INTRODUCTION

Welcome to Kelly Library! At the request of your English instructor, the librarians are pleased to provide instruction which will help you find library materials on the topic you have chosen or been assigned.

The components you will need to complete include:

1) The lecture session, where professional library staff members will teach you how to use the catalog, as well as other reference tools, indexes and Internet search engines.

2) In addition, your instructor may require you to work on an exercise in which you will find eight sources related to your research topic. This exercise will include a mix of books, periodical articles, newspaper articles and a web site.

We hope to build on what you have learned about using library resources in ETLA 100: Transitions. If you have not taken a Transitions I class, or are unfamiliar with Kelly Library, the staff encourages you to look around the library and ask questions. Also, please do not hesitate to ask a Circulation Desk staff member or librarian for assistance in using or locating resources in the library.

You can find this English 101 library guide by clicking on the Guides & Publications link on the Kelly Library web site (library.ehc.edu) if you would like to print an additional copy. Just scroll down the list on the Guides page until you see English 101 Kelly Library Handbook. Also, the links to various resources in this guide are hyperlinks when viewed on the Kelly Library webpage.

ALWAYS REMEMBER: The Kelly Library staff is your most valuable resource and we are here to help you. Please let us know what you need.
USING THE REFERENCE COLLECTION

The reference collection is one of the library’s several collections. Books in it are designed to be referred to or consulted for relatively short pieces of information, instead of to read cover to cover. As you learned in Transitions I, the reference collection is a good place to start your research, get an overview of your subject, refine your topic, or find some suggestions for further reading.

There are several ways to find materials on a topic in the reference collection. When you are using the catalog, a record with the word REFERENCE listed in the location tells you that the title is shelved in the library’s reference collection. You can look at the Library of Congress classification system chart on the next page or posted around the library to lead you to the general subject area in the reference collection, and browse around the appropriate area. You may use one of the online reference databases, such as Biography in Context, Credo, Gale Virtual Reference Library, Oxford Reference Online, etc. Or, you can ask a librarian for assistance.

For example, if your topic is literature or drama, you would want to look in the PN-PT area of the reference collection to find encyclopedias, handbooks, dictionaries, etc. that might have some information on that subject. If your topic is various U.S. ethnic groups, you might browse in the E (American history and history of ethnic groups in the U.S.) or GN-GT (anthropology) areas of the reference collection. Reference material on racism may be found in the E or HV (sociology) sections. For Generation Y or Z, you might look at the HQ area. Frequently, there is more than just one place to look for information on a topic. Below is an example of a catalog record for a reference book.

Kelly Library uses the Library of Congress classification system to organize its books, DVDs, CDs and other materials. You might be more familiar with the Dewey Decimal system used in most public and school libraries. In addition to the link above, see the following simplified outline of the Library of Congress system.

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A General works
B Philosophy, religion and psychology
  BD Metaphysics
  BF Psychology
  BJ Ethics
N Fine Arts
  NA Architecture
  NB Sculpture
  NC Graphic Arts
  ND Painting
For more help on the Library of Congress classification system, check out this tutorial from Carothers Library at the University of Rhode Island. If you are having problems finding items on the shelves, please ask a library staff member for assistance.

**USING THE ONLINE CATALOG**

In 1994, Kelly Library formed a consortium with the libraries of King, Milligan and Virginia Intermont Colleges. With a grant from the U.S. Education Department, the four libraries converted their catalog cards to an electronic format to create the Holston Associated Libraries (HAL) online public access catalog or opac (http://www.innopac.hal.org/). Currently, there are four libraries in this group, including Emory & Henry College, King University, Washington County (VA) Public Library, and Tazewell County Public Library. In Transitions I, you used the online catalog to locate materials for your research presentation or project; see the sample screens below for review: a subject search on zombies.
In addition to the traditional ways of searching—by author, title and subject—you can also search the online catalog by **keywords** in the title and content notes. Searching by keywords is a powerful feature that may dramatically increase the number of **hits** or sources you find. The subject and keyword searches on **zombies** on the previous pages are good examples. Click on the **modify search** button to apply modifiers.

**FINDING PERIODICAL ARTICLES**

The easiest way to find articles in periodicals is to use a database, or index. The library contains databases for specialized subject areas as well as more general multi-subject ones. Many are **full-text** (the entire article is included, not just the citation). To get to them, go to the library **home page**, where you will see links to these indexes on the **A-Z Databases** page.

**Academic Search Complete** is one such multi-subject database with a substantial amount of full-text content; below is an example on **zombies**:

![Academic Search Complete example](image)

Let’s take a look at some more databases you will find useful for your research assignments in this class as well as others.

**JSTOR**, a collection of nearly 3000 scholarly periodicals and books covering the areas of humanities, social sciences and science. Each periodical title is complete from volume 1, issue 1, although there is a 3- to 10-year time lag (due to publishers’ restrictions). See the following advanced search example.
Although JSTOR does not have the current issues of each title, it is a good resource because the articles come from many of the leading journals in a wide variety of academic fields and it is almost 100% full-text. It is not the place to look for current articles on a subject, but it is great for its scholarly information in periodicals. It also provides access to a number of scholarly books.

Although the fixed medium of a printed page doesn’t let the researcher manipulate search words, the print index does the same thing an online index would do, once the correct subject headings are found. Kelly Library has several print indexes that are located on the ground floor. Please speak with a librarian if you need assistance using them.

A complete list of the library’s many databases can be found on the library’s A - Z Databases page.

You can also access Kelly Library’s online databases through the Subject Resources page under the Research Tips heading. Print and online resources are grouped into broad subject areas; they might help you get started if you are not sure where to begin.

To get more information on each database in the A - Z Databases list, mouse over the database links to get descriptions for each. Although many of the library databases index periodicals, some of them contain whole-length books (EBSCO eBooks), reference titles (Gale Virtual Reference Library) and even images (ARTStor) or streaming video (Kanopy). If you need help figuring out which databases would be the best ones to use for your papers or projects, please consult with one of the librarians (Jane, Jody, Janet, or Ruth).

**FINDING PERIODICALS IN THE LIBRARY**

Kelly Library subscribes to a service that will tell you if you have online access to a periodical in any of our databases. So if an article in one database is not full-text, you can check the E-Journals by Title list to see if it is full-text in another library database. Let’s use an example from Academic Search Complete. Way down the results list, the article “Is Dead the New Alive?” in the Jan / Feb 2013 issue of American Book Review is not full-text in Academic Search Complete; where might it be available? Checking the E-Journals by Title list reveals that ABR is full-text in Project Muse; just click on the link provided to go to that issue. If an article is not available in any of the library’s databases, you would have to use the interlibrary loan service to obtain a copy of the article.

**HOW TO TELL POPULAR MAGAZINES FROM SCHOLARLY JOURNALS**

Your professors may tell you to use scholarly journals and not popular magazine articles. How do you tell the difference? The chart below may help you. In your Transitions I library session, you were given this link to Skidmore College’s helpful site to distinguish between scholarly and popular periodicals, and here is a screen shot of that site:
<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Scholarly</th>
<th>Popular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Published in order to transmit the findings of original research in a field, to expand that field's base of published knowledge and to act as a stepping stone for further research.</td>
<td>Published to inform, entertain, or persuade.</td>
</tr>
<tr>
<td>Audience</td>
<td>Undergraduate and graduate students, researchers, practitioners, faculty, and others with a specialized knowledge of the field.</td>
<td>General public; those without specialized knowledge.</td>
</tr>
<tr>
<td>Author</td>
<td>Articles written by researchers, professionals or experts in the field.</td>
<td>Articles often written by reporters or other paid staff writers or by freelance writers.</td>
</tr>
<tr>
<td>Review Process</td>
<td>Scholarly journals are known as &quot;peer-reviewed&quot; or &quot;refereed&quot; because their articles are screened and approved by researchers and experts in the field (the author’s &quot;peers&quot;) before they are accepted for publication. Reviewers usually do not have any affiliation with the journal that they are reviewing an article for. Only articles of superior quality and value to the field will pass the review process.</td>
<td>Articles are reviewed and approved for publication by the periodical’s editor.</td>
</tr>
<tr>
<td>Publication Frequency</td>
<td>Scholarly journals are usually published monthly, bimonthly or quarterly (4 times a year). Scholarly journals emphasize quality over quantity in the articles that they publish.</td>
<td>Popular periodicals generate many articles and are usually published daily, weekly or monthly.</td>
</tr>
</tbody>
</table>

**SOME DATABASES THAT ARE “DIFFERENT” AND UNDERUSED**

*World Catalog* is an index to millions of books, media, manuscripts and dissertations. It includes materials from ancient Greece and Rome to the present. It is a good place to look to supplement Kelly Library's catalog. If Kelly Library's holdings are not adequate on a subject, this is an excellent way to identify titles in that area to fill in the gap. Then you can probably obtain the item through the interlibrary loan process. Please let the librarians know if the library seems to lack titles on a subject; it will help us order items to improve the library's holdings.
CQ Researcher publishes concise, balanced weekly reports on timely topics, with suggestions for further reading. It would be useful for your English 101 research topics as well as other classes you are taking now or will in the future. Below is a search on zombies.
FINDING NEWSPAPER ARTICLES

There are a couple of ways to locate newspaper articles in Kelly Library.

One way is through databases: Kelly Library subscribes to several sources that contain an assortment of full-text newspaper articles, such as America’s Newspapers, Factiva, Newspaper Source Plus, and Nexis Uni. The library also has an online subscription to the New York Times. Click the A – Z Databases or Newspaper Articles links on the library home page. Below is an example from the Newspaper Source Plus database; it’s a search in the advanced search mode on zombies AND disaster AND prepar*.

Another option is microfilm. The library has a few newspapers on microfilm, such as the New York Times and the Bristol Herald Courier. There is a print index for the New York Times 1851-74 and 1940-97. The New York Times newspaper is available on microfilm from 1851 through 2015. If you would like to use the indexes, microfilm, or reader-printers, please speak with a librarian.

SEARCHING ALMOST EVERYTHING AT ONCE

There is a way to search most of the library’s resources that are actually in the building, or full-text in its databases simultaneously through the discovery service E&H OneSearch. Take a look at the following example—a search on zombie* AND (voodoo OR voudoun).

Note the asterisk (*) to retrieve singular and plural versions of the word zombie, and enclosing voodoo OR voudoun in parentheses, to search both terms in that box.

Also, look at the databases on the right side of the screen shot; these resources are not included in E&H OneSearch. They must be searched separately.

Of course, it’s perfectly OK to search the library’s databases individually, if that is your preference.
It is very likely that an individual, college, institution or professional or advocacy organization may have created a web site containing information on your subject. Besides Google and Bing, you may also want to try Google Scholar (scholar.google.com/).

You can find valuable information, or information that is inaccurate. So, when you find material on your topic, here are a few questions to ask yourself as you evaluate the site. Is the page signed by a person or attributed to an organization? Is the site affiliated with a university or professional organization? Does the information presented seem in line with material you have already located, or does it seem unbelievable? Has it been updated recently, or is the information several years old? Does the site contain many typos and grammar errors? Widener University’s Wolfram Library has a good tutorial and a chart on evaluating web sites, in which the content of the Martin Luther King.org and The King Center’s sites are analyzed. SUNY-Albany’s Libraries has a good web evaluation site too. Also, check out evaluation sites under the Research Tips area on the library web page. Note: please do not contact staff at these libraries.

A search in Google with the term zombies led me to a site “Could Scientists Really Create a Zombie Virus by Ryan Bradley. Using the criteria outlined above, it is attributed to a periodical, Popular Science, a well-respected publication of science articles for the lay person. At the bottom of the screen, the publisher is clearly displayed, and there is a disclaimer about ads. Although this is an article from a popular magazine, and not a scholarly journal, in my judgment, this is a reliable website.
Could Scientists Really Create a Zombie Virus

Scientists Talk About the Possibility of a Zombie Virus

By Ryan Bradley    February 24, 2011

Maybe, but it’s not going to be easy. In West African and Haitian vodou, zombies are humans without a soul, their bodies nothing more than shells controlled by powerful sorcerers. In the 1968 film Night of the Living Dead, an army of shuffling, slow-witted, cannibalistic corpses reanimated by radiation attack a group of rural Pennsylvanians. We are looking for something a little in between Haiti and Hollywood: an infectious agent, a zombie virus if you will, that renders its victims


COMPILING A BIBLIOGRAPHY OR WORKS CITED LIST

A bibliography is a list of sources used to write a paper and documents sources quoted in a paper. If you do not give credit to the source, you are committing plagiarism (see A Note on Plagiarism below). Look at the items in the sample bibliography below; some of them were used as examples in this booklet. Each item is arranged in correct form according the 2016 MLA style revisions in A Pocket Style Manual by Diana Hacker and Nancy Sommers. You may use the MLA Handbook (8th edition) on the reserve shelf) or whatever guide your professor recommends, such as Diana Hacker’s A Writer’s Reference (on reserve also). There are some good documentation sites under Research Tips as well.

NOTE ON PLAGIARISM

When you quote an author’s exact words, or paraphrase his or her unique ideas, you must give credit to the source. If you do not, you have committed plagiarism by misrepresenting other persons’ work as your own. The E & H Student Handbook states plagiarism is academic misconduct and “will be referred to the Honor Council as an Honor Code violation.” The purpose of compiling a bibliography, or works cited list is to allow you to cite authors and page numbers in brief parenthetical or numerical references (according to documentation style) in the body of your paper, and provide more detailed information on the sources you have quoted or paraphrased at the end of it. It allows a reader of your paper to locate the complete source. This is a standard expectation in an academic setting.
WORKS CITED EXAMPLES

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SEVEN STEPS OF LIBRARY RESEARCH STRATEGY

STEP 1: IDENTIFY AND DEVELOP YOUR TOPIC

State your topic as a question. For example, if you are interested in finding out about use of alcoholic beverages by college students, you might pose the question, "What effect does use of alcoholic beverages have on the health of college students?" Identify the main concepts or keywords in your question.

STEP 2: FIND BACKGROUND INFORMATION

Look up your keywords in reference databases or in the indexes to print reference works on your subject. Read the material you find to set the context for your research. Note any relevant items in the bibliographies at the end of articles. Additional background information may be found in your lecture notes, textbooks, and reserve readings. Speak with a reference librarian (Holly, Jane, Janet, or Jody).

STEP 3: USE CATALOGS TO FIND BOOKS AND OTHER MATERIALS

Use keyword searching to find materials by topic or subject. Print or write down the citation (author, title, etc.) and the location information (call number and library). Note the circulation status. When you pull the book from the shelf, scan the bibliography for additional sources. If you are not finding material on your topic, talk with a reference librarian. If you need help understanding the Library of Congress classification system, speak with a circulation staff member or a librarian.

STEP 4: USE DATABASES TO FIND PERIODICAL ARTICLES

Use periodical databases to find citations to articles. Find and search the databases best suited to your particular topic. Ask a librarian if you need help figuring out which ones to use or browse the A-Z Databases list. If the full text of the article you want is not linked in the database you are using, check the E-Journals by Title list.

STEP 5: FIND ADDITIONAL INTERNET RESOURCES

Everyone is aware of and uses Google and its branches, Google Scholar, Google Books, Google News, YouTube, etc., to search and find information on the open Internet (as opposed to the subscription-only resources you will encounter in steps 2 through 4 above). Use criteria outlined in this guide, A Writer’s Reference, and your common sense to evaluate the information you find.

You can also check to see if there is a research guide (a subject guide or a course guide) created by librarians specifically for your topic or your class that links to recommended resources.

STEP 6: EVALUATE WHAT YOU FIND

See for suggestions on evaluating the authority and quality of the books, articles, and internet sources you have located under Research Tips on the Kelly Library web page. Also, take a look at two videos on YouTube by Cornell University Library: Identifying scholarly journals and Identifying substantive news sources.

If you have found too many or too few sources, you may need to narrow or broaden your topic. Check with a reference librarian or your instructor.

STEP 7: CITE WHAT YOU FIND USING A STANDARD FORMAT

Click Research Tips on Kelly Library’s web page for documentation style web sites. Style guides in print (book) format for the major documentation styles are on permanent reserve at the circulation desk.

If you are writing an annotated bibliography, Research Tips has links to sites on how to do that too.

NOTE: Material in this guide has been adapted and/or modified from Library Research at Cornell: Review the Steps, developed by the Reference Services Division of Olin * Kroch * Uris Libraries at Cornell University.
If you need help locating information or using any library materials, please ask one of these staff members for assistance. We’re your best resource!

Professional librarians are available for assistance Monday – Thursday day 8am – 7:30pm and Friday 8am – 5pm. Also, you can make appointments with the librarians: Jane (http://calendly.com/jcaldwell-ehc), Ruth (http://calendly.com/rcastillo-ehc), Jody (http://calendly.com/jhanshew-ehc), or Janet (https://calendly.com/jkirby).

NOTE: There are other valuable resources at E&H. For the writing process, there is the Writing Center. Writing Center tutors can advise you on grammar, organization and documentation matters. The Writing Center is not an editing service; you and the tutor will read through your paper and discuss ways to improve it. This year, Writing Center tutors will have hours in Kelly Library. For contact and schedule information, check out the Writing Center’s website, or you may speak with Dr. Scott Boltwood (ext. 6783, sboltwwod@ehc.edu).

Another resource that can help you is Academic Support Services in the Powell Resource Center. Academic Support Services can set you up with Read & Write Gold, a literacy support software.

https://www.ehc.edu/library/
276.944.6208
askalibrarian@ehc.edu