

URL: <http://www.nclive.org/>

**About NC LIVE:** NC LIVE is a gateway to special online resources, including magazine & journal articles, literature collections, video collections, and links to selected websites. Most NC LIVE resources are provided through paid subscriptions to vendors. Funding for NC LIVE comes from the General Assembly and the citizens of North Carolina. NC LIVE is maintained by the State Library of North Carolina, and is provided to all state supported libraries and their patrons at no charge.

**Computer Requirements:** Internet access. Your browser should be set to allow cookies. Some databases include PDF documents that require Adobe® Reader® to be viewed. All required software is available through the library's [Download Helpful Software](#) page.

**Other Requirements:** To use NC LIVE from **off campus** you will need a **current NC LIVE password**. The library issues passwords to **current** students, faculty, and staff. For more information, read the library handouts [Remote Access to Library Resources](#) and [Library Support for Distance Learners](#).

- A. Getting to NC LIVE:** Access the NC LIVE homepage via the Internet. There are two ways to do this:
- Through the library homepage, <http://blueridge.edu/library>, click on the **NC LIVE** link on the left side of the screen.
  - Directly at <http://www.nclive.org/>.
  - Individual NC LIVE resources can also be accessed through the library website by clicking the **Library Search** link and choosing a subject category. Resources from NC LIVE will be listed along with other relevant resources the library recommends.
- B. NC LIVE Password:** IF you are trying to access NC LIVE from **Off-Campus** you will be prompted to choose your institution from a drop-down list and provide a password once you try to access a resource. You can obtain a password from the library. For more information, read the handout [Remote Access to Library Resources](#). **BRCC computers and the computers at other state supported libraries have automatic access to NC LIVE and no password is needed.**
- C. NC LIVE Homepage:** The Homepage has two main areas that you will use the most: **Search** and **Browse**. The Search box is on the left toward the top of the page. This is where you will use your keywords or Library of Congress Subject Headings to search for information in NC LIVE. The Browse menu is in the middle of the page. This is where you can find databases relating to particular subject areas, such as literature, history and Government.
- D. Browse** – lists the different types of categories of information you'll find on NC LIVE. For example, "Books & Literature" will list databases that provide information on novels, poetry, literary criticism and reading recommendations. Clicking on a category will list the databases related to that category, with a description of each. You can click on an individual database to search for information in that database, or you can use the **Search** box on the home page and click on that category to search all of the databases in that category.
- E. Search** – The search box is where you can search any or all of the information available in NC LIVE. For a basic search, you can simply type your keywords into the search box and click the "Go!" button. This "Quick Search" option will search three general databases available on NC LIVE, which have information on a variety of topics from a variety of magazines, journals, and newspapers. This is a good place to start. You can also click on different categories related to your topic in the Search menu to search databases that will have information on your topic. These categories relate to the Browse section in the middle of the home page. You can see descriptions of the categories here to help you decide which ones to choose. After you have selected your categories and typed in your search terms, click the "Go!" button to be taken to your results.

**\*\*The following search strategies can be used after performing your initial search from the NC LIVE home page:**

**F. Broadening or narrowing your search**

- If you want to search using more than one term, use a Boolean Operator to connect the terms. You can simply type in the Boolean Operator between terms from the Search box on the home page, or after your initial search, you will see an option to select a Boolean Operator from a drop down menu and type a second or third term into search boxes below the initial search term. Here you may also choose to select a search field, such as “title” or “subject” (think of using those Library of Congress Subject Headings here!)
  - **AND** – Using AND to connect the terms tells the search engine that *both* terms *must* be present in the selected indexes for a document to qualify to be included in the result list.
    - Example: [Author: twain AND Title: huckleberry] would require that all results have an author named “twain” who has written a document with the word “huckleberry” somewhere in the title
  - **OR** – Using OR to connect the terms tells the search engine that it does not matter which of the two terms is in the document, if either term is in the selected index(es) the document will be included in the result list.
    - Example: [Subject: clinton, hillary OR Subject: clinton, bill] would require that either “Clinton, Hillary” be an assigned subject of the document or “Clinton, Bill” be an assigned subject of the document. Either case is acceptable, but both do not have to be present to qualify
  - **NOT** – Using NOT to connect the terms tells the search engine that the first term *must* be in the selected index, but the second term *must not* be in the selected index. Documents that include the term the follows NOT in the selected index *will not* be included in the result list.
    - Example: [All: biscuits NOT All: gravy] would find all articles that include the word “biscuits”, but eliminate any articles that also include the word “gravy”. “Biscuits” can be in the articles one hundred times, but if “gravy” is in the article, even once, that article will not be in the result list
- Use the second index dropdown menu to choose which index you would like to search for your second term(s), just as in 1., above
- Type your keyword(s) into the second box provided


**G. Limiting your results:** After performing your initial search from the home page, you will see a menu on the left side of the screen called “Limit Your Results.” (Note: You may or may not see all of these limiters on a given search.)

- **Full-Text Only** – Check off this box IF you want to limit the results of your search to full-text documents only. (Full-text means that the entire text of the article, document, or book is available in the database)
- **References Available** – Checking this option will limit your results to articles that have a bibliography or references available to view. This can help you determine how trustworthy an article is, as well as point you to some new resources for your research.
- **Scholarly (Peer Reviewed) Journals** – This option will provide only articles that have been reviewed by a panel of the author’s peers. For example, medical journals are reviewed by doctors and other scholarly individuals in the medical field. This is a good option if you have an assignment that requires peer reviewed journal articles.
- **Publication Date:** -- If you choose, you can filter the search by date
  - Example: [Subject: bin laden, osama – Publication Date: From 1900 To 2000] would return articles about bin laden that were written before 9/11/2001

**H. Search Results** – These will be in the middle of the screen.

- The number of search results returned will show up on the left in the same box as the search result limiters (i.e.: 24000 results for. . .). You will see the number of

pages of search results there are at the top of the search results toolbar, and the option to jump to the next page or a specific page. Next you will see a “Sort by” drop-down menu with the option to sort by relevance to your topic, publication date, or by source. Sorting by source sorts results according to the database. The default is sorting by relevance, which is usually a good option.

- Your search results will then display beneath the toolbar with basic information, such as the title of the article, author, journal title, etc. You will also see subjects listed for the article. If you searched by subject, you should see that term listed here. You may also see some other subject headings listed, and this will give you an idea of some of the other topics covered in the article. Then you will also see the database the article came from. This is important to know for citation purposes, which you will cover in English 111.
  - Below that, you will see an option to add the article to your folder, as well as the full-text options for the article. If you limited your results to full-text, you should see either PDF Full Text or HTML Full Text below each article. This means the entire article is available online.
  - Each hit will also have an icon next to it:  Holding your mouse over this icon will provide you additional information about the article, such as an abstract, or summary, of the article. This should help you determine if you would like to read the article or not before you've even left the search results page.
  - To view full citation information for the article, click on the article title.
- I. Detailed Record Results for individual titles:** This page has the full citation information for the article you selected. To read the article, click on the PDF Full Text or HTML Full Text icons on the left. A PDF will be a scan of the article, and it will look just as it did in printed form. HTML will simply be the text of the article, unformatted.
- J.** If you do not want to read the article right away, you will notice several options on the right of the Detailed Record page. These include, Add to Folder, Print, Email and Save. Remember, printing in the library is \$.10 per page, so utilize print preview or ask for assistance if you're unsure what will print. Emailing the article to yourself is another good option, as you can read the article later at your convenience without printing it out.
- K.** For more on using the individual databases refer to the library handout [Searching EBSCOhost](#), or the vendor provided information available though the [Library - Tutorials](#) web page. The vendor links are also available at **NC LIVE > Need Help? > Resource Tutorials**
- **Find Full-Text Publications** – allows you to search a list of magazine and journal titles that are available in full-text through NC LIVE resources and link you to the appropriate resource to search that title (The title list DOES NOT include citation-only publications). To use the Full-Text Publications search:
1. Click on **Journal Title Search**, underneath the search box on the home page
  2. Type the magazine title or keywords from the title into the box provided.
  3. Click **[Search]** or press the [Enter] key on your keyboard.
  4. If there are any matches for your search you may choose from the resulting list of titles. Each listing will tell you which database includes the title and the date range that full-text is available for that title. You may see that the same title is available in more than one database and the date ranges may vary significantly.
  5. Once you choose a listing, click on the publication title and you will be forwarded to the database that contains that full-text title. You will then need to use the features of that database to search for articles from that title. For more on using the individual databases refer to the Library handout [Searching EBSCOhost](#), or the vendor provided information available though the [Library - Tutorials](#) web page. The vendor links are also available at **NC LIVE > Need Help? > Resource Tutorials**.

**L. PBS Videos** – NC LIVE has a wide variety of PBS features available for viewing online. Flash Player 9 or greater is required, and the NC LIVE Password is required for viewing away from campus. These can be accessed through the NC LIVE Homepage under **Browse > Videos**, and through various subject lists as applicable.

**M. Help**

- **FAQ** – Contains answers to Frequently Asked Questions about common NC LIVE issues
- **Resource Tutorials** – provides links to each vendor's database guides and tutorials