

# Library Guide for First-Year Seminar: The Authority of Virtues & the Virtues of Authority, 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.

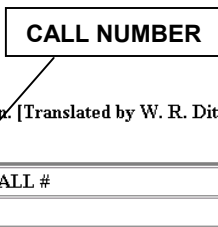
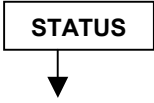
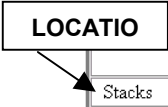
**TIP:** If you are unsure of the exact *Subject Heading* used for your topic, try a *keyword* search and follow the blue subject “leads”/links from the most relevant records.

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:
  - ⇒ *politics AND rhetoric* finds records that include both *politics* and *rhetoric*.  
You get **fewer** results
  - ⇒ *persuasion OR rhetoric* finds records that include *persuasion*, or *rhetoric*, or both *persuasion* and *rhetoric*.  
You get **more** results
  - ⇒ *marx NOT groucho* >> finds records that include *marx*, but never *groucho*.  
You get **fewer** results
- For more results, use *truncation* in *keyword* searches:
  - ⇒ *politic\** finds *politics*, *political*, *politician*, *politicians*, etc.

## Finding a Book on the Shelf

<i>Author</i> <i>Title</i>	<a href="#">Sombart, Werner, 1863-1941</a> <a href="#">Luxus und Kapitalismus. English</a> Luxury and capitalism. Introd. by Philip Siegelman. [Translated by W. R. Dittmar] Ann Arbor, University of Michigan Press [1967]	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>CALL NUMBER</b></div> 	<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>STATUS</b></div> 						
<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>LOCATIO</b></div> 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">LOCATION</th> <th style="width: 33%;">CALL #</th> <th style="width: 33%;">STATUS</th> </tr> </thead> <tbody> <tr> <td>Stacks</td> <td><a href="#">HB501 .S682 1967</a></td> <td>AVAILABLE</td> </tr> </tbody> </table>	LOCATION	CALL #	STATUS	Stacks	<a href="#">HB501 .S682 1967</a>	AVAILABLE		
LOCATION	CALL #	STATUS							
Stacks	<a href="#">HB501 .S682 1967</a>	AVAILABLE							

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.

**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 can be a great place to start your research, with summaries of information, specialized terminology and definitions, and lists of recommended readings.

Here are some sample reference books, possibly helpful for you in this class, which will also give you an idea of the range of topics covered. Remember that there are many others!

- *Barrington Atlas of the Greek and Roman World*  
Ref Map Case G1033 .B3 2000
- *A Dictionary of Marxist Thought*  
Ref HX17 .D5 1983
- *A Dictionary of the History of Ideas; Studies of Selected Pivotal Ideas*, 5 vols.  
Ref CB5 .D52
- *Encyclopedia of Modern American Extremists and Extremist Groups*  
Ref HN90.R3 A75 2002
- *Encyclopedia of Propaganda*, 3 vols.  
Ref HM263 .E53 1998
- *Handlist of Rhetorical Terms*  
Ref PE1445 .A2 L3 1991
- *International Encyclopedia of Social & Behavioral Sciences*, 26 vols.  
Ref H41 .I58 2001
- *A Locke Dictionary*  
Ref B1297 .Y64 1993
- *Longman Handbook of Modern European History, 1763-1991*  
Ref D299 .C627 1992
- *Political Philosophy: Theories, Thinkers, Concepts*  
Ref JA71 .P6226 2001
- *Routledge Encyclopedia of Philosophy*, 10 vols.  
Ref B51 .R68 1998

## 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 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.).

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 *PAIS International* (for Political Science) and *Philosopher's Index*.

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: *politic\** finds *politics, political, politician, politicians, etc.*

### Wilson Humanities Abstracts via Ovid, 1984-current

Indexes articles from core journals in the humanities, including the fields of *philosophy*, religion, literary criticism, history, music and performing arts.

#### 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 \$: *politic\$* finds *politics, political, politician, politicians, 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 *Check Library Catalog* links to see whether Wallace Library holds the journal/issue you need.

### Wilson Social Sciences Abstracts via Ovid, 1983-current

Indexes articles from core journals in the social sciences, including the fields of *political science*, anthropology, economics, psychology, and sociology.

**TIPS:** See Wilson Humanities Abstracts, above.

## 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))