Using the College Library

Bon Secours
Memorial College of Nursing

The College Library serves the overall health care information needs of the students, faculty, and staff, and supports the curriculum objectives of the College. The Library is housed in the Learning Commons. The Learning Commons is open when the College is open. Information resources available through the College Library are plentiful, whether you are on campus, in the hospitals, or at home.

As members of the Bon Secours Virginia Health System, the College benefits from an extensive collection of high quality, evidence-based, digital health care information resources. Bon Secours Memorial College of Nursing students have access to all of these resources, in addition to a print collection of current nursing education materials.

This brochure explains how to access these resources.

Accessing the Resources

DIGITAL RESOURCES

1. When on campus, the digital resources are available from any networked computer.

2. When off campus, students can remotely access the same digital resources but are required to use a unique username and password. The username and password identify you as a BSMCON student. We refer to these identifiers as a student's Athens username and password.

3. All students, faculty and staff self-register for their Athens username and password at https://register.athensams.net/bsr/

PRINT RESOURCES

Print resources in the Library are available to students any time the College is open. Print materials that can be borrowed each have a borrower's card in the front or back of the item. If the material is labeled RESERVE or does not have a borrower's card, the material cannot leave the Library.

To borrow print material, students must sign their name on the borrower's card, and place the card in the tray found next to the online catalog computer (near the front of the Learning Commons). The borrowing limit is **three** items at any one time; each item can be borrowed for two weeks.

Material is returned via the book return, located beneath the catalog computer (near the front of the Learning Commons).

(See last page of the brochure for Library Use Policy.)

Resource Portals

ON CAMPUS ACCESS

eLibrary
- Available in IRIS, the Bon Secours Health System intranet
- Select **Key Communities** tab
- From drop down list, select **eLibrary**
- Use the single textbox for searching

REMOTE ACCESS

Athens login: **http://tinyurl.com/hylawx2**

OR

In Google, type OPEN ACCESS/SIGN IN
- This brings you to the **Athens** log-in page: https://login.openathens.net/auth
- Enter your **Athens** username and password
- Select the **Resources** tab for a list of databases
- Among the resources try **EBSCO Discovery Services** first

OR

On BSMCON.EDU website
- Under Students tab, select **Library**
- Once in Library, select **Databases**
- Your Athens username and password will be required to access the resources

Efficient and Effective Database Searching

WHICH DATABASE SHOULD I USE?

For all **basic literature searches**, use *EBSCO Discovery Service*

    a. In **eLibrary**, this is the green highlighted text box directly under the colorful eLibrary banner

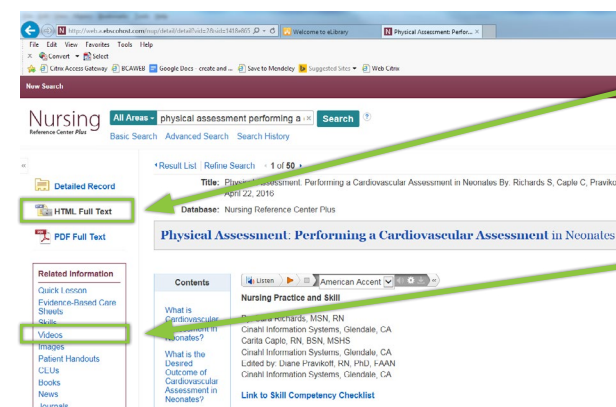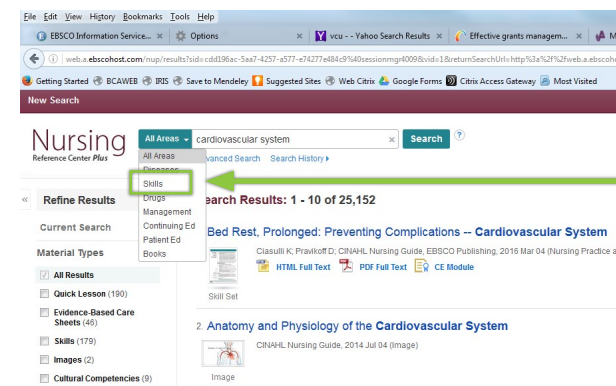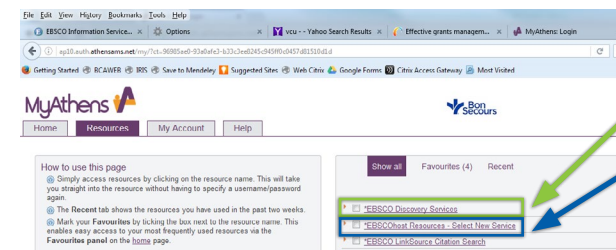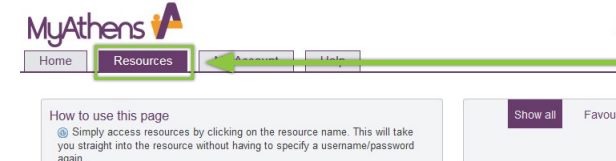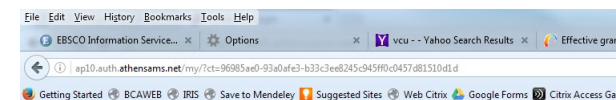   b. In **My Athens**, look in the list for *EBSCO Discovery Service*

For **basic information on best practices for evidence-based skills** use *Nursing Reference Center Plus*

    d. In **eLibrary**, on the opening page, look for this database logo

Nursing Reference Center™ *Plus*

    e. In **My Athens**, select **EBSCO's Nursing Reference Center Plus**

Tips For Using Athens Databases

Be sure you are in **RESOURCES**

For literature searches, use **EBSCO Discovery**

For skills searches, use **EBSCO's Nursing Reference Center Plus**

Once in Nursing Reference Center Plus, type in your keywords. After the results are returned, limit your search to **Skills**.

Select the item you want in **HTML Format** (NOT PDF). This article is titled *Physical Assessment: Performing a Cardiovascular Assessment in Neonates.* From the HTML format, if there are related **videos**, you can access them from the left sidebar.

Frequently Asked Questions

a. Send all library-related inquires to ***library@bsmcon.edu*** [Do not send email to a particular librarian, as the staffing changes during the week.] Email sent to this address is answered Monday–Sunday, when the College is open. All responses from the Library are sent to the student's College email account.

b. On the **College website**, under the **Students** tab, select *library*. Students will find the Library's ***Cranium Café*** portal toward the bottom of the page. Cranium Café is good for scheduling appointments or on-line chats with the librarians.

There are several videos in Blackboard to help you become adept at database searching. Everyone is assigned to the course named ***Library.*** Once in the Library course, look on the left sidebar for the tab named ***Instructional Videos***.

If one database does not provide full text for an article that you want, take the title of the article and drop it into ***PubMed***. PubMed is the root source, through which most everything that Bon Secours provides as full text can be accessed.

a. Go to *https://www.pubmed.gov/*
b. Drop the title into the search box.
c. When the abstract appears, look in the bottom left corner under the abstract, and select the hypertext words **LINK OUT.**
d. Select the first of the listed publishers (it is usually the first one listed that actually can offer full text for the article).
e. If then presented with the publisher's webpage, look around for either the PDF icon or for a link to ***Athens***.
f. To use the Athens link, logon with your Athens username and password to continue the retrieval process.

Did you take the name of the article to PubMed, and search there? If you did, and still cannot access the full text, send the request to **library@bsmcon.edu**. Replies are sent to your College email account.

THESE THREE DATABASES ARE RECOMMENDED FOR eBOOKS:

a. EBSCO Discovery Service: once in the Discovery database select **Source types** on the left side bar, then choose **eBooks**
b. **The** R2 Digital Library
c. **PubMed** — on the left side of the textbox, change the dropdown to ***BOOKS***, then enter your keywords. Once you get results from your keyword search, set limits on the date of the publication.

The *Publication Manual of the American Psychological Association* (6th ed.), provides an easy-to-read chart on creating citations (see pg. 177). There are library copies of the the Manual for students to borrow.

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b. *http://à|[*Ł̱æ̱æĉ|^Ł¦*Đ* (type your inquiry into the blog search box)
c. *https://owl.english.purdue.edu/owl/*

Library Use Policy

A. The College Library is housed within the Learning Commons. Library hours are posted in the Library, in the course management system, and on the College website.

B. The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords are considered abuse of library policy and may constitute violations of the College code of conduct (Student Rights and Responsibilities) and the Honor Code. Failure to follow appropriate procedure and adhere to Library timelines for book checkout and return may result in disciplinary action.

C. A quiet atmosphere is expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.

D. Careful handling of library materials is necessary to ensure their long life.

E. Eating is not permitted in the library. Beverages are permitted only in containers with lids.

F. Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted near the entrance to the Library.

G. A maximum of three items may be borrowed at one time from the library.

H. Items borrowed from the College Library should be returned to the book deposit box in the library.

I. Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College Library. Materials not returned per policy are charged to the student's account, and once replacement fees are submitted to Accounting, the charges are not reversible. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name.

J. Courses may require the use of library reading materials by an entire class. These materials will be labeled "Reserve." Reserved materials and journals are not to be removed from the College Library.

K. Copyright Notice is plainly visible at the library copier, and on the Library's site both on the course management system and the College website. Refer to the ADM 7.01 policy for further guidance on copyright issues.

L. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.