Books & Media

Library Catalogue to find books, e-books, videos/DVDs
OC Library Webpage > Start Your Research > Find Books & Media

Basic Search
Use 1 to 4 important words – no sentences!

Examples: Filter by:

- social media use online to find e-books
- business social responsibility videos/DVD/streaming video to find media items
- online etiquette

✓ Use subject links in records for more relevant items, or, try suggested search terms listed on page 2
✓ Make a Request for titles held in other Okanagan College campus libraries

Obtaining an item
If the item is held by Kelowna and Status is “Available”
1) Note the call number [e.g. HD 60 .M64 2012]
2) Find the book on the shelves with the corresponding call number range
3) Check out the item at the Circulation counter

If the item is at another campus
1) Click on the Make a Request icon in the right-side blue action box
2) Enter your student ID and last name
   a) If the item is already checked out, you can choose the “Hold” option or
   b) If the item is available at another campus, select “Request”

Renew Book
1) Click on My Account tab at the top menu bar
2) Enter your student ID and last name and click “login”
3) Renew books
**Search term suggestions**

Brainstorm similar terms to get better results!

- **Drugs and Employment**  
  *also*: alcoholism and employment; employees alcohol use; employees drug testing; employee rights
- **Sick Building Syndrome**
- **Business Ethics**  
  *also*: social responsibility of business; corporate culture
- **Business Etiquette**
- **Quality of Work Life**  
  *also*: work environment; work-life balance; work and family; dual-career families; flexible work arrangements
- **Electronic Mail**
- **Dress for Success**  
  *use*: business clothing dress; self-presentation
- **Information Age**  
  *use*: social media; online social networks; internet use workplace; business computer network*; internet business; electronic commerce
- **Time Management**  
  *also*: paperwork office practice management; personal information management
- **Stress**  
  *use*: job stress; burnout; bullying in the workplace; stress management *in combination with*: work environment or employees or supervisors
- **Workaholics**  
  *also*: workaholism
- **Computers and Privacy**  
  *also*: electronic monitoring workplace; employee rights; privacy right; confidentiality
- **Home Offices**  
  *use*: home-based businesses; independent contractors; self-employed; telecommuting
- **Computer Viruses**  
  *also*: computer networks security; computer security
- **Internet Ethics**  
  *also*: internet ethical/psychological/social aspects; online etiquette; social media use; personal internet use
- **Ergonomics**  
  *also*: ergonomics office*; office layout; occupational diseases; human engineering

**Reference Materials**

Search dictionaries and encyclopedias to define terms and read an overview of a topic

Library Webpage > Find > **Find Facts, Definitions, Overviews**

*Tip*! Gale Virtual Reference Library

Great resource which includes: *Encyclopedia of Small Business*

Search: *employee internet usage bullying flexible work*
Access Tip!
Off-campus access to Octopus: at Hello Guest log-in prompt enter current OC student id number and your last/family name

Find books, e-books & media, e-reference titles, reports, academic & scholarly (peer-reviewed) journal articles, popular magazine and newspaper articles.

Type in your terms

downsizing stress
bullying workplace
pets stress
workplace
“social media” workplace

Facebook personal use workplace
telecommuting time management
“home businesses” time management
work life balance single parent*
“flexible work arrangements” women

Left side of page: Refine Results

1. To find only OC Library books, e-books
   ✓ Ensure the box is ticked Available in OC Collection
   ✓ Then tick the boxes Books and eBooks

2. To find only Journal Articles
   ✓ Tick the box Peer Reviewed & Scholarly
   ✓ or for easier reading, professional/trade publications or Magazines

3. Alternatively, to limit to results in a particular group of sources, click Databases
   ✓ choose a specific business database e.g. Business Source Complete (articles)

4. Move the date-slider & click Update, to limit to results from recent years only

5. Need different results?
   ✓ Under top search boxes, click Advanced Search.
   ✓ Type your extra terms into other boxes
   “social media” OR “personal internet”
   AND employee* OR workplace
   AND use
   AND policy OR regulation* OR rules
Web search tips

Is a website good quality? Ask these questions

- Who wrote it?
- What is the website about?
- When was it created or updated?
- Where does it come from - government, business, educational institution?
- Why was it created - to sell a product, to provide opinions, to educate?

Can you trust Wikipedia?
Look for domains .ca or .bc.ca
to find more reliable Canadian / BC educational, government or research websites
On good websites, look for more links to publications & resources

APA style

- Keep details of your sources
- Cite them (in-text) in your essay & list them on a References page at the end of your paper or presentation
- Library Webpage > Help > Style & Citation Guides (APA, Chicago, MLA) for examples of sources cited in APA format
- APA Style Guide from Purdue University Online Writing Lab (OWL)

Need help?

Ask librarians at the Library Research Help desk
Ask a question under Library Webpage > Help
Lindsay Willson (Business Librarian) email: lwillson@okanagan.bc.ca

Library May-June Summer Hours (Kelowna)

May 8 – June 23

Monday to Thursday 8am – 7 pm
Friday 8am – 6 pm
Saturday & Sunday Closed
Closed Monday May 22
(Victoria Day)

Need a laptop? Ask @ Library Circulation Counter

...to do your research
...to write your research paper
...to do a class presentation
wireless internet access
Same day loan free!