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**WHEATON COLLEGE - MADELEINE CLARK WALLACE LIBRARY
FIRST-YEAR SEMINAR 9: DISCIPLINE AND PUNISHMENT – FALL 2003**

Goals:

- **Learn to analyze a question or assignment, and determine what types of sources you will need to answer your questions.**
- **Learn “SEARCH SYNTAX” using Boolean operators and, or & not.**
- **Learn to find the items you identify for your research.**

HOW IS THE WALLACE LIBRARY ARRANGED?

A. Reference collection - Reference material is located in the Reference Room on the Main Level. It consists of encyclopedias, dictionaries, atlases, bibliographies, and indexes to periodical articles, among other things. Reference books do not circulate (you cannot check them out).

N.B. Call numbers (the letter-number combination on the spines of books) beginning with "Ref" indicate a book's location in the Reference Room

B. General collection - Materials are found in the stacks (bookshelves) on the bottom level of the Library, with one exception: books with call numbers beginning with N, the art collection, are on the two upper levels of the Library.

C. Periodical collection - Magazines, newspapers and journals from 1990 to the present, and all microforms, are located one level down from the Main Level. Pre-1990 periodicals are shelved on the Stacks (bottom) Level in the movable shelving on the left as you enter. **Periodicals are shelved alphabetically by title.**

D. Reserves – Print and video reserves are kept at the Circulation Desk. Electronic reserves available on ELIZA.

USING ELIZA, WALLACE LIBRARY'S ONLINE CATALOGUE

Use ELIZA to locate materials owned or accessible from the library, including books, reference materials, government publications, journals, newspapers, videocassettes, music, links to online resources and indexes, etc.

Access ELIZA from the Library Home Page (select the Web version).

The most frequently used search options are author, title, keyword and subject. Within ELIZA, you will find basic instructions and examples for each type of search you select. Pay close attention to instructions for using special search expressions such as AND and OR.

KEYWORD AND SUBJECT SEARCH

A keyword search is generally the best place to start. You may use BOOLEAN operators (and, or, not) to broaden or narrow your search. When you find an item of interest, look at the SUBJECT HEADINGS assigned to it. Clicking on a subject heading will lead you to every item in the library on that subject.

Try this:

*Select **KEYWORD** from the main **ELIZA** menu. Perform a search using the words “children and discipline.” You will get more than 30 hits.*

*Select **Beating the Devil Out of Them.***

Now see how many items there are in the Library on the subject of Corporal punishment – United States.

Notice the index of related subjects.

LEXISNEXIS ACADEMIC

Access: see Wallace Library Electronic Resources web page. Link is under Research Databases

Lag Time: Minimal. "All sources are updated daily, with many updated throughout the day."

Primarily a news database, LexisNexis Academic includes (mostly) the full text of articles drawn from sources all over the world. It also includes case law, federal and state-by-state statutes and regulations, as well as secondary source materials for background or analysis of a legal topic.

Legal Research:

- Select *Legal Research* under *Academic Search Forms* in left margin
- Navigate to find laws, statutes and commentary. Select state or federal.

News Search:

Select *News* under *Academic Search Forms* in left margin, and click on *Guided Search*.

- **For Step 1:** Select *General News* from the pulldown menu.
- **For Step 2:** Select *Major Papers*.
- **For Step 3:** Type your search term(s) in the supplied box(es), selecting *Headline*, *Headline/Lead Paragraph*, *Full Text*, *Caption*, or *Author*. Choose the appropriate Boolean operator(s) if you are typing in more than one box.
- **For Step 4:** Select date range.
- **For Step 5:** Type publication if you only want stories from a specific paper or newswire.
- Hit *Search*.

EXPANDED ACADEMIC ASAP (Access via Electronic Resources: *InfoTrac*)

Expanded Academic ASAP (EA) is a cross-disciplinary index to articles from more than 500 scholarly and general-interest publications. It includes some "full-text" (integrated links to entire texts of articles). Coverage varies by journal title; most reaches back to approximately 1980. EA is updated daily.

In Keyword Search:

- Enter search terms in box, using Boolean **AND**, **OR**, or **NOT**
- Use truncation symbol to include all endings: the asterisk (*)
- Limit options:
 - to articles with text (the full article is available online)
 - to articles from refereed publications (scholarly articles, peer-reviewed)
 - by year or by journal name
- Scan results; MARK (click in box to left of citation) those you wish to see, to print, or to email.
- View MARK LIST (select from left margin).
- Select BROWSER PRINT or "E-Mail Delivery."
Select "Full article (if available)"

OVID DATABASES (Access via Electronic Resources: *OVID*) (*Wilson Social Sciences Abstracts*, *Wilson Humanities Abstracts*, etc.)

- Enter word or phrase; perform search. Refine search using Boolean AND, OR, or NOT.
- Use truncation to include all endings. TRUNCATION SYMBOL IS DOLLAR SIGN! (\$)
- Click "Display"
- Review results; select (MARK) citations of interest.
- Go to the CITATION MANAGER at the end of the list
 - Change "Fields" to Citation + Abstract + Subject headings
 - Look carefully at the subject headings of your selected titles. These are links to other articles on the same topic. This can be a great method of searching!
 - When you have selected titles, select *Print Preview* under *Action*
- Use browser PRINT button (on top toolbar) to print working bibliography.