NC LIVE Basics

To find resources in NC LIVE:

- Use the NC LIVE electronic databases to find journal articles, full text electronic books, newspaper articles, images, videos, audio books, etc.
- Access NC LIVE through the Moye Library website. Choose the Electronic Databases link in the Electronic Resources section on the library homepage. Then choose the NC LIVE link and sign in with your Moodle username and password.

Search our on-line Catalog

Help & Instruction
- Ask A Librarian
- Research & Resources
- Online Tutorials
- How to Do It
- Subject Guides
- Library Workshops

Library Services
- Faculty Services
- Interlibrary Loan
- Distance Education
- Forms

Electronic Resources
- Library Catalog
- Electronic Databases
- Journal Finder

About Us
- Hours
- Moye Library Staff Directory
- Library Basics
- What's New

Special Collections
- Free Will Baptist Historical Collection
- Alumni Archives Collection
- Jacques Hitirosky Collection
• Tips for Searching in NC LIVE
  o On the Homepage, choose the Advanced Search option under the Quick Search box.

What is NC LIVE?

The power of your library, online! We give you free access to eBooks, audio books, videos, online magazines, newspapers, journals, and more.
On the next page, choose the categories of databases you want to search OR choose Databases A-Z at the top of the page in order to choose the individual databases you want to search.
On the next page enter your search query, e.g. employ* and business ethics

An asterisk * is the truncation symbol in NC LIVE: employ* will tell the program to search for the words employee, employees, employed, employing, employable and employment.

Keep experimenting with your search term(s) until you get the results you need.

To filter or refine results,

- See the available filters below the box where you enter your search query.

Choose the filters you want: full-text, peer-reviewed, date, etc.

Click on Search to execute your search.
If your results list is too large, you can use the two filters **Search: Thesaurus Term** or **Subject** to further refine or narrow your search. Find those two features on the results page sidebars on the left.

1. **Ethics and Business Management.**
   Subjects: BUSINESS ethics; INDUSTRIAL management; HONESTY; SOCIAL norms; CONFLICT of interests; PROFESSIONAL ethics
   Database: Academic Search Premier

   These two filters can help you find subject headings to add to your search query or to replace your original search query.
The **Integrated Search** sidebar will show you which databases yielded results for your search. Roll the mouse over the blue link to the database to see how many articles were found in each database.

- Click on the link to a particular database to see the search results for that database.
- In the Results list, to read the abstract or excerpt of the article, roll over the icon with the magnifying glass.
Once you find an article(s) you want to pursue, click on the title of the article to open the bibliographic information (title, author, name of journal, date, etc.) about the article.
On the article page, see icons on right for options of things to do with the article. Find the Cite icon in order to access the ready-made citation for the item.

Once you open an article from the results list in NC LIVE, use the Cite tool to access the ready-made citation.

Once you determine that you are going to use a quote, idea or paraphrase from the source, copy and paste the correct citation format into a word document for the references page.

Always spot check ready-made citations for accuracy against your style manual.

Make yourself an EBSCOHost account so you can create custom folders and retrieve your folders when you return to EBSCOHost.

To make an account, from the results page choose Sign In at the top of the page and then Create a New Account.
To find e-books on your topic:

- In the Integrated Search box, retrieve the results from the NetLibrary database. This database contains 53,000 full-text electronic books. See right sidebar to find the NetLibrary results.

- From the Integrated Search sidebar, click on the Netlibrary link to open the list of e-books from NetLibrary.

- Open a particular title and find the Cite button. You can get the ready-made citations for NetLibrary items only while in NC LIVE, not when you go into NetLibrary.

- After getting the citation, Retrieve Item to open e-book in the NetLibrary database.
Alternate way to get into NetLibrary. On the NC LIVE homepage, choose the E-book icon in the middle of the page and choose NetLibrary. Or, go to NC LIVE homepage → Browse → Books and Literature → NetLibrary.
- You can also execute a new search in NetLibrary. Once in the NetLibrary database, choose Keyword from the drop down box beside of the search box to locate a book about a topic. Full-text, the default setting, will locate a book that contains some information about the topic, but will not necessarily be about that topic.
- Search the entire contents of a NetLibrary book by using the Search This E-Content box.
- Set up a NetLibrary account while on the MOC computer network in order to be able to use the Favorites and Notes features.

**To access articles/reports on current topics, issues, politics, or controversial topics**
- NC LIVE homepage → Browse → Current Issues → CQ Researcher Online

- Books & Literature
  - novels, poetry, criticism, plays, Worldcat

- Business & Management
  - small business, company info, Morningstar, WSJ

- Career, Jobs & Test Preparation
  - ASVAB, SAT, GRE, GED, resumes, cover letters

- Current Issues
  - pro/con essay, immigration, global warming

- Data & Demographics
  - SimplyMap, business & marketing data

- Education & Teacher Resources
  - classroom resources, journals, ERIC

- History & Biography
  - WWII, Civil War, presidents, world history

- Hobbies & Interests
  - books, auto repair, gardening

- Homework Help
  - encyclopedias, magazines, test prep, writing help

- Images & Art
  - CAMIO, museum images, paintings, sculptures

- Journals, Magazines, & Newspapers
  - current news, articles, peer-reviewed, WSJ, Cons Reports

- Nursing & Allied Health
  - medical ethics, mental health, disease info, test pr

- Find the Cite Now button for the ready-made citations

- A great resource to get an overview of current topics. See the Pro/Con section of each article.
To get help from a Moye Library librarian

- Use the Ask a Librarian chat screen on the bottom of the library webpage to talk with a Moye Library librarian in real time. You can also use the Ask a Librarian link to find a variety of ways to contact a librarian at Moye Library.

- If the chat screen is not visible, use the NC KNOWS icon on the library homepage to ask a question of a librarian, 24-7