GETTING STARTED IN THE LIBRARY

So, you have several research assignments in this class that require you to gather information. How do you get started?

First of all, you will need to go to the library web page. Second, some historical background or a general overview might be useful. The first group of print titles listed below (in call number order), all located in the reference section of Kelly Library, and the four online reference databases, have good articles on African-Americans and other ethnic groups in higher education. 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 library page. The second group pertains to the Holocaust, and will be useful for preparing for your visit to the U.S. Holocaust Memorial Museum later in the semester. 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!

Racial and Ethnic Relations in America REF E 49 .R33 2000
Encyclopedia of American Indian History REF 77 .E48 2008
Oxford Encyclopedia of Latinos & Latinas in the U.S. REF 184 .S75 O97 2005
Encyclopedia of African-American Culture and History REF E 185 .E54 2006
Encyclopedia of African-American History 1896 to the Present REF 185 .E5453
Encyclopedia of Diversity in Education REF LC 1099 .E53 2012

Encyclopedia of World War II: A Political, Social, and Military History REF D 740 .E516 2005
Holocaust and World War II Almanac REF D 804.17 .H65 2001
Holocaust Encyclopedia REF D 804.25 .H66 2001
Encyclopedia of the Holocaust REF D 804.3 .E53 1990
Columbia Guide to the Holocaust REF D 804.3 .N54 2000

Biography in Context
Credo Reference
Gale Virtual Reference Library
Salem Online Reference Books.

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, maps, electronic books, and other electronic resources. You can search for material in
several different ways: by subject, author, title, or keyword. Below is a subject search on African Americans—Education (Higher)—United States

Now look at the screenshot of a keyword search on African Americans AND college. Notice how your results differ. Both are good ways to search.

Note: if you see an item at another HAL library, you can request it through the catalog and have it delivered to this campus.
Let’s look at a title from the first screen shot by clicking **Click** on the link and you will see information about the book, where to find it, etc. :

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 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 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. Please do not attempt to contact URI library staff. If you are having a tough time finding items on the shelves, do not hesitate to ask any Kelly Library 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**, **newspapers**, **DVDs**, **CDs**, and **new books** are on the **main floor**. The **ground floor** houses the **IT Help Desk**, an open computer lab (Kelly Lab), the **McGowan Lab**, **maps**, **microfilm** and a **government documents** collection. The top floor contains most of the circulating collection and special collections. Please feel free to ask any library or IT staff member for directions or help.

**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 **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**. One database in this library that covers a wide range of subjects in both magazines and journals are **Academic Search Complete**. Look at the screen shot below from **Academic Search Complete** with a search using the terms **Holocaust AND (mentally OR physically) disabled**...
The search produced 11 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 A-Z Databases list, there are many specialized databases too. To students seeking more scholarly periodical information the experiences of various ethnic groups and higher education, or the Holocaust, the following databases may be of interest: America: History & Life, Education Research Complete, ERIC (ProQuest version), Historical Abstracts, JSTOR, ProQuest Dissertations and Theses: Global, Psychology & Behavioral Sciences Collection, and Religion and Philosophy Collection. Please consult with the librarians for additional suggestions on where to look. Also, you might want to try E&H OneSearch, our new discovery search engine. It searches most of the library’s databases simultaneously, except for the ones you see below on the right side of the screen shot. Let us know how you like this service.

Although newspapers may not be considered scholarly sources, they can be helpful in giving you information as the event was, or is, unfolding; tracing a story through the newspaper can give you a day-by-day breakdown of it. With a newspaper database such as America’s Newspapers, it’s easy. Below is a sample search on “Holocaust survivors” and limited to Appalachian News Sources 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, diverse 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.

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 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 **Long Island University** and the **OWL** (Online Writing Lab at Purdue University) websites are 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 have probably given you some advice on telling the good from the bad. Widener University’s Wolfgram 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 on Subject Resources under the Research column to see what we have listed.

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 reference librarians are available 8am – 7pm Monday - Friday.

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<tr>
<th>Circulation Staff</th>
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<tr>
<td>Adam Alley</td>
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<td>Morgan Bitler</td>
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<td>Kat Lilley</td>
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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. Note: the Writing Center now has an outpost in the library! It’s in the collaboration area on the main floor, and tutor is available Monday & Wednesday 3:30-5pm, and Tuesday & Thursday 7-9pm. 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.

One more resource that will help you with your research: Diana Hacker’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