

Career Information Resources

Clark State Library <http://lib2.clarkstate.edu>

OhioLINK <http://www.ohiolink.edu>

Finding articles

OhioLINK offers access to full-text journal, magazine and newspaper articles and interactive career building tools

To find articles by subject area

- Go to <http://www.ohiolink.edu>
- Click on databases “listed by subject”
- Select “Business”
- To find information about a specific company, click on “Business Source Complete”
- Click on “company profiles” to find the company overview, contact information for senior management, top competitors, etc.

To find a specific database click on databases “listed by name” then click on the title of the database to connect. Try these Career databases:

- Learning Express which offers online, interactive practice tests and career building tools
- Vocational and Career Collection which offers full-text articles for 350 trade and industry related periodicals

Finding books

Clark State Library Online Catalog

- Go to <http://lib2.clarkstate.edu> or “Library” quick link from <http://www.clarkstate.edu>
- Select “Catalogs”
- Search by keyword or select title, author or subject
- Examples of subjects: Career, Employment, Resume, etc.

OhioLINK – Online catalog for Ohio Colleges and Universities

- Go to <http://www.ohiolink.edu>
- Select “OhioLINK Library Catalog”
- Search by keyword or select title, author, or subject

Finding Newspapers

The Clark State Library subscribes to The Columbus Dispatch, Dayton Daily News, New York Times, Springfield News-Sun and Wall Street Journal

- Locate the classified advertisement section to search for employment opportunities.

Ask A Librarian. We're here to help!

In the library, in print:

Journals with Employment Opportunities

American Nurseryman

Feed Management

Journal of Court Reporting

Journal of Emergency Medical Services

Lab Medicine

Library Journal

Nursing

PT Magazine

Police Chief

Reference

Encyclopedia of Careers and Vocational Guidance

REF HF 5381. E52 2003

Career Information Center

REF HF 5382.5.U5 C32 1999

Occupational Outlook Handbook

REF HD 8051. A62

Circulating Books

50 Best Jobs for Your Personality

HF 5381.15. F3618 2005

What Color is Your Parachute: A Practical Guide for Job-Hunting and Career Changes

HF 5382. 7B64 2004

Websites

The Riley Guide

<http://www.rileyguide.com/>

Career Voyages

<http://www.careervoyages.gov/>

Clark State Community College Career Services Website

<http://careers.clarkstate.edu/>

O*Net

<http://online.onetcenter.org/>

Occupational Outlook Handbook

<http://www.bls.gov/oco/>

Professional Associations on the Internet

<http://www.ipl.org/div/aon>

Dayton Business Journal

<http://dayton.bizjournals.com/dayton/jobs/>

MLA Citation Style at a glance

Books

Authors Last name, First name. Title of Book. Place publication: Publisher, date of publication.

- Example: Posner, Helaine. Kiki Smith. New York: Monacelli Press, 2005.

Magazines

Author's Last name, First name. "Article Title." Magazine Title day Month year: page numbers.

- Example: Levy, Steven. "The Future of Reading." Newsweek 26 November 2007: 56-64.

Journals

Author's Last name, First name. "Article Title." Journal Title volume:issue [note: only include issue when the journal is not continuously paginated throughout the year] (year): page numbers.

- Example: Nistor, A.P. and J. Lowenberg-DeBoer. "Drainage water management impact on farm profitability." Journal of Soil and Water Conservation 62 (2007): 443-446.

Articles from a database

Author's Last name, First name. "Article Title." Journal Title volume:issue [if required] (year): page numbers or length of article. Name of Database. Name of Library. Day Month year accessed <web address of database or search page>.

- Example: Marshall, Ann, Vicki Burns, and Judi Briden. "Know Your Students." Library Journal 132:18 (2007): 26-29. Academic Search Complete. Clark State Community College Library. 26 November 2007 <lib2.clarkstate.edu/library/referene.html>.

Websites

Author [individual, company, association, etc.] of website, if given. Title of Website. Day Month year site was last updated, if given. Group responsible/Publisher, if given. Day Month year accessed. <web address>.

- Example:

Ohio.gov. 23 November 2007. State of Ohio. 26 November 2007. <www.ohio.gov>.