GETTING STARTED IN THE LIBRARY

So you have an assignment in this class to find information on racism. How do you get started? First of all, you will need to go to the library web page (www.library.ehc.edu). 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, have good articles on the historical, ethical, psychological, and sociological aspects of racism and its impact on society. They are examples of specialized encyclopedias—they focus on a particular subject, as compared to general encyclopedias, such as Americana or World Book. The online reference databases can be accessed by going to the library’s Journal Articles and Databases list, or by the links built into this guide, if you are viewing it online via Moodle or the Guides link on the library page.

General Background Information

Encyclopedia of Philosophy  REF/B/51/.E53/2006. Also online in Gale Virtual Reference Library
Corsini Encyclopedia of Psychology  REF/BF/31/.E52/2001. Also online in EBSCO eBook Collection
Encyclopedia of Applied Psychology  REF/BF/636/.E52/2004. Also online in Credo Reference
New Dictionary of the History of Ideas  REF/CB/9/.N49/2005
Encyclopaedia Judaica  REF/DS/102.8/.E496/2007. Also online in GVRL
Reference Library series:
  Arab America  REF/E/184/.A65/R34/1999
  Hispanic America  REF/E/184/.S65/.R44/1993
  Black America  REF/E/185/.R45/2005
Encyclopedia of African-American Culture and History  REF/E/185/.E54/2006. Also online in GVRL
Encyclopedia of Sociology  REF/HM/425/.E5/2009. Also online in GVRL
Encyclopedia of European Social History from 1350 to 2000  REF/HN/353/.E63/2001
Encyclopedia of Sex and Gender  REF/HQ/16/.E52/2001. Also online in GVRL
Encyclopedia of World Poverty  REF/HV/12/.E54/2006. Also online in GVRL
Encyclopedia of Genocide and Crimes against Humanity  REF/HV/6322.7/.E53/2005. Also online in GVRL
The list above is very long, but racism / prejudice / discrimination is a huge topic, with many different aspects. Depending upon your individual assignments, not every title may be relevant to you.

### Biographical and Critical Information

Reviewing your instructor’s syllabus shows that you will need biographical information about authors and historical personages, and critical information about books you are reading and discussing in class. The sources below will provide you with that kind of information. The print reference titles are located in the reference collection, and the online databases may be accessed through the Journal Articles and Databases link.

- **American National Biography**  REF/CT/213/.A67/1999
- **Black Women in America**  REF/E/185.86/.B542/2005
- **Book Review Index**, index shelves (precedes the Reference Collection)
- **Biography in Context**, online
- **Literature Resource Center**, online

Below is a screen shot from **BiC** with a search on **W.E.B. Du Bois**.

You can see that my results in the second screen shot shows a full-text article on him from **Authors and Artists for Young Adults** under **Featured Content**. Titles from many other well-known and reliable print-based reference sources and periodicals have been pulled together under **Reference, News, Magazines, Academic Journals, Websites, and Primary Resources** headings in the **Biography in Context** database. There is a **Factbox** with quick facts and links to other relevant biographies within this database.
Literature Resource Center can be very helpful in locating information about literary works. See the screen shot below listing full text criticism of Harriet Beecher Stowe’s *Uncle Tom’s Cabin.*
Sometimes older titles require a few more steps to find reviews. There is a print index (as opposed to an online database), *Book Review Digest*, that is published on an annual basis. Kelly Library owns it 1905 to 1996, and it is located in the Index Shelves, which are in front of the reference collection. Each volume is arranged alphabetically by the author’s last name and indexes the periodical the book was reviewed in, the date, and pages. *JSTOR*, a database of almost 100% full text scholarly periodical articles, is also another good place to look for reviews on older books, especially if they are academic or scholarly in nature. *Academic Search Complete* contains many reviews, too. Both *ASC* and *JSTOR* have a box to check to limit your results to reviews only.

**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, electronic books and other electronic resources. You can search for material in several different ways: by subject, keyword, author, or title. Below is a subject search on *racism*, with a results list of 50 items.

After you been to a few class meetings, completed some readings, participated in class discussions and perhaps looked at some library resources, you now realize what a huge topic “racism” is. Here are some other related subject headings you might want to pursue: anti-Semitism, discrimination, ethnocentrism, hate crimes, lynching, prejudices, scapegoat, stereotypes (social psychology) and violence. Notice that they are hyperlinks, and if you are viewing this guide from Moodle or the library web site, you can go straight to them. Also, aware that this is just a tiny sample; there are many more relevant subject headings (and material) in the catalog. If you are having difficulty finding information with the catalog, please speak with a librarian or circulation staff member.

**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 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 uses 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 interactive tutorial from the University of Rhode Island to help you decipher Library of Congress call numbers (you need to look at just the first three screens). Also, 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.
FINDING YOUR WAY AROUND THE BUILDING

In general, most of the circulating items on are on the top floor of the library. The reference collection, periodicals and newspapers 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. In general, most of the circulating items on are on the top floor of the library. The reference collection, periodicals and newspapers 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. Please free to wander around the building and 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 journals. 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 link. 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. Two similar-in-scope databases in this library that cover a wide range of subjects in both magazines and journals are Academic Search Complete and General OneFile. Look at the screen shot below from Academic Search Complete with the search term of Jim Crow laws. My search yielded 100+ hits. Note the columns to the left of the search results—you can further tweak your search by limiting the results to academic journals or popular magazines, certain dates, etc.

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 Full Text E-Journals finder! 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.
Since racism or bigotry are topics always in the news, newspaper databases, although not scholarly material, can be useful sources of information. Kelly Library subscribes to four newspaper databases, *America’s Newspapers*, *Factiva*, *Lexis Nexis*, and *Newspaper Source Plus*. The screen shot below is a search on burning AND Quran AND Florida in *America’s Newspapers*.

**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 will help you avoid this mistake in your papers and presentations. 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 helpful sites. The Hacker website is especially helpful.

FINDING GOOD INTERNET SITES

There are lots of good web pages, and some that are not so good. In high school, your teachers and media specialists probably have given you some advice on telling the good from the bad. Try this site too for some wise evaluation guidelines.

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 these areas; you may see a resource you can use. Click to see what we have listed for history, psychology, sociology, and women’s studies areas; they might direct you to web sites relevant for this class.

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 generally is available until 10pm Sunday-Thursday, and all day Friday and Saturday.

Circulation Staff
David Lyons
Pat Maiden
Shelby Smith
Tonya White
Stephen Woodward

Reference Librarians
Lorraine Abraham (director)
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 214 Wiley Hall. 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. 6796 or check the Writing Center webpage.

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, or visiting the library in person.