GETTING STARTED IN THE LIBRARY

So you have an assignment in this class to find information on place or community. 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 sociological, geographical, and psychological aspects of place. 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. 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!

Encyclopedia of Applied Psychology  REF BF 636 .E52 2004 Also in Credo
Berkshire Encyclopedia of Sustainability  REF GE 140 .B47 2010 (Vol. 1: The Spirit of Sustainability)
Encyclopedia of Sociology  REF HM 425 .E5 2000 Also in Gale Virtual Reference Library
Encyclopedia of Community: from the Village to the Virtual World  REF HM756 .E53 2003
Encyclopedia of Environment & Society  REF HM 856 .E53 2007 Also in GVRL
Encyclopedia of Urban Studies  REF HT 108.5 .E534 2010
Credo Reference
Gale Virtual Reference Library
Oxford Reference Online

Local Information:
Washington County: from Indian Villages to Electronic Villages  REF F232 .W3 F76 1998
History of Washington County to 1865  REF F 232 .W3 H33 2013
Bicentennial History of Washington County, Virginia, 1977  F 232 .W3 N4

FINDING MATERIAL WITH THE CATALOG

After you have found some general information, you might want longer, more detailed information. One good 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, maps, electronic books, and other electronic resources. You can search for material in several different ways: by subject, author, title, or keyword. The screenshot below is from a subject search on place. One thing we learn immediately is that place attachment is the proper subject heading. When you scroll down the results list, you will see the title Home: How Habitat Made Us Human. See the following record from the catalog:

This sample search is 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 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, microfiche and 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 need 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 place attachment AND community AND United States.

The search produced 10+ 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 looking for more specialized databases and seeking scholarly information on the place attachment, place identity or community, the following databases may be of interest: America: History & Life, Environment Complete, JSTOR, Psychology and Behavioral Sciences Collection, and Sociological Abstracts.

What is the difference between “scholarly journals” and “popular magazines”? 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.

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. Also, newspaper articles may cover human-interest topics, such as current trends in modern social customs. With a newspaper database such as America’s Newspapers, it’s easy. Following is a sample search on “place attachment” OR “place identity” in America’s Newspapers.
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. If it is not available in any of Kelly Library’s databases, you may wish to use the interlibrary loan service. Please speak with a librarian about this service.

BE A BETA TESTER…

…of our new discovery search engine, E&H OneSearch.
DOCUMENTATION AND PLAGIARISM

Plagiarism (failure to credit your sources) 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) and the OWL (Online Writing Lab at Purdue University) websites are especially helpful. If you have questions about plagiarism, speak with your instructor, a librarian, or a Writing Center tutor.

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. Also, for projects in this class, websites of local communities, such as Abingdon, Bristol VA, Bristol TN, Damascus, and Marion will provide information. The Historical Society of Washington County, Virginia could be helpful too.

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 70 hours a week during the regular semester, and reference librarians are available Monday – Friday.

Circulation Staff
Adam Alley
Holly McCormick
Cordelia Meyer
Melissa Phelps
Courtney Sheets

Reference Librarians
Jane Caldwell
Patty Greany
Jody Hanshew
Janet Kirby

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.

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