Note: If you are viewing this on your instructor’s Moodle website, or the Guides and Publications link on the library website, note that there are many live hyperlinks. You can just click and go directly to that web site.

FINDING BACKGROUND MATERIAL IN THE REFERENCE COLLECTION

Why look for material in the reference collection? Why start your research here? There are several good reasons:

- To gain an overview or historical background on your subject;
- To get suggestions for further reading;
- To get ideas on choosing a topic, or broadening or narrowing your topic.

The list below may seem rather long; but the MCOL program is interdisciplinary, so there are titles from many different areas of the reference collection. The specialized encyclopedias and other reference books listed below (in call number order) may be of help to you. They all contain articles relating to some aspect of leadership, planning, organizational or community psychology, community organization, nonprofit organizations, the Appalachian region, etc.

Corsini Encyclopedia of Psychology and Behavioral Science  REF BF 31 .E52 2001 vols 1-4. Also online in EBSCO e-Book Collection
Comprehensive Handbook of Psychological Assessment  REF BF 176 .C654 2004
Encyclopedia of Applied Psychology  REF BF 636 .E52 2004 vols 1-3. Also online in Credo
Salem Health: Psychology and Mental Health  REF BF 636 .P86 2010 vols 1-5. Also online in Salem Health
   Some volumes online in EBSCO e-Book Collection
The Greenwood Encyclopedia of American Regional Culture.  Also online in Credo
   The Mid-Atlantic Region  REF F 106 .M586 2004
   The South  REF F 209 .S68 2004
West Virginia Encyclopedia  REF F 241 .W52 2006
South Carolina Encyclopedia  REF/F/269/.S764/2006
Tennessee Encyclopedia  REF F 436 .T525 1998
Encyclopedia of Management  REF HD 30.15 .E49 2006
International encyclopedia of organization studies  REF HD 31 .I564 2008 vols 1-4
Encyclopedia of Leadership  REF HD 57.7 .E53 2004 vols 1-4
Encyclopedia of Business Ethics and Society  REF HF 5387 .E53 2008 vols 1-5. Also online in GVRL
Encyclopedia of Community  REF HM 756 .E53 2003 vols 1-4
Encyclopedia of Environment and Society  REF HM 856 .E53 2007 vols 1-5. Also online in GVRL
Statistics

If you need statistics for a state or smaller locality, the sources below may help you.


Note: Much of the information found in the three sources above can be found at the [American Factfinder](http://factfinder.census.gov/home/saff/main.html?_lang=en) web site.


**Profiles of Virginia... Statistics, Demographics for 759 Populated Places in Va.**, 2007. REF/H/123.5/.V5/P76


A web site run by the Weldon Cooper Center for Public Service at UVA that contains many Va.stats.

### FINDING MATERIAL IN THE CATALOG

Kelly Library belongs to a consortium of libraries known as **HAL** (Holston Associated Libraries), and has a **catalog** that contains the holdings of its four members (E & H, King College, Washington County Public Library and Tazewell County Public Library). Your valid student ID will let you borrow books from any of these libraries. Besides containing the holdings of four libraries, no matter what format (books, ebooks, DVDs, CDs, maps, etc.), the catalog has other powerful features, such as many ways to search and to limit your search. Look at the following example-- a **subject** search on **community leadership**.

The right screen shot shows the full record from the results on the left. Note that this is a **subject** search. If you do a subject search, and are not pleased with the results, try a **keyword** search. Searching community leadership as keywords yields very different results.

If you are have difficulty finding material in the catalog, please speak with a library staff member, or the librarian on reference duty.
FINDING MATERIAL BY USING DATABASES

Kelly Library subscribes to several periodical databases that will be useful in helping you locate material for research projects in this program. All of them are available through the A–Z Online Databases list. Kelly Library subscribes to many databases from EBSCO, a library services company. Several of them will contain periodical articles relevant to your research assignments. Try these: Academic Search Complete, America: History & Life, Business Source Complete, Education Research Complete, Environment Complete, GREENFile, Health Source: Nursing / Academic Edition, Hospitality and Tourism Complete, PsycArticles, PsycInfo, Psychology & Behavioral Sciences Collection, and Women's Studies International. They are partially full-text, except for America: History & Life, and PsycInfo, which are databases that index and abstract articles. The user interface in all of these databases is the same, so once you become familiar with one of these EBSCO databases, you will be able to use them all. Take a look at the sample search below from Academic Search Complete on Appalachian region AND community AND leadership OR leaders.

The first article of the eight results is not full-text; the second item is. Also, please note areas to the left and right of the results list. You can tweak your search by source types, full-text or not, peer-reviewed status, or by...
date. For the article that is not full-text, you must check the Full-Text E-Journals list to determine if it is full-text in another database that Kelly Library subscribes to. There will be more on this later.

Additional periodical databases that should be useful for classes in the MCOL program are General OneFile, JSTOR, and the newspaper databases America’s Newspapers, Factiva, Lexis Nexis, and Newspaper Source Plus. General OneFile is a multi-subject, partially full-text database similar in scope to Academic Search Complete. JSTOR is an almost completely full-text database of scholarly periodicals. In addition to large newspaper components, Factiva is well-known for its business information and Lexis Nexis is noted for its legal information. Let’s take a look at a couple of screen shots from General OneFile. The search is on sustainable development AND Appalachia, and it finds a mixture of magazines, academic journals, news articles.

Note the two academic journal articles. The 2nd one, “Sustainable Community Development...” from Journal of the Community Development Society, is full-text. The first one, “Poverty, Sustainability, and the Culture of Despair...” from Annals of the American Academy of Political and Social Science, is not full-text in GeneralOneFile. Checking the Full-Text E-Journals list will tell the user if it is full-text in any other Kelly Library databases.
In the screen shot on the next page, you will see that checking the Full-Text list indicates that *Annals of the AAO&SS* is **full-text** in *JSTOR* and *Lexis Nexis*, and Kelly Library subscribes to this periodical title in paper. A paper issue from 2003 will be located in the library’s **Bound Periodicals** section on the Main Floor.

Let’s look at the *JSTOR* database. It is a little different from the others in that it is almost 100% full-text, limited to scholarly periodicals, and is archival in nature. That means it does not have the most recent issues of all titles included (the time lag or “moving wall” varies), but it is **full-text** back to volume 1, issue 1 for each periodical title in the database. Below is a sample advanced search on *nonprofit management AND leadership*.

The search resulted in a list of scholarly, full-text articles in the screen shot on the next page. Note that I limited the search to **articles only**, and in the **Narrow by discipline** area, I checked **management and organizational behavior** and **public policy and administration** (out of sight in the screen shot). Any citation that is marked by a **green circle** with a checkmark is full-text in *JSTOR*.
ProQuest Dissertations and Theses

A partially full-text database of nearly 3 million dissertations and theses dating to 1861; nearly half of the citations are full-text. Below is a search on trails OR paths OR greenways AND recreation:

INTERNET RESOURCES

Your professors will most likely have some favorite websites to recommend. Also, the library has selected some high-quality websites; you can find them on the Subject Resources page grouped into broad areas. If you used only Google previously, you might want to try Google Scholar (scholar.google.com). Of course, apply good judgment and be critical of web sites that are not signed or attributed to an organization, reach undocumented conclusions, or have lots of typographical errors.
REMOTE ACCESS

You can access all of these databases from home. To find directions on how to do this, click on Off-Campus Access instructions (http://www.ehc.edu/academics/resources/kelly-library/campus-connection). It’s very easy: just go to the library web page (http://library.ehc.edu), and then click on the Journal Articles and Databases link. When you choose a database to search, you will be asked for your user name (jdoe11), which is the first part of your email address (do not include @ehc.edu). Then, you will type in your regular network account password. If you are having difficulty accessing the library’s databases, please speak with one of the librarians, or contact the Electronic Resources librarian at jhanshew@ehc.edu.

INTERLIBRARY LOAN

Although Kelly Library has many books, periodicals and full-text electronic resources, you will probably find citations to materials not owned by Kelly Library. Our staff will try to obtain these items for you through interlibrary loan (http://216.54.119.32/illiad/logon.html). The ordering system is electronic; you will have to complete a one-time registration before you can request items. If you need help with this, please speak with a library staff member. Also, please check the catalog (for books and print periodical holdings) and the Full-Text E-Journals list to make sure Kelly Library does not own the material. Generally, you should allow 5 to 7 working days to receive material requested through interlibrary loan, so plan accordingly. There is no charge for the first fifty requests per academic year; after that, there is a $5 minimum (or whatever the lending library charges us).

DOCUMENTATION

As graduate students, you know that whenever you quote an author’s exact words or use his or her unique ideas, you must credit that source to avoid plagiarism. Academic fields have various documentation systems to credit the authors. Kelly Library has the MLA Handbook, Manual for Writers of Term Papers, Theses and Dissertations (Turabian), Publication Manual of the American Psychological Association, and The Chicago Manual of Style on permanent reserve at the Circulation Desk. For your classes, use the style your professor requires. Diana Hacker’s A Writer’s Reference (also on permanent reserve) has a good section on the APA, Chicago and MLA styles. If you click on the Research Tips link, you will seek links to the Diana Hacker and Online Writing Lab (OWL) at Purdue University sites.

Remember: If you need help using or locating any of the materials mentioned in this guide, please ask a reference librarian or circulation staff member for assistance. If that staff member cannot help you, he or she will direct you to someone who can. We are 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 is available until 10pm Sunday-Thursday, and all day Friday and Saturday. Special hours during breaks and between semesters are posted on Hours link.

The librarians are: Jane Caldwell, Patty Greany, Jody Hanshew, and Janet Kirby. The Circulation Desk staff members are: David Lyons, Pat Maiden, Shelby Smith, Tonya White, and Stephen Woodward. The Library Director and CIO is Lorraine Abraham.

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