

What a student should know about our library

Library Services:

Reference Service

Reference conference by appointment

**Library Instruction/Information Literacy
sessions (by appointment)**

Virtual Librarian Reference

**Faculty Librarian Web Pages (as sources
of information)**

Library Tutorials (in progress)

Interlibrary Loan Service

Intra Library Loan Service

**Reserved Materials and/or Electronic
Reserves (in progress)**

Borrowing privileges (books; laptops; et. al).

Acquisitions/Purchasing Request Services

Library Instruction:

Information Literacy Skills

(are increasingly applied during Library Instruction)

By appointment conference with ref. librarian

Teach the teacher Information fluency sessions

General Library Information sessions

Tailored to the assignment sessions

Follow-ups to sessions if needed

Virtual Tour of the Library (in progress)

Tutorials (in progress)

Internet Finding Tools

Evaluation Of Web Sources

How to Cite Electronic Sources

Instructional Resource Guides created by ref. librarians

Library Faculty Web Pages

(as extra sources of information)

Basic Library Sources:

Library of Congress Subject Headings
(vols. located at Ref. Desk)
General Dictionaries (i.e. Webster's)
**Special Dictionaries (synonyms, antonyms,
etymology, literary terms, et. al)**
General Encyclopedias (i.e. World Book)
Special Encyclopedias (i.e. encyclopedia of psychology)
Bibliographies
VHS; DVD s; CD s (all catalogued in our online catalog)
Audio tapes
Pamphlets
Circulating Books
Reference Books
Reserved materials
Periodical Titles in print format (see the Periodicals section)
**Online Periodical titles (see bookmark for Online
Periodical Database Information)**
Internet Sources

Selected Sources

Dictionary of Etymology
OED for Oxford English Dictionary
CQ Researcher
Issues & Controversies on File
Encyclopedia of Psychology
Encyclopedia of Human Behavior
Encyclopedia of Religion
Encyclopedia of Cultural Anthropology
(see the handout on Special Encyclopedias)
Special Indexes
Online Databases

A SELECTIVE LIST OF SPECIAL REFERENCE SOURCES

After selecting all the possible circulating books from the book stacks, you might wish to examine the special reference titles from the Reference section. They could give you extra information, valuable for any social science paper. See the selected list below:

The Encyclopedia of Philosophy **Ref B 41 .E5**
Encyclopedia of Psychology **Ref BF 31 .E52**
Encyclopedia of Human Behavior **Ref BF 31 .G6**
Encyclopedia of Human Intelligence **Ref BF 431 .E59**
Ethics **Ref BJ 63 .E54**
The New Schaff-Herzog Encyclopedia of Religious Knowledge **Ref BR 95 .S43**
Encyclopedia of African-American Culture and History **Ref E 185 .E54**
The Encyclopedia of Evolution **Ref GN 281 .M53**
Encyclopedia of Cultural Anthropology **Ref GN 307 .E52**
Encyclopedia of World Cultures **Ref GN 550 .E53**
International Encyclopedia of the Social Sciences **Ref H 40 .A2 I5**
Encyclopedia of Sociology **Ref HM 17 .E5**
Encyclopedia of Violence **Ref HM 2991 .D484**
Encyclopedia of American Social History **Ref HM 57 .E58**
Encyclopedia of Disability and Rehabilitation **Ref HV 1568 .E53**
The Mafia Encyclopedia **Ref HV 6441 .S53**
The Encyclopedia of Suicide **Ref HV 6545 .E87**
The Encyclopedia of Child Abuse **Ref HV 6626.5 .C57**
The Encyclopedia of Gambling **Ref HV 6710 .S54**
The Encyclopedia of Police Science **Ref HV 7901 .E53**
World Encyclopedia of Police Forces and Penal Systems **Ref HV 7901 .K87**
Encyclopedia of Homosexuality **Ref HQ 76.25 .E5**
Encyclopedia of Adolescence **Ref HQ 796 .E58**
Encyclopedia of Associations **Ref HS 17 .E561**
Encyclopedia of Social Work **Ref HV 35 .E56**
Encyclopedia of Drugs and Alcohol **Ref HV 5804 .E53**
Encyclopedia of Crime and Justice **Ref HV 6017 .E52**
The Guide to American Law **Ref KF 156 .G77**
Encyclopedia of the American Constitution **Ref KF 4548 .E53**
The Oxford Companion to the Supreme Court **Ref KF 8742 .A35**
Encyclopedia of American Education **Ref LB 17 .U54**
Encyclopedia of Bioethics **Ref QH 332 .E52**
The Grolier World Encyclopedia of Endangered Species **Ref QL 82 .S4513**
The Encyclopedia of Family Health **Ref RC 81 .A21 I4**
Environmental Viewpoints **Ref TD 170 .M37**
Encyclopedia of the American Military **Ref UA 23 .E56**

A SELECTIVE LIST OF ENCYCLOPEDIAS: GENERAL AND SPECIAL

The titles below are located in the Reference area of the DCCC Library and are classified by Subject, according to the Library of Congress Classification System.

A General Encyclopedias such as:

- **Encyclopedia Americana**
- **Encyclopedia Britannica**
- **World Book Encyclopedia**

B Philosophy; Psychology; Mythology; Religion:

- **Encyclopedia of Philosophy**
- **Encyclopedia of Psychology**
- **Man, Myth & Magic: Illustrated Encyclopedia of Mythology**
- **The new Schaff-Herzog Encyclopedia of Religious knowledge**
- **New Catholic Encyclopedia**
- **Encyclopedia Judaica**
- **Encyclopedia of Christianity**

C Biography; Genealogy; Calendars; Flags

- **Encyclopedia of American Biography**
- **Abridged Encyclopedia of World Biography**

D Europe; History; World

- **Encyclopedia of the Holocaust**
- **Cambridge Encyclopedia of China**

E African - Americans; North America; United States

- **Dictionary of American History**
- **Encyclopedia of Native American Tribes**
- **Encyclopedia of African American Culture and History**

F Latin America; Canada; Mexico; United States – States

- **Encyclopedia of Latin American History**

G Anthropology; Athletics; Geography; Maps

- **Encyclopedia of Cultures and Daily Life**

H Public Policy; Social Sciences

- **International Encyclopedia of the Social Sciences**
- **Encyclopedia of Sociology**

- **Encyclopedia of American Social History**
- J Politics; Human Rights; International Relations; United Nations**
 - **Clements' Encyclopedia of World Governments**
- K Nations of the world - - Law and Legislation; United States - - Law and Legislation**
 - **Encyclopedia of American Law**
- L Education**
 - **Encyclopedia of American Education**
- M Music**
 - **New Grove Dictionary of American Music**
 - **New Grove Dictionary of Jazz**
- N Art; Architecture**
 - **McGraw-Hill Dictionary of Art**
 - **American Architecture: an illustrated encyclopedia**
- P Languages; Linguistics; Literature; Movies; News**
 - **American Women Writers**
 - **McGraw-Hill Encyclopedia of World Drama**
 - **Encyclopedia of Literary Critics and Criticism**
- Q Science**
 - **McGraw-Hill Encyclopedia of Science and Technology**
 - **Grzimek's Encyclopedia of Mammals**
- R Medicine; Drugs**
 - **Encyclopedia of Family Health**
- S Agriculture**
 - **McGraw-Hill Encyclopedia of food, agriculture and nutrition**
- T Technology; Information Technology; Food; Hotels;**
 - **McGraw-Hill Encyclopedia of Science and Technology**
- U Military**
 - **Encyclopedia of the American Military**
- Z Bibliography MLA International Bibliography of books and articles on the modern languages and literatures**

FREQUENTLY ASKED QUESTIONS (FAQs)

Where is the CQ Researcher?

Where do I find Statistics?

Where are the Gale Series? How do I use them? How do I cite a Gale Publication?

How do I cite Internet Sources? How do I Evaluate them?

Copy Card Information to use for copying from Ref. Books.

What do I need from a source for my bibliography?

What is a *Bibliography*? What is its difference between a *bibliography* and an *annotated bibliography*?

What is the difference between a Biography and an Autobiography?

What is an article citation?

What is an Abstract?

How do I access the *Taking Sides Books*?

How do I get a list of the *Opposing Viewpoints books*?

What Classification System does the DCCC Library use?

Is there a difference between the *Library of Congress Classification System* and the *Dewey Decimal Classification System*?

Where are the *Library of Congress Subject Headings* volumes? Why do we use them?

Where is the *Readers Guide to Periodical Literature*? What do we use it for?
What other Periodical Indexes does this Library carry?

What is the difference between *Materials in Print Form and Materials in Electronic Form*?

If this Library does not carry an item, what do I do?

What is *Interlibrary Loan*? Is there a form I could fill out, in order to submit my request for *Interlibrary Loan*?

How do I access from here the Public Library System? Delaware County Public Library System and Chester County Public Library System.

- **The above given Reference Sources that appear as holdings of the DCCC main Library may also be located in other Libraries regionally or remotely.**
- **The guidelines and Internet sources may also be accessed independently and through the guidelines of other libraries.**
- **Personal attention tailored to the requirements of DCCC course assignments is given through our library's Collection Development process.**
- **All students, faculty and staff are welcome to visit our main library and meet with us.**
- **For general information on schedules, services, policies, staff check our library's web page.**

O.K Spring 2004

ASSIGNMENT HELP

To classify our titles by call number we use the :

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

<http://www.virtualref.com/lc.html>

To classify our resources by Subject/Topic, we consult the:

LIBRARY OF CONGRESS SUBJECT HEADINGS (vols. in print format located near the Ref.Desk.)

An example of the call number of a book:

PS call number
129
. D 17 cutter number

Basic article citation (an example):

<http://www2.shastacollege.edu/phighet/MLAstyle/basicarticlecitation.htm>

Readers guide to Periodical Literature:

<http://www.hcrhs.k12.nj.us/imc/rgprt.htm>

<http://www.hwwilson.com/Documentation/HowToUseReadersGuide.pdf>

Boolean logic:

<http://library.weber.edu/cm/a&h/comm4810.cfm>

How to access a web page:

DCCC PAGE: <http://www.dccc.edu>

DCCC LIBRARY PAGE: <http://www.dccc.edu/academics/learner/library>

BASIC LIBRARY RESEARCH GUIDE

In preparation consult the following:

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

LIBRARY OF CONGRESS SUBJECT HEADINGS

(SEE ALSO HANDOUTS AVAILABLE ONLINE AND AT THE REF. DESK)

RESEARCH GUIDELINES:

Choose a topic (see topic ideas)

Build up your terminology list

(all the relevant key terms, synonyms, antonyms)

Consult the Library of Congress Subject Headings vols. Available at the Reference desk. Locate your topic/subject heading. Check the “see also references”. Follow this process when using any index, i. e. Periodicals Index.

If your topic is too general, try to narrow it down to a sub-topic.

Start building up a keyword list for better searching

Use a general dictionary to find the definition of the key term.

Use a dictionary of synonyms and antonyms to enrich your list

Use an etymology source. The Oxford English Dictionary is great

*It would trace the origins of the word, key term, subject, topic
and it would also give you relevant examples.*

Use the glossary by topic of a special encyclopedia

When you search for books or articles by using your first key terms, if you find a title you really like, trace your steps back and check under what subject headings it is classified. Those subject headings could be reused for further searching because they can link you to more information.

SOURCES:

For books and other catalogued materials check the DCCC Online Catalog for:

Books - - Reference and Circulation

General Encyclopedias and general Dictionaries

Special Encyclopedias (see handout) and Special Dictionaries

CQ Researcher

Issues and Controversies on File

Oxford English Dictionary

Oxford Dictionary of Quotations

Statistical Abstract of the United States

A Matter of Fact

Taking Sides books (see provided handout)

Opposing Viewpoints books (see handout)

Relevant VHS tapes, CDs et. al

For periodical publications in electronic format check under “search for articles” to locate on your topic:

Journal Articles

Popular Magazine Articles

Newspaper Articles

Newswires

Check also the Periodicals area in the main library for Periodical titles in print format, Newspapers and Periodical Indexes such as the Readers Guide to Periodical Literature or the Social Science Index

Use the Internet:

Use all your Research skills possible:

http://www.academic.com/ActiveContent/Studyskills/Printable_View.asp

Research Tips

<http://alpha.delta.edu/library/research.html>

When searching for Internet sources evaluate the results:

Evaluating Web sites for accuracy:

<http://www.slu.edu/departments/english/research/rcont03.html>

Evaluating Information

http://alpha.delta.edu/library/evaluating_information.html

Links to Content Areas:

http://www.kn.pacbell.com/wired/bluewebn/link_english.html

<http://andromeda.rutgers.edu/~jlynch/Lit/>

Topic Ideas:

<http://www.questia.com/aboutQuestia/permPage.html>

Cite Sources Used MLA or APA style (see provided handout)

Basic research example of a topic, i.e. "Charter Schools"

Possible Subjects:

Privatization in education – United States
School choice – United States – Case studies
Educational vouchers - United States
Education – United States – Evaluation
Charter Schools – United States – Case studies
School choice – Social aspects – United States – Case studies
Citizenship – Study and teaching – United States – Case studies
Educational equalization – United States – Case studies

DCCC Library Books that circulate:

The demographic potential of charter schools by Stacy Smith

The great school debate: choice, vouchers, and charters by T.L. Good, Jennifer S. Braden

Charter schools: a reference handbook by Danny Weil

See also:

Charter Schools in the CQ Researcher Dec. 2002 located in the Reference room.
(look for the YES and NO page for ideas on debating about your topic).

Use the Bookmark given to you during class to access the online periodical databases. From the college web page at: www.dccc.edu in order to go to the library page click on Online Services. Pull down the menu and select Library. From the Library's web page you have a choice, either to search for books or to search for articles. I already gave you three titles of books. Now you would have to select Search for articles.

You will see the list of online databases just as it appears in the bookmark. For journal articles, and magazine articles you could try EBSCO, Wilson Omni File Select. For newspaper articles try NEWSBANK.

Here is an example from EBSCO:

Searching in EBSCO ACADEMIC the topic "charter Schools" would bring up a variety of articles such as the following:

Evaluating Education Reform: Students' Views of Their **Charter** School Experience. By Edith Barrett in the *Journal of Educational Research* Jul/Aug 2003, Vol. 96 Issue 6, p351, 8p

Subject Headings under which it has been classified:

Students
Charter Schools
Satisfaction
Perception
Student

All Other Miscellaneous Schools and Instruction

Abstract: Examines the satisfaction of students with their **charter** school as it compared with their previous educational experiences. Data from a survey of Texas **charter** school students; Student-level characteristics and satisfaction; Student perceptions of school and comparative satisfaction.

For newspaper articles search NEWSBANK

See for example a search under “vouchers in education”:

Sun, The (Baltimore, MD)

Edition: FINAL

Section: TELEGRAPH

Page: 1A

September 28, 2004

Topics:

education reform

school choice

vouchers (education)

charter schools

Maryland

Steele, Michael S.

Charter schools on panel's agenda

Steele named to lead review of alternatives

'Md. not ready' for vouchers

MARYLAND SCHOOLS

Author: SUN STAFF

David Nitki

Topic: Education Reform

News Tribune, The (Tacoma, WA)

Edition: South Sound

Section: Front Page

Page: A01

October 23, 2004

Topics:

charter schools

academic achievement

education reform

initiatives and referenda

Washington

Do charter schools work? Depends on whom you ask.

Studies aren't clear on the effect of charter schools, an alternative to traditional public schools, leaving Washington voters with little guidance on a referendum.

Author: DAVID WICKERT; The News Tribune

In NEWSBANK:

Practice by retrieving the full text of the above articles that I brought up as examples to help you with your research process.

Ourania Kontopoulos Ref. librarian