Hello and welcome to the libraries of TCC! As a student at TCC, you have access to library materials at each of our libraries on the Chesapeake, Norfolk, Portsmouth, and Virginia Beach campuses, as well as 24/7 access to our digital collections and databases that are accessible through our website at www.tcc.edu/library. This video will provide an overview of library collections available to assist you with research on career information which you will use to complete the Career Report and Interest Inventory assignments.
Let’s start our discussion of library collections at the Library homepage. The direct link is www.tcc.edu/library. This website is available 24/7 and the collections stored here are accessible from off-campus as well. When you are off-campus and attempt to access the Library Databases, you will be asked to log-in using your MY TCC credentials.

Across the top of this website, you will notice that library resources are organized into Research Guides, Books, and Articles. These three categories for organization highlight just a few of the resources that the library has to offer.
What are “library collections”? 

- Books & eBooks 
- Magazines & Newspapers 
- Scholarly (Peer-reviewed) Journal Articles 
- Videos 
- Suggested websites 

So, what exactly does the term “library collections” mean? Library collections are print and digital (or electronic) resources that can be accessed either at the physical library or via the TCC Libraries’ website. Digital resources are stored in databases and your TCC librarians have developed subject-specific research guides to assist you with locating these informational sources. The information contained within library databases is organized to be searchable using keywords. Library sources also contain the source citations (For example-author, date, name of publication etc.) that students’ need to both evaluate information for credibility, as well as properly cite sources to avoid plagiarism.

The next few slides will provide an overview of a few library collections which contain credible information for career research and planning.
So, let’s start to look at some of these collections specifically focused on career planning and career research. You will use these resources to complete the Interest Inventory and Career Report SDV assignments.

To access the libraries’ career databases, start at the libraries’ homepage and click Research Guides from the top menu. From the drop down menu, click “Career Research”.

You are now on the homepage for the Research Guide for Careers. You will notice that this guide is specific to the topic of careers and the information contained is organized by tabs such as “Career Research”, “Books”, “Videos” etc.. Also included in this guide is information on steps of the research process such as evaluation for credibility and proper citation of sources.

We are going to select the tab for “Career Research”. This tab is located at the top of the Career Research guide. Let’s click on this tab and see what we find.
On this page you will notice several suggested databases for information on the topic of careers. Before we take a look at just a few of these resources, let’s define the term “database”. A database is a collection of information whether in the form of a book, article, government statistic or another format. The information contained in library databases differs from information retrieved by a general internet search.

Internet searches return millions, if not billions of results. The credibility of information found online is often questionable especially when trying to determine the author and date of a “fact” located on a general website. If you use library databases, such as the ones in the next few slides, you will be able to properly evaluate your sources and develop concrete answers as to whether or not you trust information you are reading.

Another difference between a library database and a website is in the ability to edit information. Think about a website such as Wikipedia. Anyone can edit information on this site and there is no oversight from experts in the field to assure accuracy of the information posted. In library databases, you will find the information is locked down and certain materials such as articles are peer-reviewed or scholarly and written by experts in the field.
In the next three slides, I will provide a brief overview of what kinds of information you can expect from databases such as Occupational Outlook Handbook, O*Net OnLine, and the Virginia Education Wizard.
One suggested database for finding the information you’ll need for the Career Report assignment is the Occupational Outlook Handbook. This database is a government website, The .gov ending of this web address indicates that it sponsored or authored by a government agency. As we look more closely at the homepage, we see an official seal and the words “United States Department of Labor, Bureau of Labor Statistics”.

The information contained within the Occupational Outlook Handbook is searchable by job title or by occupational groups. You can research pay information, job outlook, as well as learn what levels of education and experience are required to hold a particular job title. The information in this database is updated every two years.
Next up on our tour of career databases is O*Net OnLine. O*Net stands for occupation net and this database is sponsored or authored by divisions within the U.S. Department of Labor. This resource is popular due to its depth of information, as well as special sections dedicated to those transitioning from the military to civilian occupations. This database is searchable by keyword or job title. Career reports are generated and information is made available concerning job duties, pay, and outlook. O*Net also provides very detailed information about technology skills required and the knowledge, skills, and abilities necessary to be successful in particular careers.

There is a lot of useful information in this database that can be used in real-life situations such as resume or cover letter writing, interviewing, and writing career reports. The sources of the information on O*Net are clearly listed, which comes in handy when evaluating sources for credibility.
Last, but certainly not least in on our brief tour of career databases available through the TCC Libraries’ website is the Virginia Education Wizard. This database has a wealth of information covering topics such as transfer agreements between Virginia institutions, career and course planning, as well as a section dedicated to career information.

The Interest Inventory assignment uses the assessments located in the career section of the Virginia Wizard. These assessments help students discover their interests, skills, and work values which will help guide in selection of a career. Before taking the career assessments, please make sure to sign into the database by using the login button which is located in the upper right hand corner of the page. Your username and password will be the same as your My TCC login credentials.
We have now introduced several resources for career information and you may have questions, so what resources are available for help? The “Need Help” section on the libraries’ homepage is a great place to start. This resource provides basic information on library policies as well as hours, but also has a “How do I section” which provides picture tutorials on each step of the research process. As you have time, click on this section and familiarize yourself with all that the library has to offer!
Additional help with research is also available via the Ask A Librarian link on the libraries’ homepage. This service is 24/7 and is staffed by librarians across the country who are trained in providing assistance throughout the research process. Frequently asked questions revolve around topics such as: development of keywords for searching, accessing databases, locating peer-reviewed articles, and the identification of credible sources which can be used to create properly formatted citations.
Thank you for watching this tutorial which provided an overview of the career resources available through the libraries of TCC. Have a great day!