

Prof. Stephen Mathis

Shana Gass, Reference/Instruction Librarian

**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:
  - ⇒ *nietzsche* AND *religion* finds records that include both *nietzsche* and *religion*.  
You get **fewer** results
  - ⇒ *communism* OR *marxism* finds records that include *communism*, or *marxism*, or both *communism* and *marxism*.  
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:
  - ⇒ *communis\** finds *communist*, *communists*, *communism*, *communistic*, 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;">CALL NUMBER</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">STATUS</div>						
<div style="border: 1px solid black; padding: 2px; display: inline-block;">LOCATIO</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		
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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 upwards*.

## 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.

## **(Mostly) 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.

*Annual Register of World Events* (1758-1837; 1839-1954; 1965-current)

1758-1903: In Periodicals Closed Storage. Ask at Reference Desk, M-F, 9-5 only.

1904-current: Stacks D2.A7

*Chronology of World History*, 4 vols.

Ref D11 .M39 1999

*Encyclopedia of European Social History from 1350 to 2000*, 6 vols.

Ref HN373 .E63 2001

*International Encyclopedia of Social & Behavioral Sciences*, 26 vols.

Ref H41 .I58 2001

*European Political Facts, 1789-1848 and 1848-1918*

Ref JN10 .C65 and Ref JN10 .C66 1978

*International Historical Statistics - Europe, 1750-1988*

Ref HA1107 .M5 1992

*Longman Handbook of Modern European History, 1763-1991*

Ref D299 .C627 1992

*Marxism, Communism and Western Society: A Comparative Encyclopedia*, 8 vols.

Ref AE5 .M27

*Political Philosophy: Theories, Thinkers, Concepts*

Ref JA71 .P6226 2001

*Routledge Encyclopedia of Philosophy*, 10 vols.

Ref B51 .R68 1998

*Times Atlas of World History*

Ref Map Case G1030 .T34 1994

## **Newspapers**

**New York Times Online**, 1851-1999

>> Access through [Electronic Resources Page](#) — see link under Online Research Databases

Full-page images of the Times.

**Times (London)**, 1788-current

In Microform Room, 2<sup>nd</sup> level (on microfilm)

To find *Times* articles of interest, use the *Paper Indexes* — various titles, all shelved under *Times Index* in the Reference Indexes in Reference Room (the low tables)

## 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 *A-Z* or *Subject* list under *Online Reference Databases* if there is no link at the top level.]

### **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: *communis\** finds *communism, communist, communists, communistic*, etc.

### **Wilson Humanities Abstracts**, 1984-current

Indexes articles from journals in the humanities, including 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 \$: *communis\$* finds *communism, communist, communists, communistic*, 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.

## 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))