DIRECTIONS TO THE LIBRARY WEBSITE

From on-campus: go to http://www.vinu.edu/ (Hint: Click on Services, then Library.)
From off-campus: go to http://www.vinu.edu, click on MyVU, log in and then click on Library in the left column.

WHY USE LIBRARY RESOURCES INSTEAD OF WIKIPEDIA?

Resources from VU Libraries are considered authoritative and reliable because these scholarly works often are written by experts in their fields, and subjected to an editorial process, fact-checking, or peer-review by professionals in the field. While Wikipedia can be an acceptable starting point for gathering background information, it is never an acceptable resource to cite in academic papers because its articles can be created or edited by anyone with computer access and do not go through the same editorial or peer review processes as most library resources.

I. OneVU DISCOVERY TOOL (Search all library resources)

The OneVU Discovery Tool basic and advanced interfaces can be used to find periodical articles, books, ebooks, music CDs, DVDs, and Reference Books. OneVU contains a helpful citation tool to generate MLA, APA or other citations for the various formats. In addition, you can manage your personal library account, create lists, discover items through other users' lists, and more.

Exercise 1: (Basic Search) Use the instructions above to access the VU Libraries website.
1. Select Vincennes University from the drop-down menu (will search all holdings).
2. Use the preselected (default) Everything tab.
3. Search for marijuana.
4. Click the GO button.
   a. How many search results did you retrieve with this search? ____________________
5. Using the left column choices, limit your search to Books only by checking the Book box. This will find all books in the VU Libraries system, including libraries at the Jasper Campus, Lewis Historical Library, and the Indianapolis ATC Library. (NOTE: If you need to find only Shake Library books be sure and select Shake LRC from the drop-down menu instead of Vincennes University—be aware that articles will not be searched with this choice, only local books. To expand your search, select Libraries Worldwide.)
6. Next limit your search to recently published books by clicking Year, then Show More, and selecting the most recent year box.
   a. How many results did you retrieve? ________________________
   b. Click on a title in the list. Provide the author's name and publisher name:

7. Now limit your search to scholarly articles only by clicking on the All Formats box, then the peer-reviewed box, left column (be sure and uncheck the books box if needed).
   a. How many results did you retrieve? ________________________
   b. Click on a title in the list. Provide the title of the article and the periodical source it appeared in: ________________________

Exercise 2: (Advanced Search & Ebooks, providing a more refined search, offers title, author, keyword and subject searching): Continuing from the last exercise:
1. Return to the Shake Library home page (click on the VU logo, top left of page).
2. Click the Advanced search tab.
3. In the first textbox, type the term computers and search within subject. In the second textbox, type in the terms operating systems and search within subject.
4. Under the Narrow Your Search heading below, select Shake LRC to only find Shake Library books.
5. Click the Search button.
   a. How many items did you retrieve with this search? __________________________
6. To find ebooks only, click the Available Online Full Text box in the left column.
   a. How many items did you retrieve with this search? __________________________
   b. What is the format for the items in the search above? (check an option below)
      Book (print): ____ ebook: ____ Website: ____ CD: ____ DVD/Video: ____

II. RESEARCH DATABASES

Research databases are electronic resources used for finding scholarly journal articles, magazine articles, newspaper articles, and other information that has been published in periodicals. You can skip the OneVu Discovery Tool if you desire to search a specific, familiar resource.

A. Academic Search Premier

Exercise 3: Access the VU Libraries website.
1. Click Find Articles under the Research heading.
2. Click the Databases A-Z link.
3. Select the Academic Search Premier database from the list.
4. Search for “Existentialism” by typing your topic in the first search textbox.
   Click the Search button.
   a. How many results did you retrieve? __________________________
   b. In the sidebar to the left you will see the limiters that are available (HINT: All databases offer limiters to help you manage your search results). Under Source Types limit your results to Academic Journals and click Update.
   c. Use the Publication Date slider bar to limit your results to 2003-2013. Click Update. How many results? __________________________
   d. Select one full text article from your search results. (Hint: Look for links reading either PDF Full Text or HTML Full Text in the grey shaded area below the article’s title). Provide the following information about that article:
      ▪ Title of Article: __________________________
      ▪ Two Subject Terms: __________________________
**Exercise 4:** Go to the top of the page and click **Advanced Search.** Search for **Gaming** and **Learning.** Put each term into a separate box. You will see that the boxes are connected by **AND.** This means the database will only give you results that have both terms. Click **Search.**

a. How many results?______________________________________________________________

b. In the drop-down menus next to your search boxes, specify where you want your terms to appear by choosing **Title** for **Gaming** and choosing **Subject Term** for **Learning.** Click **Search.** How many results now?______________________________________________________________

c. Click the title of an article. Investigate (and try out) the **Tools** that appear in the right-hand sidebar. Name two you will find the most useful: ________________________________________________________________

**B. Opposing Viewpoints in Context**

**Exercise 5:** Access the VU Libraries website.

1. Click **Find Articles** under the **Research** heading.

2. Click on the **Databases A-Z** link. Click the Letter **O** from the alphabetical navigation menu to find **Opposing Viewpoints in Context.**

3. Select **Browse Issues.**

4. Select **Book Banning.**

   a. How many Academic Journal Articles?______________________________________________________________

**Exercise 6:** Select **Advanced Search** (Below the search box near the top of the page).

5. Search for **abortion** and specify that you’d like the term to appear in the **Document Title.**

6. Scroll down and under **More Options,** choose **Full Text Documents**

7. Under **Publication Date,** choose publication dates between **January 1, 2010** and the **Current Month and Current Year.**

   a. How many **Viewpoints** did you retrieve?______________________________________________________________

   b. How many **Academic Journals** did you retrieve with this search?______________________________________________________________

**C. ProQuest Research Library**

**Exercise 7:** Return to the **Databases A-Z** page. Choose **ProQuest Research Library.**

1. Search for **Social Media.**

   a. How many results did you retrieve?______________________________________________________________

   b. In the search box, use quotation marks like this: “**Social Media.**” How many results did you retrieve?______________________________________________________________

   c. What do you think is the difference between the two searches? Compare your results list—go back to the first list if necessary.______________________________________________________________

   HINT: Look at where your search terms show up in your results. This trick works on most databases and in Google.

   d. Select an article (using the checkbox) and click “Cite.” Name two citation styles/formats in which you can create citations with this feature.______________________________________________________________

**III. Electronic Reference Resources**

VU Libraries offer a variety of electronic reference resources. Reference resources include encyclopedias, dictionaries, almanacs, and directories. These are a good place to begin research and gather background information about a topic.
A. Credo Reference

**Exercise 8:** Use the Databases A-Z page to find Credo Reference.
1. Search for *Nutrition.*
2. In the left sidebar under Narrow Your Search, select Subject, then Drink and Nutrition.
3. Choose an article and provide the following information:
   a. Article Title: ____________________________________________________________
   b. Name of Source: _________________________________________________________
   c. Publication Date: ________________________________________________________

B. Gale Virtual Reference Library

**Exercise 9:** Locate the Gale Virtual Reference Library on the Databases A-Z page.
1. Search for *Chemistry.*
   a. How many results did you retrieve? __________________________________________
2. Click on the GVRL logo in the upper left corner to begin a new search.
3. Under Subject, click Literature to browse reference books on this topic.
   a. How many books did you find? _____________________________________________
   b. Name two books from the list_____________________________________________
   c. Now go to Advanced Search and use the Publication Title choice from the drop-down menu to find a reference book titled *Encyclopedia of African-American Culture and History.* Click on the book’s title (not the article title) to get to the Table of Contents page.
   What is the title of the first essay (after Introduction) in this book?__________________

C. Oxford English Dictionary

**Exercise 10:** Locate the Oxford English Dictionary on the Databases A-Z page.
1. Do a Quick Search for Lambaste.
   a. What is the definition? ______________________________________________________
   ____________________________________________________________
2. Click Thesaurus.
   a. Provide another word for lambaste.__________________________________________

III. Print Reference Resources

The library offers reference resources in print format. They are located behind the Lending Services Desk and can be identified by call numbers that begin with REF. These items include general encyclopedias, subject encyclopedias, general and subject dictionaries, almanacs and general reference books like annual publications. These sources are particularly useful in the beginning stages of research projects to build background knowledge on a topic.

A. Encyclopedias

A general encyclopedia will provide background information on nearly any topic. A subject encyclopedia will provide more in-depth information on a particular subject.

Exercise 11: Using a General Encyclopedia.
1. Locate the *World Book Encyclopedia* (REF 030 W927w 2016)
2. Find the entry for Money Laundering. HINT: The last volume of an encyclopedia set is often an index for finding specific topics.
   a. Volume number where you found Money Laundering:__________________________
   b. What page is it on?________________________________________________________

Exercise 12: Using a Subject Encyclopedia.
1. Locate the *Encyclopedia of the Mind* (REF 150 E56p 2013)
2. Use the List of Entries at the beginning of the book to locate a topic of interest to you. Consult the Table of Contents to find which volume your article will appear in.
   a. What is the title of the article? _____________________________________________
   b. Who is the author of the article? ____________________________________________

B. Dictionaries

General dictionaries will provide definitions, synonyms, antonyms, and information about the linguistic and historical origins of words. A subject dictionary will provide definitions of terms related to a specific topic.

1. Locate the *American Heritage College Dictionary* (REF 423 A512a 2007)
2. Look up the word Enamel
   a. How many definitions are listed for this word? ________________________________

Exercise 14: Using a Subject Dictionary.
1. Locate the *The Complete Costume Dictionary* (REF 391.003 L669c 2011)
2. Look up the clothing term ulster
   a. Provide the definition: ______________________________________________________
   b. Provide the page number: __________________________________________________
   c. When was wearing an Ulster popular? ________________________________________

C. Almanacs

An almanac is a book that is generally published annually that provides information on a specific topic.

Exercise 15: Using an Almanac.
1. Locate the *African American Almanac* (REF 973.04 P729n 2011)
2. Find the section entitled Blues and Jazz and answer the following:
   a. Who is the author of this section? __________________________________________
   b. Look for the short biographies of Jazz and Blues musicians within this section. Name a trumpeter:__________________________
   c. Provide their dates of birth and death (if the musician has died):________________

D. Annual Reference Publications

An annual reference book is a publication that, as the name implies, is published every year, such as the Magill’s Cinema Annual, which is a good source to use when needing print reviews of films/movies.

Exercise 16: Using an annual publication.

1. Locate the latest edition of the *Magill's Cinema Annual* (REF 791.43 M194mag)
   a. Use the Title Index in the back of the latest book (it indexes the entire set of books) and select one film/movie (your choice). What Film title did you choose:

   ____________________________________________________________

   b. Now go the year of the book that contains your film review. Who is the author of the review (should be near the end of the review)?___________________________________________.