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1. Welcome to bigchalk Library

What is bigchalk Library?
bigchalk Library™ is the easiest online research service available to library patrons and students, whether at school, work, or home. Researchers can sign on to bigchalk Library 24 hours a day through any computer with web browsing capabilities, gaining access to thousands of publications and millions of documents.

bigchalk Library provides users with an efficient and intuitive online research environment. Because the system utilizes straightforward search and browse methods, users can begin research sessions with virtually no orientation and find documents within seconds.

To locate information, users browse through a diverse hierarchy of topics or send search queries in natural language or Boolean format. Advanced search methods and optional features enable the user to further refine a search query by limiting to a specific publication, date, author name, subject, title, company name, personal name, geographical region, image caption—even by such specific criteria as Dewey decimal number, Library of Congress number, or ISBN/ISSN number.

Supplemental resources and web site links enhance the researcher’s success, and several tools create a convenient searching environment.

What information is available in bigchalk Library?

Full-text documents and graphics
bigchalk Library offers more than 25 million 100% full-text documents from several different media types. This resource pool updates daily, ensuring access to the latest information. bigchalk Library includes:

- Popular magazines and scholarly journals – hundreds of titles
- Current newspapers and newswires – dozens of titles and services
- Television and radio transcripts from more than 150 programs
- Audio and video clips – more than 16,000 clips
- Full-color photographs and pictures from more than a dozen collections
- Full-color maps from seven collections
- Hundreds of reference and historical books and documents
- Thousands of articles from multicultural publications

Other tools and features
Additional bigchalk Library tools enable users to continue the research process without interruption. Some of these timesaving tools include:

- Reference materials including a dictionary, thesaurus, several atlases and almanacs, encyclopedias, and miscellaneous volumes such as dictionaries of science and an occupational handbook (Reference Desk)
- Active links to more than 160,000 editor-selected web sites covering more than 10,000 topics for K-12 study and educator use (editor’s choice)
- A place to park interesting documents during a search session (My List)
• A place to access a reading list related to a specific assignment, created by a teacher or librarian/media specialist (BookCart)
• Sort options to display search results in a preferred order
• Saving, printing, and emailing capabilities
• Context-sensitive online help

Beyond bigchalk Library, additional educator and researcher materials can be found through bigchalk’s online Product Information Center, as explained on page 25.

What does this manual cover?

Content
This manual explains how to use bigchalk Library to conduct research.
The manual presents information in the chronology of a research session, and then ends with additional features and tools. Specifically, the manual follows the path below:

• Login procedure
• Navigational tips
• How to find a list of possible sources, both search and browse methods
• What to do in a search results list
• What to do in a full-text document
• How to use other tools and features, such as printing, emailing, Reference Desk, and editor’s choice
• How to cite materials obtained from bigchalk Library
• An appendix providing Boolean search tips
• Index

Manual conventions
This manual uses an italic font to signify a button name, a text box label, a tab name, or an item listed in a menu.
Text that the user types into bigchalk Library appears in this font.

Manual photocopy permission
bigchalk Library authorizes K-12 institutions with current bigchalk Library licenses to photocopy this manual for use with educators and researchers.
2. Entering and navigating bigchalk Library

How to sign on to bigchalk Library

1. Connect to the Internet.
2. In your web browser, type the following web site address: http://library.bigchalk.com
3. If prompted, type your user name and password into the appropriate fields, and then click GO.

Navigational tips

Navigation bar
The navigation bar contains tabs that connect to the main sections of bigchalk Library. The navigation bar is visible from almost all pages of bigchalk Library, enabling the user to move directly from one section to the next.

Breadcrumbs
A representation of the path the user took to arrive at a page appears below the navigation bar, in a string format known as “breadcrumbs.” Breadcrumbs remind users of their positions within bigchalk Library and provide shortcuts to previous spots in the path.

The example below indicates that the user started on the search page, viewed a search results page, and then opened a document page, which is the current position. (This is apparent because it is not underlined.) To return to a prior page, the user just clicks that segment of the breadcrumb.

Arrow icons
On many pages, an arrow icon appears at the top and bottom of the page. These arrow icons provide a shortcut link to the top or bottom of the page. In some cases, they also link to the next or previous document or item in a list.
The arrow icon below frequently appears at the top of pages. This icon can take the user in three directions, to the bottom of the page, to the previous document or listed item, or to the next document or listed item. The directional words contain the active links; to skip to one of these places, click the directional word.

![Fig. 3]

The arrow icon below frequently appears at the bottom of pages. This icon can take the user in three directions, to the top of the page, or to the previous or next document or listed item.

![Fig. 4]
3. How to find information

Understanding the main search page

**navigation bar**

**standard search options**

**advanced search options**

About the navigation bar tabs

The navigation bar contains tabs that connect to the main bigchalk Library sections.

- **Search** tab – Links to the standard and advanced search methods (shown above)
- **Browse Topics** tab – Links to a research technique known as topic browse, wherein users browse through lists of topics and sub-topics to locate information
- **Reference Desk** tab – Links to reference tools such as a dictionary, thesaurus, almanacs, atlases, encyclopedias, and more
- **Toolkit** tab – Links to the My List and BookCart features
  - My List: a temporary storage place for documents that a user wants to review later in the research session, or use in a bibliography
  - BookCart: a place for educators to publicize a reading list and links for a specific assignment
- **Exit** tab – Enables the user to log out of bigchalk Library, ending the research session
- **Help** tab – Opens context-sensitive guidance on searching with bigchalk Library and links to a PDF file containing a copy of this User Guide
About the standard search section
This section offers two search methods, natural language search and Boolean operators search. It also provides the selection list of media types (Choose sources). A user can perform just about any simple or complex search from this section.

About the advanced search section
This section provides additional search fields and drop-down options to narrow a search.

How to use the standard and advanced search methods

Standard searching

1. With the Search tab selected, type a search term in the Enter keywords box. You can format your search term as a natural language question or as keywords connected by Boolean operators (AND, OR, NOT).
   - Natural language examples:
     - Why do snakes shed their skin
     - What causes red tides
   - Boolean operator examples:
     - invention AND ginger NOT spice
     - "umbrella tree*" OR schleffera
     - soccer OR football NOT NFL

   See the Appendix for more details on Boolean operator searching.

2. Tell bigchalk Library which search term format you used by selecting either the Natural Language or Boolean Operator radio button. (Natural language is the default selection.)

3. In the Choose sources section, check the types of media to be searched. (All media types are checked by default.) Notice the handy Select All and Select None radio buttons to speed up this process, and the Recent drop-down box to specify a publication timeframe.

4. Click the Start Search button. That’s it! The next page you’ll see lists all matching search results, as explained starting on page 14.
Advanced searching

Advanced searching occurs at the Search tab. It consists of additional search fields and drop-down options that refine the search. Each option is described below.

- **Choose Dates** – Limits a search to a date or date range
  
  Open the Choose Dates drop-down box to select a type of date range, and then type the date(s) to the right. (All Dates is the default.) This feature must be used in combination with a search method.

- **Enter Titles** – Searches just the titles of materials within bigchalk Library
  
  Type a title or portion of a title, and then click the Search button. This can be used as a stand-alone search method or in combination with other search methods.

- **Enter Publications** – Locates materials from a specific publication
  
  Type a publication name or portion of a name, and then click the Search button. This can be used as a stand-alone search method or in combination with other search methods. For example, you may wish to enter water OR drought in the Enter keywords field, and Jerusalem in the Publications field to find all references to water or drought in the Jerusalem Post newspaper.

- **Enter Subjects** – Locates materials related to a specific subject
  
  Type the subject, and then click the Search button. This can be used as a stand-alone search method or in combination with other search methods.

- **Additional Options** – Locates materials by other types of data, including author’s name, company name, personal name, geographic region, Library of Congress number, Dewey Decimal number, or ISBN/ISSN number
  
  Type the search text, and then click the Search button. This can be used as a stand-alone search method or in combination with other search methods. Notice there are two sets of Additional Options boxes; this is to provide even more flexibility. You may wish to select, say, a Personal Name in one box and a Company/Organization Name in the other box.

- **Reading Level** – Limits a search to a specific reading level
  
  Open the Reading Level drop-down box and select the appropriate level. (All Levels is the default.) This feature must be used in combination with a search method.

- **Browse/Search Publications** – Opens a separate page where you can browse publications or search for publications used in bigchalk Library (see page 8)

- **Search Subjects** – Opens a separate page where you can type a subject and then browse through a list of subject terms related to your typed subject.

  The thousands of subject terms used to classify materials within bigchalk Library correspond to Library of Congress Subject Headings. An LCSH term is used if it reflects the material; if not, a natural language term is used. For example, bigchalk Library uses the term friendly fire instead of LCSH’s amicicide.
How to use the browse/search publications method

This search method enables the user to locate information from a specific source publication without knowing the exact title, and to browse through articles within a specific issue. Users can search by partial or full title, or simply browse the comprehensive list.

**Main publication browse/search page**

To locate a specific publication and issue

1. Select the *Search* tab on the navigation bar, and then click *Browse/Search Publications*. This opens the main Publication Browse/Search page, shown above.

2. To locate a specific source title, use your vertical scroll bar to browse through the list of titles.

   OR

   If you want to browse within a particular alphabetical section, click the appropriate letter in the horizontal alphabet bar. This takes you directly to the first title listed under that letter. Scroll through that portion of the list to locate the desired title.

   OR
In the *Search/Browse* box, type the partial source title. If you want to limit your search to a particular source type, check the desired source type in the *Choose sources* section. (By default, all source types are selected.) Click the *Search* button. In the results section, a list of matching titles appears.

3. Click the desired title to access a list of available issues for this source.
Notice that the most current issues appear at the top of the page. When prior years are available, they appear below in the More section. If you want an earlier year, select the year, and then select the desired issue.

4. Select an issue to see a list of documents available from that issue.

Work with the search results list as explained starting on page 14.
How to use the topic browse method

This method locates materials that have been conveniently classified by topic. It also locates links to editor’s choice web sites that bigchalk Library recommends to supplement the information found in bigchalk Library. See page 20 for more on editor’s choice web site links.

To use the topic browse method, click the Browse Topics tab on the navigation bar. This opens the main topic browse page, shown below.

You can either use the Topic Search or Topic Tree method to reach information listed within a topic.

**Topic search**

1. Type a topic into the Topic Search box and click Search. This displays a list of paths leading to related sub-topics. A computer monitor icon to the right of a path advises that the path includes links to recommended web sites.
2. Select the desired path by clicking the last sub-topic in the path. This accesses a list of materials and web site links related to this sub-topic.

   Notice that you can select any sub-topic level; the further right in a path, the narrower the results.

**Topic tree**

1. Click a topic. This opens a list of related sub-topics. The computer monitor icon to the right of a sub-topic advises that the sub-topic includes links to recommended web sites.
2. Click a sub-topic; this may open an even narrower list of sub-topics. Continue selecting sub-topics until you reach a list of search results. Work with the search results list as explained starting on page 14.
4. What to do in a results list

Understanding a results list
After a search or browse procedure, the user comes to a page that lists the resulting documents.

Fig. 15

Search query or browse path section
The search query or browse path that generated the results list appears near the top of the page. This section differs slightly among lists, depending on the type of search or browse method.

When an editor’s choice web site applies to this results list, an Editor’s Choice button also appears in this section, leading to a list of recommended web site links (only relevant to topic browse results lists).

Sorting options section
The results list can be re-sorted several ways to suit your needs.

- To re-sort so titles from a specific source type display at the top of the list, just click the appropriate source type icon. The list immediately refreshes to the requested sort format.
• To re-sort so the list displays alphabetically by document or publication title, or by publication date, reading level, or size, select the *Sort by* drop-down box and select the preferred sort format. The list immediately refreshes to the requested sort format. (*Relevancy* is the default sort.)

**Related subjects section**

If a search query relates to any subject terms that bigchalk Library uses to classify materials, then the related subject terms display in this section. Up to five subject terms can display; if more than five subjects relate, then a *See All Subjects* toggle button enables you to open the full list of terms or toggle back to the initial list of five subjects. Each subject term links to a list of documents relevant to that subject term.

**Listing detail**

Shown below are details for one search result.

- **Source type identification** – This icon identifies the source type of the document. This example displays a newspaper icon.

- **Document specifications** – This section identifies how relevant this document is to the search, the date of publication, the reading level of the document, and the file size in kilobytes.
  - Relevancy can range between 1 and 100, with 100 ranked as the most relevant
  - Reading Level can range between 1 and 22, with 22 as the highest reading level

- **Document listing** – This section provides basic card catalog data, including document title, publication the document appears in, author name(s), date of publication, and page number on which this document begins.

- **Title link to full text** – The document title links to the full text of the document. Select the title to access full text.

- **My List selector** – This button adds or removes a document from My List, the temporary parking place for documents of interest. When the button displays a plus sign (+), it can be added to My List by clicking this button. When the button displays a minus sign (-), the document is already on the list and can be removed by clicking this button.
5. What to do within a document

Understanding a document page (print)
The format and features of each document (except audio/video clips) are shown below.

- **Reference Desk lookup** – Shortcut to look up terms used in document

To look up a term in the document, highlight the word within document text, and then click the Reference Desk tab. bigchalk Library immediately returns a list of reference results for that term.

See page 21 for more details on Reference Desk.

- **Document info. option button** – Skips to a list of document specifications at page bottom and a list of active links to any subjects related to this document (subject links provide a shortcut to other materials on the same subject)
• *Print* option button – Reformats this document for efficient printing
  
  To print the reformatted document, use your browser print feature.

• *email* option button – Opens an email setup dialog box
  
  To email this document, fill in the requested data and click the *Send* button.

• *My List* option button – Adds or removes this document from My List
  
  When the button displays a plus sign (+), it can be added to My List by clicking this button. When the button displays a minus sign (-), the document is already on the list and can be removed by clicking this button. See page 23 for details on My List.

• *To Best Part* icon – Skips to the part of the document that contains the heaviest concentration of your keywords (only appears for a Boolean operator search)

• Arrow icon – Skips to the bottom of this document, to the previous full-text document, or the next full-text document

• Document header – Identifies source of this document

• Full text – Contains entire text of this document
Understanding a document page (audio / video)

Working with an audio/video document page is the same as working with a printed document page, with one exception. The audio/video page includes an audio/video clip. The audio/video clip may be classified as “video” or “3D animation.”

Video format

The video version displays a view video icon within the document, as shown below.

Select the view video icon to open the video play box. Use controls near the bottom to operate the video.
3D animation procedure

The 3D animation format opens with a QuickTime logo displayed rather than the view video icon. Within a few seconds, the logo refreshes automatically to display the video through a Quick Time plug-in, as shown below in Fig. 23. If this plug-in is not installed on your system, a message appears to assist in the plug-in download process.

Note the View with Quick Time Player box to the right. If you wish to view in a larger, more flexible environment, double-click this box; within a moment, the player opens in another window, as in Fig. 24.

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Fig. 23

Fig. 24
6. How to use other features and tools

editor’s choice web site links

This feature contains active links to more than 160,000 editor-selected web sites covering more than 10,000 topics for K-12 study and educator use. These sites, useful to researchers, educators, parents, and administrators, have been judged by our editor to contain valuable, safe content.

editor’s choice web site links can be found in two levels within topic browse, in the listing of sub-topics and also in any applicable results lists. The sub-topic level is covered in the topic browse instruction beginning on page 11, while the results list level is covered below.

To view editor’s choice web sites from a topic browse results list

1. In a search results list generated by a topic browse, click the Editor’s Choice button located to the right of the breadcrumbs. (Not all results relate to an editor’s choice web site, so not all search result lists display this button.)

This takes you to the list of recommended web site links.
2. Select a web site link of interest. This opens the selected web page in a separate browser window. When you finish research in this web site, close the browser window displaying the web page. This returns you to bigchalk Library.

Reference Desk

The Reference Desk feature is accessed through the Reference Desk tab on the navigation bar. Reference Desk contains reference sources to supplement research. These reference sources include such tools as a dictionary, thesaurus, encyclopedias, almanacs, atlases, an occupational handbook, dictionaries of science and medicine, and more.

For a complete listing of publications contained in the Reference Desk, select the View Reference Sources link.

You can use Reference Desk for standalone searches as explained below, or you can highlight a term in a document, and then click the Reference Desk tab to quickly access any reference data available on the selected term as shown on page 19.

To locate reference data in a standalone search

1. Type a keyword term in the Enter keywords box.
2. In the Choose sources section, check any boxes that you want to include in your reference search (by default, all sources are selected).
3. Click the *Start Search* button. This searches the reference materials based on your search criteria, and returns a list of search results.

4. Work with the search results as explained on page 14. Notice two differences:
   - Dictionary definitions appear on the results page
   - Inclusion of an extra button (*Lookup New Term*) to speed the process of searching for a different keyword term
**Toolkit**
The Toolkit feature contains the My List and BookCart features. To use these features, select the toolkit tab on the navigation bar.

![Toolkit](image)

**My List**
My List is a temporary storage place for documents that a user wants to review further or to tag in order to create a bibliography.

Users can add or remove items from My List from a search results page or a document page. Any documents listed in My List are stored only for the duration of the research session; once the user logs out, My List automatically purges all data. However, the user can print the list or email it to save the data.

![My List](image)

The listing of materials in My List closely resembles a search results list, with functionality similar to that covered on page 14. Note the following differences:

- Option buttons enable you to email the list, print the list, clear out the contents of My List, or return to the last results list you viewed
- Icons to the right of each listing only enable you to remove from the list
BookCart

BookCart is a place for teachers and librarians to publicize links to materials related to a specific assignment.

To locate materials in BookCart:

1. Select the BookCart icon on the toolkit page. This accesses a list of all current BookCart assignment lists.

2. Select the desired BookCart list. This opens a page that contains links to the materials available for the assignment. This page might include a list of sources, a reading list of specific documents, and a list of related web sites, which open in a separate browser window.
To search for specific information within this group of sources and documents, type a keyword term into the *Enter keywords* box, and then click the *Start Search* button.

To review information in the source list or reading list, use the same techniques learned in the Browse/Search Publications section (page 8) and the search results section (page 14).

**Printing**

A *Print* button appears on documents and in My List. See pages 16 and 17.

**Emailing**

An *email* button appears in documents and in My List. See pages 16 and 17.

**Product Information Center**

In addition to the many resources available through bigchalk Library, other research sources and tools can be found online at the bigchalk Product Information Center, located at the Product Info Center tab at [www.bigchalk.com](http://www.bigchalk.com).

Take advantage of supplemental curriculum materials and guides, educator’s guides, professional development resources, data sheets, title lists, citation instructions, product trials, and much more.
7. How to cite from bigchalk Library

The following citation guide demonstrates how to cite information obtained through bigchalk Library. This guide also resides online in printable format at the bigchalk Product Information Center, along with citation instructions for other bigchalk products.

bigchalk’s recommended citation process
To cite bigchalk Library materials, follow this two-step process:

Step 1: Keep track of the information you find. Use the Add to My List feature and then print or email the list to yourself before leaving the computer. Or, write everything in a notebook. Keep everything in a single folder on your computer, or in a three-ring binder for safekeeping and teacher review.

Step 2: Create your citations. Ask your instructor whether she prefers standard MLA format or the updated, simplified bigchalk citation format. Both styles are shown below.

bigchalk library source citations

Newspaper article
bigchalk style

Author's Last Name, First Name. "Title." Name of Newspaper. [Database Name] Date.


MLA style


APA style


Magazine article
bigchalk style

Author's Last Name, First Name. "Title." Name of Magazine. [Database Name] Date.


MLA style


APA style


Newswire
bigchalk style

MLA style


Book
bigchalk style

Author's Last Name, First Name. Title of Book. [Database Name] Copyright date.


If there's more than one author, invert only the first name as in Jones, Tom, and Marlea Berryman.

MLA style


APA style


Map
bigchalk style

Description of map location. Source. [Database Name] Date.

Quebec City Central Canada. MGMapsOfTheWorld. [bigchalk Library] 01.01.1996.

MLA style


Audio/Video
bigchalk style

Source. "Description of audio/video." [Database Name] Date.


MLA style


TV/Radio transcript
bigchalk style

Reporter/source. Description of programming. Source. [Database Name] Date.


MLA style

Picture

bigchalk style

Source. Description of picture. [Database Name] Date.


MLA style


Internet source citations

World Wide Web

bigchalk style

Web site author. Title of Web page. [Web] Date of retrieval from the Internet. [Full Web address].


U.S. Congress citation structure

Originating body, Name of Sponsor, Person or Authority with their state, what they are sponsoring or speaking about. Date or Number of Congressional Session. [Web] Date of retrieval from the Internet. [Full Web address].

House of Representatives of the United States, Sen. Shelia Jackson-Lee, Expressing the sense of the Congress regarding the need to pass legislation to increase penalties on perpetrators of hate crimes. 107th Congress. [Web] 03.22.01 [http://thomas.loc.gov/cgi-bin/bdquery/D?d107:1./.:temp/~bdHt8N::|/bss/d107query.html]]

APA style


Email

bigchalk style

Sender Name [sender's email address]. Subject line of message. Recipient Name [recipient's email address]. [Email] Date of message.

The Math Forum [askdrmath@swarthmore.edu]. Re: Question about the history of algebra. Chris Noonan Sturm [cns@wentworth.k12.pa.us]. [Email] 01.10.2001.

Online images

bigchalk style

Image creator/source. Brief description of image. [Internet Image] Date of retrieval. [Full Web address of graphic/image].

Online sounds
bigchalk style

Sound creator/source. Brief description of sound. [Internet Sound] Date of retrieval. [Full Web address of sound].


Online video clips
bigchalk style

Video clip creator/source. Brief description of video clip. [Internet Video] Date of retrieval. [Full Web address of video clip].

Appendix: Boolean search tips

What is a Boolean operator search?
It is a search that combines keywords or keyword phrases with Boolean operators and wildcard characters to create a search string.

- **Keyword Term**: A word or phrase that you want to find within a document.
- **Boolean Operators**: A connective word or symbol used to explain how keyword terms relate to one another in a search string (AND, OR, NOT, parentheses, quotation marks, etc.).

Available Boolean operators and wildcard characters

**Boolean operators**
You need not capitalize the Boolean operators in bigchalk Library; however, it is recommended to help stay organized.

**AND**
Use this to retrieve sources that contain all the search terms connected by AND.

Example: *basketball AND girls AND college*

**OR**
Use this to retrieve sources that contain at least one of the search terms connected by OR.

Example: *oxycodone OR percocet AND addiction*

**NOT**
Use this to exclude inappropriate documents from your results.

Example: *monopoly NOT game*

This example locates all documents containing the word “monopoly” except those documents that also contain the word “game.”

**ADJ**
Use the adjacent operator to retrieve documents containing keyword terms in a specific order and proximity.

Example: *veterinary AND school ADJ 3*

This example locates all documents that contain the word “veterinary” followed within the next three words by “school.”

**WITHIN**
Use this operator to retrieve documents containing keyword term within a specific proximity—order does not matter.

Example: *military AND strategy WITHIN 3*

This example locates all documents that contain the words “military” and “strategy” within three words of one another.
Use parentheses to perform more complex searches by grouping portions of the search together.

Example: (mobile OR wireless) AND telephone*

This example finds all documents that contain “mobile telephone,” “mobile telephones,” “wireless telephone,” or “wireless telephones.”

“” Use quotation marks to search for documents containing the exact phrase typed within the quotation marks.

Example: “camp david”

This example finds all documents that contain the phrase “camp david.” Both words must appear together, in this order.

Wildcard characters

A wildcard is a character that represents any character within a keyword. bigchalk Library recognizes two wildcard characters, the asterisk and the question mark.

* Use this character to replace one or more characters at the beginning or end of a keyword or number. Use this when you don’t know the correct spelling, or when you want to include all possible word endings.

Example: vaccin* to find all documents containing a word that stems from “vaccin,” such as vaccine, vaccination, vaccinations, and vaccinating.

? Use this character to replace one character in a word or number.

Example: wom?n to find all documents containing the word “woman” or “women.”
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