

EN101 Library Resource Sheet / FA09 / Lewis

All the information below can be found on the library's website, which can be accessed both on campus and off campus using your username and password. Also, please stop by the library anytime and check with a librarian if you need any help or have any other questions!

RESEARCH ASSISTANCE =

- Citing Sources** – how to cite different types of sources in different formats
- Evaluating Web Pages** – what to look for in a website
- Searching with Boolean Logic** – gives explanations and searching examples

Remember that you will need both print and electronic sources!

LIBRARY CATALOG =

You can search the library's **Online Catalog** by Title, Author, or Subject. The Online Catalog follows the Library of Congress Subject Headings, so word order is important. Try to start with very general terms and use the results to narrow your search. For example:

Search 'obesity' as a subject

See narrower subject suggestions as well as the years of publication for the results.

The library also carries a series called *Opposing Viewpoints* and *At Issue*. Both of these series may contain articles that will be relevant to some of the topics you may choose. To look at the books in these series, search the series name in the title field, then browse through the results. For *Opposing Viewpoints*, search by title, and then choose the 9th result that has 226 entries to see a list of titles.

TERM SELECTION =

When searching in a database, the best method is to start with broad ideas and then narrow your search with more terms. Use Boolean operators (and, or, not) – "and" is most commonly used (the more terms you string together the narrower your search will be and the fewer results you will have). Also, any term in "quotes" will be searched as those words together in the same order. Think about specific terms you would like to combine with the word "and."

For example:

obesity and America OR alcohol and advertisements and television

Remember to put phrases in quotes:

PETA and "food supply" OR "sustainable agriculture" and cost

NEWSPAPERS =

The library houses the current and past month of 4 local papers:

Lindsborg, McPherson, Salina, and Wichita

We also have the current month and the past year of the Wall Street Journal, which can be searched online at www.wsj.com. There is no charge to make copies from the newspapers.

The best way to look for articles in the Wall Street Journal is to search for your topic online at wsj.com, then come to the library to make a copy of the article as long as it's from the last 12 months (copies from newspapers are free).

The **Lexis Nexis Database** contains newspapers from all over the world.

All the articles in this database are full text.

In the Basic Search, you can search Major U.S. News and World Publications.

The default date range is set for the Previous 2 Years.

Use the same search terms here as you would in the other databases.

In the Power Search, you can search for articles in a specific newspaper.

Choose the newspaper you would like to search from the drop down box.

The New York Times and the Washington Post are available in this database.

Lexis Nexis will be a good place to look if you are dealing with a topic that is currently or has been recently in the news.

On the left hand side of the search screen, there are several ways to limit your search, including by publication or by subject. Look at the subjects to see if there are more search terms you would like to use.

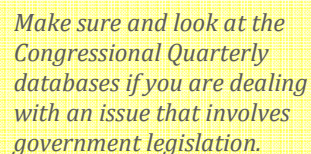
You can also tag your records in Lexis Nexis and then print, email (to your Bethany email) or save them all at once. When looking through your results, be wary of the Opinion Editorials that may contain few facts. Also, look for articles that are at least 1,000 words or more that will have more substantial information in them.

There is also a **Custom Newspapers Database** in Infotrac.

DATABASES =

There are several databases that might be useful for your search:

Academic Search Premier in EBSCOHost
Expanded Academic ASAP in Infotrac
Congressional Quarterly Weekly
Congressional Quarterly Researcher



Make sure and look at the Congressional Quarterly databases if you are dealing with an issue that involves government legislation.

You can use many of the same search terms that you use in Lexis-Nexis, and you can limit your search to results to Full-text or Peer-reviewed (this will be required for some of your sources). Each database has a way for you to mark records or add them to a folder so that you can print, email or save all at once. Although there may be some duplication in results between the database, each will also have unique information and each will have different features to use when searching.

To find a specific journal in EBSCOHost, go to the Title List in Academic Search Premier. Search by title then click on the year, then the specific issue that you want to look at. To find a specific journal in Infotrac, go to the Publication Search link at the top of the screen and search by title. Then click on the title and choose the year and specific issue that you want to look at.

INTERLIBRARY LOAN =

Interlibrary Loan is a service that Bethany provides to you free of charge. You can Interlibrary Loan books and videos through the **WorldCat** Database.

Keyword searching in WorldCat is similar to database searching, not the Library's Catalog.

Use 'and' to combine your terms.

If you find a book that is owned by Bethany College, you will see a small icon next to the record.

If you find a book that you would like to Interlibrary Loan, open the record and

Click on the ILL button in the upper left hand corner OR

Click on the link that says 'Borrow this item from another library.'

Fill out the form, making sure to include your name, address and email.

If you have a the title or information for a book or an article that you can't find in WorldCat, there are blank Interlibrary Loan forms on the Interlibrary Loan page of the library's website. These forms can only be used when the item is not available or found in the Library's Online Catalog or the WorldCat Database.

If you have any other questions or need assistance with Interlibrary Loan, please speak to one of the librarians or student workers about using the Interlibrary Loan service.

Remember: Database searching is different than the natural language searching that is used more commonly on the internet. Make sure to use correct spelling and always combine your terms with "and" or quotes for the best results. And don't forget – the librarians are always happy to help with any questions you might have!