#WorkWoke: A Push towards Justice & Equity in America’s Criminal Justice System

So you have an assignment in this class to find information on social justice and equity issues as they relate to the American criminal justice system. How do you get started?

First of all, you will need to become familiar with the library home page. Second, you will need background or general overview information. The 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 the U.S. criminal justice system. They are examples of specialized encyclopedias—they focus on a particular subject, as compared to general encyclopedias, such as Americana or World Book, and have more authoritative credentials than Wikipedia. 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. 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!

**Finding Background Information**

*Encyclopedia of Race and Racism*  REF E 184 .E584 2008 Also in *Gale Virtual Reference Library*  
*Encyclopedia of African American History from 1896 to the Present*  REF E 185 .E5453 2009  
*Encyclopedia of Homelessness*  REF HV 4493 .E53 2004  
*Encyclopedia of Criminology*  REF HV 6017 .E5295 2006  
*Social History of Crime & Punishment in America: An Encyclopedia*  REF HV .S63 2012  
*Encyclopedia of Criminal Justice Ethics*  REF HV 7419 .Ee53 2014  
*Forensic Science*  REF HV 8073 .F3776 2015 Also in *Salem Online Reference Books*  
*Encyclopedia of Capital Punishment in the United States*  REF HV 8694 .P35 2001 Also in *Credo*  
*Encyclopedia of Juvenile Violence*  REFHV 9104 .E59 2007 Also in *EBSCO EBooks*  
*Encyclopedia of American Prisons*  REF HV 9471 .E425 1996 Also in *EBSCO EBooks*  
*Credo*  
*Gale Virtual Reference Library*  
*Oxford Reference Online*  
*Salem Online Reference Books*

**Finding Information in the (Almost) Whole Library Collection**

An easy way to search most of the library’s resources that are actually in the building, or full-text in its databases, is through *E&H OneSearch*. Take a look at the following example--- a search on “civil asset forfeiture AND “racial profiling.”
Notice the checkbox limiting the search results of about 150 items to “Available in Library Collection.” This search includes everything on the A – Z List except the databases on the right side of the screen. This is an easy way to make a first pass in your research, and find a substantial number of full-text items.

When the box is unchecked, the list of results expands to almost 200 items.

**Can I Look at Individual Databases?**

You may prefer to look at some of these databases individually. Let’s look at the catalog and a few databases.

**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, streaming video, maps, electronic books, and other electronic resources. You can request items held by the other HAL libraries through the catalog, and have them sent to Kelly Library for pick up. You can search for material in several different ways: by subject, author, title, or keyword. The following screenshot is from a subject search on African American prisoners.
What Are These Strange Letters and Numbers?

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.

Databases

You may prefer to search most of the library’s online resources at one time through E&H OneSearch, or you may prefer to look at some of them separately. Following are some good databases for the subject matter of this class, if you would like to search them individually. The example in the screen shot on the next page is a search in Academic Search Complete on “war on drugs” AND “United States” AND “criminal justice”.

Some other databases that would be helpful in addition to E&H OneSearch and Academic Search Complete are Legal Collection, Military & Government Collection, Psychology and Behavioral Science Collection, and SocINDEX. Please note that user interface for all of these databases is the same.
**CQ Researcher**
This database contains weekly reports on a wide variety of topics, including ones relating to the criminal justice system in the United States. Below is a screen shot from a report on **restorative justice**.

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**Locating Articles That Are Not Full-Text**
OK, after searching *SocINDEX*, which is not a full-text database, for articles on **homelessness AND criminalization**, you found a citation. It’s for “The Cruel and Unusual Criminalization of Homelessness” in
the Fall 2006 issue of the *Texas Journal on Civil Liberties & Civil Rights*. It looks good! What’s the next step?

Click on the [Journals by Title](#) link on the home page, and paste the journal title. It’s in three different databases that Kelly Library subscribes to—one of them being *Academic Search Complete*.

![Screenshot of search results](image)

Click on *Academic Search Complete*, then on the date and issue number. Scroll down the short list to find your article.

If you find books or articles that you do not have access to in Kelly Library, you may wish to use the [interlibrary loan service](#). Please speak with a librarian for further details about this service.

**What’s a Policy Brief and How Do I Write One?**

According to a definition by the United Nations’ Food and Agriculture Organization, a policy brief “is a concise summary of a particular issue, the policy options to deal with it, and some recommendations on the best option. It is aimed at government policymakers and others who are interested in formulating or influencing policy.”

The UNC Writing Center web site lists a policy brief as typically containing these sections: title, executive summary, dimensions of the problem, policy options, policy recommendations, appendices with supporting material, and a list of consulted resources.

The following websites have good definitions and examples of policy briefs, which you might find helpful.

- **Essential Guide to Policy Brief Writing**
- **How to Write a Policy Brief / IDRC**
  [https://www.idrc.ca/sites/default/files/idrcpolicybrieftoolkit.pdf](https://www.idrc.ca/sites/default/files/idrcpolicybrieftoolkit.pdf)
- **Schuyler Center for Analysis and Advocacy**
- **University of California Criminal Justice and Health Consortium**
- **The Writing Center at UNC-Chapel Hill**
  [https://writingcenter.unc.edu/policy-briefs/](https://writingcenter.unc.edu/policy-briefs/)
- **Writing Effective Reports**
  [http://www.fao.org/docrep/014/i2195e/i2195e03.pdf](http://www.fao.org/docrep/014/i2195e/i2195e03.pdf)
**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.

**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 90+ hours a week during the regular semester, and reference librarians are available 8am – 7pm Monday – Thursday and 8am-5pm Friday.

**Librarians:** Jane Caldwell, Jody Hanshew, Janet Kirby, and Ruth Castillo  
**Circulation Staff:** Adam Alley, Cindy Goodson, Christine Mitten, and Melissa Phelps.

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. **Note:** in the Fall 2017 semester, Kelly Library is hosting a WC tutor on the main floor. 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  

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