health Care Assistant**.
This Library guide lists the Top 5 hat are used in your program as well as other useful resources. For instance, in Health Sciences, there are a number of difficult to pronounce words and if you need assistance with it, check out the pronunciation feature in the Merck Manual Consumer Edition.

Under the Articles & Journals tab in this guide, you will find recommended library databases that you can search. In order to decide on whether to use an article that you have found for one of your assignments, use the Evaluating Articles checklist.

The VCC Library Titles tab draws your attention to available ebooks and books on topics you will be covering in your program as well as links to streaming videos.
You can click on any title to get more information about it. You can choose to read an ebook online, skip to a specific chapter in the book from the contents listing and email an entire chapter to yourself to read later if you wish. You can select to read the PDF Full Text version or the EPUB Full Text.

Once you click on the selected icon, the ebook comes up for you to read.

When you have selected a section that you want to email to yourself, click the icon at the top of the page that has the label E-mail Pages.

VERBAL AND NONVERBAL COMPETENCIES

Verbal Communication

As you can imagine, being an effective interpersonal communicator relies on your verbal and nonverbal competencies. Let us first focus, however, on your understanding of verbal communication. It may seem like commonsense, but when we refer to verbal behaviors we are literally discussing the use of spoken symbols (language) to exchange information. The problem for many health care professionals is the difference in their perception of shared symbols and the reality for their patients and/or family members. We discuss the culture of health care in more detail in Chapter 5, but it helps if we recognize that providers are assimilated into the health care culture (nursing, medicine, physician assistant, physical therapy, etc.) in part by learning a new shared language—medical terminology.
This book allows you to email to yourself up to 100 pages and this section has 2 pages. Change the Citation Format to be APA (American Psychological Association) so you have the information in the format you need if you decide to include it as a reference in an assignment.

Fill in your email address and if you are working on a group assignment, include your team member in the Email to section separating the addresses with a semicolon.

To find other e-book collections available to you, go back to the library home page, library.vcc.ca, select the Articles & Resources by Subject tab, scroll down the list using the inverted triangle until you come to the term eBooks. Select it and click on the Go button.

Each of these collections offer a wide variety of materials for you to use. desLibris has a lot of Canadian content including hard to find government reports. eBooks Nursing Collection has over 700 ebooks on a wide variety of health topics. Search the ebook collection databases to find resources not always listed in the library catalogue.
Streaming videos

From the library’s home page, https://library.vcc.ca/, select the third tab to discover streaming video collections available through VCC Library. Click the downward arrow to find the listing of possible selections.

Criterion-On-Demand has a wide selection of resources including popular feature films. Explore the various choices and if you need assistance locating a film clip, please don’t hesitate to ask for assistance.

Searching for Articles in a Library subscription Health Database

From the Health Care Assistant library guide Top 5 Resources box, select the database, Nursing and Allied Health. This is what the Basic Search screen looks like

and this is what the Advanced Search screen look like:

Let’s do a search on dementia. Click Enter a date range under Publication date to get results from 2015 to 2020.
Type in the From box **2015** and in the To box 2020 and then click the **Update** button.

You can use the filters on the left to reduce the number of results. For instance, click on **Subject** to expand it and click on **More** to see a list of terms.

This allows a pop-up box to appear on your screen
Click on the term **Subject** to sort the list of terms alphabetically. Check mark the boxes you want to include or exclude from your search and then click **Apply**.

Here is a small selection of titles from the search:

The first one has images and is available in full text. The third one does not have full text but if you click on the title, you will notice a box to the far right that you can click to get the full text. Click “**Find it at VCC**”.

This will start a search on all VCC subscription databases to see if the title you want is available somewhere else in a different database.
Sometimes, when you click on a title, you will see something like this:

In this case, just click **Get full text** and if it is freely available as an open access article, the article will come up automatically on your screen.

If it isn’t available in one of VCC library’s subscription databases or available as an open access article, you will usually see this come up on your screen:

Just click the blue text, **Request this item through interlibrary loan**, and an interlibrary loan form will come up for you to complete.
Remember to fill in all the fields that are marked with an asterisk. Also, indicate the \textbf{Not needed after} date and allow for at least 7 days minimum. It can take up to 3 days for a journal article and you want to have enough time to read the article to see if it works for your assignment. If you run into problems with this form or finding relevant articles, please contact me at \texttt{efzalezsak@vcc.ca}.

\textbf{Need help?}

If you have any questions about any thing presented here or about library services or just need some help, please feel free to contact Ella-Fay Zalezsak, your Health Sciences Librarian.

Email: \texttt{efzalezsak@vcc.ca}