

# Library Guide for First-Year Seminar: Naked Pictures, Fall 2003

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## ***Finding Books, Journals and More with 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

***ELIZA does not contain information about individual articles.***

It can only tell you whether we subscribe to a particular journal, and, if so, what issues we hold.

To locate articles on a topic, see *Periodical Indexes/Databases* (below)

**To Look Up a Particular Book:** Look up by *Author* (last name first) or *Title*.

**To Find Books on a Particular Topic:** Use *Subject* or *Keyword* search.

- *Subjects* are taken from the official Library of Congress Subject Headings.
- *Keyword* searches look for the word(s) in subject, notes, or contents parts of the record.

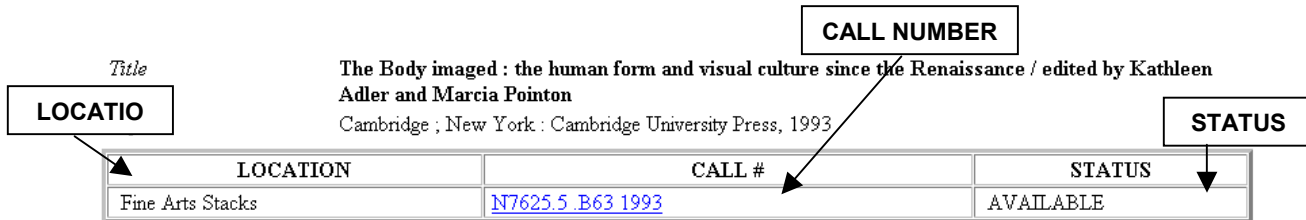
**TIP:** If you are unsure of the exact *Subject Heading* used for your topic, try a *keyword* search and follow the blue subject "leads"/links from the most relevant records.

Browse the list of Subject Headings to look for a Heading that fits your topic even more precisely.

## **To Get More Precise Keyword Search Results:**

- For a *keyword* search, combine words with *Boolean operators* for greater precision:
  - ⇒ *censorship* AND *art* finds records that include both *censorship* and *art*.  
You get **fewer** results
  - ⇒ *naked* OR *nude* finds records that include *naked*, or *nude*, or both *naked* and *nude*.  
You get **more** results
  - ⇒ *censorship* NOT *pornography* >> finds records that include *censorship*, but never *pornography*.  
You get **fewer** results
- For more results, use *truncation* in *keyword* searches:
  - ⇒ *photograph\** finds *photograph*, *photographs*, *photographer*, *photography*, *photographic*, etc.

## Finding a Book on the Shelf



Our books are shelved according to the *Library of Congress Call Number* system. These call numbers begin with up to 3 letters and often end in a year.

*Examples of Call Numbers in the order in which they'll be found on the shelf:*

- HB 501 .S682 1967
- HB 501 .S778 2000
- HB 501 .S83 1977
- HB 501 .S9154 1997
- HB 501 .S97

Note that HB 501 .S97 comes *after* HB 501 .S9154 1997—the numerals in the 2<sup>nd</sup> grouping should be read as a decimal number. Sometimes there's an additional letter/number combination, which also includes a decimal number.

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

- If the box under **STATUS** says *Available* in ELIZA, the book should be on the shelf.
  - Record the complete **CALL NUMBER**, including the letters at the beginning—you'll need it to find the book.
  - Check what it says under **LOCATION** in the ELIZA record.
- Here's how to interpret some common **LOCATIONS**:

STACKS:	Shelved on Stacks Level (lowest floor of the Library). Most of our books are in the Stacks.
RESERVES:	Ask at the Circulation Desk.
REF:	Shelved 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 2 <sup>nd</sup> room of Stacks, after the "Z's"
FINE ARTS STACKS:	Shelved on either the 1 <sup>st</sup> or 2 <sup>nd</sup> Mezzanines. N: 1 <sup>st</sup> Mezzanine NA — ND553 .P5 .Z4: Clark Room (Take steps up from 1 <sup>st</sup> Mezzanine) ND553 .P53 .P5 — NZ: 2 <sup>nd</sup> Mezzanine
FINE ARTS OVERSIZE:	Take steps from 1 <sup>st</sup> Mezzanine up to Oversize area (on the left)

**To Look Up a Journal:** Look up the journal title, *never* the article title.

- Journals may be held in more than one format: print, electronic, microfilm or microfiche.
- Look carefully at the ELIZA record to ascertain whether we have the issue you need, and in which format.  
*Example of volume and issue holdings as indicated in ELIZA: 42- 1995-*  
 The open hyphens mean that the Library's subscription is continuing. We have volume 42, 1995 *and forward*.

## Finding a Journal Issue on the Shelf

- Print (and Microform) Journals are shelved *by title*.  
 The year affects where in the Library they are shelved:

LATEST ISSUE:	Current Periodicals shelved flat, Periodicals Level (2 <sup>nd</sup> floor).
1990-CURRENT:	Periodicals Level.
1900-1989:	Stacks level, in compact shelving to your left as you enter the Stacks.
PRE-1900:	Ask at Reference Desk on Main Level.
MICROFORM:	In the Microform Room on Periodicals Level.

## Reference Materials for Background Research

**TIP:** Reference materials are a great place to start your research, with overviews of information, specialized terminology and definitions, and lists of recommended readings.

Here are some sample reference sources that will be helpful for you in this class. There are many others!

- ***Grove Dictionary of Art Online***

>>Access through Electronic Resources A-Z page or at

<http://www.groveart.com/shared/views/home.html> on-campus

Amazingly comprehensive reference source for the visual arts from prehistory to the present. In print it spans 34 volumes [Ref N31 .D5 1996]. Includes many images and bibliographies.

- *Atlas of Human Anatomy for the Artist*

Ref NC760 .P35 1982

- *Art in the Modern Era: A Guide to Styles, Schools & Movements 1860 to the Present*

Ref N6490 .D415 2002

- *Contemporary Photographers*

Ref TR139 .C663 1988

- *Dictionary of Artists' Models*

Ref N7574 .D48 2001

- *Dictionary of Women Artists, 2 vols.*

Ref N8354 .D53 1997

Biographical information, principal exhibitions, bibliography, brief overview of career. Each entry includes an image of representative work.

- *Human Sexuality: An Encyclopedia*

Ref HQ9 .H846 1994

Essays on topics such as “Arts & Sexuality”, “Pornography,” and sexual customs in different cultures and eras.

- *Reader's Guide to Women's Studies*

Ref HQ1180 .Z9 R43 1998

Brief overviews of scholarship in women's studies. Sample entries: “Art, Images of Women in;” “Kahlo, Frida.”

- *Studies in Human Sexuality: A Selected Guide*

Ref HQ21 .Z9 F73 1995

Excellent, detailed annotations on relevant readings. See “cultural expressions” section for art & photography.

## Newspapers Online & In Print

>> Access NYT Online & LexisNexis Academic through *Electronic Resources Page* — see links under *Online Research Databases*

### **New York Times Online**, 1851-1999 & 1999-current

Historical file is full-page images of the Times; current file is full-text.

### **LexisNexis Academic**, dates of coverage vary

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

**TIP:** Use *Guided News Search* to search as far back as the '80s within a specific category of news (ex: World, Legal), or for greater precision (being able to search for your term(s) in the headline, etc.).

Wallace Library subscribes to a number of US & international newspapers and magazines in print— go to the Periodicals level to browse, or ask at the Reference Desk for details.

## Indexes/Databases for Finding Articles

Below are some databases that should prove helpful for locating articles for library research projects. As you progress through your years at Wheaton, you may need to turn to even more specialized indexes, such as *MLA International Bibliography* (for Language & Literature) and *Bibliography of the History of Art*. Consult the Subject list of databases from the *Electronic Resources* page, or ask at the Reference Desk for advice in choosing a database.

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

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

[There are links to InfoTrac & the Ovid “family” of databases under *Online Research Databases*.]

### InfoTrac Expanded Academic, 1980-current

>> 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 the “Limit...to refereed publications” box before searching.
- If the article sounds perfect for your research but isn’t included in full-text, use the link to *Search ELIZA catalog for this title*. This opens up another window and you can check for the specific journal issue.
- Use \* to *truncate* words: *photograph\** finds *photograph, photographer, photography, photographic, etc.*

### Wilson Art Abstracts via OVID, 1983-current

Indexes material in art and art history, including journal articles in periodicals, yearbooks, museum bulletins, and reproductions of works of art that appear in the indexed journals.

#### TIPS:

- Examine relevant records you find to “harvest” their subject headings. Clicking on the subject headings will bring up all records categorized under that subject.
- *Truncate* with a \$: *photograph\$* finds *photograph, photographer, photography, photographic, etc.*
- You can combine your search sets with *Boolean Operators* on the Main Search Page. Refer to sets by number. *Example: 1 AND 2*
- Use “Limit” screen to find reproductions, limit date, language, etc.
- Use *Check Library Catalog* links to see whether Wallace Library holds the journal/issue you need.
- To order an item via Interlibrary Loan, mark desired item(s), click on *Citation Manager*, choose *Complete Record*, and click *Order*. Complete the form.

## Questions?

I am happy to help you find the information you need for this or any other class!

*Drop by the Reference Desk to talk to me or another Reference Librarian about any questions you have.*

Or, you can contact me to make an appointment.

—Shana Gass (x3736; [sgass@wheatonma.edu](mailto:sgass@wheatonma.edu))