Introduction to the Library

Ed.D. Candidate Version

Website: http://www.sckans.edu/library/

1.866.734.1275 (toll free)
620.229.6225

100 College Street
Winfield, KS  67156

Updated June 2016
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Welcome to the Southwestern College Library

The library strives to assist Southwestern College (SC) learners and employees in finding, accessing, and using information. We are here to help you!

This manual is an introduction

- to the library and its services,
- to the library’s website,
- to basic searching skills, and
- to evaluating information.

More advance information and tutorials are available on the library’s website under Services > Tutorials

Library Contacts

When you have questions about the library or problems accessing the library’s online services, you can contact the library.

Phone - 620.229.6225 or 1.866.734.1275

Email - see below

Chat - Use the Chat with a Librarian 24/7 tool.

You may also call or email a specific librarian or library staff member. The library tries to respond to all messages within 1 business day. If you don’t receive a response within 2 business days, please try contacting a different staff member.

Dalene McDonald, Library Director
dalene.mcdonald@sckans.edu or 620.229.6271

Marjorie Snyder, Technical Services Librarian
Marjorie.snyder@sckans.edu or 620.229.6312
Marjorie manages the library’s interlibrary loan service.
Library Services

Librarians are here to answer any questions you have in your search and use of information. If you have a question, we will try to answer it.

*Books and ebooks* are available for all learners. When off-campus, you will mainly use the library’s ebooks.

However, you may request any SC owned material by using the “Materials Request” form under “Services for Distance Students” on the library’s website. The library will mail the requested item to you, but you are responsible for any additional fees such as return postage. Materials can also be returned by dropping them off at the SC campus in Wichita, KS.

*Databases* are the place to start when searching for articles from periodicals (magazines, journals, newspapers). There are some unique databases such as WorldCat, which is a national and international catalog of libraries’ holdings, and Naxos Music Library, which is a collection of over 75,000 streaming music tracks. Deets Library subscribes to several education specific databases.

*Interlibrary loan (ILL)* is the service to request an item not owned by the SC library from a library that does own the item. It usually takes 3-14 days for the item to arrive at the SC library. Then, the item will be shipped to you if you are unable to pick it up.

You can request an ILL by filling out a form on our website or directly through a database. If you are out of the area you may find it quicker to use the ILL service at your local library. Additional information about ILL is listed on the library’s website:  
http://deets.scklf.info/services/interlibrary-loan/
Library’s Website
http://www.sckans.edu/library/
Search online for “Deets Library”

1. Website Navigation:
   - **Deets Search** - One-stop search for physical and electronic materials
   - **Find Books** - Search for books in the library, eBooks, and items in other libraries
   - **Find Articles** - Search for articles from magazines, journals, or newspapers.
   - **Research Guides** - List of resources related to the subject, including a subject specific search box.
   - **About** - Information about the library such as staff & contact information
   - **Services** - Learn more about what the library can do for you
   - **Help** - Where to go if you need assistance
   - **Search** - Click the magnifying glass to search the entire library website

2. Deets Search box - Start your searching here
3. Research Guide Tab - Click the tab to view all research guides
4. Library contact information. Call, email, or chat if you have questions.
5. Today’s Hours
Accessing Online Services

All online services (databases, ebooks, etc.) that are purchased by the library require password protection. Before you are able to access any of these online services from off-campus you will be prompted to enter your SC ID number and your password.

You can get your SC ID number by contacting your advisor or the library. Your password is the last 5 digits of your social security number or the last 5 digits of your SC ID number.

If you ever have problems accessing any of the online services, please contact the library:

Phone - 620.229.6225 or 1.866.734.1275

Email - dalene.mcdonald@sckans.edu or marjorie.snyder@sckans.edu

Chat - Use the Chat with a Librarian 24/7 tool.
**Academic Research**

Before you begin searching for information, you should think about your topic and what type of information you need.

1. What is your purpose? What do you want to learn about?
2. What types of sources do you need?
3. What would your ideal resource look like?

Accessing or searching for information entails using the right:

- Database(s),
- Access point(s), and
- Term(s).

**Use the Right Database(s)**

When selecting the right database, consider the format of the information you are looking for and what subjects are relevant to your topic. Examples of databases are listed in the Research Guides, “EResourcesA-Z” on the Find Articles tab of the library’s website, and search engines.

<table>
<thead>
<tr>
<th>Development of Information after an Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Occurs</strong></td>
</tr>
<tr>
<td>Minutes and hours after</td>
</tr>
<tr>
<td>Days after</td>
</tr>
<tr>
<td>Weeks after</td>
</tr>
<tr>
<td>Months after</td>
</tr>
<tr>
<td>Years after</td>
</tr>
</tbody>
</table>

**Format:** This depends on the information you need and its currency to your topic. Books and e-books are good sources for historical information while newspapers and magazines are good sources for current information.
What database do you use to find what format of information?

Books and eBooks
- Library catalog
- Deets Search
- eBook Collections – *Find Books* tab, then eBooks
- Search WorldCat Discovery Service

Newspaper Articles specific databases
- Access World News
- ProQuest Historical Newspapers

Articles from Magazines and Peer-Review Journals
- The majority of databases have articles from magazines, journals, and newspapers. The best ones to use depend on the topic of your research.

Subject: This depends on the topic of your research. On the library’s website under “Research Guides,” you can select the subject that relates to your topic and view all the databases with that subject.

Search Tip: Remember that research topics often involve more than one subject. You may want to search more than one subject specific database. Also use a general database if there isn’t a subject that relates to your topic.

Use the Right Access Point(s)
Access points are how you search a database. Most often you can change your access to the database by selecting a point from a dropdown box next to the text boxes where you enter your terms. Since search engines only have one access point (keyword), they can be difficult to focus a search and retrieve relevant results. This is why starting with databases purchased by the library can speed up the process of finding information.

When starting a search, use the keyword access point to retrieve some results that are relevant to your topic. Look at the records of a couple of items that fit your topic. What subject headings or descriptors are assigned to that record? Use some of those terms in a subject search to find more relevant sources.
Use the Right Term(s)

Think of terms you would use to find information on your topic. Consider synonyms, slang, or regional words. Use Boolean logic (AND to narrow, OR to broaden, NOT to exclude) to link the terms together.

Boolean logic (AND, OR, NOT) are used to link terms together to focus your searches.

**Search Tip**

**And** - narrows a search, only finds results with both terms
  e.g. “College AND University” retrieves the center with both terms.

**Or** - broadens a search, finds results with both terms and each separate term (great to use with synonyms)
  e.g. “College OR University” retrieves all results with the terms or term.

**Not** - limits a search, finds results only with the wanted term
  e.g. “College NOT University” retrieves results only with “College.”
Peers-Reviewed Journals

Article databases return results from many types of sources, such as newspapers, popular magazines, trade publications, and primary source documents. For your scholarly research, we recommend limiting your results to peer-reviewed titles.

Articles submitted to peer-reviewed journals are evaluated by experts prior to publication. Articles that pass this rigorous process exemplify the best practices for research in their field of study.

<table>
<thead>
<tr>
<th>Differences Between Scholarly and Popular Resources</th>
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</thead>
<tbody>
<tr>
<td><strong>Scholarly Journal</strong></td>
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<tr>
<td><strong>Content</strong></td>
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<tr>
<td><strong>Author</strong></td>
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<tr>
<td><strong>Audience</strong></td>
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<tr>
<td><strong>Language</strong></td>
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<tr>
<td><strong>Graphics</strong></td>
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<tr>
<td><strong>Layout &amp; Organization</strong></td>
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<tr>
<td><strong>Accountability</strong></td>
</tr>
<tr>
<td><strong>References</strong></td>
</tr>
</tbody>
</table>
Empirical Research, Theoretical Research, & Literature Reviews

*Empirical research* is based on observed and measured phenomena and derives knowledge from actual experience rather than from theory or belief.

Key characteristics to look for:
- Statement about the methodology being used
- Research questions to be answered
- Definition of the group or phenomena being studied
- Process used to study this group or phenomena, including any controls or instruments such as tests or surveys
- Ask yourself: Could I recreate this study and test these results?

*Theoretical research* is a focused, extended discussion or development of an explanation for why a certain phenomenon is occurring. The author may cite others' empirical research to support their theoretical argument, or they may be integrating others' theories into a new theoretical framework.

Key characteristics:
- Statement of discussion or development of a theoretical framework
- You will NOT find the typical sections of Hypotheses/Research Questions, Methods, and Results/Findings that you would find in an empirical article.

A *literature review* does not present an original research or theory. The purpose is to offer an overview of and background on significant research literature published on a particular topic.

Key characteristics:
- Contains a summary, synthesis, or analysis of the existing literature
- Usually includes the phrase review in the abstract.

Adapted from a handout by Georgia State University Libraries
Advanced Searching Skills

Keywords VS Subject Headings

When looking for information you can search by keyword or by subject heading.

Keyword searching is a type of searching you are probably already familiar with. It is how you would typically search web search engines like Google. You think of words or phrases relevant to your topic and enter them in the search box. It is important to remember that the word you use to describe a subject may not be the same word used by all of the authors in the field.

Keyword Search when...
- Your term is jargon, very new, or very distinctive.
- You do not know the subject headings used for the topic.
- You need to combine words to narrow your search.

Subject searching is a type of searching that allows you to look for categories (or subject headings) instead of keywords. Subject terms are searched for only in the subject field. When the record for an item is created it is assigned at least one subject heading. These subject headings are based on a pre-defined vocabulary in which all items determined to be about the same subject are given the same subject heading regardless of the term used by the author. A drawback of many of these pre-defined vocabularies is that the words chosen are not always the most intuitive or obvious choices.

Subject Search when...
- You are looking for information on a broad topic.
- You are looking for information about something, someone, or someplace (books about Mark Twain, not those written by him)
- Your topic is poorly defined. Try a keyword search first, and then search for the subject headings you found.
- You are looking for information that may be represented by a term that has many meanings and can occur in various contexts (e.g. “management”). Browse the "subject search results" list to help narrow or define your topic.
Keywords VS Subject Headings (cont.)

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Subject Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>• natural language words describing your topic - good to start with</td>
<td>• pre-defined &quot;controlled vocabulary&quot; words used to describe the content of each item (book, journal article) in a database</td>
</tr>
<tr>
<td>• more flexible to search by - can combine together in many ways</td>
<td>• less flexible to search by - need to know the exact controlled vocabulary term</td>
</tr>
<tr>
<td>• database looks for keywords anywhere in the record - not necessarily connected together</td>
<td>• database looks for subjects only in the subject heading or descriptor field, where the most relevant words appear</td>
</tr>
<tr>
<td>• may yield too many or too few results</td>
<td>• if too many results - also uses subheadings to focus on one aspect of the broader subject</td>
</tr>
<tr>
<td>• may yield many irrelevant results</td>
<td>• results usually very relevant to the topic</td>
</tr>
</tbody>
</table>

To find subject headings for your topic:

• Look to see if the database has an online thesaurus to browse for subjects that match your topic

• Another way to find subject headings:
  • Start with a keyword search, using words/phrases that describe your topic.
  • Browse the results; choose 2 or 3 that are relevant.
  • Look at the Subject or Descriptor field and note the terms used.
  • Redo your search using those terms.
  • Your results will be more precise than your initial keyword search.

Subject Terms:  *ACCESS to information
                *INTERNET in education
                *CRITICAL thinking
                *INFORMATION retrieval
                *READING comprehension -- Ability testing


Backtracking

During your research, you may come across a book, article, or website that is extremely relevant to your research question. Using a method called backtracking, you can expand on this original source to find even more helpful results. Carefully examine the original document’s works cited page to see what resources the author(s) used. Take note of any citations that stand out or are heavily referenced. From there you can explore these new resources, reviewing their citations in turn.

Some databases provide tools to make this process easier. In an articles Detailed Record page in *Education Research Complete*, click on the link for Cited References.

This will pull up a list of all cited references in the article. It includes helpful information, such as how many times that specific article has been cited by others in the databases, as well as a link to the citation or full-text of the article if it is available.

If an article is not available in the database used, you can search for it using EBSCO A-Z under *Find Articles > Journals by Title*
Finding an Article from a Citation

Use these steps to determine if the below article is available in our library databases.


**Step One:** From the library homepage, click *Find Articles > Journals by Title*

**Step Two:** Search with the periodical’s title.

<table>
<thead>
<tr>
<th>Browsing:</th>
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<tbody>
<tr>
<td>Title Contains ▼</td>
</tr>
<tr>
<td>□ All Titles □ Journals Only □ Books Only</td>
</tr>
</tbody>
</table>

**Step 3:** Choose the appropriate database based on the article’s date.

**Middle School Journal**

*Education Research Complete* 2006 to present

Resource Type: Journal

ISSN: 0094-0771

Publisher: Association for Middle Level Education

Subject: *Education -- Education (General) -- Periodicals, Societies*

**Step 4:** Select the year for the article. Click in the associated volume and issue link.

**Step 6:** Scroll down to find the article and click on the link to get the full-text.
Additional Search Tips

- Phrase Search - Use quote marks to search for a phrase; e.g. “global warming”
- Truncation - Search for variations of a term by entering the root followed by an asterisk (*); e.g. instruct* retrieves instruction, instructor, instructional
- Wildcard - A character (usually a question mark) that assumes the value of any alphanumeric character and permits more options; e.g. wom?n retrieves women and woman

The Internet

Searching the Internet can be difficult because of the huge volume of information. Unlike a database purchased by the library, search engines are in the business of promoting web pages that have paid a fee to appear in the top results. Search engines also use algorithms to retrieve results according to popularity.

In other words, although search engines are free and may seem easier to use, you do not receive the same quality of searching service and information as provided by library databases. However, there are some great sources of information available on the Internet if you can find them.

Try these search options when using a search engine such as Google.

- Phrase searching (placing a phrase in quotes ““) is the most helpful search tool. It allows for the search to retrieve more relevant results. e.g. “global warming”
- You can also use Boolean logic on the Internet.
  - **AND** is the default between terms. e.g. “global warming” skepticism
  - **NOT** is represented by placing a minus sign (-) before a word to exclude it from the search. e.g. “global warming” -Antarctica
- Word order matters when searching the Internet.

Finally, after 15 minutes of searching without any success, re-think your search terms or consider searching some place else such as a different search engine, a database, or a print source.
Features of Catalog

Keyword Search

1. Enter a Search term to do a keyword search.

2. By clicking the Search drop down you can access the advanced search options.

Advanced Search

1. The access point options in the library catalog. Adjusting the access points may focus your search to more relevant items.

2. Text box to enter terms that are used to search that access point.

3. Boolean Logic (and, or, not) that can be adjusted to narrow, broaden, or limit your search.
Features of Catalog (continued)
Retrieved Records

1. Number of records retrieved with search.
2. Records may be listed according to rank or alphabetically by title.
3. Search options (or limiters) - Help you narrow your search to find what you are looking for.
4. Availability - Tells you if the item is in and where to locate it
  Full Display - Detailed information about the item
  Place Request - Allows you to place a hold on an item that is checked out. If you do not have an account password, you can call or e-mail the library to do so.
Features of Databases: Academic Search Premier

1. Sign In and Folder - Create a personal account with EBSCO to save articles and searches to your folder. Without an account, all items added to your folder will disappear when you leave the database.

2. Ask a Librarian and Help - Instructions created by EBSCO about using their databases. You also can send a librarian at SC Library a question.

3. Subject Terms - Search for subject terms used by the database.

4. Choose Databases - Click to select and deselect any database provided by EBSCO. Selecting more than one database allows you to search more than one database with a single search.

5. Access points options - The default “Select a Field” is keyword.

6. Boolean logic options

7. Full text - Retrieves only records with full text in this database.
   Scholarly (Peer Reviewed) Journals - Retrieves only records that have been peer-reviewed.
The above screen shot is of the page of records from a keyword search of “global warming and United States.” 4,338 records are too many to browse so I need to refine the search. I could add more terms to the search to focus the results but I can also limit my results.

1. One way is to limit the search to Full Text only. I also can limit it to Scholarly (Peer Reviewed) Journals or set a publication date range.
2. Another way is to select a link to view articles from a specific source type.
3. The article may be available as PDF or HTML. In some cases, you will need to request the article through interlibrary loan. The process for an interlibrary loan takes 7-10 days to get the article to you.
Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it.

1. **Document Type** indicates what the article is classified as. If it is a review, use the reviewed item.
2. **Subject Terms** are terms assigned to this article by an individual. They tell you what the article is about. Also when you find that perfect article, use some of the subject terms in subject searches to focus your results to more relevant information.
3. **Abstract** (if provided) gives you an overview of the article’s information before you read the article or before you try to find the full text, if not available, in the database. Reading them can save you time.
1. Have a My Research account? - Create a free personal account in the database to save searches and results for future reference.

2. Tools - Change databases or select multiple databases to search simultaneously.

3. Thesaurus - Search for subject terms.

4. Access point options

5. Boolean logic options

6. Limit results to documents with full text - Retrieves only records with full text in this database. Drawbacks are that it does not retrieve records that the library may have full text in another database and that it could miss finding that perfect article because not available in full text.

   Limit results to peer-reviewed publications - Retrieves only records that have been peer-reviewed (a feature common with journal articles) so only scholarly articles are found.

7. Limit results to a specific date or date range.
The above screen shot is of the first records from a keyword search of “critical thinking” AND literacy.

1. ProQuest suggests subject headings that may be relevant to your search. Click on the headings to perform a subject search.
2. Search within the records retrieved by entering other terms.
3. You can mark records that interest you. Print or email the list before closing the databases or you will lose all your marked records. You may also created a My Research account within the database similar to starting a free email account and save the list to your account for future reference.
4. Additional limiters such as source type, subject, location, and publication date are available on the sidebar.
Reading a record of an article helps by giving you subject terms to consider and by receiving information about the article before you read it.

1. **Abstract** (if provided) gives you an overview of the article’s information before you read the article or before you try to find the full text, if not available, in the database.

2. Databases will give you the option to print, e-mail, and/or download (save) to your computer articles. Many also help with citations by generating one the style (e.g. MLA, APA) you specify. Double check for accuracy.

3. Click the tab to view the full text of the article, if the full text is unavailable you can search for it in EBSCO A-Z under *Find Articles > Journals by Title* or request the article through interlibrary loan.

4. View the articles references and any articles that cite it.
Education Specific Databases
The library’s Education Resource Page ([http://deets.scklf.info/guides/education/](http://deets.scklf.info/guides/education/)) has links to many education specific databases. These are the most commonly used:

<table>
<thead>
<tr>
<th>Name of Database</th>
<th>Database Description</th>
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</table>
| **Education Research Complete** | Coverage: 1980-present  
Number of Sources: 2,400+  
Definitive online resource for education research on all levels of education, educational specialties, and testing. |
| **ERIC** | Coverage: 1966-present  
Number of Records: 1.4 Million+  
Provides access to education literature and resources. |
| **ProQuest Education Database** | Coverage: 1988-present  
Number of Sources: 1,020+  
Covers not only the literature on primary, secondary, and higher education but also special education, home schooling, adult education, and hundreds of related topics. |
| **Educator's Reference Complete** | Coverage: 1980-present  
Number of Sources: 1,100+  
Content focuses on education related topics with majority of titles found in ERIC. |
| **ProQuest Dissertations & Theses: The Humanities and Social Sciences Collection** | Coverage: 1861-present  
Number of Sources: Over a million  
This database is the world's most comprehensive collection of dissertations and theses on humanities and social sciences. |
| **Professional Development Collection** | Number of Sources: 700+  
Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles. |
Evaluating Information

When you search for information you’re going to find lots of it, but is it reliable? You will have to determine that for yourself, and the CRAAP Test can help. The CRAAP Test is a list of questions you can ask in order to determine if the information you have is reliable. Please keep in mind that the following list of questions is not static or complete. Different criteria will be more or less important depending on your situation or need.

**Currency:** *The timeliness of the information.*
- When was the information published or posted?
- Has the information been revised or updated?
- Is the information current or out-of-date for your topic?

**Relevance:** *The importance of the information for your needs.*
- Does the information relate to your topic or answer your question?
- Who is the intended audience?
- Is the information at an appropriate level (i.e. not too elementary or advanced for your needs)?
- Have you looked at a variety of sources?
- Would you be comfortable using this source for a research paper?

**Authority:** *The source of the information.*
- Who is the author/publisher/source/sponsor?
- Are the author’s credentials or organizational affiliations given?
- What are the author’s qualifications to write on the topic?
- Is there contact information, such as a publisher or email address?

**Accuracy:** *The reliability, truthfulness, and correctness of the informational content.*
- Where does the information come from?
- Is the information supported by evidence?
- Has the information been reviewed or refereed?
- Can you verify any of the information in another source or from personal knowledge?
- Does the language or tone seem biased and free of emotion?
- Are there spelling, grammar, or other typographical errors?

**Purpose:** *The reason the information exists.*
- What is the purpose of the information? to inform? teach? sell? entertain? persuade?
- Do the authors/sponsors make their intentions or purpose clear?
- Is the information fact? opinion? propaganda?
- Does the point of view appear objective and impartial?
- Are there political, ideological, cultural, religious, institutional, or personal biases?

Plagiarism

Plagiarism is the use of someone else’s work without giving that person credit and claiming someone else’s work as your own.

Forms of plagiarism include:
- Directly copying someone’s paper such as a classmate, a paper purchased online, or a paper copied from the Internet,
- Quoting from another source without marking the material as a quotation, and
- Paraphrasing from another source without marking the material as a paraphrase.

To avoid plagiarism, you must acknowledge the ideas and experiences of others by providing citations. Citations serve two purposes:
1. tells readers and instructors where the information came from and
2. gives credit to the individuals whose ideas, thoughts, and experiences, and words appear in the text. Don’t forget using footnotes or a bibliography to list sources used.

A citation is necessary for when a direct quote is used, when a source is paraphrased, and when facts and ideas are taken from a source excluding common knowledge.

However, citations are not enough to protect you from plagiarizing. Plagiarism also occurs with inaccurate quotations and paraphrases. Theses incidences appear when there’s a failure to cite direct quotes or borrowed ideas, when “borrowed language” is not enclosed in quotation marks, and when a paraphrase isn’t in your own words.

Additional information about citations can be found on the library’s website under “Services.” Click the link for “Writing Tools & Citations” to access EasyBib, a citation management tool that includes guides to citation in APA style.

Also consult the manual of the citation style you are using for further explanation of proper quoting, summarizing, and paraphrasing and of correct citations.

Conclusion

This concludes the introduction to the SC Library and basic searching. Additional and advance searching skills are available on the library website under “Help.” You may also contact the library and any staff member anytime you have questions.

- Phone - 620.229.6225 or 1.866.734.1275
- Instant Messaging on homepage of library’s website
- Email addresses under “About” on the library’s website