GETTING STARTED IN THE LIBRARY

So you have an assignment in this class to find information on spirituality. 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, have good articles on the historical, psychological, religious, and sociological aspects of spirituality and religious experience. 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 A-Z Databases list, or by the links built into this guide, if you are viewing it online via Moodle or the Guides link on the Kelly Library home page. Of course, if at any point you need assistance locating or using any of the resources mention in this guide, please speak with a librarian!

Encyclopedia of Philosophy  REF/BF/51/.E53/2006 Also available online in Gale Virtual Reference Library
Corsini Encyclopedia of Psychology  REF/BF/31/.E52/2001 Also available online in GVRL
Salem Health: Psychology and Mental Health  REF/BF/636/.P36/2010. Also available Salem Online Reference
Contemporary American Religion  REF/BL/2525/.C64/2000 Also available online in GVRL
Encyclopedia of Religion  REF/BL/31/.E46/2005 Also available online in GVRL
Encyclopedia of Christianity  REF/BR/95/.E8913/1999
    Contains a very good overview of spirituality.
New Catholic Encyclopedia  REF/BX/841/.N44/2008

“Salem Decades”: The Twenties (The Thirties, The Forties, Fifties, Sixties, Seventies, Eighties, Nineties, 2000s) in America  REF/E/169.2/ (also available online in Salem History)
    Each set in this series has good articles about religion and spirituality in America in the last 80 years.

Dictionary of American History  REF/E/174/.D52/2003 vols 1-10 Also available online in GVRL
Encyclopedia of Sociology  REF/HM/425/.E5/2000/vols 1-5 Also available online in GVRL
Encyclopedia of Health and Behavior  REF/R/726.5/.E53/2004
Salem Health: Complementary and Alternative Medicine  REF/R/733/.C66/2012 Also available in Salem Online Reference
Encyclopedia of Health and Behavior  REF/R/726.5/.E53/2004
Encyclopedia of Health and Behavior  REF/R/726.5/.E53/2004
Salem Health: Complementary and Alternative Medicine  REF/R/733/.C66/2012 Also available in Salem Online Reference
Credo Reference
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 the topic of spirituality. Notice that the search returned 60+ subject headings (spirituality, spirituality—Biblical teaching, spirituality—Catholic Church, etc.) It lists another possible subject heading (spiritual life).

There are several titles under spirituality—United States.
By clicking on a title, you can see the full publication information for the book *Sacred Stories, Spiritual Tribes* by Nancy T. Amerman, as well as its location in the library, call number and availability. It is located on the New Books shelves.

Here are a few more subject headings that may be helpful to you in this class: experience—religion; faith development; mental health—religious aspects; moral development; psychology and religion; spiritual direction; spiritual life. Notice that they are hyperlinks, and if you are viewing this guide from Moodle or the library Guides link, 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 tutorial from the University of Rhode Island to help you decipher Library of Congress call numbers. 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 (a classroom) and a government documents collection. In general, most of the circulating items on are on the top floor of the library (note: most government documents circulate).

**FINDING ARTICLES IN DATABASES**

Besides books, you will need articles. Articles generally fall into two groups: popular magazines and scholarly periodicals. You have online access to both kinds of articles through the databases this library subscribes to. Take a look at the A – Z Databases list. 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 local public library. One similar 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 spirituality and college students and United States.
There are two other indexes from the same database vendor that will lead you to additional scholarly periodicals in religion or psychology: **Psychology and Behavioral Sciences Collection** and **Religion and Philosophy Collection**. Their user search pages are exactly the same as ASC. Some other databases that would have relevant scholarly articles are **JSTOR, Project Muse, PsycArticles**, and **PsycInfo**. Below are screen shots from **PsycInfo**. It uses the same search words as in **Academic Search Complete**, with different results.

In addition to these magazine/periodical databases, Kelly Library also subscribes to four newspaper databases (**America's Newspapers, Factiva, Lexis Nexis Academic**, and **Newspaper Source Plus**). They are all listed on the **A – Z Databases** list. Depending upon your assignments and research needs for this class, they may contain relevant information. The following screen shots are from **America's Newspapers**; it’s a search on **illness AND affect AND religion OR “religious beliefs”**, limited to newspapers from the United States. It netted over eighty hits.
If you need help deciding which database(s) to use, or how to use them, please speak with a librarian.

WHAT DOES “SCHOLARLY” VERSUS “POPULAR” MEAN?

Throughout your college career, you will hear instructors and librarians mention popular magazines and scholarly journals. 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*, *Christian Century*, etc. are geared toward a large audience. Scholarly journals, such as the *American Historical Review*, *American Journal of Psychology*, *Mind*, *International Journal of Ethics*, *Journal of Ecumenical Studies*, 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.

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.

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 *Re: Writing 3* (formerly Hacker) 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. *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. Click on **Subject Resources** under the **Research** heading, and 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 9pm Sunday-Thursday, and all day Friday and Saturday.

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<thead>
<tr>
<th>Circulation Staff</th>
<th>Reference Librarians</th>
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<tr>
<td>Adam Alley</td>
<td>Lorraine Abraham (Library Director / CIO)</td>
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<td>Jennifer Bassett</td>
<td>Jane Caldwell</td>
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<td>David Lyons</td>
<td>Patty Greany</td>
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<td>Holly McCormick</td>
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<td>Melissa Phelps</td>
<td>Janet Kirby</td>
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**Archivist / Special Collections**

Robert Vejnar

Another valuable resource available to you on this campus is the E&H **Writing Center** in McGlothlin-Street 233. The tutors there can work with you to improve your papers by giving you advice on grammar, organization and documentation matters; it is not an editing service. For information on operating hours and tutor schedules, call ext. 6723 or check the Writing Center webpage. Also, you may want to consult with **Academic Support Services** in the **Powell Resource Center** at ext. 6144.

**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

https://www.facebook.com/KellyLibrary

 embarrass and Henry College

jec/E&H/rev/8-09 to 9-15