GETTING STARTED IN THE LIBRARY (AND ON YOUR TOPIC)

First, make sure that you have visited the library’s website at www.library.ehc.edu. Many of the resources listed in this handout will be accessed or located there. Second, unless you are already an expert on your topic, some background information or a general overview might be useful. The titles listed below, all located in the reference section of Kelly Library, have good articles on some aspect of athletic training, sports psychology or physical education. They are examples of specialized encyclopedias—they focus on a particular subject, as compared to general encyclopedias, such as Americana or World Book.

**Encyclopedia of Sport and Exercise Psychology, 2014** REF/GV/706.4/E5/2014
**Handy Anatomy Answer Book.** REF/QM/23.2/.B62/2008

**Dorland’s Illustrated Medical Dictionary, 2003.** REF/R/121/.D73/2003
**Stedman’s Medical Dictionary for the Health Professions and Nursing.** REF/R/121/.S8/2012
**Salem Complementary and Alternative Medicine.** R/733/.C66/2012
**Gale Encyclopedia of Alternative Medicine, 2009.** REF/R/733/.G34/2009

**The Gale Encyclopedia of Fitness.** REF/RA/781.15/.G35/ 2012

**Encyclopedia of Sports Medicine, REF/RC/1206/.E53/2011**
**Stedman’s Orthopaedic and Rehab Words: Includes Chiropractic, Occupational Therapy, Physical Therapy, Podiatric, & Sports Medicine.** REF/RD/723/.S74/2009
**The Merck Index.** REF/RS/51/.M4/2006
**Physicians’ Desk Reference : PDR.** REF/RS/75/.P5/2015

**Modalities for Therapeutic Interventions (Credo Reference)**

In addition to many print resources in the reference section, there are several databases that contain reference-type material. A few examples are:

**Credo Reference**
**Gale Virtual Reference Library**
**Oxford Reference Online**
**Salem Reference Online**

You can find links to these databases on Kelly Library’s [A-Z Databases] list.
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 (innopac.hal.org). 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, audiocassettes, electronic books and other electronic resources. You can search for material in several different ways: by subject, title, author and keyword. The screenshot below is from a keyword search on Therapeutic Modalities.
Here is the full record from the previous results list. It gives you information about the book, its call number and availability status.

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 in all kinds of 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 may not 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 interactive [tutorial](http://uri.libguides.com/c.php?g=42388&p=268465) from the University of Rhode Island to help you decipher Library of Congress call numbers. Also, if you are having a tough time finding items on the shelves, do not hesitate to ask any 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 and newspapers are on the main floor. The ground floor has the IT Help Desk, an open computer lab (Kelly Lab), the McGowan Lab, and a government documents collection.
FINDING MATERIAL BY USING DATABASES

Kelly Library subscribes to many online full-text and partially full-text databases that would be helpful in locating material for your research assignments in this class. You may access them from the library web page (www.library.ehc.edu) by clicking on the A-Z Databases link.

**Academic Search Complete**

*Academic Search Complete* is a periodical database that includes both popular and scholarly journals. It has full text articles as well as indexing and abstracting for many more journals. Another similar database to try is **General Onefile**.

**Access Physiotherapy**

*Access Physiotherapy* integrates leading physical therapy textbooks, procedure and exercise videos, image galleries, self-assessment tools, and a unique cadaver dissection tool.

**CINAHL with Full Text**

*CINAHL with Full Text* provides full text for the top nursing and allied health literature available and covers a wide range of topics including nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

**Consumer Health Complete**

*Consumer Health Complete* is a full-text, comprehensive resource for consumer-oriented health content that is designed to foster an overall understanding of health-related topics covering all areas of health and wellness.

**Health Source: Nursing/Academic Edition**

*Health Source* provides nearly 550 scholarly full text journals focusing on many medical disciplines and also features the Lexi-PAL Drug Guide.

**SPORT Discus**

Subject areas covered in *SPORT Discus* include: biomechanics, drugs, exercise, kinesiology, movement science, nutrition, occupational health and therapy, physical fitness, physical therapy, rehabilitation, sports and exercise psychology, coaching and education, and sports medicine. It has full text for more than 530 journals with full-text coverage dating back to 1985.

**MEDLINE Complete**

*Medline Complete* is a comprehensive database of biomedical literature produced by the National Library of Medicine.

**OT Search**

*OT Search* is a bibliographic database covering the literature of occupational therapy and its related subject areas.

**PubMed**

*Pubmed* is a free search engine accessing primarily the MEDLINE database of references and abstracts on life sciences and biomedical topics.

**PubMed Central**

*PubMed Central* is a full-text digital archive of free life sciences journal literature at the U.S. National Institutes of Health.

**World Catalog**

*WorldCat* is not full-text, but it is a database of millions of records of books and other items. If you cannot find material in the library catalog, this would be a good place to identify titles on a subject and then request them through interlibrary loan.
Kelly Library also subscribes to about 400 print journals, magazines, and newspapers. Print periodicals are kept on the main floor of the library, with current issues in the periodicals alcove.

**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 *E-Journals by Title* 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. Just search for the title of the journal to retrieve a list of databases that offer it in full text, along with which years are available.

**INTERLIBRARY LOAN**

Although Kelly Library has a large collection of periodicals, books and full-text databases, you will find citations to materials this library does not own. The library staff will try to borrow these items for you through the interlibrary loan process. Please carefully choose items to request and double-check the *E-Journal by Title list* and the online catalog to be sure that Kelly Library does not already own the material. Also, the library staff asks that you do not submit more than 10 requests for returnable material at one time. You should allow around 5-7 days for your requests to arrive.

To request items through interlibrary loan, you will need to register (one time only) on *ILLiad*, our online ordering system. The interlibrary loan link is under the Services link on the library main page. If you need help registering or ordering, please ask a library staff member for assistance.

**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. Be sure to use the style that your instructor recommends.

**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 a reference librarian is available 8am to 5pm Monday through Friday.
Another valuable resource available to you on this campus is the E&H Writing Center in McGlothlin Street room 233. It is not an editing service; the tutors there can work with you to improve your papers by giving you advice on grammar, organization and documentation matters. For information on operating hours and tutor schedules, call ext. 6723 or check the Writing Center webpage (http://www.ehc.edu/academics/resources/academic-support/writing-center).

**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, or visiting the library in person.

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