STEP 1: http://library.mchs.com/

STEP 2: Find the black arrow and click on "College of Nursing."

STEP 3: Find the black arrow and click on "Human Relations Area Files."
STEP 4: If accessing from home, students will need to enter Last Name and Student ID.

Junior and Senior MCCN undergraduate students have two Student Identification numbers: (1) one number begins with an 8, and (2) the second number begins with a 4. To access the Mt. Carmel Health Sciences Library from home, you will need to use your Student Identification number beginning with the number 4.

If you do NOT know your Student Identification # beginning with the number 4, please go to page 14 of this guide for directions to locate your appropriate barcode number.

STEP 5: http://ehrafworldcultures-beta.its.yale.edu.mc.opal-libraries.org/ehrafe/

Find the black arrow and click on "Advanced Search."
**STEP 6:** Find the black arrow and click on "Add Cultures."

**STEP 7:** In the Table below, you may choose one of the 18 American Indian groups living in the United States.

<table>
<thead>
<tr>
<th>American Indian Groups in the United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackfoot,NF06</td>
</tr>
<tr>
<td>Cherokee,NN08</td>
</tr>
<tr>
<td>Chinookans of the Lower Columbia River,NR06</td>
</tr>
<tr>
<td>Comanche,NO06</td>
</tr>
<tr>
<td>Creek,NN11</td>
</tr>
<tr>
<td>Delaware,NM07</td>
</tr>
<tr>
<td>Eastern Apache,NT08</td>
</tr>
<tr>
<td>Hopi,NT09</td>
</tr>
<tr>
<td>Iroquois,NM09</td>
</tr>
</tbody>
</table>

**STEP 8:** After clicking on the "Add Cultures" button in Step 6, the following window should appear on your computer. Find the black arrow and click on "By Country."
**STEP 9:** After clicking on the "By Country" button in Step 6, the following window should appear on your computer. Find the black arrow and click on the letter "U."

**STEP 10:** Scroll down to look at the list of cultures in the United States. Select one (1) of the cultures in the STEP 7 Table.
**STEP 11:** For our example, I have selected "Hopi" American Indian group. Find the black arrow and click on "Add Cultures."

**STEP 12:** The following window should appear on your computer. The black arrows point to the information selected in STEP 11.
**STEP 13:** For your Psy 101 term paper, you may choose to explore "Sex." You will be using OCM Codes 830 831 832 833 834 836 837 838 and 839 which the HRAF will use to find the information required to write your term paper.

![OCM Code](image)

830, Sex
831, Sexuality
832, Sexual stimulation
833, Sexual intercourse
834, General sex restrictions
835, Kinship regulation of sex
836, Premarital sex relations
837, Extramarital sex relations
838, Homosexuality
839, Miscellaneous sex behavior

If you would like to know more about OCM codes, use the following link: [http://hraf.yale.edu/online-databases/ehraf-world-cultures/outline-of-cultural-materials/](http://hraf.yale.edu/online-databases/ehraf-world-cultures/outline-of-cultural-materials/)

**STEP 14:** Find the black arrow and click on "Add Subjects."

![Advanced Search](image)

Additional Information

If you wish to read more about this search choice, use the following link: [http://hraf.yale.edu/resources/guides/advanced-search-in-eharf/#advanced-search-tips](http://hraf.yale.edu/resources/guides/advanced-search-in-eharf/#advanced-search-tips)
STEP 15: The following window should appear on your computer. Find the black arrow and click on "Sexuality & Reproduction."

STEP 16: The following window should appear on your computer. Find the black arrow and click on "Sex." Click on box by "Sex" and checkmarks should appear in the next STEP.
**STEP 17:** The following window should appear on your computer. Find the black arrow and click on "Add Subjects."

**SEARCH ALTERNATIVE**
You can search one (1) subcategory at a time. For example, if you want to collect the data on 834 General Sexual Restrictions, review the illustration below:

**STEP 18:** The following window should appear on your computer. Find the black arrow and click on "Search." In the illustration below, the checkmark in each box means the search will combine information from each of the following categories: 830 Sex, 831 Sexuality, 832 Sexual Stimulation, 833 Sexual Intercourse, 834 General Sexual Restrictions, 835 Kinship regulation of Sex, 836 Premarital Sex Relations, 837 Extramarital Sex Relations, 838 Homosexuality, and 839 Miscellaneous Sex Behavior.
**STEP 19:** The following window should appear on your computer. Find the black arrow and click on "North America (465 paragraphs in 30 documents in 1 cultures)."

**STEP 20:** The following window should appear on your computer. Find the black arrow and click on "Hopi."
**STEP 21:** The following window should appear on your computer. The black arrow identifies the number of authors under the heading of 30 Documents. The violet arrow identifies the number of paragraphs available for the first author under the heading of 465 paragraphs.

![Image of the interface showing 30 Documents and 465 Paragraphs]

**STEP 22:** Below is a picture of the 465 paragraphs from STEP 21. The black arrows show you can click on additional buttons which will provide additional information for your search.

![Image of the 465 Paragraphs interface]
**STEP 23:** Below is a picture of the 465 paragraphs from STEP 21. Find the black arrow and click on "Show Paragraph."

**STEP 24:** The following window should appear on your computer.

**ALTERNATIVE Presentation of the HRAF Search:**
By clicking on the drop-down box in Step 24, you can increase the number of pages from 10 to 20, 30, 40, 50, and 100. Find the red arrow in Step 24.
**STEP 25:** If you click on the box beside the black arrow, you will find a check mark by the first ten paragraphs. If you want to print or e-mail, click on either box near the violet arrows. In both cases the entire paragraphs will appear with either option.
**STEP 26:** Below is a window of the first printed paragraph from STEP 25. You will observe the bibliographic information by the black arrow.

**ALTERNATIVE INFORMATION for E-MAIL:**
By using the round “wheel,” you can add additional information to biographic information to each paragraph.

**STEP 27:** To print paragraphs 11-20, click on the "buttons 11-20" by the black arrow AND repeat the directions in STEP 25.

**Step 28:** Dr. Hilty provided you with a separate document with the term paper guidelines. Review the prior to writing the term paper.
HOW TO FIND YOUR STUDENT ID NUMBER, aka Library Barcode

**Step 1:** https://carmelink.mccn.edu/ics

**Step 2:** Type user name & password

**Step 3:** Click on Student

**Step 4:** Click on one of the three options below:

1. Records and Registration (to access the student schedule),
2. Transcript and Grade Report (to access the unofficial transcript) or
3. Business Office and Account Information (to access the billing statement).

All 3 documents referenced here should depict your student identification number which begins with the number 4.