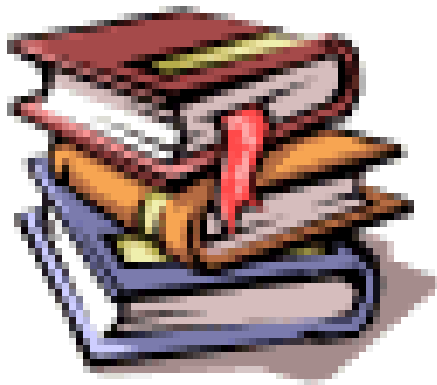


Library Research The Basics



POLK LIBRARY

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Starting your Research

SIX STEPS FOR STARTING YOUR RESEARCH

Step 1 *What are you looking for?*

What is your topic sentence or research question?

- Provides a starting point from which to draw search terms or keywords.
- Helps you determine if your topic is too broad or too narrow.

Step 2 *What are your Search Terms?*

List the important concepts from your research statement.

- Are there any synonyms or related terms?
- Can any of the terms be both plural and singular?
- Do any of the terms have another meaning?

Step 3 *Do you have Limiters*

Limiters are special conditions that are required for the assignment

- Articles published in the last five years
- Peer Reviewed journals
- Availability

Step 4 *Construct your Search*

Keyword Searching

- Keyword searching locates the term anywhere in the item's record
- The computer searches for the term as a string of characters
- What context the term is used becomes very important

Boolean Operator **AND (Narrows)**

- The most frequently used operator
- Looks for both terms in the record
- Makes the search results smaller

Boolean Operators **OR (Broadens)**

- Expands your search by locating either term in the record
- Useful for searching
 - Plurals
 - Synonyms
 - Related terms
 - Comparisons

Truncation

- The addition of symbol to the end of a root word to retrieve variant endings.
- Usually a? or *
- Find both the singular and plural form

Subject Headings and Descriptors

- More precise than keyword searching
- Is defined within the context of the database
 - Locate materials on the same topic
 - Eliminate duplicate search terms

Step 5 *Where to Start*

• Where can I find background information?

- Print Reference
 - Gale Encyclopedia of Medicine
 - Statistical Abstract of the United States
- Electronic Reference
 - Oxford Reference Online
 - CQ Researcher

• What Periodical Indexes included materials on my topic?

- General
 - Academic Search Elite
- Specific
 - Social Studies Full text
 - General Science Full text

Step 6 *Locating your Materials*

- Use Get Full Text to locate Articles in electronic or print format
 - Request Articles not available at Polk Library using Interlibrary Loan
- Check Polk Catalog for Books, Videos and Government Documents
 - Request items not available at Polk Library using Universal Borrowing and Interlibrary Loan

Starting your Research

NAVIGATING THE LIBRARY HOMEPAGE

The Library Home Page provides access to the Library Catalog, Course Reserve, and over 90 Library Search Tools. The bar on the right includes links to library department and services.

What about Off Campus?

All library resources are available off campus. To log in use your email username and password



Home Find Articles Find Books Find Course Reserves Find Videos

Not Sure Where To Look? Try these search tools!

- Best Bets**
- Academic Search Complete**
Multi-topic tool with full text for nearly 4,500 journals including 3,700+ peer-reviewed journals. [more info]
- Masterfile Premier**
Multi-topic tool includes full text of popular magazines, scholarly journals, newspapers, and more. [more info]
- Reader's Guide Full Text**
Multi-topic tool includes full text of mostly "popular" general interest magazines. [more info]
- CQ Researcher**
In-depth, non-biased coverage of political and social issues. [more info]
- Lexis Nexis Academic Universe**
Full-text news & newspapers, business, legal, medical, and reference information. [more info]
- Oxford Reference Online - Dictionaries/Encyclopedias**
Over 100 dictionaries (both English and foreign language), reference books on many subjects & more. See the books in your subject. [more info]

Need Help Choosing A Search Tool? Ask A Librarian!

some full text available

Don't know where to start?
Click on Ask A Librarian to chat with a librarian on where you should begin.

Articles by Subject Pages

These pages provide lists of useful library resources in particular areas or disciplines including Business, English, Nursing, International Studies, and Education. The most useful resources will be listed under Best Bets.

Especially for Students

Assessable from the link on the right of the Library Home Page, this page provides information on library hours, borrowing privileges, Polk Computer Lab and wireless access along with other Library reserves useful for students.

- > Library Hours
- > Especially For . . .
 - Students
 - Faculty
 - Community
- > Research Help
 - How Do I . . . ?
 - Citing Sources
 - Ask A Librarian
 - Schedule Research Help
- > Library Areas
 - EMC - Educational Media Collection
 - Archives & ARC
 - Government Documents
 - Off Campus Services
- > Interlibrary Loan
- > Online Forms

Especially for Students see also: [Especially for Graduate Students](#)

Information About Using the Library

- Library Hours**
View the library hours for the whole academic year.
- Preparing for a Professional Test**
Need to find help preparing for a test like the GRE, ACT, LSAT or MCAT, etc.? Try these search tips.
- Check-out Privileges**
See how long you can check out books, videos, Universal Borrowing items & more.
- Suggested Resources for YOUR Class**
Tips for finding books, articles, websites & more for your specific class. Guides are available for many TBIS, English classes & more.
- Services We Offer to Help You**
 - Reserve the Group Study Room!**
Groups of 3 - 15 people can reserve this room to prepare projects, spread materials out, etc. [Learn about this room!](#)
 - Off Campus Library Services**
Involved in a class with no on-campus class times? Taking a UW Oshkosh distance education class at another location? Get info here!
 - Ask A Librarian**
Stuck on a research question? Don't know where to start? Ask A Librarian via chat or email!
 - eReserve & Traditional Reserve**
View your electronic reserves online, or via Traditional Reserve, see [what's here](#) in Polk for you to check out. [Get Help with Reserves](#) if you're puzzled.
 - Logging In From Off Campus**
Working from home on your research? Learn about our off campus access system.
 - Wireless Access**
Polk Library has wireless network access throughout the whole building. Learn how to connect!
 - Polk Computer Lab**
Get the lab hours & phone number.
 - Student Employment Application**
Apply for a part-time job at Polk Library.
 - Universal Borrowing (UB)**
Search for things in all the UW System libraries, make an instant request from your computer to the library, and item will be sent in 3 - 5 business days!
 - Interlibrary Loan (ILL)**
Use ILL to get books or articles that you can't find using Universal Borrowing or in Polk Library.
 - View Your Record & Renew Online**
Renew library materials from your home computer! Also use Your Record to check the status of your Universal Borrowing requests.

Starting your Research

WHERE TO GET STARTED

The majority of our electronic resources can be found on the Polk Library Articles by Subject page. For more information on Polk Library's electronic resources pick up a copy of [Electronic Resources at Polk Library](#) or stop by the Reference Desk.

- Point your Web browser to: <http://www.uwosh.edu/library/>
- Point and click your way from UW-Oshkosh's home page.

Locating Basic Information (Online Reference Materials)

Congressional Quarterly (CQ) Researcher

Covers the most current and controversial issues of the day with complete summaries, insight into all sides of the issues, bibliographies and more.

Points of View Reference

Points of View Reference Center is a full-text database designed to provide students with a series of essays that present multiple sides of a current issue.

Contemporary Authors

Contemporary Authors contains complete information about 90,000 authors and their writings.

Oxford English Dictionary

An online version of the venerable reference book, the Oxford English Dictionary can be used to find the etymology of words along with examples of their usage.

Oxford Online Reference

Online versions of over 100 dictionaries, encyclopedias and reference books. Coverage of a broad range of subjects: from General Reference, Language and Quotations to Science and Medicine, and from Humanities and Social Sciences to Business and Professional.

Locating Journal, Magazine and Newspaper Articles (Periodical Indexes)

What is a Periodical Index?

A cumulative list of periodical articles arranged alphabetically by subject and by author's last name. Most periodical indexes are devoted to a specific field. (example: PsycINFO for psychology) or type of periodical (example: New York Times Index) Many periodical indexes are available electronically and contain full text articles

Academic Search Complete via EBSCO

Academic Search is a general index which includes articles on a wide range of subjects, indexing both popular magazines and scholarly journals. Academic Search is a useful place to start your research. Academic Search indexes over 3,400 serials, many with the full-text available online.

Lexis-Nexis Academic Universe

Lexis-Nexis provides a wide range of materials such as full text newspaper articles, business information, news transcripts, law reviews and federal statutes and case law.

Locating Books, Videos and Government Documents (Catalogs)

Polk Online Catalog

The online catalog contains the holdings for the Polk Library including books, audiovisual, government documents and periodicals.

BadgerCat

BadgerCat is a mega-library catalog containing more than 42 million records contributed by 15,000 libraries around the world. It contains full bibliographic descriptions and cataloging information for the following types of materials: books, serials, manuscripts, sound recordings, audiovisual materials, maps, music scores, and computer-readable files.

Starting Your Research

BASIC KEYWORD SEARCHING

What is Keyword Searching?

Keyword or full-text searching is the most flexible type of search that can be done on an online catalog or index. When doing a keyword search the term can appear anywhere in the record, including the title, the author's name, subject heading or the name of the periodical or publisher. Use the following techniques to make your search more effective.

TECHNIQUES

Boolean Operators

A method of combining concepts in a keyword search, which allows the searcher to make use of three logical commands (operators).



AND Used to narrow the search result. Each time another concept is added using "and" the search becomes more specific
Shakespeare **and** criticism



OR Used to expand or broaden your search results by including synonyms and related terms
Hamlet **or** King Lear



NOT Used to exclude unwanted records for the search results
Shakespeare **not** histories

Truncation/Wildcards

Truncation

In database searching, the addition of a symbol (usually ? or *) to a root word to retrieve variant endings. Truncation can be used to retrieve both the singular and the plural forms of a word at the same time.

Writ?

Will locate Write, Write, and Writing.

WILDCARDS

In database searching the use of a symbol (usually ? or *) acts as a placeholder within a term.

*Wom*n*

Will locate woman and women

Descriptors/Subject Headings

A word or phrase assigned to a work to indicate its subject, and to serve as an access point in an index catalog or database. Many databases have their own list of subject headings called descriptors. These descriptors appear in the subject field of the record and can be used to find additional search terms

BE AWARE OF

Phrases

Many indexes will allow you to search a phrase (ex. tax cuts) automatically, however others will require that you use proximity operators or put the phrase in quotes.

Stopwords

Short words that occur too frequently for the database to search them. Using one of these words usually results in no records being found. Each database uses its own stoplist.

Ex. a, an, on, of, with, because

Spelling

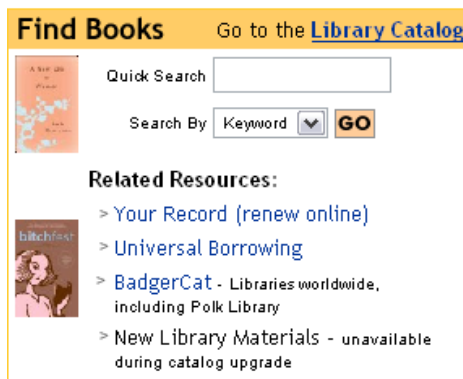
Because keyword searching searches for a string of letters a misspelled word will often locate no results.

Catalog

POLK LIBRARY CATALOG

Searching From the Main Page

Author Looks for books written by a particular author. Be sure to type last name then first name, (Shakespeare William) For books about an author, use subject heading searching as below.



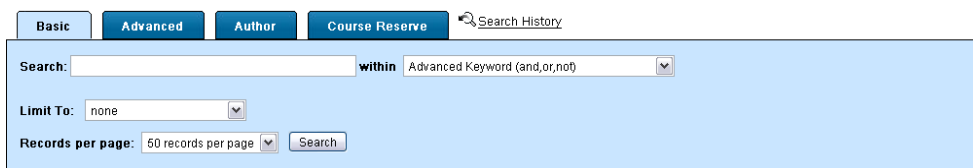
Title/Journal Title Looks for an exact match of the words you type in. If unsure of a title, try typing just the first word or two. Use Journal Title when searching for journals or magazines.

Subject Heading Looks for Library of Congress Subject Headings (LCSH). If you don't know the "official" subject heading for your topic, try using a keyword search instead.

Keyword Looks for your term anywhere in the record. A great way to start searching for materials on your topic. The Polk Catalog offers two types of keyword searching.

Keyword Use for quick simple topic searches. Basic is similar to searching Internet search engines such as Alta Vista or Infoseek.

- > Use +in front of important terms
+internet+censorship
- > Place phrases in "quotes"
"gun control"



Advanced Keyword Is the most complex and flexible of the keyword searches. This option is similar to the keyword search in many periodical indexes. *Advance Search must be done from the Catalog page.*

- > Phrases **MUST** be in "quotes"
"gun control"

Set Limits

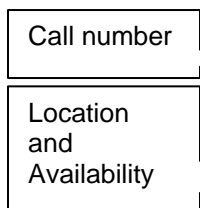
Search Limits allows you to limit search results to a variety of criteria, including publication year, language and location.



Limiting to common locations can be done from the Basic search screen other options are available using the Advance Search feature of the catalog



Results

Results List



 **[Building a great library : the Coolidge years at Harvard / by William Bentinck-Smith.](#)**
 Bentinck-Smith, William, 1914-
 1976
 Z733.H34 B4
 available, Books (A-E 2nd South, F-PN 2nd North, PQ-Z 3rd North)

Full View

Building a great library : the Coolidge years at Harvard /

Title:	Building a great library : the Coolidge years at Harvard / by William Bentinck-Smith.
Author:	Bentinck-Smith, William, 1914-
Publisher:	Cambridge, Mass. : Harvard University Library, 1976.
ISBN:	0674085787
Format:	Book
Subjects:	Coolidge, Archibald Cary, 1866-1928. Harvard University. Library--History.
Notes:	Includes index. Bibliographical footnotes.

Information needed to site this item

Click these to find other materials under this topic

Holdings Information

Database:	UW-Oshkosh
Location:	Books (A-E 2nd South, F-PN 2nd North, PQ-Z 3rd North)
Call Number:	Z733.H34 B4
Status:	Available

Locations

Books

Contains the majority of the Library's collection. Divided into three rooms A-E 2nd South, F-PN 2nd North and PQ-Z 3rd North. All items circulate.

Books Oversized

Contains larger books that do not fit on the regular shelving. Located in the same rooms as the Main Collection. All items circulate.

EMC (Educational Materials Collection)

Collection of educational resources located in 1st North. Most items circulate.

EMC Audio Visual

Library's video collection also located on 1st North. Most items circulate.

Leisure Reading

Located in a separate room on 2nd North. This collection contains popular books and magazines. Most items circulate.

Polk 101

Contains encyclopedias, dictionaries, and information on various subjects. Located on 1st South. Nothing circulates.

Government Information

A collection containing Federal, State and some International documents. Located on 3rd South. Most items circulate.

Archives/Closed Stacks/Special Collections

Located in Government Documents on 3rd South. Contains historical books, theses of UW-Oshkosh students and rare books. Nothing circulates and the collection is locked

Locating Reserves

Connect to Reserves from the Main Library Page

Find Course Reserves

- > [E-Reserves](#)
- > [Traditional Reserves \(print, video, etc.\)](#)

Traditional Reserve

Use the Course Reserve to locate material placed at the library for specific classes.

Select your instructor, department, class number, or section from one of the drop down menus and click search. A list of material will appear.

➤ To retrieve a list materials for just your class limit by instructor and course.

Electronic Reserves

A portion of the materials on reserve exist in an electronic format that can be viewed or printed directly from the computer

1. Select the EReserve link from the Library Home
 2. Select Electronic Reserves and Reserve pages
 3. Select you instructor name from the drop down list and click go.
 4. Select your course
 5. A short statement on copyright will appear click accept.
 6. A list of your reserve items will appear click on the one you wish to view.
- You will need Adobe Acrobat to view the eReserve items that are in the PDF format. The program can be download from the link on the University's home page.

Periodical Indexes

ACADEMIC SEARCH COMPLETE

Getting Started

1. Click academic Search Elite on the main library page.
2. Academic Search will open a search screen.

Doing a Search

Enter your terms and click Search

Searching: **Academic Search Complete** | Choose Databases »

autism in Select a Field (optional) **Search** **Clear** ?

AND children in Select a Field (optional)

AND in Select a Field (optional) [Add Row](#)

[Basic Search](#) | [Advanced Search](#) | [Visual Search](#) | [Search History](#)

Use the drop down menu to search by author, article title, subject, or source.

Search Operators, Truncation & Wildcards

The following can be used to expand or narrow your search

AND	Look for both terms in the record. ex. youth and crime	*	This will look for words that start with the letters before the *. Ex .comput* will find computer, computers, computerize, etc.
OR	Looks for either term in the record. ex. cat or feline	?	The ? acts a placeholder when searching for words which contain a Available Online Requires Adobe Acrobat Ex. wom?n will find articles that contain woman or women.
NOT	Look for the records with the first term but not if the second is present.		
()	Parentheses allow you to separate one part of the search to be done separately. ex (drug abuse or alcohol) and crime will find any materials concerning either drug abuse or alcohol and crime.		

Reading the Record

Use the Get Full Text feature to check if article are available online through another resource, if available in print at Polk Library or request the article through interlibrary loan

[Cloning DARPA](#) Where the article was published.

By: Roland, Alex. [Issues in Science & Technology](#), Winter 2010, Vol. 26 Issue 2, **p10-10**, 1/2p;
(AN 47530942)

Database: Academic Search Complete

[Add to folder](#) ← Click Add to folder mark citations or articles for printing.

[HTML Full Text](#) [PDF Full Text](#) (59KB) ← Available Online

[Get Full Text](#) [Check for Full Text](#)

Printing/Email/Saving

Academic Search allows you to place citations in a folder for printing, emailing or saving to disk.

1. Click the folder icon at the top of the screen
2. At the next page, select the materials from folder you wish to keep. You must select your materials before proceeding to the next step
3. Select the option you wish to use.
4. In the Print and Save feature Ebsco will format the materials for printing or saving. When emailing it will ask for your email address.
5. For Printing or Saving use your browser print or save function to complete the process.

Periodical Indexes

LEXIS-NEXIS ACADEMIC UNIVERSE-NEWS

Getting Started

1. Locate the Know Where You Want to Search Option on the main library page
2. Select Lexis-Nexis Academic Universe from the drop down list
3. Lexis-Nexis Academic Universe will open at the News search screen.

Doing an Easy Search: The "Easy Search" is best suited for a quick keyword search.

The screenshot shows the Lexis-Nexis Academic Universe News search interface. The left sidebar has a 'General Searching' menu with 'News' circled. The main search area is titled 'All News' and includes a 'Search For:' section with three rows of search criteria, each with a text input field and a dropdown menu set to 'Everywhere'. A 'Search' button is located to the right of the first row. Below this is a 'Specify Date:' section with a dropdown menu set to 'All available dates'. The 'Select Source:' section has a 'By Type:' dropdown set to 'Major World Publications' and a text input field for 'Or by Name:'. The 'Article Type:' section has a grid of checkboxes for various article types: Book Reviews, Movie Reviews, Music Reviews, Restaurant Reviews, Theater Reviews, Deaths & Obituaries, Editorials & Opinions, Interviews, Letters & Comments, and Profiles & Biographies. The 'Article Location:' section has radio buttons for 'US State', 'Canadian Province', 'Country', and 'World Region', with a 'Choose a State' dropdown menu below. A 'Help' button is in the top right corner. A tip at the bottom says 'Tip: For more options try Edit in Power Search.'

Callout boxes provide the following instructions:

- Choose a news category to search. Chooses include, General, News, Legal, Business, and People. Click "General" for the option of doing a
- Narrow your search by searching for terms in the title and lead paragraph
- Click "Search" to get your results.
- Use a preset range to limit your search to a specific timeframe.
- Limit your search to different publication types, regions, and sources.

Printing your Result

1. At the article you wish to print, click the Print/Save Option at the top of the screen.
2. Click the Display Citations at the bottom of the next page. Academic Universe will format your article for printing
3. Print the article using your browser's print functions.

Evaluating, Locating, and Citing your Results Using the Get Full Text

What is Get Full Text?

Get Full Text is a service available with Polk Library's periodical indexes which allows you to determine:

- ❖ If an article is available full-text from another periodical index
- ❖ If Polk Library owns a print copy of the journal the article appeared in.
- ❖ Place a request through Interlibrary Loan to receive the article from another library

Get Full Text with Online or Print Availability

Journal available at Polk Library, see page for more information

Database: UW-Oshkosh
Location: Journals, Current, 1st floor South, Bound 2nd South
Call Number: No call number available
Status: Available
Recent Issues:
v. 61, no. 17 (2009 Sept. 21)
v. 61, no. 16 (2009 Sept. 7)
v. 61, no. 15 (2009 Aug. 24)
v. 61, no. 14 (2009 Aug. 10)
v. 61, no. 13 (2009 July 20)
v. 61, no. 12 (2009 July 6)
Holdings:
v. 2 (1955) - v. 4 (1957), v. 10 (1961), v. 14 (1963) -

You searched for:

Article: A Doctor, But Whose?
Author: LEVIN, YUVAL
Journal: National review (New York)
ISSN: 0028-0036 Date: 08/27/2007
Volume: 59 Issue: 15 Page: 18

Click below. If available, click "article". Otherwise click "issue" or "journal":

Click:	Dates of Coverage	Database	
Article	Journal	01/17/1975 - present	Academic Search Complete
Article	Journal	06/01/1998 - present	LexisNexis Academic
	Journal	v. 2 (1955) - v. 4 (1957), v. 10 (1961), v. 14 (1963) - present	Polk Library Print Collection: click for details

Article available online from another periodical index

[Refine or alter criteria](#)

Not online or in print?

[Submit an interlibrary loan request](#)

Get Full Text without Online or Print Availability

Journal Title (Required)
Do not abbreviate unless your citation is abbreviated

The Psychiatric clinics of North America

Volume 28

Issue Number 1

Month

Year (Required) 2005-03

Pages (Required) 39-
Add ??? if not known.

ISSN / ISBN
If given will speed request processing

0193-953X

Article Author Berkowitz, Robert

Article Title (Required) Obesity, Psychiatric Status, and Psychiatric Medications.

Cancel After Date
(format: MM/DD/YYYY)

02/20/2006

You may add any additional information for ILL staff, such as special requirements, deadlines, volume(s) needed, etc.

Your TitanCard must be activated or used at Circulation before using ILLiad.

[Click logon button once.](#)

Items not available at Polk Library can be request through the Interlibrary Loan (ILL) Department. See page _ for more details. The Find It option will input all relevant information into the ILL form for you. ***This option appears only when the item is not available from an online source.***

Evaluating, Locating, and Citing your Results

LOCATING PRINT AND ONLINE ARTICLES IN POLK LIBRARY

Reading the Citation The article citation provides all of the information needed to locate and cite the article.

Title: *Cloning Me, Cloning You: Reflections on the Ethics of Cloning for Individuals, Families and Society.*
Authors: [Magney, Alix](#)^{1,2}
Source: [Social Alternatives](#); 2003 First Quarter, Vol. 22 Issue 1, p19, 8p

Title, Author and Source information is required for MLA and APA Citation

Document Type: Article

Subject Terms: *[BIOETHICS](#)
 *[BIOTECHNOLOGY](#)
 *[CLONING](#)
 *[HUMAN reproductive technology](#)
 *[HUMAN cloning](#)

Check the Subject heading or descriptors for alternative search terms

Articles are located by the Journal Title or Source information

Abstract: This article focuses on the *ethics of cloning* a human being for the purposes of producing a child or children in a family. The paper begins with a layperson's understanding of the science of *cloning*, before addressing common myths that are associated with the technology. Then there is a brief outline of the major philosophical arguments for and against *cloning*. To examine the ethical implications, a scenario based upon the reproductive needs and desires of a heterosexual couple and a lesbian couple was used. Through an exploration of the issues arising from the scenario, there will be an examination of the relevance of the arguments for and against proceeding with the technology.

The Abstract provides a quick overview of the article.

Author Affiliations: ¹University of Sydney
²University of NSW

ISSN: 0155-0306

Accession Number: 9467845

Persistent link to this record: <http://search.epnet.com/login.aspx?direct=true&db=afh&an=9467845>

Database: Academic Search Elite

Required for citing full text articles

View Links: [Find It!](#) [Check Find It! for availability](#)

The Find It option allows you to see if the item is available electronically, in print at Polk Library or request the item through Interlibrary Loan

Checking Polk Library's Holdings

Before looking for your articles it is important to make sure the Polk Library receives the periodicals. You can search Polk Library's print and electronic journal holding from the main library page.



Know the name of a specific journal and want to know if we get it?
 Title begins with [dropdown] english language [GO]

Forrest R. Polk Library • Return to the University of Wisconsin Oshkosh • 800 Algona Blvd. Oshkosh, WI 54901 • 920-424-4333
 Questions, comments, suggestions? Email netes@uwosh.edu

Available in print at Polk Library, see page 19 for more information

English language notes (0013-8282)

in Polk Library Collection: click to check print holdings from 03/01/1985 to 6 months ago in Academic Search Elite from 03/01/1995 to 03/01/1998 in Humanities Full Text

Available online. Make sure to select a database that includes the date of your article.

Locating Articles from an Online Source

1. Check the Online Journals A to Z list located on the library's home page to determine if your periodical is available online
2. Select a database. Be sure to select a database that includes the date of your article.
3. Articles can be retrieved using two different methods depending on the database.
 - a. **By Publication**-Articles in databases such as Academic Search, JSTOR, Project Muse or ABI Inform are retrieved by locating the publication and then locating the year and issue of the needed article.
 - b. **By Author/Title**- Articles in databases such as Periodical Abstracts can be retrieved using author's name and a few words from the title. The author's name is usually the more useful since they tend to be more unique.
4. Select an article format.
 - a. **Text/HTML**-Article text formatted into an html page, Usually does not include graphs, charts or images included in the original article. Requires less memory than PDF items.
 - b. **Full Page Image/PDF**-Article present in Portable Document Format. Looks exactly like the original articles, Items require Adobe Acrobat to display and print.

Polk Library Collection

The Polk Online Catalog lists of all of the periodicals Polk Library has received and can be searched directly by using the Journal Title Search.

The Journal of special education

Holdings Information

Database:	UW-Oshkosh
Location:	Journals, Current 1st floor South; Bound 2nd South
Call Number:	No call number available
Status:	Available
Recent Issues:	v. 43, no. 4 (2010 Feb.) v. 43, no. 3 (2009 Nov.) v. 43, no. 2 (2009 Aug.) v. 43, no. 1 (2009 May)
Holdings:	Vol. 1 (1966) - v.33:no.1 (1999:Spr.)-v.33:no.3 (1999:Fall)

The Holdings lists the date the library started receiving the periodical. The library will have all issues between that date and the date listed under Current shelf

Recent Issues are located in the reference room. Issues at the Bindery are also included in this list

Helpful Hints

- Periodicals are in a paper format unless otherwise noted.
- Periodicals are arranged in alphabetical order. However, if the first word is *a an* or *the* go to the next word in the title.
- **If you're having problems ask for help at the Reference Desk.**

Locations

Most of the periodical collection is located in three areas of the library. A few periodicals are also located in the EMC on 1st North and Government Documents on 3rd South.

CURRENT PERIODICALS 1st South Current periodicals includes recent periodicals (current publication year). Recent newspapers (current and previous month) are also located in this room.

BOUND PERIODICALS 2nd South The library keeps the majority of its older periodicals in large bound volumes. Each of these volumes contains several issues of the periodical, and are shelved in alphabetical order.

MICROFILM 1st North Back issues of newspapers and some periodicals (those with unusual formats or have high use) are kept in this format. Reader printers are available. Circulation can help you get started.

BINDERY Periodicals are sent to the bindery before being placed on 2nd South. They are unavailable during this time. Current bindery lists are located with the Polk Library Periodical Title lists in the Reference room

Library Information and Policies

LIBRARY OF CONGRESS CLASSIFICATIONS

A General Works	P Language and Literature
AE Encyclopedias	PA Classical Philology
AS Academic and Learned Societies	PB Modern European Languages-General Works
AY Yearbooks, Almanacs, Directories	PC Romance Languages
B Philosophy, Psychology, Religion	PD Germanic Languages
BF Psychology	PE English Language
BL Religions, Mythology. Rationalism	PF West Germanic
BM Judaism	PG Slavic Language and Literature
BP Islam, Bahaim. Theosophy	PH Finno-Ugrian, Basque Language and Literature
BQ Buddhism	PJ Oriental, Semitic Language and Literature
BR Christianity	PK Indo-Iranian
BX Christian Denominations	PL Eastern Asia, Africa, Language and Literature
C Auxiliary Sciences of History	PM Hyperborean, Indian, and Artificial Languages
CB History of Civilization	PN Literature (General)
CT Biography	PQ French Literature
D History: General and Old World	PR English Literature
E History : America (United States)	PS American Literature
F History: America (U.S. States, Other Countries)	PT Germanic Literature
G Geography, Anthropology,	PZ Fiction
GA Mathematical Geography, Cartography	Q Science
GB Physical Geography	QA Mathematics
GC Oceanography	QB Astronomy
GE Environmental Sciences	QC Physics
GF Human Ecology, Anthropogeography	QD Chemistry
GN Anthropology	QE Geology
GR Folklore	QH Natural History (General) Biology
H Social Sciences	QK Botany
HA Statistics	QL Zoology
HB Economic Theory, Demography	QM Human Anatomy
HC Economic History and Conditions	QP Physiology
HE Transportation and Communications	QR Microbiology
HF Commerce	R Medicine
HG Finance	RA Public Aspects of Medicine
HJ Public Finance	RB Pathology
HM Sociology	RC Internal Medicine
HN Social History and Conditions, Social Problems	RD Surgery
HQ The Family, Marriage, Women	RE Ophthalmology
HS Societies: Secret, Benevolent, Etc	RF Ear, Nose and Throat
HT Communities, Classes Races	RG Gynecology and Obstetrics
HV Social Pathology, Social and Public Welfare	RJ Pediatrics
HX Socialism, Communism, Anarchism	RK Dentistry
J Political Science	RL Dermatology
K Law	RM Therapeutics, Pharmacology
L Education	RS Pharmacy and Materia Medica
LA History of Education	RT Nursing
LB Theory and Practice of Education	RV Botanic, Thomsonian, and Eclectic Medicine
LC Special Aspects of Education	RX Homeopathy
LD Individual Institutions (United States)	RZ Other Systems of Medicine
LE Individual Institutions (America except U.S.)	S Agriculture
LF Individual Institutions (Europe)	T Technology
LG Individual Institutions (Asia, Africa. Oceania)	U Military Science
LH Colleges and School Magazines and Papers	V Naval Sciences
LJ Student Fraternities and Societies	Z Library Science
LT Textbooks	
M Music	
N Fine Arts (Visual Arts)	

LIBRARY INFORMATION AND POLICIES

Library Hours

The following is a general listing of library hours. Copies of specific schedules such as Thanksgiving or Spring Break can be obtained at Polk Library or from our homepage.

Fall I, II & Spring I, II

General Collections and Circulation/Reserves

Periodicals

Educational Media Collections

Government Documents**

Monday-Thursday 7:00 AM- 1:00 AM
Friday 7:30 AM – 6:00 PM
Saturday 10:00 AM – 6:00 PM
Sunday 10:00 AM – 1:00 AM

Reference Desk

Monday - Wednesday 7:45 AM - 9:00 PM
Thursday-Friday 7:45 AM - 4:30 PM
Saturday Unstaffed
Sunday 5:00PM - 9:00 PM

Wisconsin Area Research Center

Monday - Friday 9:00 AM - 12 noon, 1:00 PM - 4:00 PM
Tuesday (only) 6:00 PM - 10:00 PM
Saturday & Sunday Closed

Fall III & Spring III

General Collections and Circulation/Reserves

Periodicals

Educational Media Collections

Government Documents**

Fall III

Monday - Thursday 7:30 AM - 8:00 PM
Friday 7:30 AM - 4:30 PM
Saturday Noon - 4:00 PM
Sunday Noon – 8:00 PM

Spring III

Monday - Thursday 7:30 AM - 7:00 PM
Friday 7:30 AM - 4:30 PM
Saturday Noon - 4:00 PM
Sunday Noon – 7:00 PM

**When Government Documents is not staffed, please ask questions at the Reference Desk on first floor. See hours below.

Reference Desk

FALL III

Monday - Thursday 7:45 AM - 7:00 PM
Friday 7:45 AM - 4:30 PM
Saturday Noon - 4:00 PM
Sunday Noon - 7:00 PM

Spring III

Monday -Friday 7:45 AM - 4:30 PM
Saturday & Sunday Noon - 4:00 PM

Wisconsin Area Research Center

Monday - Friday 9:00 AM - 12 noon, 1:00 PM - 4:00 PM
Saturday & Sunday Closed

Summer Session

General Collections and Circulation/Reserves

Periodicals

Educational Media Collections

Government Documents**

Monday - Thursday 7:30 AM - 7:00 PM
Friday 7:30 AM - 4:30 PM
Saturday CLOSED
Sunday Noon - 7:00 PM

**When Government Documents is not staffed, please ask questions at the Reference Desk on first floor. See hours below.

Reference Desk

Monday - Thursday 7:45 AM - 6:00 PM
Friday 7:45 AM - 4:30 PM
Saturday CLOSED
Sunday Noon - 7:00 PM

Wisconsin Area Research Center

Monday - Friday 10:00 AM - 2:00 PM
Saturday - Sunday CLOSED

Intersession

General Collections and Circulation/Reserves

Periodicals

Educational Media Collections

Reference Desk

Government Documents

Monday - Friday 7:45 AM - 4:30 PM
Saturday & Sunday Closed

Reference Desk

Monday - Friday 7:45 AM - 4:30 PM
Saturday & Sunday Closed

Wisconsin Area Research Center

Monday - Friday 9:00 AM - 12 noon, 1:00 PM - 4:00 PM
Saturday & Sunday Closed

The Library is closed the following holidays.

Thanksgiving
Christmas Eve
Christmas Day
New Years Eve
New Years Day
Martin Luther King's Birthday
Memorial Day Weekend
4th of July
Labor Day Weekend

The Library is Open Easter

Library Information and Policies

USER PRIVILEGES AND RESPONSIBILITIES FOR UNDERGRADUATES

1. UW Oshkosh faculty, students, and staff must present a current valid Titancard (yellow) to check out, renew materials and pick up ILL items. Materials may be renewed either in the “Your Record” section of Polk online library catalog are <http://polkweb.uwosh.edu>, or they may be brought to the Circulation Desk.

Main Collection, Gov Docs, EMC	28 days, renewable
Videos, Video Guides, Software on 3.5 Disks.	14 days, renewable
Software on CD ROM 16mm films, Browsing Cassettes	14 days, renewable
Browsing Room Collection	28 days, renewable
Reference and Archives	In house use
Periodicals	In house use
Reserves**	2 hr, 24 hr, 3 day, 7 day
InterLibrary Loan	Due date on ILL slip

*Does not include EMC Videos

**Number of renewals varies

2. Return Interlibrary Loan items to the Circulation staff. All other items may be returned to the Library Material Returns slot. Outside return slots are located to the right of the main entrance and in the courtyard facing Elmwood Avenue.
3. Recalls: All materials are subject to recall. A patron’s borrowing privileges will be suspended until overdue recall materials are returned.
4. Overdue items: Most print materials have a 28-day grace period.
 - **At 7 Days overdue** and overdue notice is sent.*
 - **At 14 Days overdue** another overdue notice is sent. Overdue notices are sent as a courtesy. Failure to receive notices do not change responsibility for fees incurred. Due dates are stamped on the due date card in the back of each item/or card be seen in “Your Record online form the Post library home page.
 - **At 30 Days overdue** a lost item replacement notice is sent. The item replacement fee is \$50 per item in addition to a \$ 10 non-refundable processing fee.
 - **At 60 Days overdue** a UW Oshkosh invoice is sent and a registration block is placed on the patron’s Dempsey record. blocks will only be removed when invoice is in full at the Cashier’s Office in Dempsey Hall or at the Polk Library Circulation Desk
5. Library Patrons may file an appeal of library fees with the Library Fee Appeals committee. Appeal forms are available at the Circulation/Reserve Desk and are online at <http://www.uwosh.edu/library/appeal.html>.

POLK LIBRARY LOCATION GUIDE

Main Collection / Main Oversize

All items circulate

A-E 2nd Floor South
 F-PN 2nd Floor North
 PQ-Z 3rd Floor North

EMC 1st Floor North

Most items circulate

Leisure Reading 2nd Floor North

Most Items circulate

Reference 1st Floor South

Nothing circulates.

Government Information 3rd Floor South

Most items circulate

Reserves 1st Floor North (Circulation)

SPL (Special Collections) Check the Reference Desk for location and circulation information.

Closed Stacks/Archives 3rd Floor South

Nothing circulates and the collection is locked. See Government Documents staff for access.

Periodicals

Nothing circulates

Current Issues 1st Floor South
 Bound Volumes 2nd Floor South
 Microform 1st Floor North

Newspapers

Nothing circulates

Current (current and previous month) ... 1st Floor South
 Back Issues (microform) 1st Floor North

Library of Congress Classifications

A	General Works	L	Education
B-BJ	Philosophy	M	Music
BL-BX	Religion	N	Fine Arts
C	Auxiliary - Sciences of History	P	Language and Literature
D	General and European History	Q	Science
E -F	American History	R	Medicine
G	Geography, Anthropology, Folklore, Manners and Customs, Recreation	S	Agriculture, Plant and Animal Industry,
H	Social Sciences	T	Technology
J	Political Sciences	U	Military Science
K	Law	V	Naval Science
		Z	Bibliography and Library Science