### Dental Assisting/Dental Hygiene Programs

The following is an overview of information relevant to the Dental Assisting/Dental Hygiene Programs found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“[Dental Assistants] prepare patients, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist dentists during dental procedures. Expose dental diagnostic X rays. Record treatment information in patient records. Take and record medical and dental histories and vital signs of patients. Provide postoperative instructions prescribed by dentist. Assist dentist in management of medical and dental emergencies. Pour, trim and polish study casts. Instruct patients in oral hygiene and plaque control programs. Make preliminary impressions for study casts and occlusal registrations for mounting study casts. Clean and polish removable appliances. Clean teeth, using dental instruments. Apply protective coating of fluoride to teeth. Fabricate temporary restorations and custom impressions from preliminary impressions. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.” (O*NET Dictionary of Occupational Titles, 3rd edition, page 301.)

“[Dental Hygienists] clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments. Feel and visually examine gums for sores and signs of disease. Chart conditions of decay and disease for diagnosis and treatment by dentist. Feel lymph nodes under patient’s chin to detect swelling or tenderness that could indicate presence of oral cancer. Apply fluorides and other cavity-preventing agents to arrest dental decay. Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease. Expose and develop X-ray film. Provide clinical services and health education to improve and maintain oral health of schoolchildren. Remove excess cement from coronal surfaces of teeth. Make impressions for study casts. Place, carve, and finish amalgam restorations. Administer local anesthetic agents. Conduct dental health clinics for community groups to augment services of dentist. Remove sutures and dressings. Place and remove rubber dams, matrices, and temporary restorations.” (O*NET Dictionary of Occupational Titles, 3rd edition, page 283-284.)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can perform a basic search by typing in key words, such as "dental assisting" or "dental hygiene.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “Q” or “R” (e.g. for books on “dental hygiene,” look at books with the call number RK 60.7). If you would like to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “Q” and the "R" sections would be good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or on the Internet. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is available.

#### Finding Books

To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To join the eCommunity, please follow these instructions or ask a library staff member for assistance.
Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Dental Assisting and Dental Hygiene Programs are:

- Decay, Tooth
- Dental Assistants
- Dental Care
- Dental Hygienists
- Dental Materials
- Dental Photography
- Dentistry
- Gums - Diseases
- Microbiology
- Mouth - Cancer
- Mouth - Care and Hygiene
- Nutrition and Dental Health
- Oral Examinations
- Periodontal disease
- Physiology
- Radiography - Dental
- Teeth
- Tooth

Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- *Oxford Dictionary of Dentistry*, REF RK 27 .I745

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Dental Assisting and Dental Hygiene Programs:

- *Dental Assisting: A Comprehensive Approach*, RK 60.5 .P48 2013
- *Clinical Practice of the Dental Hygienist*, RK 60.5 .W5 2013
- *Pediatric Dentistry at a Glance*, RK 55 .C5 D84 2013
In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**

Electronic books supporting the Dental Assisting and Dental Hygiene Programs are available through the eBook collection in EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some dental health related titles include:

- Pathology of the Dental Hard Tissues
- Career as a Dental Hygienist
- Official Patient’s Sourcebook on Tooth Decay
- Safety Standards and Infection Control for Dental Assistants

**Finding Periodical Articles**

Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, utilize the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**

The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Dental Assisting and Dental Hygiene Programs.

- Dental Abstracts
- Journal of the American Dental Association (JADA)
- KDA Today
- RDH
Online Databases
Each of these databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on "Publication Search"). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

EBSCO
• Dentistry and Oral Sciences Source
• CINAHL with Full Text (Cumulative Index to Allied & Health Literature)
• MEDLINE
• Health Source - Consumer Edition
• Health Source – Nursing/Academic Edition
• Academic Search Premier
• eBook Collection
• eBook Academic Collection

Gale/InfoTrac
• Health Reference Center Academic
• Health and Wellness Resource Center and Alternative Health Module
• Nursing and Allied Health Collection
• Academic OneFile
• Vocations and Careers Collection

ProQuest
• Nursing and Allied Health
• Career and Technical Education

Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Dental Assisting and Dental Hygiene Programs.

• Precision in Periodontal Instrumentation, AV (DVD) RK 681 .B57
• Personal Protective Equipment: Comply with OSHA’s Bloodborne Pathogens Standard, AV (DVD) T55.3 .P4
• Basic Infection Control, AV RA 969 .J4 B37
• Confidentiality: HIPAA Today, AV (DVD) RA 976 .C66
• Dental Care for Kids, AV RK 55 .C5 D32
• Gum Disease, AV RK 361 .G86
• Cultural Diversity Considerations for Care Providers, AV (DVD) RA 418.5 .T73 C846
The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Health and Medicine collection which may be helpful to those in the dental assisting or dental hygiene program:

- Dental Care for Kids
- Dental Health
- Dental Hygienist
- Gum Disease: Beyond Tooth Loss

**Internet Web Sites**

Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new address for the organization.

**American Dental Association**
This site offers a “search the site” feature. It also provides information on a variety of dental topics, including the following: your practice, government and advocacy, education and careers, meetings and events, publications, oral health topics, ADA Seal products, tips for teachers, children’s games, news media, and video resources.

**American Dental Hygienist Association**
This site provides a search feature. It also provides information on a variety of topics, including: job classifications, oral health information, career information, continuing education, professional issues, students, about ADHA, members annual sessions, NDHN, press room, shopping, publications, and related links.

**National Center for Dental Hygiene Research**, University of Southern California
This site provides links to the following: online library and research forum; grant funding and opportunities; professional education; clinical practice; the informed consumer; national center news; professional associations; schools, programs, and student sites; government/community sites; vendors and products; as well as general information and gateway sites.

**The American Medical Association** (AMA)
This site offers a “search the site” feature. The mission of the AMA is to help doctors help patients and provides information on such topics as medical advocacy, a wide variety of professional resources, and news in the medical field.