



*Where the Power of Knowledge
meets the Power of Faith*

Warren A. Hood Library Guide

Fall 2006

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About the Warren A. Hood Library

Welcome to the Warren A. Hood Library! We hope our library will be a vital part of your academic experience at Belhaven College. Our philosophy is based on the fundamental mission of public service. We are here to help you in any way possible -- Let us serve you.

The Warren A. Hood Library is located on the second and third floors of the library building, and houses more than 115,000 items, including books, periodical subscriptions, compact disc collections, DVDs, video cassettes, maps, the College Archives, periodical indexes and reference materials for all fields. In addition, the library provides access to a range of online material, extending the availability of information resources beyond the physical library and its hours of operation.

The staff is well trained to assist all faculty and students with a wide range of research activities. It is the librarians' intent that each student at Belhaven develops transferable skills to enhance life-long learning through instruction and skilled use of the materials available at the Warren A. Hood Library and other libraries in the metropolitan area.

Individuals using the library are strongly urged to seek all assistance possible. Should essential library materials not be found in the library, cooperative agreements between Belhaven and other local and state libraries exist, making interlibrary loan service possible.

While library staff cannot conduct research for classroom purposes, assistance in developing a research strategy can be invaluable. In order to make the best possible use of a student's time, reference consultations are encouraged. Advance appointments should be made, and students will be expected to carefully describe their research needs at the time the appointment is made, thus allowing library staff the lead time necessary to plan the best use of the library's collections.

Warren A. Hood Library Mission Statement

Through its collection, its service, and its staff, the Hood Library supports the academic program of Belhaven College by providing resources to explore all areas of human knowledge within the framework of a biblical worldview. The students, faculty, administration, and staff of the College are the library's clientele; the library further recognizes and accepts community and inter-library cooperation as a part of its larger function.

GOALS FOR THE LIBRARY

1. Maintain an adequate inclusive collection to support the curriculum of the College.
2. Plan for and implement effective information sources.
3. Provide a service-oriented atmosphere with an effective well-qualified staff.
4. Develop student's proficiency in use of electronic and print information resources.
5. Encourage thoughtful discernment in students' use of all information resources.

August 1, 2006

Library Hours

Monday through Thursday	8:00 AM – 10:30 PM
Friday	8:00 AM – 5:00 PM
Saturday	10:00 AM – 5:00 PM

Hours will vary during school holidays, breaks, and summer terms.

Library Policies that Affect You

The following policies are devised with the desire to serve the entire student body in the best and fairest way possible. We ask for your cooperation in carrying them out.

Book Circulation

1. Books may be checked out of the library by Students, Faculty, and Staff.
2. Books in general circulation may be checked out to patrons in good standing and may be renewed up to two times, provided no one has placed a hold on the item. Books must be presented at the circulation desk in order to renew them.
3. Should an item desired be checked out, holds may be placed on books in general circulation. Inquire at the circulation desk for this service.
4. When a student checks out a book, he or she assumes responsibility for that book until it has been turned in, regardless of who uses the book during the time it is checked out.
5. A grace period of one day is given on overdue books. Books returned beyond the grace period are subject to fines of 25 cents per item, per day, with no maximum fine.
6. All books must be turned in, and all library fines paid before transcripts and diplomas will be issued.
7. The library does not collect textbooks used by classes offered by Belhaven College.

Reserve Books

Books are placed on reserve so that all students may have equal access to them. Students are asked to observe these rules in fairness to the other members of their classes. Continued abuse of reserve privileges will result in the intervention of the class instructor.

1. Reserve books have varying circulation periods, set by class instructors. Books may circulate In Library Only, One Day, Two Days, and One Week. Renewals may or may not be allowed, based upon the instructor's decision.
2. Fines accrue at the rate of \$3.00 day, per ITEM, with no maximum. The one day's grace before accrual of fines begins does not apply to Reserves.
3. In Library Only reserve materials may be recalled after a period of two hours in order to insure access to all members of a class.

General Rules

1. The library is a place for study and reading; therefore, each student is asked to carry on only such conversation as is absolutely necessary. Students will be asked to leave if the library staff feels they are disturbing other students.
2. No food or tobacco product is to be consumed in the library. Beverages are permitted in the uncarpeted areas of the top floor of the library.
3. A telephone for student use is located in the Photocopy Room to the left of the library entrance. Students will not be paged or summoned to the library telephone and will not be allowed to use staff telephones.
4. If a staff member is not present when you approach the desk, please summon assistance by use of the bell placed there for this purpose. Students are not permitted access to staff work areas, which includes the area behind the circulation desk.
5. When using books and periodicals in the library, please do not re-shelve them. Leave them on tables or at the circulation desk for re-shelving.
6. For the protection of your home computer and ours, we cannot allow outside disks to be used in our computers.

7. Transparencies may be made on the Library copiers. To ensure the proper maintenance of Library equipment, appropriate transparencies must be purchased at the Circulation Desk for \$.25 each.

Delinquent Student Policy

We reserve the right to suspend the borrowing privileges of any student who demonstrates habitual abuse of library policies. Should a student demonstrate recurring irresponsibility toward library materials, his or her borrowing privileges will be limited to In Library Only Use.

When library fines exceed \$2.00 a student's borrowing privileges are suspended until the amount is paid in full.

Policies Governing Use of Library Computers

Library computer terminals are primarily for research purposes for enrolled Belhaven College students. Patrons engaged in non-research activities may be asked to relinquish the terminal.

Students' personal laptop computers may be used in the library. The library does not, however, provide Internet access for individually owned computers.

Library Public Service computers print to a networked laser printer at the Circulation Desk. Cost of prints is 10 cents per page black and white copies and 25 cents per page for color copies.

The Library fully supports the Computer Usage Policy found in the student handbook, *The Kilt*. That section is posted below:

COMPUTER USAGE

The computer resources of Belhaven College are maintained to support the mission, vision and academic goals of the College. These resources include, but are not limited to, all hardware, program data, software, computer systems, communication networks, internet, e-mail, and phone systems. Use of these resources is a privilege and not a right.

All members of the College community are to use these resources in an efficient, ethical and legal manner. Any use of these resources that conflicts with the Belhaven College Honor Code or violates College policy will result in disciplinary action. The College reserves the right to revoke the privilege of using these resources in order to protect the resources and/or as part of disciplinary action.

Downloading music, movies and other data files from sites such as Kazaa may constitute a serious violations of United States and foreign copyright law. Students who put copyrighted material on these sites and those who download it may expose themselves to civil, and possibly criminal, consequences.

Library Services

Audiovisual Material and Equipment

The Listening Area of the library houses a number of tape players, CD and DVD players and video cassette players and monitors. Necessary headphones may be checked out for in library use at the Circulation Desk. AV equipment is located in carrels on the south wall of the main floor of the library. Additionally, microfiche reader/printers that will allow you to make photocopies of microfiche material are located near the Circulation Desk.

Book Drop

For your convenience, a book drop is located outside the library entrance. Fines will be owed for items deposited in the book drop after their due date.

Copy Machine

A photocopy machine is located near the Main Entrance. This machine can reduce and enlarge images, and will copy onto letter and legal sized paper. Copies may be made for 10 cents each. The photocopier also provides change for \$1 and \$5 bills.

InfoPass

Through participation in the CMLC, a metro-Jackson library consortium, Belhaven students have access to a number of local libraries, provided they comply with the InfoPass program policies. Please see the "Accessing Other Libraries" section of this handbook for more complete information.

Interlibrary Loan

In the event needed information cannot be obtained from the collections here at Belhaven, the Warren A. Hood Library participates in a number of cooperative agreements with other libraries (local, state and national) all of which make items found in other libraries available to Belhaven students and faculty. Please see the "Accessing Other Libraries" section of this handbook for more complete information.

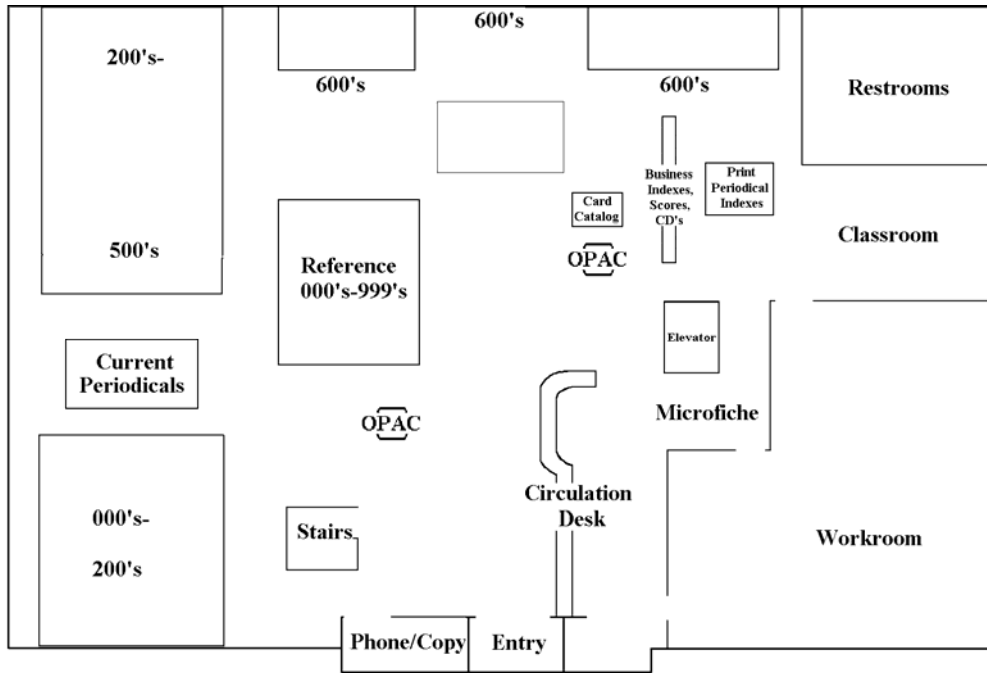
Library Instruction

Bibliographic instruction is offered through instructors for entire classes. Individuals are always encouraged to seek help with research assignments and projects from library staff members.

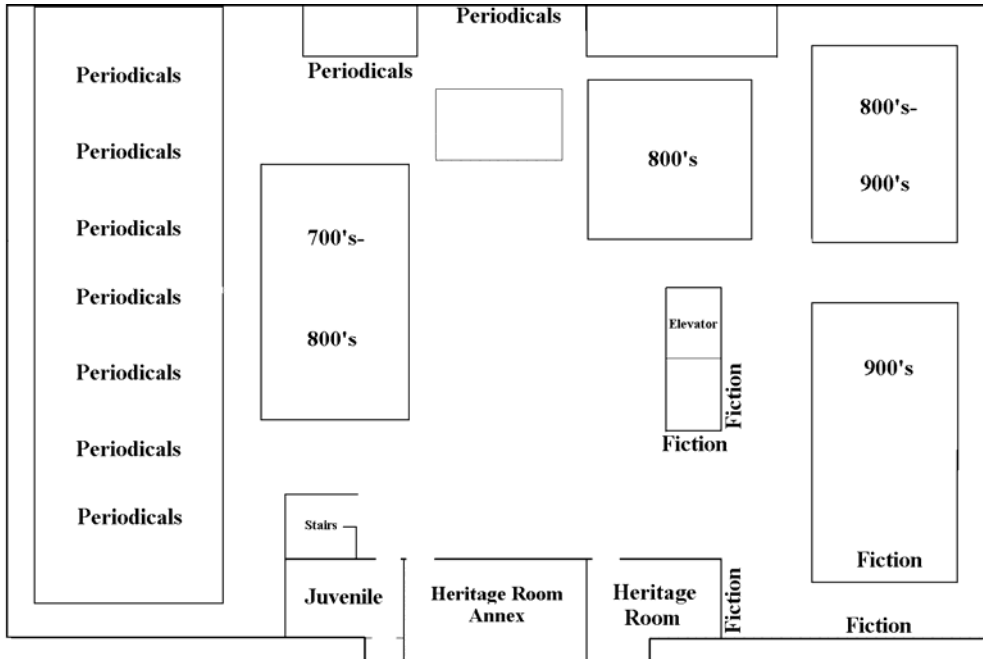
Typewriters

A correcting electric typewriter is located in the Listening Area. Ribbons may be checked out at the Circulation Desk upon presentation of a valid student identification card. Patrons are asked to supply their own paper.

Library Floor Plan



Main Floor



Top Floor

The Library Website

The Library Website acts as a gateway to a variety of information resources and extends the availability of many resources beyond normal hours of library operation. Users can check the availability of books in the library collection or the status of the material they have checked out through the web version of the Online Public Access Catalog (OPAC). The page contains a variety of links to dictionaries, encyclopedias, maps and other useful Web sites. In addition, Belhaven students, faculty and staff can access a wealth of information from the password protected Virtual Library page: periodical bibliographic and full text databases, specialized encyclopedias, and extensive business financial information. For a password to access this material, contact the webmaster or the library staff. The URL is www.belhaven.edu/Library/Default.htm.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Warren A. Hood Library website. The browser's address bar shows the URL <http://www.belhaven.edu/Library/Default.htm>. The website has a navigation menu at the top with categories: PROSPECTIVE STUDENTS, ADULT/GRADUATE PROGRAMS, CURRENT STUDENTS, FACULTY/STAFF, and ALUMNI/FRIENDS. A vertical sidebar on the left contains links such as Home, About Belhaven, Virtual Tour, Admission, Academics, Adult Studies, College Calendars, Athletics, Campus Life, Library, Alumni and Friends, What's New, and Contact Us. The main content area features the title "Warren A. Hood Library" and a list of services and links, including search options for books and articles, and various database links like EBSCOhost and CQ Researcher. A photograph of a person looking out a window is positioned on the right side of the page. The Windows taskbar at the bottom shows the Start button, open applications like "Library Guide (modified)...", "Inbox - Microsoft Outlook", and "Library: Belhaven Coll...", along with the system clock showing 12:23 PM.

Virtual Library

EBSCOhost Databases

EBSCOhost gives researchers immediate, one-stop access to a variety of full text databases ranging from general reference collections to specially designed, subject-specific research databases. Belhaven's database subscriptions via EBSCOhost include:

- **Academic Search Premier** provides full text for more than 3,430 scholarly publications covering academic areas of study including social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies.
- **Art Abstracts** provides comprehensive indexing and abstracts for 378 leading international art publications, including periodicals, yearbooks, and museum bulletins. This database covers a broad range of art topics such as advertising, archaeology, crafts, folk art, graphic arts, interior design, video, film, architecture and art history. Coverage for this database spans from 1984 to the present. Premier Package customers will have instant access to full text for nearly 150 journals indexed in *Art Abstracts*.
- **Business Source Complete** provides full text for over 4000 business journals covering management, economics, finance, accounting, international business and much more. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more. **Regional Business News** is a full text newswire database that incorporates business wires from all over the world.
- **Communication & Mass Media Complete** provides the most robust, quality research solution in areas related to communication and mass media. CMMC offers cover-to-cover (“core”) indexing and abstracts for over 350 journals, and selected (“priority”) coverage of over 200 more, for a combined coverage of over 550 titles. Furthermore, this database includes full text for more than 230 journals, dating as far back as 1915.
- **ERIC**, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 1,000 educational and education-related journals.
- **International Bibliography of Theatre & Dance**, the online offering of the popular print index produced by the American Society for Theatre Research and the Theatre Research Data Center (TRDC) at Brooklyn College, represents the most comprehensive multicultural and inter-disciplinary research tool available to theater students, educators and professionals. In addition to indexing for over 60,000 journal articles, the full text version includes text for 100 journals and more than 50 books and monographs that are standards in the field.

- **MEDLINE** provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, MEDLINE allows users to search abstracts from over 4,600 current biomedical journals.
- **Mental Measurements Yearbook**, produced by the Buros Institute at the University of Nebraska, provides users with a comprehensive guide to and critical evaluation of over 2,000 contemporary testing instruments used in such diverse areas as psychology, education, business, and leadership.
- **MLA International Bibliography** is a bibliography of journal articles, books and dissertations in the fields of language and literature. Produced by the Modern Language Association, the electronic version of the Bibliography dates back to 1963 and contains over 1.5 million citations from more than 4,400 journals and series and 1,000 book publishers. The **MLA Directory of Periodicals** offers detailed information on over 7,100 journals, with 4,400 currently indexed in the International Bibliography. The detailed entries include editorial contact information, as well as frequency, circulation, subscription prices and submission guidelines.
- **Professional Development Collection** provides a highly specialized collection of over 500 full text journals, designed for professional educators.
- **PsycArticles** is a fully searchable database to over 25,000 full-text articles from 42 key journals. Published by the American Psychological Association, it is the premier database for basic, applied, clinical and theoretical psychology.
- **PsycINFO** provides **citations only** to psychology related journals around the world including foreign language journals.
- **RILM Abstracts of Music Literature** is an international bibliography of scholarly writings on music as well as music-related disciplines. Dating from 1967 through the present, this database offers indexing of sources published in over 140 languages.
- **SPORTDiscus** offers comprehensive, bibliographic coverage of sport, fitness and related disciplines. With full bibliographic coverage, monographs dating back to 1949, and journal coverage to 1975, this database contains over 500,000 records and over 20,000 dissertations and theses. *SPORTDiscus* is provided by the Sport Information Resource Centre. Because of our other EBSCOhost subscriptions, Belhaven users will have instant access to full text for more than 300 journals indexed in *SPORTDiscus*.

- **EBSCO Animals** provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full text records describing the nature and habitat of familiar animals.
- **Funk & Wagnalls New World Encyclopedia** provides over 25,000 encyclopedic entries, searchable by subject or keywords within the entry.
- **Magazine Article Summaries School Edition** provides full text for 460 general interest and current events magazines.
- **Primary Search** provides full text for 50 children's magazines and over 100 children's pamphlets, designed for the elementary school student.

The Grove Dictionary of Art Online

The Grove Dictionary of Art Online provides searchable full-text access to the comprehensive 34 volume reference work of the same name. Special features such as over 45,000 articles on every aspect of the visual arts, as well as biographies, color images, bibliographies, and links to museums and other art websites are updated regularly.

The New Grove Dictionary of Music and Musicians Online

The New Grove Dictionary of Music and Musicians Online provides searchable full-text access to the comprehensive 29 volume reference work of the same name. Thousands of articles, biographies, photographs, maps, cross-references and links to world wide musical websites are updated regularly.

Christian Periodical Index

Christian Periodical Index provides citations to Christian-based articles and reviews on a wide spectrum of topics and disciplines. Over 100 selected publications from 1982 to the present are currently indexed, and citations are updated quarterly.

MergentOnline

MergentOnline is a subscription-based service offering information on over 10,000 U.S. public companies and 17,000 non-U.S. public companies. Formerly known as Moody's Financial Information Services, Mergent has been publishing detailed business descriptions, corporate histories and financial statements since 1900.

Classical Music Library

Classical Music Library contains more than 35,000 sound recordings of music from Medieval to contemporary, from choral works to symphonies, operas, and the avant-garde. The audio selections are cross-referenced to a database of supplementary reference information.

CQ Researcher

CQ Researcher is a complete source for in-depth analysis reporting on the most current and controversial issues of the day. Topics include political and social issues, law, civil liberties, and international affairs, health, education, the environment, technology and the U.S. economy. Up-to-date information on issues, backgrounds, chronologies, maps, pro/con statements from representatives of opposing positions are all included. Online backfiles extend to 1991. CQ Researcher now offers CiteNow!, which provides a citation in APA, Bluebook, Chicago, or MLA style.

Online Catalog

The Web version of the Library Catalog is available from the Library Web Page as well. From the main page, choose either the link for those within the campus network or outside of the campus network. Once connected, users with a PIN number may access their accounts. For a PIN number check with the Library staff. Users may also search the catalog by Author, Title, Subject or Keyword or do an Advanced Search combining the above elements.

Basics of Library Research in the Warren A. Hood Library

The Classification System

When librarians "classify" their materials, it may seem they make the materials top secret by arranging them in the most confusing way possible. In fact, they are trying to do the opposite. By classifying materials, librarians seek to place similar books together. By sorting books by "class" or subject area they group all books on a single topic in a single place in the library.

The Warren A. Hood Library is arranged by the Dewey Decimal System. Below is a very general outline of the subject areas:

000 General Works
100 Philosophy and Psychology
200 Religion
300 Social Sciences - including economics
400 Language
500 Science
600 Technology - including business, marketing & management
700 Fine Arts and Recreation
800 Literature
900 History

This broad outline is only moderately helpful--but luckily, there is a library catalog that will help you determine exactly where the subjects you are seeking can be found. Be aware that sometimes subjects may be found in more than one place--for example human resources management has much to do with psychology; thus, you may find books in the 100s as well as the 600s.

The Dewey classification number, plus other lines of information relating to the author and/or title of the item, combine to make the call number, by which volumes in the library are ordered.

The Library Catalog

At this writing, the library is in transition from a traditional card based catalog to a fully automated system. Whether card based or digital, a library catalog serves as the key to the library's collection. The library catalog has a record for each book purchased. In the card catalog, the records are on cards filed by author, title and subject. The automated catalog adds additional search options. Thus by knowing one thing about a book (its author, title or subject) you will be able to locate its call number. Some helpful tips:

1. Always write down the full call number---everything in the call number field in the automated catalog record or the whole call number in the upper left hand corner of the catalog card. It may seem adequate to jot down just the first line--but only until you realize that there are 6,000 books with the first line 972!
2. In searching for titles, ignore the initial articles: A, An, and The. (You also ignore initial articles in other languages, too. Just ask if you're not sure about a foreign title.) For example, if you want the book The Civil War, you'd look under Civil. If you want The History of the South, you'd ignore the first The, but the second one still counts. This book would be in an alphabetized catalog list **after** The History of South America because "the South" would come alphabetically after "South America." If

this all sounds confusing, just ask a librarian for help.

3. If you cannot locate something you need by subject--ASK A LIBRARIAN. Sometimes librarians do strange things with subject headings. A good example would be the Civil War. We hide this under the heading "United States--History--Civil War." To make matters worse, we break our own rules and ignore alphabetical order when dealing with historical topics, (which are filed chronologically), so Revolutionary War would come before Civil War, even though it's not alphabetical!

The OPAC

The Online Public Access Catalog (OPAC) has records for individual items owned by the library, but in digital format rather than on cards as in the traditional card catalog. At this writing, all books purchased since 1995 have records in the OPAC. Older books with classification numbers 000-199 and 300-999 are included as well. Some of the 200's (religion) and 800's (literature), Reference and Juvenile have not yet been added. To be thorough in searching the library collection, look in both catalogs.

You can search the OPAC for author, title or subject, as with the card catalog. But you can also search for a keyword that appears in the catalog record for an item--if you know one of the words but don't remember an exact title, for example. Another big advantage of the OPAC is you can combine search terms using the Advanced search option. Take advantage of the excellent HELP option if you have trouble with a search.

Important elements of information about a book--author, title, place of publication, publisher, date of publication, and more--are included on the Full Title screen when an OPAC record is displayed. You can also tell if a book you want is checked out--and its due date--by looking at the Availability screen.

Deserving special note here is the listing of subject headings included in each catalog record. These tell you the subjects assigned to the book by the library cataloger--thus if you know one book that's helpful, by looking it up and noting its subject headings, you know exactly what subject to look up to find more books of a similar nature!

Important Elements of a Card Catalog Record

Like the online catalog, the catalog record in the card catalog contains useful information about each item in the library. The following example will help you understand all the pieces of information you can learn about an item just from looking at a card catalog card. Everything from the place of publication to the number of pages, height of the book, and whether or not it has illustrations, maps or charts can be learned even before you locate the book.

Deserving special note here is the listing of subject tracings that you can usually find listed at the bottom of each card. These tell you the subjects assigned to the book by the library cataloger-- thus if you know one book that's helpful, by looking it up and noting its subject tracings, you know exactly what subject to look up to find more books of a similar nature!

This is the call number. Copy all of it down.

Number of pages.

This book has an index and a bibliography.

There are four subject cards in the catalog for this book.

Year book was published

933 Newsome, James D. 1931-
N479b By the waters of Babylon: an introduction to the history and theology of exile / by James D. Newsome, Jr.--Atlanta : John Knox Press, c1979.

176 p. : ill., 23cm
Bibliography
Includes index

1. Jews--History--Babylonian Captivity 2. Jews--History--953-586 B.C. 3. Judaism--History--to 140 B.C.
4. Bible. O.T.--History of Biblical events. I. Title

The Reference Collection

The Reference collection is a microcosm of the regular collection. Each subject represented in the regular collection will be briefly covered in the reference collection. Books in this area are likely to be overviews of the field, such as specialized dictionaries (explaining terminology of a field), specialized encyclopedias (that provide articles on different topics in a field), handbooks (that provide basic and hands-on knowledge), and bibliographies (which provide lists of other books, periodicals, and other resources on the topic).

When beginning a research paper, don't overlook the valuable information that can be found in the reference collection. Even if your instructor specifically says encyclopedias are off limits for your assignments, by reading an article or two on your topic, you'll obtain a solid overview that will assist you in further research.

Using Specialized Encyclopedias

Unlike many general encyclopedias, specialized encyclopedias, such as New Grove's Encyclopedia of Music and Musicians, are excellent sources of research information. A specialized encyclopedia contains information about specific related subjects rather than trying to cover all subjects. Some encyclopedias are only one large volume rather than several. Do a subject search in the card catalog to discover if your library has a specialized encyclopedia, which will provide information on your topic.

Use the topic and then the subheading "Dictionaries."

For example: **Music--Dictionaries.**

If you start specific and do not find anything useful, broaden your search. If you looked up the musician "Beethoven--Dictionaries" and didn't find a dictionary or encyclopedia devoted to him, try the broader heading "Music." Ask a librarian for assistance if you need it.

Periodicals

The term "periodical" describes several types of publications including magazines, journals and newspapers. These publications are issued at regular intervals which might be daily, weekly, monthly, quarterly, etc. Newspapers are the most typical type of daily publication providing coverage of yesterday's events, a projection for today's weather and the advertisements for tomorrow's sales. Magazines, typically, are issued at weekly or monthly intervals and journals at monthly, bimonthly, quarterly or biannual intervals.

The terms "magazine" and "journal" are used somewhat interchangeably; however, by definition, they are quite different. A magazine is a publication like Time, Newsweek, Sports Illustrated or Vogue, which is distributed to a mass market. This type of publication is sometimes described as a "popular periodical" which includes articles on topics of a popular nature, not limited to one subject field. Magazines often contain numerous photographs and advertisements and are readily available at newsstands.

A journal is a publication that focuses on research within a particular field. Journal articles target an audience of by students, scholars and professionals within a specialized area. The articles are often lengthy, contain charts and graphs and are accompanied by a bibliography. The language of the articles is not intended for a layman but for an individual who is at least familiar with the terminology of the field in which he or she is researching. Journals usually are available only by subscription or through membership with an organization. Examples are American Journal of Physiology, Journal of Higher Education and College English. Sometimes your professor will ask you to use a "refereed" or "peer-reviewed" journal. Articles for these journals are submitted to a review board of experts in the field before they are accepted for publication.

While we usually think of periodicals as they appear at the newsstand, they are published in many formats. Hood Library has periodicals in print (both bound and unbound), microfiche, and electronic formats.

Using Periodicals for Research

Following is a list of reasons for consulting periodical articles:

4. Timeliness. Current periodical articles will be more up-to-date than books.
5. Authority. Journal articles are written by experts within their fields. Check magazine articles carefully. Usually at the beginning or end of an article there will be a mention of the author's credentials.
6. Hot Topics. It may be possible to find periodical articles on a topic that is limited only to the periodical literature. Periodicals may be full of articles on the most recent World Cup Soccer competition-- but books may be difficult to find because few have been written.
7. Different points of view. Periodical articles are excellent sources for locating articles that convey different points of view on a topic.

Online Periodical Databases

A good way to locate periodical articles is by using a periodical database. The library offers access by subscription to several periodical databases (See Online Subscription section of this Guide for a list). EBSCOhost, a search and retrieval system that allows access to EBSCO Publishing's periodical abstract and full text databases via the World Wide Web, provides the

interface to the majority of the Library's database subscriptions. The database subscriptions index and abstract several thousand journals in a wide range of academic areas, providing full text coverage for many of those journals. Using these information sources, users can search the database, identify periodical articles and compile subject bibliographies. Results of the search can be printed, downloaded or mailed to an existing e-mail account. Users can locate articles in their local library's collection, from another library through interlibrary loan or, in many cases, from the database itself.

To access these online subscriptions, you need a computer with Internet access, search software such as Microsoft Internet Explorer or Netscape Navigator, and a user ID and password, supplied by the webmaster or the Library staff.

After logging onto the Internet in your usual way, enter the URL www.belhaven.edu to access the College's Web site. Click the Library button on the College Web page (this is the home page for the library's computers), then choose Search For Articles in the Virtual Library from the Library Page. When you click on the line "Click here to enter the Virtual Library," you'll be asked to supply the user ID and password. A default user ID and password is usually entered automatically when you access this page from the Library. If you need a user ID and password to access the database from your own computer, contact the webmaster or the library staff. Passwords are changed on a regular basis to prevent unauthorized access.

On the next page you can click the instruction line to connect to individual databases. Once you're connected, choose the database that most fits the subject area in which you're interested. An advantage to the EBSCOhost databases is the use of a common interface and search techniques to search one or several databases simultaneously. Take some time to use the help screens and online tutorials to become familiar with the individual databases.

Your search generates a Results List, containing article title, author, and bibliographic citation for each article that met your search criteria. In some cases, the database includes abstracts or summaries of the articles and the text of articles as well. If you need assistance, ask one of the reference librarians or consult the Help screens that are part of the database.

Locating Periodical Titles

The periodical collection at Warren A. Hood Library is not classified. Therefore, you will not find a catalog record for periodicals owned. To locate periodicals you will need to consult the Periodicals Holdings List (kept on index tables) or available at the Library web site.

Once you have located a periodical title in the Holdings List you will then go to the shelves to find the title and issue you need. The most recent issue of each periodical title is kept on the display shelves in the main floor reading area. Older issues may be upstairs on the top floor, arranged alphabetically by title, or kept on microfiche on the main floor. Should you have any difficulty locating a particular issue, please consult a staff member.

Locating Periodical Articles

Periodical articles can also be located by **subject** through the use of various periodical indexes owned by the library.

Each of these indexes will allow you to look up a particular subject alphabetically. Under the

subject heading you will find a list of periodical articles on that subject, as well as enough information to locate exactly which issue of a periodical to use.

Before consulting an index, think about your topic -- what is the subject field? would you like to find articles from popular periodicals or scholarly journals? Once you have answered these questions then choosing an index will be much easier.

Periodical indexes and abstract sources serve the same function, to refer the researcher to specific periodical articles on a topic. They both will give a full citation consisting of: author, title of article, journal title, journal volume number, pages of article and date. The abstract source will also provide a short summary of the article. Both indexes and abstract sources frequently use abbreviations. If you should come across any abbreviations of which you are unsure, turn to the front of the volume; usually you will find a table of abbreviations. Some indexes will provide a sample entry in the front of the volume.

The different indexes and abstract sources will vary as to their arrangement and use. Examine each index you use carefully and read the preface for clues.

For a full description of the entries you will find in the periodical indexes, turn to the section ***How to Read Periodical Index Entries***. These indexes have abbreviated ways of providing information like the name of the journal or magazine, the title of the article, etc.

Periodical Indexes

These print indexes are located on the index tables or in the Business Alcove. While the online periodical databases are more up to date, the print indexes can be particularly useful in locating older articles.

BIOLOGICAL AND AGRICULTURAL INDEX

The BIOLOGICAL & AGRICULTURAL INDEX is a cumulative subject index to English language periodicals. The main body of the Index consists of subject entries to periodical articles arranged in one alphabet. In addition, there is a separate listing of citations to book reviews following the main body of the Index.

Subject fields indexed include agricultural chemicals, agricultural economics, agricultural engineering, agriculture and agricultural research, animal husbandry, biochemistry, biology, biotechnology, botany, ecology, entomology, environmental science, fishery sciences, food science, forestry, genetics and cytology, horticulture, marine biology and limnology, microbiology, nutrition, physiology, plant pathology, soil science, veterinary medicine, and zoology.

BUSINESS PERIODICALS INDEX

The BUSINESS PERIODICALS INDEX is a cumulative subject index to English language periodicals. The main body of the Index consists of subject entries to business periodicals articles arranged in one alphabet. In addition, there is a separate listing of citations to book reviews following the main body of the Index.

Subject fields indexed include accounting, advertising and marketing, banking, building and buildings, chemical industry, communications, computer technology and applications, drug and cosmetic industries, economic, electronics, finance and investments, industrial relations,

insurance, international business, management and personnel administration, occupational health and safety, public relations, public utilities, real estate, regulation of industry, transportation, and other specific businesses, industries, and trade.

CHRISTIAN PERIODICALS INDEX

The CHRISTIAN PERIODICALS INDEX indexes over 100 selected publications written from an evangelical Christian perspective or of interest to the evangelical community. Subjects include science, literature, medicine, music, philosophy, nursing and education. The CHRISTIAN PERIODICALS INDEX is available in print format in the library reference area and online from the library Web page.

EDUCATION INDEX

The EDUCATION INDEX is a cumulative index to educational publications in the English language. The main body of the Index consists of subject and author entries to published articles arranged in one alphabet. In addition, there is a separate listing of citations to book reviews following the main body of the Index.

Subject areas indexed include administration and supervision; preschool, elementary, secondary, higher and adult education; teacher education, vocational education; counseling and personnel service; teaching methods and curriculum. Subject fields indexed include the arts, audiovisual education, comparative and international education, computers in education, English language arts, health and physical education, languages and linguistics, library and information science, multi-cultural/ethnic education, psychology and mental health, religious education, science and mathematics, social studies, special education and rehabilitation, and educational research relative to areas and fields indexed.

ESSAY AND GENERAL LITERATURE INDEX

ESSAY AND GENERAL LITERATURE INDEX is an index of essays and other publications of a general nature. A unique feature is that this source indexes books, and book chapters, rather than periodical articles. It is an excellent source for researching speech topics, literary criticism, etc.

HUMANITIES INDEX

HUMANITIES INDEX is a cumulative subject index to English language periodicals. The main body of the Index consists of author and subject entries to periodical articles arranged in one alphabet. In addition, there is a separate listing of citations to book reviews following the main body of the Index.

Subject fields indexed include archaeology and classical studies, area studies, folklore, history, language and literature, performing arts, philosophy, religion and theology, and related subjects.

PHYSICAL EDUCATION INDEX

PHYSICAL EDUCATION INDEX is a subject index to English language articles in physical education. Comprehensive coverage is given to dance, health, physical education, physical therapy, recreation, sports and sports medicine. In addition, coverage is given to such specific subject areas as biomechanics, kinesiology, coaching facilities, measurement-evaluation, motor learning, perception, physical fitness, sport psychology and all sports activities. PHYS ED INDEX is available in print format in the Library reference area.

PSYCHOLOGICAL ABSTRACTS

PSYCHOLOGICAL ABSTRACTS is a source of nonevaluative summaries of the serial and book literature in psychology and related disciplines. Subject areas include general psychology, psychometrics, human experimental psychology, animal experimental and comparative psychology, physiological psychology and neuroscience, psychology and the humanities, communication systems, developmental psychology, social processes and social issues, personality psychology, psychological and physical disorders, mental health treatment and prevention, professional psychological and health personnel issues, educational psychology, Industrial and organizational psychology, sports psychology and leisure, military psychology, consumer psychology, engineering and environmental psychology, intelligent systems, forensic psychology and legal issues.

READERS' GUIDE TO PERIODICAL LITERATURE

The READERS' GUIDE TO PERIODICAL LITERATURE is a cumulative author/subject index to English language periodicals of general or popular interest. Periodicals such as Time, Newsweek, Sports Illustrated, Today, Popular Science and Health are among the hundreds of titles indexed. Virtually any subject may be found in Readers' Guide.

SOCIAL SCIENCES INDEX

SOCIAL SCIENCES INDEX is a cumulative subject index to English language periodicals. The main body of the Index consists of author and subject entries to periodicals in the fields of anthropology, area studies, community health and medical care, economics, geography, international relations, law and criminology, minority studies, planning and public administration, police science and corrections, policy sciences, political science, psychiatry, psychology, social work and public welfare, sociology, urban studies, and related subjects. In addition, there is a separate listing of citations to book reviews following the main body of the Index.

WALL STREET JOURNAL INDEX

The WALL STREET JOURNAL INDEX is an excellent source for business students since every item found in the Index is housed in the library on microfiche. (Copies can be made from the microfiche for \$0.10 a page). This index has very unusual entries--ask a staff member to help you the first few times you use it.

There are other indexes and bibliographies available to assist you in locating periodical articles. Please ask library staff for assistance.

How to Read Print Periodical Index Entries

Subjects can be found in alphabetical order. Subject headings are always in bold type. Pay special attention to "see" and "see also" references.

CONSERVATION OF RESOURCES

See also

Environmental policy

This tells us that articles about "Conservation of resources" may also be found under the heading "Environmental policy."

ENVIRONMENTAL POLICY

The green knight [A. Gore spearheads Clinton administration policy] C. Collins. il. *The New York Magazine*
v18 p.60-1+ Ja/F '93

- The **SUBJECT HEADING** is in all capital letters and bold print.
- The article title is next. The information in [brackets] is provided to give you more information about the article. This is done when the title isn't very descriptive.
- The author's name is next: first initial, then last name.
- "il" means this article is illustrated. Other abbreviations for charts, maps, portraits, etc., can be found in the front pages of the index.
- The title of the magazine is in *italics*. This example gives you the whole title, but some indexes will give you an abbreviated title like: *J South Hist*. When this is the case you **must** look up the full name of the journal or magazine in the front pages of the index--don't try to guess!
- v18 means volume 18. Since you'll probably need this to compose your bibliography page, you may as well jot it down.
- The page number always follows the volume. In this case the article is on pages 60 and 61 and continued elsewhere in the magazine.
- Ja/F '93 is the date of the issue. Again, check the front pages of the index for full information if the abbreviations are confusing. It could save a lot of frustration.

Periodical Holdings in Hood Library

Once you have used an index to choose a periodical article, you can consult the library's Periodicals Holdings List, available at the Circulation Desk, in the index area and from the Library Web page. Below is a sample page.

AMERICAN LITERATURE Print copy holdings: vol. 1 (1929) to vol. 54 (1982) and current year Microfiche holdings: vol. 55 (1983) to date]——	Periodical title in BOLD means a subscription that is currently received.
AMERICAN MAGAZINE OF ART see also: MAGAZINE OF ART Print copy holdings: vol. 15 (1924) to vol. 29 (1936) Microfiche holdings: none Note: Title changed to: <u>Magazine of Art</u>		
AMERICAN MATHEMATICAL MONTHLY Print copy holdings: vol. 48 (1941) to vol. 89 (1982) and current year Microfiche holdings: vol. 90 (1983) to date]——	Holdings in MICROFICHE format.
AMERICAN MUSIC TEACHER Print copy holdings: vol. 4 (1954) to date Microfiche holdings: none]——	Holdings in PRINT format.
AMERICAN NATURALIST Print copy holdings: vol. 92 (1958) to vol. 120 (1982) Microfiche holdings: vol. 121 (1983) to date		
AMERICAN OBSERVER Print copy holdings: vol. 3 (1933) to vol. 24 (1955) Microfiche holdings: none]——	Periodical title not in BOLD indicates a subscription no longer received.
AMERICAN ORGANIST Print copy holdings: vol. 23 (1940) to vol. 53 (1970) and vol. 13 (1979) to date Microfiche holdings: none Note: Formerly titled: <u>Music: The Age- Ecco Magazine</u>]——	This periodical changed titles. For older issues look under the former title.
AMERICAN PHILOLOGICAL ASS. -TRANSACTIONS ANNUAL Print copy holdings: vol. 47 (1916) to vol. 121 (1991) Microfiche holdings: none		
AMERICAN POLITICAL SCIENCE REVIEW Print copy holdings: vol. 50 (1956) to vol. 76 (1982) Microfiche holdings: vol. 77 (1983) to date]——	Back files in both print and microfiche formats.
AMERICAN PSYCHOLOGIST Print copy holdings: vol. 1 (1946) to vol. 36 (1981) and current year Microfiche holdings: vol. 38 (1983) to date		

Research Checklist

The following list is of suggested resources for you to investigate within Hood Library. Not all will apply to your research. For clarification of types of resources and their use, be sure to consult a library staff member.

Library Catalog

By subject

Look for "see" and "see also" references

Check tracings at bottom of the card for other subjects to look up

By author or title

Do you already know of a book that fits your needs? Look it up and check its tracing to find others on the same subject.

Specialized Reference Books

Did you ask a staff member to help you find any encyclopedias or dictionaries the library owns on your topic?

Almanacs

For interesting points to add to your topic have you consulted an almanac or statistical abstract to locate numerical facts which may bear on your thesis? These sources can give you geographic data, population figures, statistics on crime, births, marriages, joblessness, etc. Actual data and statistics can lend weight to your arguments.

Periodical Articles

Did you try every relevant periodical index? Did you consult Readers' Guide, Business Periodicals Index? What about Social Sciences Index? Try each of these, and others to make sure your search has been comprehensive. Did you check several years of each index?

The Stacks

One of the most valuable resources the library owns is the very collection it houses. The librarians call the rows of book cases "the stacks." Did you browse around your subject area to see if there was anything useful? Open books and scan their tables of contents and indexes. This technique leads us to another very valuable research strategy:

Previously Identified Sources

You may have a lot of material at your fingertips! Look in the bibliography of your textbook. Are there any relevant books or articles listed? Check the books you've already located--do their bibliographies list anything? What about the citations listed at the end of journal articles you have found? Did you find any reference materials? Check them for bibliographies. Anytime you locate a citation that seems useful check it against our card catalog or Periodicals Holdings List.

Corporate Data

Did you check MergentOnline to see if it contains corporate financial data that might be helpful? Even if your paper is not on a single company you might be able to glean facts about the industry as a whole from some corporate reports.

Wall Street Journal Index

When you locate a citation in the Wall Street Journal Index you've struck gold because you know the library has the article on microfiche for you to print. When you want to make absolutely, 100% sure you locate something in our library, use the WSJ index--we have the back files for every year of the index.

Evaluating Internet Resources

Internet resources vary greatly in reliability, accuracy, timeliness, etc. Most library resources have been evaluated in some way before they reach the library shelves. A professor might request a book he knows students would find useful for one of his courses or a librarian chooses a title from a list of “best new books” published by a professional association, for example. When you access information directly from the Internet, these evaluative functions are passed on to you, the information user. Some of the criteria you may apply to evaluating Internet resources are authorship, purpose and content.

“Who says so?” is one question you might ask when evaluating an Internet resource. Can you tell who the author is? Is the author well regarded in his field? Does he offer credentials—educational qualifications, professional affiliations, etc?

“...and why?” is another question. Every web page has an agenda—a reason for being. Is the purpose apparent—information, persuasion, entertainment—or is it hidden? Sometimes the url can give a hint as to the purpose. Addresses that end in .gov are for agencies of government which want to reach the public with certain information; .edu are sites mounted by educational institutions and are often good information sources; .com are commercial sites that intend to market a product or a service; .org designates an organization that wants to advance its purpose.

Content can be difficult to assess. Is the site an electronic version of a well-known print resource? Is it a complete or an abbreviated version of its print counterpart? Can you tell when the content was last updated? Is the information accurate?

There are several good Web sites that address evaluation issues in more detail. Try www.ase.tufts.edu/biology/bio14v2/eval and www.lib.purdue.edu/InternetEval/.

Accessing Other Libraries in the Jackson Metro Area

In addition to the Warren A. Hood Library, Belhaven College students have access to other libraries in the area.

One of the more obvious options is to take advantage of your county library system. While check-out privileges may be limited to just residents of the county in which it is located, most public libraries and their branches are open to walk-in patrons who may read materials or make photocopies without holding a valid library card.

Be sure to request a borrower's card from the county library system that serves the area where you live. In addition to borrowing privileges, it will entitle you to selected interlibrary loan service from the county system, and perhaps other services as well.

Central Mississippi Library Council and InfoPass

Belhaven College is a member of a consortium of eighteen libraries called the Central Mississippi Library Council, or CMLC, whose purpose is to promote optimal access to books and other informational materials, to provide reference services to patrons of member libraries and to further develop interlibrary cooperation.

Access to other libraries within the CMLC is provided via the Information Passport or InfoPass which provides a means by which participating libraries may refer patrons with serious research needs to another library when the patrons require access to sources of information not housed in the home library.

Since participation in the InfoPass program is voluntary, cooperating libraries are free to determine the extent of service they will render to individuals from outside their own user community.

InfoPasses are required for several of the CMLC libraries and should be obtained from the Warren A. Hood Library Reference Librarian. For further information, contact a library staff member.

Interlibrary Loan

Because no library can own all the resources its users might need, libraries have developed various cooperative borrowing arrangements. Through interlibrary loan, books owned by one library can be loaned to another library for a patron's use. A student may initiate an interlibrary loan request when student and library staff have determined that needed items are not available locally. Books or journal articles can be requested. To make an interlibrary loan request, stop by the circulation desk, consult with library staff, and ask for the appropriate form (illustrated below). Completing the form fully will save staff time and will speed the processing of your request. Be advised that interlibrary loans may take two weeks or longer and may involve borrowing or photocopying fees charged by the lending library.

The interlibrary loan forms are also available in the Library section of Blazenet (http://student.belhaven.edu/library/ill_faq.htm).

Interlibrary Loan Request	
Name: _____	Phone: _____
Address: _____	Course: _____
_____ Date No _____	Longer Needed: _____
Are you willing to pay loan fees? _____	Maximum amount: \$ _____
Where was this item cited? _____	
BOOK REQUEST	
Author: _____	
Title: _____	
Publisher and Date: _____	
PERIODICAL ARTICLE REQUEST	
Title of Periodical: _____	
Volume: _____	No: _____ Date: _____ Pages: _____
Author of Article : _____	
Title of Article : _____	
