

Library Guide for *Globalization: The Promise, the Passion, the Pitfalls* First Year Seminar, Fall 2002

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ELIZA, the Wallace Library Catalog

>> Access: <http://library.wheatoncollege.edu> or from *Wallace Library Home Page*, on- or off-campus

ELIZA is our catalog: it tells you what we have in Wallace Library. This includes:

- Books
- Reference material
- Videotapes & DVDs
- CDs
- Indexes/databases
- Magazines, journals & newspapers
- Microforms
- Rare books & archival material

NOTE: ELIZA **does not** contain information about articles...it can only tell you whether we subscribe to a particular journal, and, if so, what issues we have.

TIPS:

- Search by *Author*, *Title*, *Keyword*, or *Subject*.
- *Subjects* are taken from the **official** Library of Congress Subject Headings. If you are unsure of the exact Subject Heading used for your topic, try a *keyword* search and follow the subject "leads"/links from the most interesting records
- *Keyword* searches look for the word(s) in subject, notes, or contents parts of the record.
- For a *keyword* search, combine words with Boolean operators for greater precision:
 - ⇒ *globalization* AND *environment* finds records that include both *globalization* and *environment*.
You get **fewer** results
 - ⇒ *factories* OR *sweatshops* finds records that include *factories*, or *sweatshops*, or both *factories* and *sweatshops*.
You get **more** results
 - ⇒ *sweatshops* NOT *nike* >> finds records that include *sweatshops*, but never *nike*.
You get **fewer** results
- For more results, use truncation in *keyword* searches:
 - ⇒ *globali** finds *globalism*, *globalisation*, *globalization*, *globalizing*, etc.

Locating Material Found in ELIZA

For Books, you'll need to know: *location & call number*.

- If the box under *Status* is blank in ELIZA, the book should be on the shelf.
- Check what it says under *Location* in the ELIZA record. Here's how to interpret some common *Locations*:
 - *Stacks*: Shelved on the Stacks Level (lowest floor of the Library). Most of our books are in the Stacks.
 - *Reserves 2 Hour* (etc.): Ask at the Circulation Desk
 - *Ref*: Materials in the Reference Reading Room (on the Main Level). These books don't circulate.
 - *Quarto* or *Folio*: Oversize books shelved in the back of the 2nd room of the Stacks, after the Zs.

TIP: When you locate a book that interests you, I encourage you to browse in that section—thanks to the Library of Congress Call Number system, related books will often be shelved nearby.

For Periodicals, you'll need to know: *periodical title & year.*

To locate a particular article, you will also need: *the volume, issue, article title/author & pages.*

Print periodicals are always shelved **by title**. The age of the issue affects where we shelve it, though:

- *Periodicals from 1990+:* on Periodicals Level (one level down from the Main Level).
- *Periodicals from 1900-1989:* in compact shelving on Stacks Level (to your left after you enter the door).
- *Newspapers:* on Periodicals Level. Current ones are near the elevator; *backfiles* are in the Periodicals Annex.

In formats other than print:

- *Periodicals in microform:* Microform Room on the Periodicals Level. Shelved by title & format (fiche or film).
- *Electronic journals:* Follow link in ELIZA record and browse or search to locate article.
Indexes/Databases (see below) are the most efficient means of locating articles on any given topic.

For CDs, videocassettes, DVDs: Ask at the Circulation Desk. Circulation staff will retrieve the item and let you in to the Listening/Viewing Room on the Stacks Level.

You'll need to tell Circulation staff: *title & format, & either a) that it's on Reserve or b) the call number.*

Indexes/Databases for Finding Articles

>> Access any of these databases through the *Wallace Library Electronic Resources* page:

<http://www.wheatoncollege.edu/library/resources/electronic>

[Choose the *Alphabetical* or *Subject* list under *Reference Databases* if there is no link at the top level.]

InfoTrac Expanded Academic, 1980-

>> choose *Expanded Academic* after first click to *InfoTrac*

Indexes articles from a large variety of magazines, journals and news sources in the humanities, social sciences and sciences. Many full-text articles are included.

TIPS:

- Use "Subject Guide" link on left to *find appropriate subject headings* under which relevant articles might be categorized.
- To get only *scholarly publications*, check "Limit...to refereed publications" box before searching.
- If the article sounds perfect for your research but isn't included in full-text, don't forget that you can *check for the journal title in ELIZA!*

LexisNexis Academic, dates of coverage vary

Primarily a news database, LexisNexis Academic includes (mostly) the full-text of articles drawn from sources all over the world (but lacks any graphics that may have accompanied original articles).

TIPS:

- Use *Quick News Search* to find news within last 2 years.
- Use *Guided News Search* to search earlier than the last 2 years, in a specific category of news (ex: World, Legal), or for greater precision (being able to search for your term(s) in the headline, etc.).

PAIS International, 1972-

Indexes material on political, social, and public policy issues in journal articles, books, directories, conference proceedings, pamphlets, reports, and government documents.

TIP: Use "Check Library Catalog" links to check whether Wallace Library subscribes to the journal.

Reference Materials for Background Research

TIP: Reference materials can be a great place to start your research, with summaries of information, terminology and definitions, and lists of recommended readings. Selected Wallace reference books on genetics & related subjects follow.

***Encyclopedia of Global Change: Environmental Change & Human Society*, 2v., 2002**

Ref GE 149 .E47 2002

Laden with illustrations, tables, bibliographies, and sidebars. List of Abbreviations, Acronyms and Symbols are in the 1st volume. Don't forget the Index and Synoptic Outline (a way to scan the contents of the entire encyclopedia in the space of a few pages) in the 2nd volume.

***Encyclopedia of Human Rights*, 1996**

Ref JC571 .E67 1996

Topic from the standpoint of the UN. Using the Index is recommended.

***Europa World Book*, 2v., 2001**

Ref JN1 .E85

Extensive coverage of the UN and other major international organizations. Also contains detailed sections on all the countries and territories of the world, including background on recent history, economic affairs, social welfare and education—as well as recent statistics.

Great Debates at the United Nations: An Encyclopedia of Fifty Key Issues, 1945-2000

Ref KZ 4968 .G67 2001.

Arranged chronologically from the point the UN first addressed the issue. Compact but useful book includes lists of suggested readings, appendixes, a glossary and a bibliographic essay.

***Human Development Report*, United Nations Development Programme**

Ref HD72 .H85 1996-present [latest in print: 2001]

Also online, 1990-present, at <http://hdr.undp.org/reports> [latest online: 2002]

Split between essays on annual themes (statistics and valuable sidebars throughout) and tables covering the full range of Human Development Indicators. Annual themes have included “Human Rights and Human Development” and “Globalization with a Human Face.”

***Illustrated Book of World Rankings*, 2001**

Ref HA 155 .K87 2001

See how countries stack up in a variety of rankings: environment, health & social services, culture, and more.

***Vital Signs: The Trends that Are Shaping Our Future*, WorldWatch Institute. 1992-**

Stacks HC 10 .V53

Key indicators such as trends in food and agriculture, energy, atmosphere, economy, transportation, health and social, military. Then special features (sample essays from 2001 volume: “World’s Coral Reefs Dying Off;” “Antimicrobial Resistance Growing;” “World’s Many Languages Disappearing.”) Statistics throughout.

See also WorldWatch’s *State of the World Reports*, 1984-present: Stacks HC59 .S733

***World Development Indicators 2001*, World Bank**

Ref HC 59.15. W656 2001

Stats on economy, demographics, social indicators, environment, markets, infrastructure, technology, trade, aid, labor.

See also: *World Bank Atlas 2002* -- Ref HC 59.15.W567 2002

Excerpts of *World Development Indicators*, visualized through maps.

Web Sites . . . for ??????

When you use a search engine to search for information on the World Wide Web,* your results can vary widely, from the latest news to abandoned “ghost sites,” from hokum to high scholarship. The barriers to publishing on the Web are low.

It's important to 1) understand who published web sites you visit and 2) consider what their biases might be.

When you visit the following (or any) web sites, ask yourself:

- **What kind of site is it?** Is it .commercial, .governmental, .educational, non-profit (.org); which country does it originate from? Is the site related to a newspaper, a journal, a broadcast network?
- **Who created the site?** An individual, an organization, a corporation? What are the creator's (and contributors') qualifications and possible (or obvious!) biases? And how is the site funded (banner ads, subscriptions, grant, etc.)?
- **For whom is this site intended?** What's the tone, the level of writing (for experts, general public, students, etc.)?
- **What about the content?** Is it deep, or superficial? Is it accurate? What evidence is cited, and in what detail? Is the consideration of your topic central, or merely incidental? Are there richer sources for this topic?
- **How is the content organized?** Are there archives, site search engines, site maps?
- **When was this site last updated?** Is it “living” or neglected? Does the update frequency matter for this subject?
- **Does this source meet my standards? My professor's? My discipline's?**

The more you know about your subject, the better you'll be able to determine the quality and relevance of *any source*.

Campaigns and Organizations: Selected Sites

- *Arms Transfer Project*
[Center for Defense Information]
<http://www.cdi.org/atp/atpmain.html>
- *Carnegie Endowment for International Peace*
<http://www.ceip.org/>
- *Child Rights Information Network*
<http://www.crin.org>
- *CorpWatch*
<http://www.corpwatch.org>
- *Human Rights Watch*
<http://www.hrw.org>
- *International Campaign to Ban Landmines*
<http://www.icbl.org>
- *International Monetary Fund*
<http://www.imf.org>
- *Landmines*
[International Committee of the Red Cross]
<http://www.icrc.org/eng/mines>
- *Jubilee Research*
<http://www.jubilee2000uk.org>
- *United Nations*
<http://www.un.org>
- *World Bank*
<http://www.worldbank.org>
- *World Resources Institute*
<http://www.wri.org>

* Indexes/databases such as *PAIS International* and *InfoTrac* are also on the Web, but don't show up in search engine results. They're for “subscribers” only—the site checks this by looking at the network address of your computer.