

Library Users Guide

2/24/16

The SWAC libraries are for the use of students, faculty, and staff. Everybody either employed by, or a student at, the college may check out material. The collection focuses on Traditional Chinese Medicine, with an emphasis on acupuncture, and herbal medicine in the Eastern tradition, with supporting literature in Western medicine (Anatomy & physiology, biomedicine, etc.). In addition to physical objects (books, DVDs, etc.) the libraries provide access to a large range of material via databases (MEDLINE, AltHealthWatch, the *Journal of Chinese Medicine*, *Natural Medicines*) and other online material. If what you seek is not immediately obvious always ask the librarian!

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<http://www.acupuncturecollege.edu/resources/online-resources>
- Link to library catalog:
<https://swac.populiweb.com/library/catalog/index.php>

The Rules, in general.

Loan period, main collections.

Boulder: three weeks. Items may be renewed one time if no one else has requested them.

Santa Fe: two weeks. Items may be renewed one time if no one else has requested them.

Both libraries have reference or reserve collections that may not be checked out. Clinic library material at both libraries may not be checked out.

Do not remove material from the library without checking it out. Check out in Boulder is at the library reference desk. Check out in Santa Fe is at the front desk.

Populi, the library system, will send you numerous emails about material you have checked out. Unfortunately we have no control over the volume of emails involved. Do pay attention to overdue notices. *Really* pay attention if the librarian emails you about overdue material.

Please do not reshelve material you use in the library. Let us do it. That way we know what is being used, and what is not.

What the Call Numbers mean:

Like all libraries we arrange the books on the shelves by a call number system. Like almost all call number systems ours gathers books of a similar subject together on the shelf. So, if you don't find the precise book you are looking for, chances are the one next to it will be close to the same subject.

Our call number system is basically that of the National Library of Medicine (NLM), as modified for a TCM/OM collection by the National College of Natural Medicine (NCCNM) in Portland, Oregon. There are some exceptions, but don't worry about it unless you get really fascinated with questions of organization of knowledge.

So, how does a book get a call number? Let us consider, for instance, the book *The Eight Extraordinary Meridians*, by Claude Larre and Elisabeth Rochat de la Vallee, that has this number:

WB 75 L333e 1997 Cy3

Where

WB = Practice of Medicine

75 = Acupuncture and Moxibustion

L333 = Mr. Larre's last name

e = from the word "eight" in the title

1997 = the year the book was published

Cy3 = the third copy of the book we have. Copy numbers go across both campuses, so they are not necessarily sequential at either library

Outline of the NLM Classification

Or see the whole thing at:

<http://www.nlm.nih.gov/class//OutlineofNLMClassificationSchedule.html>

Preclinical Sciences:

- QS Human Anatomy
- QT Physiology
- QU Biochemistry. Cell Biology and Genetics
- QV Pharmacology
- QW Microbiology and Immunology
- QX Parasitology
- QY Clinical Pathology
- QZ Pathology

Medicine and Related Subjects:

- W General Medicine. Health Professions
- WA Public Health
- WB Practice of Medicine
- WC Communicable Diseases
- WD Disorders of Systemic, Metabolic or Environmental Origin, etc.
- WE Musculoskeletal System
- WF Respiratory System
- WG Cardiovascular System
- WH Hemic and Lymphatic Systems
- WI Digestive System
- WJ Urogenital System
- WK Endocrine System
- WL Nervous System
- WM Psychiatry
- WN Radiology. Diagnostic Imaging
- WO Surgery
- WP Gynecology
- WQ Obstetrics
- WR Dermatology
- WS Pediatrics
- WT Geriatrics. Chronic Disease
- WU Dentistry. Oral Surgery
- WV Otolaryngology
- WW Ophthalmology
- WX Hospitals and Other Health Facilities
- WY Nursing

- WZ History of Medicine. Medical Miscellany

On Renewing Books.

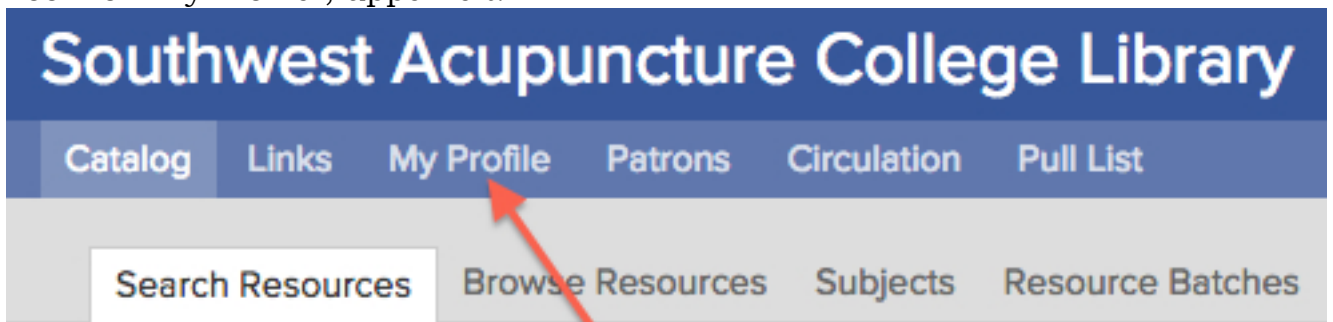
Go to the library catalog

<https://swac.populiweb.com/library/catalog/index.php>

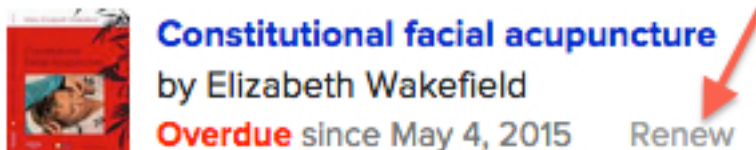
Log in, upper right corner:



Look for “My Profile”, upper left.



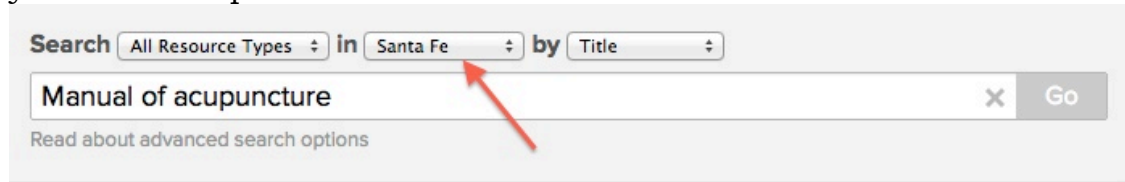
Your profile shows, among other things, the books you have checked out. The overdue items are prominently marked. If you want to renew them, click on the “renew” link:



The system will ask you if you really want to. Duh! Go ahead and make it so.

On placing a hold on a book.

First Locate the book you want, first making sure you are specifying at which campus you are located. You may only place holds on material at your own campus.



Search in by

[Read about advanced search options](#)




A manual of acupuncture
Book • Deadman, Peter., Peter Deadman & Mazin Al-Khafaji ; with Kevin Baker.

- Available at Santa Fe: MAIN • WB 75 D278m 2001 Cy14
- Checked Out due back in in 1 week • WB 75 D278m 2007 Cy13
- Checked Out due back in in 5 days • WB 75 D278m 2007 Cy12
- Not Available • WB 75 D278m Cy16
- Not Available • WB 75 D278m 2011 Cy11

A red circle highlights '5 days' in the third item, and a red arrow points to it from the right.

Good choice! And yes, there is a copy on the shelf (copy14) but this is an illustration. You notice that copy 12 is due back in 5 days, so that's the one you want.

Second Now you have something to work with. Notice the Place a Hold button, and remember you want copy 12.



Book: A manual of acupuncture

Type: **Book**
Replacement Price: **Unknown**
LCCN:

7 of 10 copies are available at **Albuquerque** [Show copies](#)
8 of 9 copies are available at **Boulder** [Show copies](#)
1 of 5 copies are available at **Santa Fe**

- WB 75 D278m Cy16 **Not Available** [View Copy](#)
- WB 75 D278m 2011 Cy11 **Not Available** [View Copy](#)
- WB 75 D278m 2001 Cy14 **Available** in **MAIN** [View Copy](#)
- WB 75 D278m 2007 Cy12 **Checked Out** due back in in 5 days [View Copy](#)
- WB 75 D278m 2007 Cy13 **Checked Out** due back in in 1 week [View Copy](#)

[Add a copy](#)

A red arrow points to the 'Place a Hold' button.

Click on Place a Hold.

Place a Hold

Patron: Charley Seavey

Pick up location: Santa Fe

Resource copy: First Available

- Albuquerque
 - WB 75 D278m - Checked Out
 - WB 75 D278m 2001 - Available
 - WB 75 D278m - Available
 - WB 75 D278m 2001 - Available
 - WB 75 D278m - Checked Out
- Boulder
 - WB 75 D278m 1998 - Checked Out
 - WB 75 D278m - Available
 - WB 75 D278m 1998 - Available
 - WB 75 D278m 2011 - Available
- Santa Fe
 - WB 75 D278m 2001 Cy14 - Available
 - WB 75 D278m 2007 Cy12 - Checked Out
 - WB 75 D278m 2007 Cy13 - Checked Out

Helpful Reviews
No one has reviewed this resource

Tell the system who you are (patron), and where you want to pick up the book in question. The Resource copy button gives you all the alternative copies of the book. *Make sure* you specify which copy you want, or it will default to which ever copy is available next, and that may well be a copy at the campus in the other state. We do not ship books between the two libraries. Once the hold is placed you will get an email notifying you when the copy is available.

The SWAC Databases.

On the right hand side of the library catalog page (<https://swac.populiweb.com/library/catalog/index.php>) there is a list of the databases discussed here. Medline, AltHealthWatch, and Natural Medicines may all be accessed from home, through the catalog page. The *Journal of Chinese Medicine* has to be accessed from a computer in the SWAC library.

Medline

Medline and AltHealthWatch are accessed through the Ebsco link (<http://search.ebscohost.com/>) on the right hand side of the library

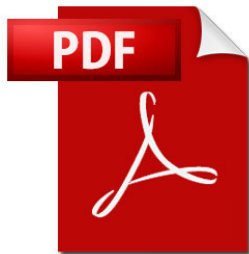
catalog page, or directly from wherever you are. Login and PW are posted in the library computer room. For contractual reasons we cannot put them in this document.

Medline is the great granddaddy of databases, with material going back to the 19th century. Currently providing full text for 1470 journals, but you have to specify full text in your search. Go to the Advanced Search option to do so. Hits on full text articles using Acupuncture as a search term in the abstract field as of 12/24/15 : 2,571.

Boolean searching possible. See appendix 1 for an explanation of the subtleties of searching. It can get complicated, and sometimes it is easier to ask the librarian.

AltHealthWatch

AltHealthWatch provides full text access to 180 journals, as far back as 1990. Go to Advanced Search and specify full text. Hits on Acupuncture in the abstract field, 12/24/15: 4249. Boolean searching possible. AltHealthWatch, particularly for TCM/OM journals, is almost all full text. Look for the PDF logo:



Which is pretty much universal when any database is referring to full text availability. You will also see full text HTML (web) but it is not as common as PDF.

Natural Medicine (<https://naturalmedicines.therapeuticresearch.com/>)

The Natural Medicine database is primarily focused on matters herbal. Boolean searching not available, although general area of search may be specified. You cannot specify full text in advan

My Keyword(s): Enter the keyword(s) you want to search for.

Search



Food, Herbs & Supplements

Health & Wellness

Sports Medicine

Commercial Products

Medical Conditions

Plugging in Gingseng as the keyword produces a large number of hits. At this point you have to start picking your way through and judging what is relevant. Under various headings (Safety, in this case) NM provides citations to material in numerical form ([15586](#)). Clicking on that leads you to a citation, with a link to the abstract, which leads you to the PubMed (<https://www.ncbi.nlm.nih.gov/pubmed>) entry. PubMed provides a list of related citations, and articles where the study in question has been cited.

PubMed, however, does not always include the **full text** of journal articles. If it exists, **click the icon** in the top right corner of the abstract display to link to the **full text**. There is no guarantee that said full text will be free. Publishers, particularly Elsevier, will charge money for access. At this point there is another option.

PubMedCentral (<http://www.ncbi.nlm.nih.gov/pmc/>) however, does provide full text. Plugging the title of what PubMed produced into the search box at PMC may, or may not, produce the exact article, but it will produce very closely related full text material.

It is possible, but not guaranteed, that full text will be available via **Medline** or **AltHealthWatch**. If those don't work, the abstract is the best thing available.

If those last few paragraphs seem impossibly complicated, take what you have to the librarian and let them see what they can do. We live on this kind of stuff.

The Journal of Chinese Medicine (<http://www.jcm.co.uk/jcm-article-archive/>) Which has to be searched from an on-campus computer.

JCM is probably the pre-eminent journal in the field. The database provides full text of the entire publishing history of JCM going back to 1976. It also provides abstracts to over 1500 articles published in the *Journal of Traditional Chinese Medicine* (JTCM). The distinction between JCM and JTCM labels is important. One gets you full text, the other does not.

Unfortunately the search system is not what you can call sophisticated. On the left hand side of the JCM page there is this:

› **JCM Article Archive**

- › How to use the archive
- › Acupuncture points
- › Acupuncture techniques
- › Auriculotherapy
- › Case histories
- › Dietary medicine
- › Diseases
- › General discussion
- › General theory
- › Health preservation
- › Herbal medicine
- › History
- › Massage
- › Cupping
- › Moxibustion

Clicking on Auriculotherapy, we get a list of 49 articles, of which 9 are full text JCM articles, the rest abstracts from *Journal of Traditional Chinese Medicine* (JTCM). Do not sell abstracts short. They usually are a very succinct explanation of the complete text. You can glean a lot of information from abstracts. If it was published the JCM, you can download a PDF for free. If the article is from the JCTM or elsewhere, click on

› **Find out more**

to get the abstract. At this point there are some other options on possibly obtaining a free full text download, but it gets *very* complicated, and there are a lot of options. Take what you have to the librarian and let them deal with it.

Below the *JCM Article Archive* on the left hand side of the page you will find *Research Archive*. This is where things get complicated. There are over 1645 items in the RA as of 10/2016. You can narrow it to Acupuncture Research, Herb Research, Diseases (many subdivisions) etc. using the box on the right hand side of the page.

- > Basic research
 - Acupuncture research (179)
 - Herb research (54)
- > Comment
- > Diseases
- > Pain
- > Tai chi & qigong research
- > Other

The first listed article under the heading *Acupuncture Reduces Epidural Use*. The actual title of the article is “Acupuncture with manual and electrical stimulation for labour pain: a longitudinal randomised controlled trial.” And, as luck would have it, there is a link to a PubMed abstract, that contains a link to the full text at PubMedCentral. Not exactly simple, and it does not always work out that way. The next article in the list (acupuncture and Crohn’s disease) eventually produced full text, but the third article (Tai chi) did not. (This has doubtless changed since the original version of this guide, but the point remains.)

Summary

In short, some databases are more equal than others in providing access to full text information for both faculty and students. If this starts getting complicated beyond what you want to deal with, **please** ask the librarian for help. That’s what we are here for.

Appendix 1: Searching

But first, a blast from the past, The Coasters, Searchin', 1957.

<https://www.youtube.com/watch?v=CDrxqcxo-Ec>

The Mounties and Sherlock Holmes need no introduction. Sam Spade, Sergeant Friday, Charlie Chan, Boston Blackie, and Bulldog Drummond are all fictional detectives from various time periods.

We call it Boolean searching, by the way, because an English gent named George Boole invented the logic behind the searching back in the 19th century.

Anyway, Boolean searching got mentioned above. Basically Boolean operators (AND, OR, NOT) allow you to either make your search very specific, or very broad.

Some examples, using the AltHealthWatch database advanced search function. Full text is specified as the default search. Remember that the search on “acupuncture”, with no modifications, produced 4249 hits. *Nobody* is going to pick through 4249 hits to find what may be relevant. Let's use ear acupuncture as a more specific topic in which we are interested.

Remember that the original search was done by searching only the abstract field. More on that downstream a bit.

Boolean AND means that *both* terms have to be there in order to get a hit.

Acupuncture AND ear = 115 hits.

Boolean OR means that *either* word can be present to get a hit:

Acupuncture OR ear = 4,725 hits (which is actually less than I thought we would get.)

Boolean NOT excludes the search term labeled NOT from the list of hits.

Acupuncture NOT ear = 4,134 hits.

Both Medline and AltHealthWatch give you some more options in narrowing or expanding your search. The three searches just above were all limited to the Abstract field. Let's say that you want more than the

115 hits that acupuncture AND ear got you. Searching all the text obviously broadens the search:

Acupuncture AND ear = 2455 hits.

Conversely you can narrow the search by searching *just* the titles.

Acupuncture AND ear = 34 hits. At which point you can be *very* sure the articles in question are very specific to your topic.

For another explanation of Boolean searching, complete with nice graphics, to to <http://lib.colostate.edu/tutorials/boolean.html> and see what they have to say.

As far as Medline and AltHealthWatch go, getting fairly precise search results is a combination of *how* you search (Boolean operators), and *what* you search (title, abstract, all text). Somewhere in that combination of possibilities you will find that for which you are looking.

Unfortunately neither Natural Medicine nor *Journal of Chinese Medicine* databases allow for that kind of flexibility. Nor it is always obvious how to get full text articles from either. The explanation in the main text is about as good as can be done on paper. With both of those databases, if full text is not immediately obvious, definitely ask the librarian.