



## LIBRARY RESEARCH FOR WRITERS: ENGLISH COMPOSITION I

*SHAKE LIBRARY  
VINCENNES UNIVERSITY*

### INTRODUCTION

By reading the information and working through the exercises in this unit you should learn enough about college-level library research to enable you to successfully find materials for completion of most of your Vincennes University courses.

Before starting to do research in the library, ask yourself, "What type of information do I really need?" It helps to save time and eliminate frustration to think in terms of four Information Pathways. They are:

- A. The VU Shake Library **Home Page** on The World Wide Web at <http://www.vinu.edu> (click the Shake Library link)-- your research starting point. There is also a link to the library home page on MY VU, and many of the password protected databases can be accessed by students who have MY VU accounts. For more information, see <http://www.vinu.edu/AcademicResources/ShakeLibrary/remote.aspx> .
- B. **VU WEBCAT** online catalog, for access to books, ebooks, videos, music CDs, and other library resources.
- C. **Electronic Periodical Databases**, such as the INSPIRE, NewsBank, and SIRS resources on the library's home page, are used to help you locate magazine and newspaper articles.
- D. **Reference Books** in the library's Reference Collection, including encyclopedias, dictionaries and handbooks.

### I. VU WEBCAT ELECTRONIC CATALOG

WEBCAT is VU's computerized catalog of books, electronic books (ebooks), media (such as videotapes), and other library resources owned by Shake Library (such as titles of library owned periodicals). WEBCAT is available through the World Wide Web (go to the **VU home page at <http://www.vinu.edu>** , then access the **Academic Resources link**, then click **Shake Library**, then click **Find Books**, and then **VU WEBCAT**).

The user can find materials quickly through two different search formats: **Simple Search** and **Keyword Search**. This library unit will focus only on the Simple Search choice.

The library home page also is a starting point to search other library catalogs (such as Indiana, Purdue, or Indiana State universities, among others) by clicking on Find Books, then using the links under the Other Libraries heading.

## USING WEBCAT'S SIMPLE SEARCHING FEATURES

This exercise will cover the following types of searches: **author, title, subject, command search keyword,** and **journal title.**

To complete the exercises below, use the PCs in the library or any PC with World Wide Web access (see directions for Web access below).

1. Call up the computer's browser (Explorer, Mozilla Firefox, Opera, etc.).
2. Type the Vincennes University address, <http://www.vinu.edu> , click on **Academic Resources**, then click on the **Shake Library** link .
3. Click **Find Books**, then click **VU WEBCAT LIBRARY CATALOG**.
4. You should now see the Simple Search screen, and can begin to complete the exercises below.

## WHAT YOU ARE LOOKING FOR

Items contained in the library are listed in bibliographic records in the WEBCAT system. A sample bibliographic record is below.

Main Author: Brightman, Carol.  
Title: Sweet chaos : the Grateful Dead's American adventure /  
Publisher: New York : C. Potter, c1998.  
Subject(s): Grateful Dead (Musical group)  
Database: Vincennes University Shake LRC  
Location: Reference Desk Shake LRC (Circ loan)  
Call Number: 782.42166 G711s 1998  
Number of Items: 1  
Status: Not Charged

## HOW TO DO IT:

Type in a term or terms or a phrase (such as a subject, author, book title, or just some key words about a topic you are interested in) in the search blank. Then use the appropriate pull-down menu term under the Find Results In heading, and click search.

## NOW YOU DO IT:

### FINDING AN AUTHOR:

Use WebCat to locate books by a specific author or music CDs by a particular musician.

1. How many books does the library have that are written by novelist Terry McMillan? Hint: when searching for an author, always use the last name first, because WebCat alphabetizes authors by last name.

Number of Books: \_\_\_\_\_

2. Click on the highlighted number and the titles will appear. Select one book by clicking on its title, then record the following information about the book, so you will know how this is done.

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Place of Publication: \_\_\_\_\_  
Name of Publishing Company: \_\_\_\_\_  
Date of Book: \_\_\_\_\_  
Name at Least One Subject Heading Used to Categorize This Book: \_\_\_\_\_  
Call Number of Book: \_\_\_\_\_

3. Now click **Search** at the top of the screen to return to the **Simple Search** blank for the next exercise.

#### **FINDING A TITLE:**

Pinpoint a specific book, videotape, music recording, or other item by its title.

4. Find out if the library own a book titled **America against the world : how we are different and why we are disliked**

Does the library have it? (Circle one) YES NO

5. Who is the Author of this Book: \_\_\_\_\_

6. Where is this Book Located: \_\_\_\_\_

#### **FINDING A SUBJECT:**

Often college research involves finding information about a topic or subject.

7. Use the bibliographic record for **American Against the World** (above), find out how many other books the library has about **this topic** by clicking on the terms in the Subject(s) category. By doing this, WebCat helps you find more information about your research topic by quickly generating new subject searches via hypertext Subject(s) links. If you find one book on your topic, chances are the Subject(s) links will help you find similar ones.

Name of Subject You Clicked: \_\_\_\_\_

Number of Books Under Subject You Clicked \_\_\_\_\_

8. Another way to do a Subject search in WebCat is to go to the Simple Search screen, type in your term, select **Subject Browse** from the menu, and click Search. How many items (books, etc.) does the library own under the subject heading **Cats**?

Number of Results: \_\_\_\_\_

#### **COMMAND SEARCH KEYWORD:**

Several special commands are available common to many Internet databases. Use **AND** to locate key terms or concepts within a single record (example: **dogs AND cats**); use **quotations** for **phrase searching** ("**to have and have not**"); use the **question mark (?)** to truncate terms (such as **comput?** = compute computer computers computerization).

9. **Command Search Keyword** allows you to search the entire WebCat database without being concerned if words appear in specific titles or are written by certain authors. How many items do you find after completing the following search (use Command Search Keyword from the Simple Search menu): "**world war ii**" **AND** **germany** (be sure to use the quote marks around the phrase world war ii)? \_\_\_\_\_

10. **Truncation:** Now try the same search but include the **truncation symbol**, which is the question mark (?) as in "**world war ii**" **AND** **german?** How many items do you find? \_\_\_\_\_.

You should have found more items because the truncation of **german?** makes the search broader, thereby pulling up the words *german, german's, germany, germany's*, etc.).

### JOURNAL TITLE SEARCHING:

The library subscribes to hundreds of journals and magazine; these are important research sources for students.

11. Using the **Journal Title** selection from the Simple Search menu, find out if the library subscribes to a periodical titled *Interview* (select one): YES NO

12. According to the information in the bibliographic record you just found, where are old volumes of *Interview* to be found? \_\_\_\_\_.

13. Using the Journal Title selection from the Simple Search menu, find out if the library subscribes to a periodical titled *Skeptical Inquirer* (select one): YES NO

14. According to the information in the bibliographic record you just found, where are old volumes of *Skeptical Inquirer* to be found? \_\_\_\_\_.

### THREE PLACES TO FIND THE MAGAZINES (NON-ELECTRONIC) YOU NEED

1. Bound - Many (but not all) magazines are bound together like books and are shelved in alphabetical order in the stacks behind the Reference Collection as you enter the library.
2. Microform - Many (but not all) magazines are found in microfilm reels or microfiche cards in the metal cabinets in the Computer Commons.
3. Current Paper Copies - These are shelved to the left of the Reference Collection. Lift the shelf unit to see if there are recent back issues stored beneath.

NOTE: There are microform reader/printers available for your viewing and copying needs.

## II. HOW BOOKS ARE ARRANGED IN THE LIBRARY

### A. Dewey Decimal System

Shake Learning Resources Center follows the Dewey Decimal System to classify nonfiction books into broad categories. It is a good idea to become familiar with this because many libraries throughout the United States - both small and large - use Dewey. The basic Dewey structure is below.

- 000-099 - General Works (encyclopedias, periodicals)
- 100-199 - Philosophy
- 200-299 - Religion
- 300-399 - Social Science (sociology, economics, government, law, education, etc.)
- 400-499 - Language
- 500-599 - Natural Science (math, chemistry, geology, biology, physics, etc.)
- 600-699 - Applied Science (medicine, nursing, engineering, agriculture, etc.)
- 700-799 - Fine Arts and Recreation (painting, music, etc.)
- 800-899 - Literature
- 900-999 - History (geography, travel, etc.)

These broad categories are subdivided by use of a decimal. For instance, the call number (also referred to as the "call number") for *The Sabbath in Puritan New England* by Alice Morse Earle is **277.4 E12s**. This means: 277.4 = Dewey Decimal number; E = the first letter of the author's last name; 12 = number assigned for Earle; and s = first letter of title of book.

## B. Fiction Books

Many libraries have special book collections shelved separately from the 000-999 Dewey sections. Shake Learning Resources Center assigns many, but not all, fiction works to such special arrangements. WEBCAT lists these as "Fiction Collection" followed by a non-Dewey call number, such as Fic. K545sa for Stephen King's *'Salem's Lot*. Books designated CS can be found in the Children's Stories collection.

## III. WWW-BASED PERIODICAL DATABASES

To find published articles from newspapers, magazines, newsletters, etc., use electronic databases like **EBSCOhost (INSPIRE)**, **SIRS Knowledge Source**, and **NewsBank**, and reference resources like **Encyclopaedia Britannica Online**. Access the home page by calling up a browser program (such as Internet Explorer) from any VU campus-based computer that provides web access and type **<http://www.vinu.edu>** , then click on **Academic Resources**, then click on **Shake Library**. Databases are listed under the heading **FIND ARTICLES**.

Although you can connect with the library home page from off-campus PCs (such as from your home PC), some databases may not allow access, depending on licensing agreements and your Internet service provider. Students with **MY VU** accounts can access many password-protected databases from **MY VU's Shake Library page** after **logging on to MY VU**. For more information, or if you have access problems, see [http://www.vinu.edu/cms/opencms/academic\\_resources](http://www.vinu.edu/cms/opencms/academic_resources) .

Sometimes the full text of articles is available for printing and sometimes only bibliographic data is listed. You may need to use the library's microform and bound periodical sections at times.

[NOTE: When using electronic databases, be sure and access help information within the programs to learn more or if you are having problems. Feel free to ask a librarian or your instructor for help.]

Below are exercises to introduce you to three important reference tools: EBSCOhost (Inspire), NewsBank, and SIRS. Feel free to explore other resources you see listed on the library home page.

### A. EBSCOhost (INSPIRE)

EBSCOhost (INSPIRE) is a Virtual Library of assorted databases on the Internet provided by the state of Indiana. There are many databases, including:

Academic Search Premier, Masterfile Premier, Business Source Premier, Health Source, Newspaper Source, ERIC, Medline, Funk and Wagnall's New World Encyclopedia, and many other sources.

For a detailed description of these databases, use the More Information link beneath each database you see listed after accessing the EBSCOhost (INSPIRE) gateway.

NOTE: Use the EBSCOhost (INSPIRE) buttons to move around databases, NOT your browser's buttons.

### EBSCOhost (INSPIRE) - EXERCISES

1. Access a Web browser (such as Explorer) on your World Wide Web connected PC.
2. Type in the address for the VU Home Page ( <http://www.vinu.edu> ), then click the **Academic Resources** link, then click the **Shake Library** link. Once there, click the **Find Articles** link, then click on **EBSCOhost (Inspire)**.
3. Select your database (for this assignment, try **Academic Search Premier**, which was created with college students in mind and features over 4,000 scholarly journals and popular magazines).

4. For this assignment, try to find articles written about the **Titanic** shipwreck. Type the words **titanic ship** in the search blank and click search. How many results did you get? Results: \_\_\_\_\_

5. Select any full text article by clicking on the **html or pdf** box beneath the citation and provide the information as requested below. You may need to scroll to the end of the article to obtain complete citation data.

Title \_\_\_\_\_  
Author \_\_\_\_\_  
Source/Date/Page Number \_\_\_\_\_

### **B. NEWSBANK INFOWEB**

NewsBank's America's Newspapers database provides comprehensive coverage from over 1,000 Indiana, regional and national newspapers. Both current and archives articles are provided in America's Newspapers, which is updated daily. NOTE: There are several other NewsBank databases available, as well.

### **NEWSBANK INFOWEB - EXERCISES**

1. Access a Web browser (such as Explorer) on your World Wide Web connected PC.
2. Type in the address for the VU Home Page ( <http://www.viu.edu> ), then click the **Academic Resources** link, then the **Shake Library link**. Once there, click the **Find Articles** link, then click on **NewsBank**.
3. Select **America's Newspapers**.
4. Begin your search by typing terms in the search bar. You can use AND, OR, NOT and quotation marks for phrase searching (see example in the following question).
5. How many articles do you retrieve when you search for information about "**global warming**" and **solutions** ? (Note use of quotes for phrase searching, as in "**global warming**" combined with the AND command to narrow the phrase with the term **solutions**.)

Number of Articles: \_\_\_\_\_

6. Supply the following information for one article about "global warming" and solutions.

Title \_\_\_\_\_  
Author \_\_\_\_\_  
Source/Date/Page Number \_\_\_\_\_

### **C. SIRS KNOWLEDGE SOURCE**

SIRS KNOWLEDGE SOURCE provides access to thousands of full text articles on numerous topics contained in three databases that can be searched simultaneously. These include SIRS RESEARCHER (many general topics), SIRS GOVERNMENT REPORTER (government documents and other information), and SIRS RENAISSANCE (arts and humanities and additional data).

### **SIRS KNOWLEDGE SOURCE - EXERCISES**

1. Access a Web browser (such as Explorer) on your World Wide Web connected PC.

2. Type in the address for the VU Home Page ( <http://www.vinu.edu> ), then click the **Academic Resources** link, then click the **Shake Library** link. Once there, click the **Find Articles** link, then click on **SIRS**.

3. Begin your search by typing terms in the search light bar. You can select Keyword (searching within the text of an article) or Subject Headings (to pinpoint articles by specific topics).

4. For this assignment, how many articles do you retrieve when you do a **Subject Headings** search for the terms **rock music history**? (Be sure to click on the correct subject heading to see the list of articles.)

Number of Articles: \_\_\_\_\_

5. Supply the following information for one article you found?

Title \_\_\_\_\_

Author \_\_\_\_\_

Source/Date/Page Number \_\_\_\_\_

## IV. REFERENCE BOOKS

Most libraries contain special reference collections containing encyclopedias, almanacs, law books and many other works. WEBCAT lists these with a Dewey number and the term **Reference**. Several major reference works that college students should be aware of are listed below.

### A. General Encyclopedias

The first place to start your research is often an encyclopedia, especially if you do not know a lot about your topic. Find the index volume (usually the last volume of an encyclopedia set) to discover complete listings of information about your subject. Sometimes authors of the longer articles are listed, as are bibliographies that mention other information sources you might consult. Many encyclopedias are now available in electronic editions on the Internet (such as *Encyclopaedia Britannica* on the library home page), but here are two print editions in the Reference Collection.

*Encyclopedia Americana* (Ref. 031 A512b)

*World Book Encyclopedia* (Ref. 030 W927w)

### B. Current Biography - (Ref. 920 C976c)

This is an annual publication useful for finding information about famous people. Check the index in the back of each volume or use the comprehensive index.

### C. Statistical Abstract of the United States - (Ref. 317.3 U58s)

Use this annual book to find statistical data about thousands of topics. Check index in back of the book.

### D. Editorials on File - (Ref. 081 E23e)

This reference series is an excellent source for speeches and argumentation papers because it reprints the editorial opinions on numerous current topics from over 150 U.S. and Canadian newspapers since 1984. Each topic covered in the twice-monthly survey is introduced by a brief factual summary of the events that stimulated the editorials. Monthly indexes are printed on green paper and every quarter are combined in a cumulative index printed on ivory paper.

### E. The Oxford English Dictionary - (Ref. 423 O98e)

The OED (as it is known by scholars) is no ordinary dictionary. This 20-volume reference set is the largest and most authoritative dictionary of the English language, and the ultimate source of information on the usage and meaning of English words and phrases. Every college student should be aware of this important scholarly work, which includes word origins and historical uses and appearances of words.

## REFERENCE BOOKS - EXERCISES

For this assignment, refer to the list of reference books above.

1. Use any recent copy of **Statistical Abstract** (Ref. 317.3 U58s), find the heading **Foreign Countries** in the **index in the back of the book**, and provide the population of any country of your choice. (Remember that the number given in the index is for the Table you need to look up, NOT the page number in the book.)

Name of Country \_\_\_\_\_ Population \_\_\_\_\_

2. Select a copy of **Editorials on File** (Ref. 081 E23e), pick any topic discussed (your choice), then choose one editorial and answer the questions below.

A. NAME OF TOPIC \_\_\_\_\_

B. TITLE OF ONE EDITORIAL: \_\_\_\_\_

C. NAME OF NEWSPAPER ABOUT YOUR TOPIC: \_\_\_\_\_

D. DATE OF ARTICLE: \_\_\_\_\_

3. Consult **Current Biography** (Ref. 920 C976c) and find an article about a famous person.

A. NAME OF PERSON \_\_\_\_\_

B. VOLUME (YEAR) & PAGE NUMBER \_\_\_\_\_

4. Consult one of the two encyclopedia sets **mentioned above** and find a listing for any war ever fought.

A. NAME/DATES OF WAR \_\_\_\_\_

ENCYCLOPEDIA NAME, VOLUME AND PAGE \_\_\_\_\_

5. Use **The Oxford English Dictionary** (Ref. 423 O98e) to find information about the name of any sport (baseball, soccer, etc.) or game (euchre, poker, etc.). After you choose your word, answer the following.

A. Name of Word You Chose: \_\_\_\_\_

B. Origin of Word (if known, such as OF for Old French, G for German, etc.--there is an Abbreviations Section in the front of each volume): \_\_\_\_\_

C. Date of Earliest Use of Your Word in Print: \_\_\_\_\_