



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

Warren A. Hood Library Guide

*Orlando Campus
Spring 2008*

Table of Contents

Warren A. Hood Library	4
About the Warren A. Hood Library	4
Warren A. Hood Library Mission Statement	4
Goals for the Library	4
General Information	5
Library Hours	5
Library Contact Information	5
Library Staff	5
Subject Specialist Librarians	6
Warren A. Hood Library Online	8
Warren A. Hood Library Website	8
Online Catalog	9
Virtual Library	9
EBSCOhost	9
EBSCO A to Z	12
Grove Dictionary of Art	12
Grove Dictionary of Music and Musicians	12
Classical Music Library	12
Christian Periodical Index	13
Mergent Online	13
CQ Researcher	13
ILIAD	13
NetLibrary	13
Evaluating Internet Resources	14
Authorship	14
Purpose	14
Content	14
Basics of Library Research	15
Classification Systems	15
Dewey Decimal Classification System	15
Library of Congress Classification System	16
Reference Collections	16
Specialized Encyclopedias	17
Periodicals	17
Using Periodicals for Research	18
Locating Print Periodical Titles	18
Locating Print Periodical Articles	19
Selected Periodical Indexes	19

Accessing Other Libraries in the Orlando Area	21
University of Central Florida	21
Special Borrower Card	21
Additional Services	23
Reformed Theological Seminary	23
Orange County Library System	23
Library Locations and Hours	23

Warren A. Hood Library

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 Jackson Campus. The library houses more than 115,000 items, including books, periodical subscriptions, CDs, DVDs, VHS tapes, and the Belhaven College archives. 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. With these skills, students will be empowered to navigate resources at libraries worldwide.

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

The library staff is always available to assist in developing invaluable research strategies. In order to make the best possible use of a student's research time, reference consultations are encouraged. Advance appointments should be made and students will be expected to carefully describe their research needs.. This allows 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 Warren A. Hood Library supports the academic programs 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

- Maintain an adequate inclusive collection to support the curriculum of the College.
- Acquire, organize and deliver information resources to student, faculty, staff and Belhaven constituency.
- Provide a service-oriented atmosphere with an effective well-qualified staff.
- Develop student's proficiency in use of electronic and print information resources.
- Encourage thoughtful discernment in students' use of all information resources.

General Information

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
Sunday	Closed

Hours will vary during school holidays, breaks, and during summer terms. All times are given in Central Standard Time.

Library Contact Information

Mailing Address

Belhaven College
Warren A. Hood Library
1500 Peachtree St., Box 306
Jackson, MS 39202

Phone

Local: 601-968-5948
Toll Free: 1-800-808-5002

Internet

Website: www.Belhaven.edu/Library

Circulation

Local: 601-965-7011
Toll Free: 1-800-808-5002
E-mail: circulation@belhaven.edu

Reference

Local: 601-968-5946
Toll Free: 1-800-808-5002
E-mail: askalibrarian@belhaven.edu

Library Staff

Sue Springer, Director of Libraries

Phone: 601-968-5947
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Phone: 601-968-5948
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Anna Forester, Acquisitions/Cataloger
Phone: 601-968-5949
E-mail: aforester@belhaven.edu

Charles Gaudin, Reference/Periodicals Librarian
B.A., Belhaven College
Phone: 601-968-5951
E-mail: cgaudin@belhaven.edu

Amanda Hankins, Circulation Librarian
Phone: 601-965-7011
E-mail: ahankins@belhaven.edu

Vicki Miner, Materials Manager
Phone: 601-968-5945
E-mail: yminer@belhaven.edu

Tony Springer, Reference Specialist
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E-mail: tspringer@belhaven.edu

Brinda Stocker, Automation Cataloger
Phone: 601-968-5948
E-mail: bstocker@belhaven.edu

Subject Specialist Librarians

Chris Cullnane

- Ministry and Human Services
 - Biblical Studies and Ministries
 - Psychology/Social Service
 - Sports Ministry

Susan Springer

- Arts
 - Communications
 - Dance
 - Music
 - Theatre
 - Visual Arts

Amanda Hankins

- Education
 - Education
- Natural Sciences
 - Biology

- Chemistry
- Computer Sciences
- Exercise Science
- Mathematics

Tony Springer

- Humanities
 - English
 - Foreign Languages
 - History/Political Science
 - Philosophy

Charles Gaudin

- Business Administration
 - Accounting
 - Business Administration
 - Sports Administration

Warren A. Hood Library Online

Warren A. Hood 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 Web page contains a variety of links to dictionaries, encyclopedias, maps and other useful websites.

In addition, Belhaven students, faculty and staff can access a wealth of information from the password protected Virtual Library page. A few of the resources available through the Virtual Library are periodicals, bibliographic and full text databases, specialized encyclopedias, and extensive subject specific resources. Simply use your BlazeNet password to access this material. The URL for the Website is www.Belhaven.edu/Library.



Online Catalog

The Web version of the Warren A. Hood Library Catalog is available on the Library Website from the main page. Once connected, users can search the catalog by Author, Title, Subject and Keyword. Or, users can use an Advanced Search which combines the above elements for more specific searching. In addition, users may access their account to view current items, fines, place holds, and even develop a reading list.

Virtual Library

EBSCOhost

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. Warren A. Hood Library's database subscriptions via EBSCOhost include:

- **Academic Search Premier** provides full text for nearly 4,500 journals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for 1,000 titles. This database is updated on a daily basis via EBSCOhost.
- **Art Abstracts**, produced by the H.W. Wilson Company, provides comprehensive indexing and abstracts for more than 450 international art publications, including periodicals, yearbooks, and museum bulletins. Indexing spans from 1984 to the present.
- **Business Source Complete** is the world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for many of the most important scholarly business journals back as far as 1886 are included. In addition to the searchable cited references provided for more than 1,200 journals.
- **Communication & Mass Media Complete (CMMC)** provides the most robust, quality research solution in areas related to communication and mass media. **CMMC** incorporates the content of **CommSearch** (formerly produced by the National Communication Association) and **Mass Media Articles Index** (formerly produced by Penn State) along with numerous other journals in communication, mass media, and other closely-related fields of study to create a research and reference resource of unprecedented scope and depth encompassing the breadth of the communication discipline. **CMMC** offers cover-to-cover ("core") indexing and abstracts for over 390 journals, and selected ("priority") coverage of 200 more, for a combined coverage of nearly 600 titles. Furthermore, this database includes full text for 285 journals.
- **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 with Full Text** is the definitive research tool for the study of theatre and the performing arts. This database was initiated by the American Society for Theatre Research, and since 1984, the Theatre Research Data Center (TRDC) at Brooklyn College has published 14 volumes of the IBTD. These volumes comprise a fully indexed, cross-referenced and annotated databank of over 60,000 journal articles, books, book articles and dissertation abstracts on all aspects of theatre and performance in 126 countries. **International Bibliography of Theatre & Dance with Full Text** contains full text for more than 100 periodicals and more than 100 books & monographs.
- **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 uses MeSH (Medical Subject Headings) indexing with tree, tree hierarchy, subheadings and explosion capabilities to search citations from over 4,800 current biomedical journals.
- **Mental Measurements Yearbook**, produced by the Buros Institute at the University of Nebraska, provides users with a comprehensive guide to over 2,000 contemporary testing instruments. Designed for an audience ranging from novice test consumers to experienced professionals, the MMY series contains information essential for a complete evaluation of test products within such diverse areas as psychology, education, business, and leadership. First published by Oscar K. Buros, the MMY series allows users to make knowledgeable judgments and informed selection decisions about the increasingly complex world of testing. MMY provides coverage from Volume 9 to the present.
- **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.
- **MLA International Bibliography** offers a detailed bibliography of journal articles, books and dissertations. Produced by the Modern Language Association, the electronic version of the bibliography dates back to the 1920s and contains over 1.8 million citations from more than 4,400 journals & series and 1,000 book publishers. The indexed materials coverage is international and includes almost 60 titles from J-STOR's language and literature collection as well as links to full text.
- **Professional Development Collection** is designed for professional educators. This database provides a highly specialized collection of 520 high quality education journals, including nearly 350 peer-reviewed titles. This database also contains more than 200 educational reports. **Professional Development Collection** is the most comprehensive collection of full text education journals in the world.
- **PsycARTICLES**, from the American Psychological Association (APA), is a definitive source of full-text, peer-reviewed scholarly and scientific articles in psychology. The

database contains more than 100,000 articles from 59 journals - 48 published by the American Psychological Association (APA) and 11 from allied organizations. It includes all journal articles, letters to the editor and errata from each journal. Coverage spans 1894 to present.

- **PsycINFO**, from the American Psychological Association (APA), contains nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations, all in psychology and related disciplines, dating as far back as the 1800s. 97 percent of the covered material is peer-reviewed. Journal coverage, which spans 1887 to present, includes international material selected from more than 2,100 periodicals in more than 25 languages.
- **Regional Business News** provides comprehensive full text coverage for regional business publications. **Regional Business News** incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.
- **RILM**, a comprehensive, ongoing guide to publications on music from all over the world, is an indispensable tool for scholars, students, librarians, performers, teachers, and music lovers. **RILM** is now approaching 500,000 records; over 30,000 new records are added every year, covering all document types: articles, books, bibliographies, catalogues, dissertations, Festschriften, iconographies, critical commentaries to complete works, ethnographic recordings, conference proceedings, electronic resources, reviews, and more.
- **SPORTDiscus with Full Text** is the world's most comprehensive source of full text for sports & sports medicine journals, providing full text for more than 415 journals indexed in **SPORTDiscus**. Of those, nearly 250 have cover-to-cover indexing in **SPORTDiscus**. With more than 700,000 full-text articles dating back to 1985, **SPORTDiscus with Full Text** is the definitive research tool for all areas of sports and sports medicine literature.
- **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 Ultra – School Edition** is designed specifically for high school libraries. This database contains full text for nearly 500 popular, high school magazines. **MAS Ultra – School Edition** also provides more than 500 full text pamphlets, more than 350 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 235,186 photos, maps and flags. This database is updated daily via EBSCOhost.

- **Primary Search** provides full text for nearly 70 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990. This database is updated daily on EBSCOhost.

EBSCO A to Z

Want a quick way to know if a specific periodical is a full-text title in one of our EBSCO databases? **EBSCO A-to-Z** provides library patrons with a single, comprehensive list of titles to which they have access. With A-to-Z, users can quickly locate and link to journals of interest.

Grove Dictionary of Art

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.

Grove Dictionary of Music and Musicians

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.

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.

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.

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.

ILIAD

ILIAD is an educational Web site designed to introduce new students to research sources and skills. The tutorial offers an introduction and three modules: Selecting, Searching and Evaluating information resources. ILIAD is available to any student and is a required component of WVC116, Master Learner Seminar.

NetLibrary

NetLibrary offers the most comprehensive collection of eContent available online. Currently, Warren A. Hood Library patrons have access to more than 14,000 e-books. E-books may be searched by author, title or subject as well as full-text searching. This provides library patrons with the ability to search thousands of full-text books at the same time. The e-books are accessible 24 hours a day through BlazeNet from any computer with an Internet connection.

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. For example, a professor might request a book he knows students would find useful for one of his courses, or a librarian may choose a title from a list of “best new books” published by a professional association. When accessing information directly from the Internet, these evaluative functions are passed on to the information user. Some important criteria to apply when evaluating Internet resources are authorship, purpose and content.

Authorship

“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?

Purpose

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

Content

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? These are some questions which may help you identify sources with trustworthy information.

There are several good Websites that address evaluation issues in more detail. For further information, try www.lib.purdue.edu/InternetEval/.

Basics of Library Research

The following pages outline a few of the essential basics of library research. These basics include an overview of classification systems, reference collections, specialized encyclopedias and print periodicals. Understanding these resources and how each works is key to developing skills which will promote lifelong learning.

Classification Systems

Every library uses some form of classification system to bring order to the library's holdings. The two most common classification systems are the Dewey Decimal Classification system (DDC) and the Library of Congress Classification System (LCC). While the Warren A. Hood Library uses the DDC system, students are likely to encounter both forms of classification systems. Each of these systems, while completely different, serves the purpose of organizing and notating the library's materials according to subject. In this way, patrons can more easily browse the library's holdings for information on a specific topic, without having to look in as many different places. If books were arranged by author or title, one might find a book on kinetic theory shelved between a biography of Beethoven and a history of Nigerian economics. For this reason, each book is affiliated as closely as possible with a specific subject and then Arabic numerals and letters are used to notate the specific subject using either the DDC or LCC systems of classification.

Dewey Decimal Classification System

The DDC was devised by Melvil Dewey in 1873 and was first published in 1876. It has since grown to be the most widely used classification system and is used in more than 135 countries around the world. The DDC is broken down into ten major divisions as follows:

- 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

While this is a very broad outline, it provides a good starting point when browsing for specific material. To further enhance the searching of library material, online card catalogs are available to assist in locating specific material. A few of the search functions available through the online card catalog are subject, author and title searches. An additional search function which can be highly valuable is the keyword function. This tool searches multiple parts of a record in an effort to return a greater number of results and can be useful if the searcher is having difficulty locating information.

Library of Congress Classification System

While the Library of Congress was originally founded in 1800, it was not until 1899 that the Library of Congress Classification system began to resemble the system which we recognize today. However, the LCC system has been modified heavily since that time in order to better arrange materials and keep up with new information. Today, the system is used mainly by larger libraries and many academic libraries make use of the system as well. A list of the 21 major divisions follows below:

A	General Works
B	Philosophy, Psychology, Religion
C	Auxiliary Sciences of History
D	History: General and Old World
E	History: America
F	History: America
G	Geography, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music and Books on Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science, Information Resources (General)

As with the DDC, this is a very broad outline and will be most helpful when browsing for information. When searching for specific information, the library's online card catalog will be a valuable resource. If any problems or questions arise during the search process, there are always librarians available to assist with research needs.

Reference Collections

A library's reference collection is a smaller version 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).

The reference collection can be an excellent place to begin when starting work on a research paper. It contains valuable information that can be a perfect source for narrowing down a broad topic or finding further resources to support a specific topic. Occasionally, a professor may say that general encyclopedias are off limits for an assignment. However, patrons may find that reading an article or two on the chosen topic in an encyclopedia will provide a solid overview which will be beneficial as research progresses.

Specialized Encyclopedias

Unlike many general encyclopedias, specialized encyclopedias 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. When researching a specific topic, begin with broader search terms in order to determine which specialized encyclopedias the library owns which will provide the specific information needed. See the example below for more information.

Enter the search topic and then the subheading “Dictionaries”.

For example: **Music—Dictionaries**

If the search term being used is not yielding results, try broadening the search term. If a patron searched for a specific musician by entering “Beethoven—Dictionaries” and didn't find a dictionary or encyclopedia devoted to him, the patron should broaden the search term to “Music—Dictionaries”. As always, remember that there are librarians ready to assist with any questions a patron may have.

Periodicals

The term periodical describes several types of publications including magazines, journals and newspapers. These publications are issued at regular intervals (e.g. 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 among other pertinent information. 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, which focuses on research within a particular field. Journal articles are intended to be read 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 a professor will request that students use a refereed or a peer-reviewed journal. Articles for these journals are submitted to a review board of experts in the field before they are accepted for publication.

Periodicals are published in many formats in order to better meet the needs of researchers. As a result, many libraries have periodicals in print (both bound and unbound), microfiche, microfilm and electronic formats.

Using Periodicals for Research

Following is a list of reasons for consulting periodical articles:

- **Timeliness** – Current periodical articles will often be more up-to-date than books.
- **Authority** – Journal articles are written by experts within a given field. Check periodical articles carefully. The author's credentials will usually be mentioned at the beginning or end of an article.
- **Hot Topics** – It may be possible to find periodical articles on a topic which is limited only to periodical literature. Periodicals may be full of articles on the most recent World Cup Soccer competition, but books with the same information may be difficult to find because few have been published on such a recent topic.
- **Diversity** – Periodical articles are excellent sources for locating articles which convey different points of view on a topic.

Locating Print Periodical Titles

In some cases, the periodical collection is not classified in the library's online catalog. As a result, periodicals cannot always be searched using the same tools that were used for books and encyclopedias. In order to solve this problem, many libraries have a list of the periodicals received in their specific library. When beginning a search, be sure to check for a list of periodical holdings at the Reference Desk. Should any difficulty be encountered when conducting a search, please do not hesitate to consult a staff member.

For best results with periodicals, get into the habit of asking for research assistance in the library. Staff members are always available to help patrons locate periodicals. Should the periodicals not be available at the library, ask about acquiring the article through interlibrary loan.

Locating Print Periodical Articles

Periodical articles can be located by subject through the use of various periodical indexes owned by the library. Indexes may be in a variety of formats. Some are printed, while others may be available through computer links or on compact disc. This discussion will focus on printed periodical indexes. For more information about electronic databases, please see the section entitled Virtual Library.

Indexes allow patrons to look up a particular subject alphabetically by subject heading and occasionally by keyword. When a subject term has been located, a list of periodical articles on that subject will follow below. This list will provide enough information to locate exactly which issue of a periodical to use.

Periodical indexes and abstract sources serve the same function, to refer the researcher to specific periodical articles on a topic. Each provides a full citation consisting of author, article title, journal title, journal volume and number, pages of article and date of publication. The abstract source will also provide a short summary of the article.

Both indexes and abstract sources frequently use abbreviations. In order to decipher these abbreviations it is often necessary to consult the table of abbreviations. This table is usually located at the beginning of print indexes; however, it may occasionally be placed at the end. Some indexes will provide a sample entry in the front of the volume. This can be beneficial when working to determine how the index is arranged. The different indexes and abstract sources will vary as to their arrangement and use. Examine each index carefully and read its preface for helpful tips.

Selected Print Periodical Indexes

The following list includes a few of the most popular indexes currently in publication. While not every library will be able to provide access to all of these indexes, it may be helpful when determining a place to begin research. As always, remember to request assistance from the librarian, as he or she will have knowledge of the specific resources available in the library. This list should in no way be considered an exhaustive list of available or published indexes.

- Art Index
- Biological and Agricultural Index
- Business Periodicals Index
- Christian Periodicals Index
- Education Index
- Essay and General Literature Index
- Humanities Index
- Physical Education Index
- Psychological Abstracts
- Readers' Guide to Periodical Literature
- Social Sciences Index
- Wall Street Journal Index

Accessing Other Libraries in the Orlando Area

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

University of Central Florida

The Warren A. Hood Library has secured a usage agreement with the University of Central Florida (UCF). This agreement provides Belhaven College faculty and students with an array of valuable resources available through UCF.

Special Borrower Card

Faculty and students may request a Special Borrower Card from the Academic Dean or the Dean of Student Services for the Orlando campus. You may use the special borrower card with a photo ID to check out materials from the general collection, the browsing collection, audio-visual general collection, government documents, and the vertical files. Faculty and students are welcome to use reference books, newspapers, reserve materials, periodicals, and the Curriculum Materials Center (CMC) materials in-house, however they do not circulate. Interlibrary loan services (see below) are available through your local public library or the UCF Information Source office. Additional services and privileges associated with the Special Borrower Card follow below.

- **Database Access** – Access to all web-based is available to walk-in patrons. Remote access is limited to WebLUIIS (the online public catalog), ERIC, and MEDLINE. Licensing agreements prohibit remote access to all other databases by non-UCF affiliated patrons.
- **Loan Periods** – The loan period for materials from the Library’s general collection is three (3) weeks, unless otherwise indicated on the date due slip. Audio-visual materials are loaned for one (1) week only. A maximum of ten (10) items may be on loan to any single borrower at any given time.
- **Renewals** – Materials from the general collection may be renewed unless another individual has placed a hold request. To renew, either bring your Special Borrower Card and the loaned materials to the Library Circulation Desk, or renew them online. Telephone renewals are not permitted. If 10 items have been borrowed, the items need to be brought into the library to be renewed due to the lending limits.
- **Hold or Search Requests** – By completing a hold request form at the Circulation Desk, the borrower can be notified that the requested material has been located and is ready for use. The material is held in the borrower’s name at the Circulation Desk for one week.
- **Overdue Material** – Materials are considered overdue at 8:00 a.m. following the due date.

- **Fines and Charges** – Patrons using the Special Borrower Cards are subject to all standard library fines and fees. The Florida State Board of Education has provided a uniform schedule for all libraries in the State University System (SUS): Regular Loans, overdue: \$0.25/day. Although the fines accrue from the stamped due date, they are not collected until the amount reaches \$1.00 (four days overdue).
- **Lost, Damaged or Stolen Materials** – Please report any lost, damaged or stolen materials to the Circulation Desk immediately so that fines may be stopped. A Reported Lost form will be completed for each item. If material is reported lost, damaged or stolen, or is more than 42 days overdue (assumed lost), the repair cost or the replacement cost for the material is billed to the borrower. Please report any errors or discrepancies in Circulation notices or billings promptly to the Circulation Desk or call 407-823-5289.
- **Lost Library Cards** – Report lost cards to the Academic Dean or Dean of Student Services immediately.
- **Change of Address** – Report change of address to the Circulation Desk immediately.
- **Revocation of Privileges** – Library privileges, including borrowing privileges, may be revoked for infringement of Library rules.
- **Study Rooms** – Demand for study rooms is such that their use is restricted to UCF-affiliated patrons only.
- **Interlibrary Loans** – Interlibrary loan service is available to all Florida residents at no cost through their local public libraries, such as the Orange County Public Library. The UCF Information Source, a fee-based service, provides interlibrary loan services for community patrons at UCF. For more information, contact the InfoSource office at 407-823-5463 or on the web at <http://library.ucf.edu/InfoSource>. There is a minimum fee of \$15.00 per request.
- **Research Services** – Database searching; interlibrary loan service; photocopies of journal articles, book chapters, microforms, government documents, patents, and trademarks; or research assistance is provided by the UCF Information Source for a fee. InfoSource is a cost-recovery information resource service to the Central Florida community. For information, call 407-823-5463, Monday-Friday, 8:00 a.m.-4:30 p.m. or view our website at <http://library.ucf.edu/InfoSource>.
- **Parking** – Parking is available at any of the parking garages located on campus, metered parking spaces or at the visitors' parking lot. A parking sticker can be purchase from vending machines located in the garages and from the Visitors' Booth.

Additional Services

Belhaven College faculty and students have access to research services and document delivery services; requests can be placed through InfoSource's e-mail isource@mail.ucf.edu; website order form at <http://www.library.ucf.edu/InfoSource> or by calling the InfoSource office at 407-823-5463. In addition, faculty and students may contact UCF's Ask-a-Librarian at 407-823-2562, toll free 1-866-271-7589, or askalibrarian@mail.ucf.edu for reference questions answerable within fifteen minutes.

Reformed Theological Seminary

Students and faculty of Belhaven College's Orlando campus are encouraged to use the library resources at the Reformed Theological Seminary Orlando campus (RTS Orlando). This includes in-house use of the library resources and circulation of up to five (5) titles. Students and faculty are welcome to make use of the computers, printers and photocopiers in the Library.

In order to check out material, faculty and students will be required to present a valid identification card, phone number and an e-mail address at the Circulation Desk of the RTS Orlando Library. After providing this documentation, faculty and students will be issued a library card.

To contact the Library, dial 407-366-5493 and ask to be transferred to the Reformed Theological Seminary Library. The Library is located at 1231 Reformation Drive, Oviedo, FL 32765.

Orange County Library System

Another option is to take advantage of the many resources available through 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.

Library Locations and Hours

Orlando Public Library

101 East Central Boulevard
Orlando, FL 32801
(407) 835-7323
Sunday 1:00pm-6:00pm
Monday-Thursday 9:00am-9:00pm
Friday-Saturday 9:00am-6:00pm

Alafaya Branch

12000 East Colonial Drive
Orlando, FL 32826
407-835-7323
Sunday 1:00pm-6:00pm
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

Eatonville Branch

200 East Kennedy Boulevard
Eatonville, FL 32751
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-8:00pm
Friday-Saturday 10:00am-5:00pm

Edgewater Branch

5049 Edgewater Drive
Orlando, FL 32810
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

Herndon Branch

4324 East Colonial Drive
Orlando, FL 32803
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

Hiawasse Branch

2768 North Hiawasse Road
Orlando, FL 32818
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

North Orange Branch

1211 East Semoran Boulevard
Apopka, FL 32703
407-835-7323
Sunday 1:00pm-6:00pm
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

South Creek Branch

1702 Deerfield Boulevard
Orlando, FL 32837
407-835-7323
Sunday 1:00pm-6:00pm
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

South Trail Branch

4600 South Orange Blossom Trail
Orlando, FL 32839
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-8:00pm
Friday-Saturday 10:00am-5:00pm

Southeast Branch

5575 South Semoran Boulevard
Orlando, FL 32822
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

Southwest Branch

7255 Della Drive
Orlando, FL 32819
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

Washington Park Branch

5151 Raleigh Street, Suite A
Orlando, FL 32811
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-8:00pm
Friday-Saturday 10:00am-5:00pm

West Oaks Branch

1821 East Silver Star Road
Ocoee, FL 34761
407-835-7323
Sunday 1:00pm-6:00pm
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm

Windermere Branch

530 Main Street
Windermere, FL 34786
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-8:00pm
Friday-Saturday 10:00am-5:00pm

Winter Garden Branch

805 East Plant Street
Winter Garden, FL 34787
407-835-7323
Sunday Closed
Monday-Thursday 10:00am-9:00pm
Friday-Saturday 10:00am-5:00pm