GETTING STARTED IN THE LIBRARY

So you have an assignment in this class to find information related to the portrayal of gender issues, sexism, or prejudice in the movies. Or, you need basic information about a motion picture. How do you get started?

First of all, you will need to go to the library web page. Second, unless you are already an expert on this topic, some background information, or a general overview might be useful. The print titles listed below (in call number order), all located in the reference section of Kelly Library, and the online reference databases, located on the Journal Articles and Databases page, have good articles on portrayals of race, gender, and class in film and other mass media. Kelly Library’s reference section has many specialized encyclopedias—they focus on a particular subject as compared to general encyclopedias, such as Americana or World Book. You can browse in the reference collection in the REF PN 1990s (film), REF HQ 1115s (gender issues), or REF E 169.12s (American popular culture). Try doing a search on “gender issues,” “minorities,” “Disney,” (or the topic of your choice) in these print titles or the online reference databases. If you are viewing this library guide through the Guides link on the library website, or your instructor’s Moodle site, you can go directly to the online sites by clicking on the hyperlinks. Of course, if at any point you need assistance locating or using any of the resources mentioned in this guide, please speak with a librarian!

Salem Psychology and Mental Health  REF BF 636 .P86 2010 vols 1-5 (available online in Salem Health)
Salem Decades:  REF E 169.12 (also available online in Salem History)
   The Twenties in America  The Fifties in America  The Eighties in America
   The Thirties in America  The Sixties in America  The Nineties in America
   The Forties in America  The Seventies in America  The 2000s in America
Encyclopedia of Sex and Gender  REF HQ 16 .E52 2007 vols. 1-4 (available online in GVRL)
Gender Issues and Sexuality: Essential Primary Resources  REF HQ 21 .G359 2006 (available online in GVRL)
Great Events from History: Gay, Lesbian, Bisexual, and Transgender Events 1848-2006  REF HQ 76.3.U5 E53 2004 vols. 1-3
Girth and Movement  REF HQ 784.5.G74  2001
American Masculinities: A Historical Encyclopedia  REF HQ 1090.3 .A453 2003
Encyclopedia of Women and Gender  REF HQ 1115 .E52 2001 vols 1-2 (available online in Credo Reference)
West Encyclopedia of American Law  REF KF 154 .W47 2005 vols 1-13 (available online in GVRL)
Encyclopedia of Communication and Information  REF P 87.5 .E53 2002 vols 1-3
Schirmer Encyclopedia of Film  REF PN 1993.45 .G67 2007 vols 1-4 (available online in GVRL)
Timeout Film Guide  REF PN 1998 .T46 2010
Biography in Context available Journal Articles and Databases page
Credo Reference available Journal Articles and Databases page
Gale Virtual Reference Library available Journal Articles and Databases page
Oxford Reference Online available Journal Articles and Databases page
FINDING MATERIAL WITH THE CATALOG

After you have found some general information, you might want longer, more detailed information. One great place to look is in the online catalog. Emory & Henry College belongs to a group, or a consortium, of four libraries called Holston Associated Libraries, and they share a common catalog. Sometimes you will hear library staff members refer to the catalog as HAL. All types of items are in our catalog; besides books, there are DVDs, CDs, videocassettes, audiocassettes, maps, electronic books, and other electronic resources. You can search for material in several different ways: by subject, title, author and keyword. The screenshot below is from a subject search on Women in Mass Media. Scroll down the list of subject headings until you see a title that looks good, and click on it. For example below the subject search is a screen shot of the book

**Action Chicks: New Images of Tough Women in Popular Culture.** The open record will show you that Kelly Library owns the book, and gives you the call number so you can find it.

These sample searches are very basic; there are many ways you can limit or tailor your search. We won’t go deeply into that now, but the library staff wants you to be aware of the catalog and that it has the holdings of all material formats of its member libraries. The most important thing to remember is to ask for help!
WHAT DO THESE STRANGE LETTERS AND NUMBERS MEAN?

After you have found books and other material in the catalog, how do you find these things in the library? The call numbers probably don’t look like what you are used to in your school learning resource center or local public library. That’s because Kelly Library uses the Library of Congress classification system, and your school or public library probably used the Dewey Decimal system. Both classification schemes do the same thing: group library materials together by subject. To help make things clearer, take a look at this tutorial from the University of Rhode Island to help you decipher Library of Congress call numbers. If you are having a tough time finding items on the shelves, do not hesitate to ask any circulation staff member or reference librarian for help.

In general, most of the circulating items on are on the top floor of the library. The reference collection, periodicals and newspapers, DVDs, CDs, and new books are on the main floor. The ground floor has the IT Help Desk, an open computer lab (Kelly Lab), the McGowan Lab and a government documents collection (most of the items in it can be checked out). Please wander around the building to familiarize yourselves, and above all, ask the library and IT staff questions.

FINDING ARTICLES IN DATABASES

Besides books, you will want articles. Articles generally fall into two groups: popular magazines and scholarly periodicals. You have online access to both kinds of articles through the many databases this library subscribes to. Take a look at the Journal Articles and Databases page. There are dozens of databases, and most of them are partially or completely full-text. You may already be familiar with Expanded Academic or ProQuest from your high school or public library. One database in this library that covers a wide range of subjects in both magazines and journals is Academic Search Complete. Look at the screen shot below from Academic Search Complete with the search terms of class AND Disney AND movies OR film. The search produced nearly 60 hits. If the citation indicates PDF or HTML full-text, the article is there, ready for you to read or print.

As you can see on the Journal Articles and Databases list, there are many specialized databases too. Topics covered in the subject matter of this Transitions class include sociology, psychology, women’s studies, film, and popular culture. In addition to Academic Search Complete, some other periodical databases that might be of interest to you are: Communication & Mass Media Complete, Humanities International
Complete, JSTOR, Project Muse, Psychology & Behavioral Sciences Collection, and Women's Studies International. Due to the interdisciplinary nature of this class, you have many periodical databases from which to choose. Except for JSTOR and Project Muse, all of the databases listed above are produced by the same vendor, and have the same user interface. If you are comfortable using Academic Search Complete, the others will be the same.

Although newspapers may not be considered scholarly sources, many big city papers have substantial coverage of film. In addition to reviews, critics writing for the big papers often write extensive articles on film: portrayal of women, ethnic groups, violence etc. One good newspaper database is America's Newspapers. See the screen shots below; my search is on gender roles AND (movies OR film) AND past 5 years.

WHAT DO YOU DO IF AN ARTICLE IS NOT FULL-TEXT IN A DATABASE?

If you're looking, for example, in Academic Search Complete, and you find an article that is not full-text, what do you do? Go to our E-Journals by Title list! An article citation that may not be full-text in one database may very well be full-text in another one of the library’s dozens of databases. For example, in the Academic Search Complete search above, there is a citation in the results list for a 1993 article in Western Folklore titled “Going Up in the World: Class in ‘Cinderella.’” It is not full-text. However, checking the E-Journals by Title list shows that this article is available full-text in another Kelly Library database, JSTOR. Then you can go to the JSTOR database and locate your full-text article.

If the article is not available in any of the library’s databases, you can request it through interlibrary loan. ILL is a service Kelly Library provides to its faculty and students in which the library staff can borrow materials or obtain photocopies from other U.S. libraries.
WHAT DOES “SCHOLARLY” VERSUS “POPULAR” MEAN?

Throughout your college career, you will hear professors and librarians mention popular magazines and scholarly journals. Or, your professors may tell you to rely on scholarly, not popular sources. What does that mean? Generally, articles in popular magazines, such as Time, Sports Illustrated, Glamour, Psychology Today, etc. are geared toward a large audience. Scholarly journals, such as the American Historical Review, American Journal of Psychology, Mind, International Journal of Ethics, etc. are aimed at scholars and students in specialized fields. People is a magazine about celebrities and popular culture; the Journal of Popular Culture studies and analyzes it. Here is a helpful chart on the Skidmore College’s Library website that will help you distinguish the differences between the two types of publications.

DOCUMENTATION AND PLAGIARISM

Plagiarism is serious academic misconduct. The E&H Academic Code clearly states that it is a student’s responsibility to give credit to another person’s exact words or unique ideas. The Honor Code reinforces this concept with the statement that one of its elements is “A commitment to abstain from all forms of cheating and plagiarism.” Documenting sources correctly and attributing them to the author will help you avoid this mistake in your papers and presentations. The Online Writing Lab (OWL) at Purdue University has a good web page on what plagiarism is, and how to avoid it. In high school, you may have already had some experience with the Turabian style of documentation. Your professors will talk to you more in-depth about this issue. Three other common styles you may hear your professors mention are MLA (Modern Language Association), APA (American Psychological Association) and the Chicago Manual of Style. The library has guides for all of them. Also, on the library’s Research Tips page, there are links to several good sites. The examples on the OWL and the Diana Hacker websites are very helpful. Note: although the first screen on the Diana Hacker website states it is the 5th edition, it incorporates the most recent MLA and APA documentation changes made in 2009.

FINDING GOOD INTERNET SITES

There are lots of good web pages, and some that are not so great. In high school, your teachers and media specialists have probably given you some advice on telling the good from the bad. Widener University’s Wolfram Library has a good YouTube tutorial on evaluating web sites.

In addition to pages you find on your own with your favorite search engines, the librarians in Kelly Library have pulled together high-quality web sites, subscription databases and print resources by subject. Take a look at the areas; you may see a resource you can use. Click to see what we have listed for mass communications, theatre and film, and women’s studies. Some other reliable websites that might be useful for this class are Box Office Mojo, Internet Movie Database, MRQE: Movie Review Query Engine, Movies.com, Rotten Tomatoes and Variety. Also, check with Mr. Whited, who will have more recommendations. Another gateway site to many different subject areas is the ipl2; web pages are carefully reviewed before they are included.
YOUR BEST RESOURCE

Your best resource in the library is the people who work here! If you are having problems locating or using any of these resources, please ask a library staff member for assistance. We’re here to help you with your information needs. Kelly Library is open 92.5 hours a week during the regular semester, and a reference librarian is available until 9pm Sunday-Thursday, and all day Friday and Saturday.

Circulation Staff
Adam Alley
Jennifer Bassett
David Lyons
Holly McCormick
Janice Snead

Reference Librarians
Lorraine Abraham (Library Director and CIO)
Jane Caldwell
Patty Greany
Jody Hanshew
Janet Kirby

Archivist
Robert Vejnar

Another valuable resource available to you on this campus is the E&H Writing Center in McGlothlin-Street 233. It is not an editing service; the tutors there can work with you to improve your papers by giving you advice on grammar, organization and documentation matters. For information on operating hours and tutor schedules, call ext. 6223 or check the Writing Center webpage. Also, you may want to consult with Academic Support Services in the Powell Resource Center at ext. 6144.

One more resource that will help you with your research: Diana Hacker’s and Nancy Sommers’s grammar and composition book *A Writer’s Reference*. It contains an excellent section on doing research—how to set realistic deadlines, form a topic and refine it, etc. as well as giving you some practical tips.

Remember: We’re here to help you with your information needs. Please don’t hesitate to ask us for help. You can reach us by:

- calling the Circulation Desk at ext. 6208
- emailing askalibrarian@ehc.edu
- visiting the library in person

www.library.ehc.edu
askalibrarian@ehc.edu
276.944.6208

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