

SW325 Library Resource Sheet / Fall 2010

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

WILSON SOCIAL SCIENCE FULL-TEXT =

This will be the best database to work with for this class.

Once opened, click on the box for Social Sciences Full-Text.

There are several ways to limit your search: by date, publication, full-text, or peer-reviewed.

The more limits you place on your search, the fewer results you will have.

There is also the opportunity to 'Search Within Results'

Records can be marked; then printed, emailed or saved

The best method is to start with broad ideas and then narrow your search with more terms.

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, use "" (quotes). Any term in quotes will be searched as those words together in the same order. If you are looking for information about a specific person, put their first and last name in quotes.

Try: *Search: women and alcoholism = over 400 results*
Use tabs to limit to peer-reviewed = still over 300 results
In "find" box (to search within results) add: and college = 30 results
30 is a much more manageable number than 400!

Articles may be available in PDF or HTML format. If you have any other problems but have found an article that you really want, please talk to a librarian – we can help you find it, and InterLibrary Loan is always an option. There are Interlibrary Loan forms for articles that you cannot find full text located on the Library's Interlibrary Loan page.

When you are looking at a list of sources, make sure and look closely at the citations. The journal title, year, and page numbers all give you an idea of what kind of article it is (and how long it is). Many articles from newspapers may only be a few hundred words – usually less than a page, and some may be editorials.

When you click on the title to open the article info., it usually includes an abstract. The abstract will give you a really good idea of what's in the article and how relevant it is to your topic. Your search terms are bolded and italicized as well.

The subject terms below are also hot-linked to other articles with the same subjects, but keep in mind when you click on these links you lose any limits you have placed on your search.

The best way to work in this database is to mark records you may want to use. Then go to 'Get Marked' at the bottom of the page. You can then view, email or print your list of records.

If you want to print all that are full-text at once you can also do this when looking at your mark list. Just remember – if you email records to yourself, **make sure to use your Bethany email address, not a Hotmail, Yahoo, etc. account.**

There is a huge amount of information in this database that will be helpful to you, the most important things to do are to find the right terms to use and the right ways to narrow you search.

EBSCOHost =

Choose EBSCOHost Web

Choose the Academic Source Premier Database

This database may be helpful in finding more information in many different kinds of sources, although there may be some duplication from the Wilson database. The same limiting and searching strategies can be applied to this database as well.

INTERLIBRARY LOAN =

To Interlibrary Loan an article that is not full-text in Wilson:

Go to the Library's Online Catalog and type in the **title of the journal** that the article is in. If the title comes up, check to see if the Library has the year of the journal that your article is in. If the library does have the correct year, check to see what format the article is in (paper, microfilm or microfiche) to find it in library. Don't hesitate to check with a librarian or student work to find out the best way to retrieve your article.

If the Library does not have the year of the journal, go to the Interlibrary Loan page on the Library's website. Fill out the online form for an article, submit and print off a copy of the confirmation for your records. The Interlibrary Loan Librarian will contact you when your material arrives, usually within 1 to 2 weeks. Please ask a librarian or a student worker if you have any questions about the Interlibrary Loan process.

LIBRARY CATALOG =

There are many sources that will be relevant to your topics in the Library. However, you just have to find the right terms and the right word order to use when searching the Library's Online Catalog. The best search to use for topics is the subject search. Start with broad terms and use the results you see to help narrow your search.

In a subject search, try:

foster children	= 6 results under 5 different subject headings
foster care	= <i>redirected to</i> foster care home <i>or</i> children institutional care
foster care home	= several results and 4 related subjects
children institutional care	= several results and 7 related subjects

The Online Catalog will give you the call number of the book and tell you whether it is checked out or available. Just remember that term selection and word order are important in the Library's Online Catalog. Another option would be to browse the shelves in the Social Work area of the library. Most books are found between the call numbers 360 and 363.

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!