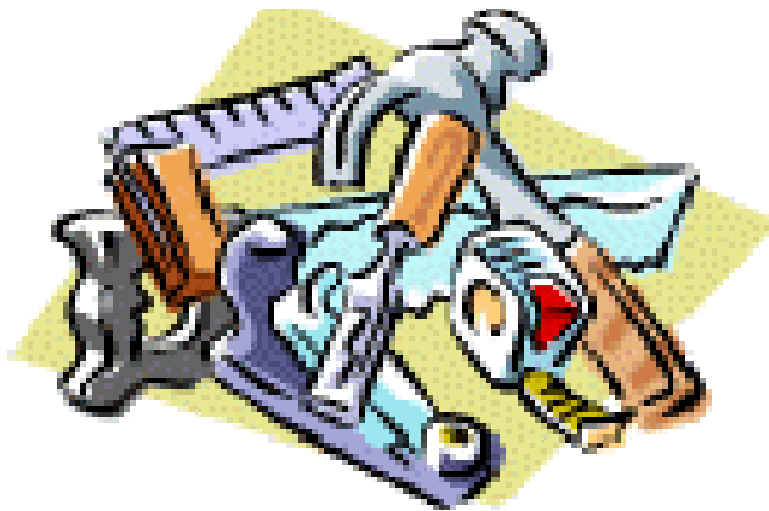


# The Researcher's Toolbox For Education



Forrest R. Polk Library  
2010



Forrest R. Polk Library

# TABLE OF CONTENTS

## LIBRARY INFORMATION AND POLICIES

- 3 Library Hours
- 4 User Privileges and Responsibilities
- 5 Finding your Materials on E-Reserves

## SECTION 1: PRINT MATERIALS

- 6 Print Resources in Education/ Library of Congress Classifications for Education and Psychology

## SECTION 2: ELECTRONIC PERIODICAL DATABASES AND INDEXES

- 7 Six Steps for Doing Your Research
- 8 Electronic Resources in Education
- 9 Advanced Keyword Searching
- 10 Online Catalog
- 11 BadgerCat
- 15 ERIC via EBSCO
- 19 PsycINFO via EBSCO

### Off-Campus Access

Use your UW Email Username and Password to login in library resource from off-campus. You email must be activated in order to access library resources.

## SECTION 3: INTERNET RESOURCES

- 22 Locating & Evaluating Internet Information

## SECTION 4: PUTTING IT TOGETHER

- 24 Using Get Full Text
- 25 Locating Materials from a Bibliography
- 26 Locating Periodicals
- 28 Using Interlibrary Loan and Universal Borrowing
- 29 Citing your Material (APA STYLE)
- 30 Polk Library Location Guide

### Interlibrary Loan & Universal Borrowing Login and Password

Use your 16 digit Titiancard number and last name to login and request materials using these services

### Contact Information

#### General Numbers

Reference Desk (920) 424-4333 infodesk@uwosh.edu  
Circulation (920) 424-7316 circulation@uwosh.edu  
Interlibrary Loan (920) 424-3348 libloan@uwosh.edu

#### Research Assistance

Stephen Katz (920) 424-2320 katz@uwosh.edu  
*Educational Materials Collection (EMC)*  
Ciara Helay (920)424-7329 healyc@uwosh.edu  
*Off-Campus Services*  
Marisa Finkey (920)424-3436 finkey@uwosh.edu  
*Library Instruction*

### Requesting Research Assistance

Students can set up an one on one appointment with Polk Library's reference staff for research help through the Research Advisory Program (RAP).

<http://www.uwosh.edu/library/rap/home.html>

## 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 7:00AM- 1:00AM

Friday 7:00 AM – 6:00 PM

Saturday 10:00 AM – 6:00 PM

Sunday 10:00 AM – 1:00 AM

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

#### **Reference Desk**

Monday - Wednesday 7:45 AM - 9:00 PM

Thursday-Friday 7:45 AM - 4:30 PM

Saturday Unstaffed

Sunday 5 PM - 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 - 8:00 PM

Friday 7:45 AM - 4:30 PM

Saturday Noon - 4:00 PM

Sunday Noon - 6:00 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 - 6:00 PM

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

#### **Reference Desk**

Monday - Wednesday 7:45 AM - 6:00 PM

Thursday-Friday 7:45 AM - 4:30 PM

Saturday CLOSED

Sunday Noon - 4:00 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

## LIBRARY INFORMATION AND POLICIES

### User Privileges and Responsibilities for Graduates

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	semester, 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
Universal Borrowing	28 days, 1 renewal
InterLibrary Loan	Due date on ILL slip

\*Does not include EMC Videos

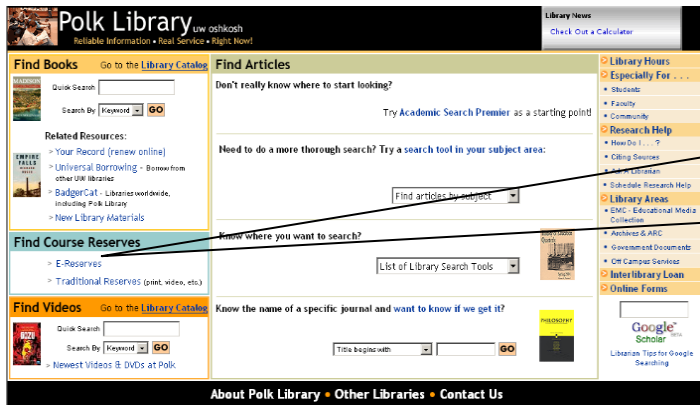
\*\*Number of renewals varies

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 can be seen in "Your Record online from the Polk Library home page.
  - **At 4 Weeks 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. A Library block is placed on your record
  - **At 6 Weeks overdue** a University block is placed on the patron's Dempsey record. **At 10 Weeks overdue** a UW Oshkosh invoice is sent and must be paid in full in at Cashier's Office in order to clear your University and Library blocks.
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>.

# LIBRARY INFORMATION AND POLICIES

## Finding your Materials on E-Reserves

Many reserve items are available electronically from the Polk Library Home page



**Find Course Reserves**

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

A link to E-Reserves is located on the Polk Library's home page.

Locate your instructor's name on the list



If needed update your version of Adobe Reader

Welcome to Polk Library e-Reserves

- [Electronic Reserves & Reserves Pages](#)  
Find your reserve materials here.
- [PDF Troubleshooting](#)  
If you are having trouble viewing and/or printing PDF files, try this link.
- [Need Adobe Reader?](#)  
Most documents posted in eReserves need Adobe Reader to be viewed. If you don't have the latest version of the free Reader, download it here!

Find your class

View Course Reserves Pages By:

Wurzbach [Search] [Clear]

Displaying 10 of 2 Matching Course Reserves Pages << Page 1 of 1 >>

Course Number	Course Name	Section Number	Department	Instructor	Term	Year
NUR409	Nursing Care at the End of Life		Nursing	Wurzbach	Spring	2008
NUR708	Ethics in Advanced Nursing Practice		Nursing	Wurzbach	Spring	2008

Print your materials

Open/Close All Folders | Help Opening Documents

Title	Primary Author	Format	Size (KB)
Appendix 2 - Taking moral action		Other (PDF)	232 KB
Chapter 11 - Nurses in practice		Other (PDF)	472 KB
Chapter 13 - Nurses and co-workers		Other (PDF)	535 KB
Chapter 6 - Promoting health		Other (PDF)	430 KB
Chapter 7 - Preventing illness		Other (PDF)	422 KB
Long-term care nurses' ethical convictions about tube feeding		Other (PDF)	86 KB
Managed care: moral conflicts for primary care health care nurses		Other (PDF)	98 KB
Nursing perspectives on practitioner-assisted suicide		Other (PDF)	90 KB
Understanding and Responding to Patients' Requests for Assistance in Dying		Web Link	-

# SECTION 1: PRINT MATERIALS

## Library of Congress Classifications

### L Education BF Psychology

<b>L</b>	<b>Education (General)</b>		<b>BF</b>	<b>Psychology</b>	
<b>LA</b>	<b>History of Education</b>			38-64	Philosophy, Relation to other topics
<b>LB</b>	<b>Theory and Practice of Education</b>			173-175.5	Psychoanalysis
	51-885	Systems of individual educators and writers		176-176.5	Psychological tests and testing
	1025-1050	Teaching (Principles and practice)		180-098.5	Experimental psychology
	1051-1091	Educational Psychology		203	Gestalt psychology
	1101-1139	Child Study, Psychical Development		207-209	Psychotropic drugs and other substances
	1140	Preschool Education		231-299	Sensation,
	1141-1489	Kindergarten		309-499	Consciousness, Cognition
	1501-1547	Primary Education		502-505	Motivation
	1555-1602	Elementary or Public School Education		511-593	Affection, Feeling, Emotion
	1603-1695	Secondary Education, High School		636-637	Applied Psychology
	1705-2286	Education and Training of Teachers		638-648	New thought. Menticulture, Etc
	2300-2430	Higher Education		660-685	Comparative Psychology, Animal and Human Psychology
	2801-3095	School Administration and Organization		692-692.5	Psychology of sex
	3201-3325	School Architecture and Equipment		697-697.5	Differential Psychology, Individuality, Self
	3401-3499	School Hygiene		698-698.9	Personality
	3525-3640	Special Days, School life Students Customs		699-711	Genetic Psychology
<b>LC</b>	<b>Special Aspects of Education</b>			712-724.85	Developmental Psychology
	8-63	Forms of Education		725-727	Class psychology
	65-245	Social Aspects of Education		795-839	Temperament, Character
	251-951	Moral and Religious Education		839.5-855	Physiognomy-Phrenology
	1001-1091	Types of Education		899-905	Graphology, Study of Handwriting
	1390-5158	Education of Special Classes of persons		908-940	The Hand, Palmistry
	5201-6691	Adult Education, Education extension		1001-1389	Parapsychology
<b>LD</b>	<b>United States</b>			1404-1999	Occult Sciences
<b>LE</b>	<b>America. except United States</b>				
<b>LF</b>	<b>Europe</b>				
<b>LG</b>	<b>Asia, Africa, Oceania</b>				
<b>LH</b>	<b>College and School Magazines and Papers</b>				
<b>LJ</b>	<b>Student Fraternities and Societies, United States</b>				
<b>LT</b>	<b>Text Books</b>				

## Print Resources in Education

### Encyclopedias

Encyclopedia of Educational Research 6<sup>th</sup> Ed.  
Encyclopedia of American Education

LB15.E48 1992  
LB17. U54 1996

### Counseling

APA dictionary of psychology  
Diagnostic and Statistical I Manual of Mental Disorders(DSM-IV-TR)  
The Corsini Encyclopedia of Psychology and Behavioral Science 3<sup>rd</sup>

BF31 .A63 2007  
RC455.2.C4 D536 2000  
BF31.E52 2001

### Statistics

Statistical Abstract of the United States  
Historical Statistics of the United States  
States of Wisconsin Blue Book

HA205.A4  
HA202. A385 1975  
JK6031

### Tests

Directory of Unpublished Experimental  
Mental Measurement Yearbook

BF431.G625  
BF431.M442

## SECTION 1: PRINT MATERIALS

# Six Steps for Doing 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
- Research

### 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
    - Encyclopedia of Educational Research
  - Electronic Reference
    - Dictionary of Psychology

- **What Periodical Indexes included materials on my topic?**

- General
  - Education Full-text
- Specific
  - ERIC/PsychInfo

### 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 and BadgerCat for Books
  - Request items not available at Polk Library using Universal Borrowing and Interlibrary Loan

## SECTION 2: ELECTRONIC RESOURCES

### Online Periodical Indexes and Resources in Education

For a list of Electronic Resources specifically for Education go to  
<http://www.uwosh.edu/library/subjects/education.html>

#### LIBRARY CATALOGS

##### Polk Online Catalog

The Online catalog contains the holdings for Polk Library including the main collection, government documents and the EMC.

##### BadgerCat

WorldCat 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.

#### PERIODICAL INDEXES AND RESOURCES

##### ★ PsycInfo (Ebsco)

Indexes works in the field of psychology, including counseling and educational psychology. The index includes journal articles, books and book chapters

Web access Ebsco 1887-to present

##### ★ ERIC (Cambridge, Ebsco,)

Produced by the Education Resource Information Center, ERIC is the largest information database of educational research and practices. Along with journal articles, ERIC indexes papers, reports, conference proceedings and curricula materials. ERIC is not a full-text database

##### **ERIC Journals vs. ERIC Documents**

ERIC contains two different types of documents. They can be told apart by the two letters at the beginning of the AN number.

**ERIC DOCUMENTS (ED)** are unpublished information such as papers or reports. Most of these can be found on Third Floor South in Government Documents on microfiche, using there AN number at the top of each record. The majority of recent Eric Documents are available electronically

**ERIC JOURNALS (EJ)** are published articles appearing in journals. Use the Find It feature to ascertain if the article is available electronically, in print at Polk Library or needs to be requested using Iliad.

##### Social Science Citation Index (Web of Science)

Provides access to current bibliographic information and cited references, covering more than 1,700 of the world's leading social sciences journals in a broad range of disciplines, including education and psychology.

Web access 1987- to present

## SECTION 2: ELECTRONIC RESOURCES

# Advanced Keyword Searching

### What is Keyword Searching?

Keyword searching is the most flexible type of search that can be done on an online catalog or index. Unlike a Subject Search, the term can appear anywhere the record, including the title, the author's name, subject heading or the name of the periodical or publisher. Keyword Searches can be as simple as a single word or very complex using Boolean operators, searchable fields and nested searches.

### 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  
Informal assessment and validity



OR

Used to expand or broaden the search results by including synonyms and related terms.  
Validity or reliability



NOT

Used to exclude unwanted records for the search results.  
Validity not reliability

### Nested Search

When two different Boolean operators are used in the same search statement, parentheses must be included to indicate which command is to be preformed first.

Informal assessment **and** (validity **or** reliability)

### 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.

School\*

Will locate school, schools, schooling

### 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 such as ERIC have their own list of subject headings called descriptors. These descriptors appear in the DE field of the record and can be used to find additional search terms

### Searchable Fields

Search Terms can be limited to a particular field of the record. Most databases will allow terms to limited to the Title, Author or Subject field. Other terms may also limit to Publication Year, Language or Publication Type field. For example in ERIC

Informal assessment and pt=research

Will limit citations to only research articles on informal assessment

### Stopwords

Short words are terms 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 stopword list.

Examples a, an on, of, with, because

## SECTION 2: ELECTRONIC RESOURCES

# 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

Call number

Location and Availability

[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 /

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

Information needed to site this item

Click these to find other materials under this topic

#### Holdings Information

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

## Locations

### Books

Contains the majority of the Library's collection. Divided into three rooms A-E 2<sup>nd</sup> South, F-PN 2<sup>nd</sup> North and PQ-Z 3<sup>rd</sup> 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 1<sup>st</sup> North. Most items circulate.

### EMC Audio Visual

Library's video collection also located on 1<sup>st</sup> North. Most items circulate.

### Leisure Reading

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

### Polk 101

Contains encyclopedias, dictionaries, and information on various subjects. Located on 1<sup>st</sup> 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 3<sup>rd</sup> 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.

# Using Badgercat

## Getting to Badgercat.

Badgercat can be found at the end of the “Know Where you what to Search” list on the Polk Library Home page.

## Searching

The screenshot shows the BadgerCat search interface with several callouts:

- Search in database:** BadgerCat (A catalog of materials in Wisconsin libraries). Limit to: Libraries Worldwide.
- Search for:** slavery, united states, religion. All set to Keyword.
- Limit to:** Year (format: YYYY-YYYY), Language (No Limit), Number of Libraries (All).
- Limit type to:** match any of the following: Books, Visual Materials, Computer Files, Internet Resources, Serial Publications, Sound Recordings, Archival Materials, Continually Updated Resources, Articles, Musical Scores, Maps.
- Subtype limits:** not Juvenile, not Fiction, Any Format.
- Limit availability to:** match any of the following: Items in my library (GZO, University of Wisconsin - Oshkosh). Library Code: [input field].
- Rank by:** Number of Libraries.

Callout 1: Select the record field you term should appear in. Keyword is the default. You may also choose subject heading, title, or author.

Callout 2: Use to limit by year, language, or document type.

Callout 3: Set to *not juvenile* and *not fiction* to remove all children and fiction work from your results.

## Getting Your Materials

When reviewing your results follow this check list.

### Polk Library has a copy

- Materials owned by Polk Library will be mark as such in the results list.



#### [Why Lincoln matters : today more than ever /](#)

**Author:** Cuomo, Mario Matthew.; Holzer, Harold. **Publication:** Orlando : Harcourt, 2004

**Document:** English : Book Internet Resource

**Libraries:** [Worldwide: 1079](#) [University of Wisconsin - Oshkosh](#)

**More Like This:** [Search for versions with same title and author](#) | [Advanced options ...](#)

[See more details for locating this item](#)

- Click the link to check to see if our copy is available.
- If our copy is checkout, check to see if a copy can be obtain through Universal Borrowing.

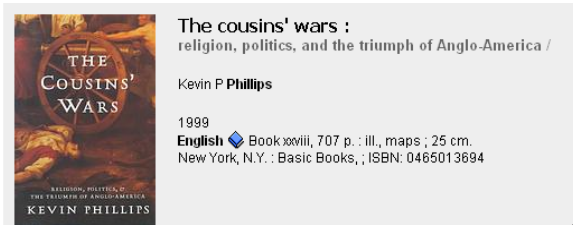
## Getting a Copy through Universal Borrowing

Copies of book checked out or unavailable at Polk Library can be requested using Universal Borrowing.

To request an item

1. Click t **Libraries that Own Item** link.
2. Locate any UW Library listing.
3. Click the individual UW Library links to locate an available copy of your item.
4. When you have located a copy of your item go to the top of the item's record and click the Request link

5. Login in the Universal Borrowing Feature using your 16 digit code and last name (make sure to change the login information to UW Oshkosh.)
6. Follow the directions on the screen to complete your request.



**The cousins' wars :**  
religion, politics, and the triumph of Anglo-America /  
Kevin P Phillips  
1999  
English Book xviii, 707 p. : ill., maps ; 25 cm.  
New York, N.Y. : Basic Books, ; ISBN: 0465013694

GET THIS ITEM

Access: <http://www.h-net.org/review/hrev-a0b1q8-aa>

Availability: Check the catalogs in your library.

- Libraries that Own Item: [Worldwide: 1199](#)
- [Search the catalog at your library](#)
- [Request This Item](#)

External Resources: [Place an ILL request](#)

FIND RELATED

More Like This: [Search for versions with same title and author](#) | [Advanced options...](#)

Find Items About: [Phillips, Kevin P.](#) (6)

Title: **The cousins' wars :**  
**religion, politics, and the triumph of Anglo-America /**

Author(s): [Phillips, Kevin P.](#)

Publication: New York, N.Y. : Basic Books,

Year: 1999

WI	<a href="#">UNIV OF WISCONSIN, BARABOO/SAUK CNTY</a>
WI	<a href="#">UNIV OF WISCONSIN, MILWAUKEE</a>
WI	<a href="#">UNIV OF WISCONSIN, PARKSIDE</a>
WI	<a href="#">UNIV OF WISCONSIN, STEVENS POINT</a>

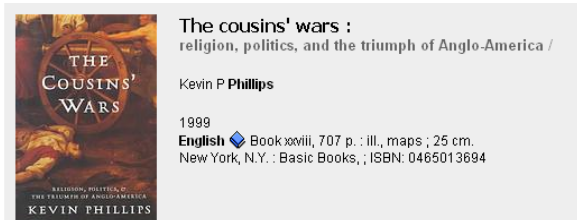
*The cousins' wars : religion, politics, and the triumph of Anglo-America ...*

Main Author: [Phillips, Kevin P.](#)  
 TITLE: The cousins' wars : religion, politics, and the triumph of Anglo-America / Kevin Phillips.  
 Publisher: New York, N.Y. : Basic Books, 1999.  
 Physical Description: xviii, 707 p. : ill., maps ; 25 cm.  
 More about this subject: [Religion and politics -- United States -- History.](#)  
[Religion and politics -- Great Britain -- History.](#)  
[Politics and war -- History.](#)  
[United States -- History -- Revolutions, 1775-1783 -- Religious aspects.](#)  
[United States -- History -- Civil War, 1861-1865 -- Religious aspects.](#)  
[Great Britain -- History -- Civil War, 1642-1649 -- Religious aspects.](#)  
[United States -- Politics and government -- 1775-1783.](#)  
[United States -- Politics and government -- 1861-1865.](#)  
[Great Britain -- Politics and government -- 1642-1649.](#)

Location: [Stacks \(A-V 3rd floor, H-FS 4th, PT-Z 5th\)](#)  
 Call Number: [E209 .P83 1999](#)  
 Status: [Not checked out](#)

## Requesting a Copy Using Interlibrary Loan

If no copy is available from another UW Library, request the book through the Interlibrary Loan.



**The cousins' wars :**  
religion, politics, and the triumph of Anglo-America /  
Kevin P Phillips  
1999  
English Book xviii, 707 p. : ill., maps ; 25 cm.  
New York, N.Y. : Basic Books, ; ISBN: 0465013694

GET THIS ITEM

Access: <http://www.h-net.org/review/hrev-a0b1q8-aa>

Availability: Check the catalogs in your library.

- Libraries that Own Item: [Worldwide: 1199](#)
- [Search the catalog at your library](#)
- [Request This Item](#)

External Resources: [Place an ILL request](#)

FIND RELATED

More Like This: [Search for versions with same title and author](#) | [Advanced options...](#)

Find Items About: [Phillips, Kevin P.](#) (6)

Title: **The cousins' wars :**  
**religion, politics, and the triumph of Anglo-America /**

Author(s): [Phillips, Kevin P.](#)

Publication: New York, N.Y. : Basic Books,

Year: 1999

To make an Interlibrary Loan request.

1. Click the request this item link
2. Login in the ILLiad system with your 16 digit Code and last name. (ILLiad will fill out the book request form for you)

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


[Logon to ILLiad](#) [Click logon button once.](#)

## SECTION 2: ELECTRONIC RESOURCES

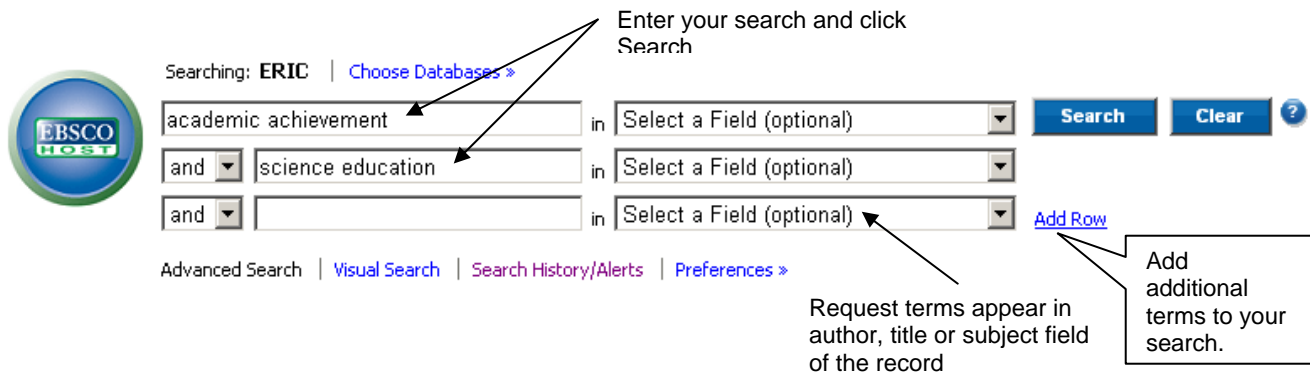
### ERIC via EBSCO

#### Getting Started

1. Select ERIC-Ebsco from the List of Library Search Tools
2. ERIC will open a search screen

#### Doing a Search

*This search looks for the search terms anywhere in the record. A single word or phrase may be used.*



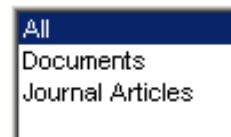
The screenshot shows the EBSCO search interface. At the top left is the EBSCO logo. The search bar contains the text "academic achievement" followed by "and" and "science education". Below the search bar are three dropdown menus, each labeled "Select a Field (optional)". To the right of the search bar are "Search" and "Clear" buttons. Below the search bar are links for "Advanced Search", "Visual Search", "Search History/Alerts", and "Preferences". Annotations include: "Enter your search and click Search" pointing to the search bar; "Request terms appear in author, title or subject field of the record" pointing to the dropdown menus; and "Add additional terms to your search." pointing to the "Add Row" link.

#### Limiting to ERIC Journals or Documents

ERIC contains two differing types of materials. ERIC Journals (published articles) and ERIC Documents (unpublished papers, handbooks and other materials provided on Microfiche and as PDF fillies through the EDRS Service)

Use the Journal or Document box located in the Limiter menu to limit your results to either Journals or Documents.

#### Journal or Document



The screenshot shows a dropdown menu with the following options: "All", "Documents", and "Journal Articles".

#### Using the ERIC Thesaurus

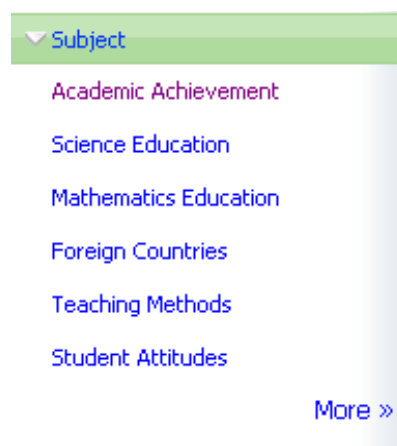
*Thesaurus Search allows you to search ERIC's list of descriptors. You may select as many as you wish and ERIC will list all the citations, which contains at least one of the descriptors.*

1. Click the Thesaurus Search Button at the top of the screen.
2. Enter your search in the second box and click the Browse Button to the right.
3. ERIC will move down its list of subjects to match your term. Click the term to see its full record.
4. Select your terms by clicking the box to the left of the subject. Your term will appear in the first box.
5. Click the Search Button.

## Using Subject Heading/Descriptors

When you perform a search, Ebsco ERIC produces a list of the ten most common ERIC Descriptors found in your result list. These terms can be used to narrow and expand your search results.

- If one of your search terms appears in the list click it. It will remove articles that include the word, but do not really discuss the topic.
- Check to see if EBSCO ERIC provides an alternative term to any of your search terms (Ex Academic Achievement instead of Academic Success.) This will usually locate more materials on your topic.
- Use the list as a quick way to cut down large results by selecting additional search terms.



## Looking at the Results

Click on the title to view the full record

[Are In-Class Peer Leaders Effective in the Peer-Led Team-Learning Approach?](#)

. By: Schray, Keith; Russo, M. Jean; Egolf, Roger. Journal of College *Science Teaching*, v38 n4 p62-67 Mar 2009. (EJ838348)

Database: ERIC

[Add to folder](#)

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

Click Add to Folder to place citations and articles in Your Folder.

[Engaging College Science Students and Changing Academic Achievement with Technology: A Quasi-Experimental Preliminary Investigation](#)

. By: Carle, Adam C.; Jaffee, David; Miller, Deborah. Computers & *Education*, v52 n2 p376-380 Feb 2009. (EJ823132)

Database: ERIC

[Add to folder](#)

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

Indicates an ERIC Journal

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

[Academic Competitiveness and SMART Grant Programs: First-Year Lessons Learned](#)

. By: Choy, Susan P.; Berkner, Lutz; Lee, John. US Department of *Education*. 2009 182 pp. (ED504171)

[Full Text from ERIC](#)

Database: ERIC

[Add to folder](#)

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

Indicates an ERIC Document. Most Ed are available online through the EDRS. Older materials can be found on microfiche at Polk Library

## Printing/Email/Saving

These icons should appear at the top items record

Format article or citation for printing

Format article or citation to save to a disk

Export items to citation software

Email article or citation

Format item for citing Citations done this way will need to be edited

Place selected materials in a folder for further use To access materials Your Folder see the instructions below

## Using Your Folder

1. Click the folder icon at the top of the screen
2. At the next page, select the materials for the folder you wish to keep. You must select your materials be for proceeding to the next step
3. Select the option you wish to use
4. In the Print and Save features, Ebsco will format the materials for print or saving, removing any unneeded graphics. When emailing Ebsco will ask for your email address

## SECTION 2: ELECTRONIC RESOURCES

### PsycINFO via EBSCO

1. Select PsycInfo from the List of Library Search Tools
2. PsycInfo will open at a search screen.

### Doing a Search

Searching: **PsycINFO** | [Choose Databases >](#)

Suggest Subject Terms

Enter your search

bipolar in Select a Field (optional) **Search** **Clear**

and treatment in Select a Field (optional)

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

[Advanced Search](#) | [Visual Search](#) | [Search History/Alerts](#) | [Preferences >](#)

Use the IN box to search title, author, subject, or ISSN number

### Using Field Limiters

Field Limiters are a simple way to more effectively search complex databases like PsycInfo. This tells the index the term must appear in that field of the record. For Example selecting journal article in the Publication Type box will tell the index journal article must appear in the Publication Type (PT) field, eliminating any books, chapters, dissertations from your results.

**Published Date from** Month: [ ] Year: [ ] to Month: [ ] Year: [ ]

**Publication Type** All | All Journals | Peer Reviewed Journal | Peer-Reviewed Status-Unknown

**Age Groups** All | Childhood (birth-12 yrs) | Neonatal (birth-1 mo) | Infancy (2-23 mo)

**Intended Audience** All | General Public | Juvenile | Psychology: Professional

**References Available**

**Publication Year from** [ ] to [ ]

**Peer Reviewed**

**Publisher** [ ]

**English**

**Language** All | Afrikaans | Arabic | Bulgarian

**Population Group** All | Human | Animal | Male

**Document Type** All | Abstract Collection | Bibliography | Chapter

**Methodology** All | CLINICAL CASE STUDY | EMPIRICAL STUDY | -Experimental Replication

Search a year range or a specific month

Limit to a variety of publication types including Journal Article, All Books, Edited Book, Chapter and Peer Reviewed Journal

Age Groupings  
Childhood (birth-12 yrs)  
Neonatal (birth -1 mo)  
Infancy (1-23 mo)  
Preschool Age (2-5 yrs)  
School Age (6-12 yrs)  
Adolescence (13-17 yrs)  
Adulthood (18 yrs & older)  
Young Adulthood (18-29 yrs)  
Thirties (30-39 yrs)  
Middle Age (40-64 yrs)  
Aged (65 yrs & older)  
Very Old (85 yrs & older)

Locate items that include the article's reference list

Limit to human, animal, male, female, inpatient and outpatient

## Refining your Search

When you perform a search, Psycinfo produces a list of the ten most common Subject Headings found in your result list. These terms can be used to narrow and expand your search results.

- If one of your search terms appears in the list click it. It will remove articles that include the word but is not really about the topic
- Check to see if Psycinfo provides an alternative term to any of your search terms (Ex Testing instead of Assessment.) This will usually locate more materials on your topic.
- Use the list as a quick way to cut down large results by selecting additional search terms.

## Reading the Record

[Antimanic efficacy of retigabine in a proposed mouse model of bipolar disorder.](#)

Dencker, Ditte; Husum, Henriette; Behavioural Brain Research, Vol 207(1), Feb 11, 2010. pp. 78-83. [Journal Article]

Database: PsycINFO

[Add to folder](#) | [Cited References: \(31\)](#)

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

**Journal Article**, Use the Get Full Text to check if the article is available electronically, in print or to make an interlibrary loan request

[Multiphase treatment strategy for bipolar disorders.](#)

Ketter, Terence A.; Wang, Po W.; Culver, Jenifer L.; *in*: Handbook of diagnosis and **treatment of bipolar disorders**. Ketter, Terence A. (Ed.); Arlington, VA, US: American Psychiatric Publishing, Inc., 2010. pp. 69-81. [Chapter]

Database: PsycINFO

[Add to folder](#) | Relevancy:  | [Cited References: \(30\)](#)

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

**Book Chapter**, Using the title of the book the chapter appeared in, Check Badgercat. Disregard the Get Full Text box

[Handbook of diagnosis and treatment of bipolar disorders.](#)

Ketter, Terence A. (Ed.); Arlington, VA, US: American Psychiatric Publishing, Inc., 2010. xiv, 754 pp.

Database: PsycINFO

[Add to folder](#) | Relevancy:  | [Cited References: \(13\)](#)

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

**Book**, Use BadgerCat to find this item. Disregard the Get Full Text box

[Recovering from recovery: The temporal management of disorder identity careers.](#)

Howard, Jenna; Dissertation Abstracts International Section A: Humanities and Social Sciences, Vol 70(3-A), 2009. pp. 1038. [Dissertation]

Database: PsycINFO

[Add to folder](#)

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

**Dissertation**, Request item through interlibrary loan. Disregard the Get Full Text box

# Printing/Email/Saving

PSYCINFO 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.

## Using Cited References and Times Cited

PsycInfo provides easy cross referencing to entries reference lists and to other items that have referenced a particular record, allowing you to locate older and newer research on a similar topic

### Using Cited References

[Predicting spoken language level in children with autism spectrum disorders.](#) 

Stone, Wendy L.; Yoder, Paul J.; Autism, Vol 5(4), Dec, 2001. Special issue: Early interventions. pp. 341-361. [Journal Article]


Database: PsycINFO

 [Add to folder](#) | [Cited References: \(68\)](#) | [Times Cited in this Database: \(43\)](#)

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

Cited Reference provides access to entries' reference lists, and provides access to materials that are also included in Psycinfo.


ALLEN, M., & YEN, W. (1979) 'Strong True-Score Theories and Latent Trait Models', in Introduction to Measurement Theory, pp. 239-72. Monterey, CA: Brooks/Cole. Citation  
Database: PsycINFO References

 [Add to folder](#) | Times Cited in this Database: (1)

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

ALWIN, D. F. (1984) 'Trends in Parental Socialization Values: Detroit, 1958-1983', American Journal of Sociology90: 359-81. journal Citation


Database: PsycINFO References

 [Add to folder](#) | Times Cited in this Database: (1)

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

American Psychiatric Association. (1994) Diagnostic and Statistical Manual of Mental Disorders4th edn. Washington, DC: APA. book Citation

Database: PsycINFO References

 [Add to folder](#) | Times Cited in this Database: (2192)

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

### Using Times Cited

[Predicting spoken language level in children with autism spectrum disorders.](#) 

Stone, Wendy L.; Yoder, Paul J.; Autism, Vol 5(4), Dec, 2001. Special issue: Early interventions. pp. 341-361. [Journal Article]

Database: PsycINFO

 [Add to folder](#) | [Cited References: \(68\)](#) | [Times Cited in this Database: \(43\)](#)

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

Times Cites allows access to materials which have cited the entry. Useful for locating newer research.

[The effects of intellectual functioning and autism severity on outcome of early behavioral intervention for children with autism.](#) 

Ben-Itzhak, Esther; Zachor, Dvora A.; Research in Developmental Disabilities, Vol 28(3), May-Jun, 2007. pp. 287-303. [Journal Article]

Database: PsycINFO

 [Add to folder](#) | [Cited References: \(50\)](#) | [Times Cited in this Database: \(17\)](#)

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

[The Social Communication Assessment for Toddlers with Autism \(SCATA\): An instrument to measure the frequency, form and function of communication in toddlers with autism spectrum disorder.](#) 

Drew, Aurioi; Baird, Gillian; Taylor, Emma; Milne, Elizabeth; Charman, Tony; Journal of Autism and Developmental Disorders, Vol 37(4), Apr, 2007. pp. 648-666. [Journal Article]

Database: PsycINFO

 [Add to folder](#) | [Cited References: \(65\)](#) | [Times Cited in this Database: \(4\)](#)

 [PDF Full Text](#)

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

## SECTION 3: INTERNET RESOURCES

# Locating & Evaluating Internet Information

**Virtual Libraries-** group web sites grouped by subjects. The web sites listed are most often reviewed by someone before being included.

Internet Public Library  
<http://www.ipl.org/>

**Subject Directories-** group web sites by subject categories, similar to Virtual Libraries. The links are usually not evaluated before being added.

Yahoo  
<http://www.yahoo.com>

LookSmart  
<http://search.looksmart.com/>

**Search Engines-** Also called "spiders" or "crawlers", search engines constantly visit web sites on the internet in order to create catalogs of web sites. Usually contain many more sites than the virtual libraries or subject directories. Search Engines do not index web sites by subject, rather each word on page is indexed, thus results can sometimes be misleading.

- Enter phrases in quotes. Ex "Green Bay Packers"

Google  
<http://www.google.com>

Altavista  
<http://www.altavista.com/>

**Meta-Search Engines** -sites that allow you to input your search once and retrieve results from numerous search engines. Using one of these can save you time, however, you will lose the advantage of some advanced searching capabilities that Search Engines now offer when searched individually.

DogPile  
<http://www.dogpile.com/>

<http://www.metacrawler.com/>

Meta Crawler

	Criteria	What does it mean?
<b>Who</b>	Who wrote the content and what are his/her credentials?	<ul style="list-style-type: none"> <li>• Does the author provide contact information?</li> <li>• Authors can be an organization or government agency</li> <li>• Know the difference between an author and a webmaster.</li> </ul>
<b>What</b>	What is contained in the site and is it complete?	<ul style="list-style-type: none"> <li>• Is it an abstract or a complete article?</li> <li>• Does it require payment for additional information?</li> </ul>
<b>Where</b>	Where is the site located?	What is its domain or sponsor? <ul style="list-style-type: none"> <li>• .Edu-Education</li> <li>• .Org-Organizations</li> <li>• .Gov-Federal Government</li> <li>• .Com-Commercial</li> <li>• .Net-Network</li> </ul>
<b>When</b>	When was it last updated?	<ul style="list-style-type: none"> <li>• Does it have a copyright date?</li> <li>• Are the links updated</li> <li>• Is the page automatically updated?</li> </ul>
<b>Why</b>	Why was it published	<ul style="list-style-type: none"> <li>• To inform</li> <li>• To sell</li> <li>• To persuade</li> <li>• Try to locate a page's "mission statement" or "about us"</li> </ul>
<b>How</b>	How accurate is the information?	<ul style="list-style-type: none"> <li>• Can the information be confirmed using other sources?</li> </ul>

# SECTION 4: PUTTING IT TOGETHER

## 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

Article available online from another periodical index

[Refine or alter criteria](#)

**You searched for:**

Article: A Doctor, But Whose?  
 Author: LEVIN, YUVAL  
 Journal: National review (New York)  
 ISSN: 0028-0038      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	
<a href="#">Article</a>	<a href="#">Journal</a>	01/17/1975 - present	Academic Search Complete
<a href="#">Article</a>	<a href="#">Journal</a>	06/01/1998 - present	LexisNexis Academic
	<a href="#">Journal</a>	v. 2 (1955) - v. 4 (1957), v. 10 (1961), v. 14 (1963) - present	Polk Library Print Collection: <a href="#">click for details</a>

**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) -

### 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** 0193-953X  
If given will speed request processing

**Article Author** Berkowitz, Robert

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

**Cancel After Date** 02/20/2006  
(format: MM/DD/YYYY)

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.***

## SECTION 4: PUTTING IT TOGETHER

### Locating Materials from a Bibliography

Utilizing a useful article's bibliography or references list can be a very efficient way to locate more materials on your research topic.

#### To Start

Determine if the item is an article, book or book article. Depending on the type of materials you will use different strategies to locate the material

The examples below will help you determine what you are looking for and how to locate it.

#### Journal Article

Smith, S., Boone, R., & Higgins, K. (1998). Expanding the writing process on the web. *Teaching Exceptional Children*, 30(5), 22-27.

- To find your article you will first need to determine if Polk Library has access to the journal in which your article was published in either an online or print format.
- The Journal name is usually in Italics followed by a volume and page number
- Use the "Know the name of a specific journal and want to know if we get it?" search located on the Polk Library home page.
- If journal is not available online or in print, request the article from Interlibrary Loan

Know the name of a specific journal and want to know if we get it?

Title begins with

Journal available online. Click the link to the journal. Most programs will allow you to go to the year and then the issue in which your article appeared.

Library has the Journal in print. If the article is not available online, it can be request from the library's Interlibrary Loan services

**Teaching exceptional children** (0040-0599)  Peer Reviewed  
 from 01/01/2001 to present in [Academic Search Complete](#) and [Education Research Complete](#)  
 from 2005 to present in [Periodical Abstracts](#)  
 from v. 1 (1968) to present in [Polk Library Print Collection: click for details](#)  
 from 01/01/2001 to present in [Professional Development Collection](#)

#### Books and Book Chapters

- Book and book chapter citations will include a city and publisher at the end of the citation.
- When locating book chapters search for the book it appeared in.
- Use the BadgerCat program to determine where the item is available.
- If the book is available from an UW library, Universal Borrowing can be used to have the item sent in an UW library in your area. (See page 12)
- Books not available through the UW System can be request using Interlibrary Loan. (See page 12)

#### Book Citation

Freed, M. (1989). *The educators desk reference: A sourcebook educational information and research*. New York: Macmillan Pub. Co.

#### Book Chapter Citation

Block, J. S., Weinstein, J., & Steiz, M. (2005). School and parent partnerships in the preschool years. In D. Zeiger (Ed.), *Autism spectrum disorders: Identification, education, and treatment* (3rd ed.). Mahwah, NJ: Lawrence Erlbaum Associates Publishers.

## SECTION 4: PUTTING IT TOGETHER

### LOCATING PRINT AND ONLINE ARTICLES IN POLK LIBRARY

#### 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.

The screenshot shows the Polk Library website interface. On the left, there are sections for 'Find Books', 'Find Course Reserves', and 'Find Videos'. The main area is 'Find Articles', which includes search options like 'Academic Search Elite', 'Find articles by subject', and 'List of Library Search Tools'. A callout box highlights the 'Know the name of a specific journal and want to know if we get it?' section, showing a search for 'Journal of special education (0022-4669)'. The callout box contains the following text:

**Journal of special education (0022-4669)**  
 in Polk Library Collection: click to check print holdings  
 from 03/01/1975 to present in Academic Search Premier and Professional Development Collection  
 from 03/01/1984 to present in MasterFILE Premier  
 from 01/01/1996 to 12/01/2007 in Education Full Text and Wilson OmniFile: Full Text Mega Edition

Annotations on the page include:
 

- An arrow pointing to the 'Journal of special education' entry with the text: 'Available in print at Polk library, see page 26 for more information'.
- An arrow pointing to the 'Academic Search Premier and Professional Development Collection' entry with the text: 'Available online. Make sure to select a database that includes the date of your article.'

#### Locating Articles from an Online Source

1. Search the Know the Name of a Specific Journal option 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, Science Direct, 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 then 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. Items can require a large amount of memory and can be time consuming to download 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

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

# Using Interlibrary Loan (ILL) & Universal Borrowing (UB)

## What to know about Interlibrary Loan and Universal borrowing?

- Login into ILL and UB using the 16 digit number at the top of your Titan Card and your last name
- UB allows you to request books and audio visual materials available at other UW system libraries
- Articles from magazines and journals can not be requested using UB
- ILL receives and lends articles or books not available at Polk or from other UW Libraries
- ILL is the only way to request articles not available in print or electronically at Polk Library.
- Notification of materials are sent to your university email



## Important Interlibrary Loan Facts

- Interlibrary Loan is also referred to as ILLIAD
- Graduate and distance Education Students have the option of requesting ILL to scan and send articles available in print at Pole k Library.
- Most ILL article requests usually take 3-5 business day. Books may take 1-2 weeks
- Articles can be accessed electronically through your Illiad account, Books can be picked up at Polk Library's Check out /Reserves desk
- ILL Requests can be done directly through the Get Full Text function (articles) or using BadgerCat (books).
- Whole issues of periodicals, videos and sound recordings cannot be requested. Videos and Sound recordings can be requested through Universal Borrowing.
- Reference Librarians can answer general questions concerning ILL. Other questions will be directed to the ILL Department itself. ILL is open Monday -Friday 7:45-4:30 and is closed on the weekends.

## Important Universal Borrowing Facts

- Check out most materials for **28** days but they may not be able to be renewed. Videos and curriculum materials circulate for **14** days.
- Pick up and return materials at any UW System campus library.

## Checking your Requests

To track the status of your request...

1. Log on to **Your Record** from the Polk Library Catalog menu.
  2. Enter your 16-digit Titan card number and last name.
  3. Locate the section entitled **Request Information**.
- *Materials generally arrive within 1 to 5 days.*
  - *Check your record frequently to determine if your materials are available to be picked up. A notice will also be emailed to your UW email account.*

## SECTION 4: PUTTING IT TOGETHER

### Citing your Material (APA STYLE)

#### Online Citation Information

**KnightCite - Automatic Citation Creator- <http://webapps.calvin.edu/knightcite/index.php>**

Interactive web tool from Calvin College. Helps you produce citations for books, articles, web pages, etc. Plug in your info and it will create citations for you in APA, MLA or Chicago style.

**Landmark Citation Machine- <http://citationmachine.net/>**

Interactive web tool that helps you produce reference citations for books, articles, interviews, web pages, internet magazine articles and more! Plug in your info and it will create citations for you in APA or MLA format.

**Assembling a List of Works Cited in Your Paper**

**[http://www.lib.duke.edu/libguide/cite/works\\_cited.htm](http://www.lib.duke.edu/libguide/cite/works_cited.htm)**

Nice site from Duke University Libraries that helps you build citations for books, articles from databases, websites, interviews & more in MLA, APA, Chicago or Turabian style.

#### Print Information

*Publication manual of the American Psychological Association (6th Ed.).* (2010)  
Washington, DC: American Psychological Association.

## EXAMPLES

### BOOK

Freed, M. (1989) *The educators desk reference: A sourcebook sducational information and research.* New York: Macmillan Pub. Co.

### JOURNAL ARTICLE

Linek, W., Sampson, M., Gomez, K., Linder, P., Torti, C., Levingston, C., et al. (2009). Middle school alternatively certified science teachers: Resources, teacher choices, and student achievement. *Journal of Educational Research, 102*(6), 403-412.

### ONLINE JOURNAL ARTICLE FOR WITH DOI(Digital Object Identifer) NUMBER

Linek, W., Sampson, M., Gomez, K., Linder, P., Torti, C., Levingston, C., et al. (2009). Middle school alternatively certified science teachers: Resources, teacher choices, and student achievement. *Journal of Educational Research, 102*(6), 403-412. doi:10.3200/JOER.102.6.403-414

### ERIC DOCUMENT

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92\_4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED 346-082)

## SECTION 4: PUTTING IT TOGETHER

### Polk Library Location Guide

#### **Books / Books Oversize**

All items circulate

A-E ..... 2<sup>nd</sup> Floor South  
 F-PN ..... 2<sup>nd</sup> Floor North  
 PQ-Z ..... 3<sup>rd</sup> Floor North

**EMC** ..... 1<sup>st</sup> Floor North

Most items circulate

**Leisure Reading** ..... 2<sup>nd</sup> Floor North

Most Items circulate

**Reference** ..... 1<sup>st</sup> Floor South

Nothing circulates.

**Government Information** ..... 3<sup>rd</sup> Floor South

Most items circulate

**Reserves** ..... 1<sup>st</sup> Floor North

**Closed Stacks/Archives** ..... 3<sup>rd</sup> Floor South

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

#### **Periodicals**

Nothing circulates

Current Issues ..... 1<sup>st</sup> Floor South  
 Bound Volumes ..... 2<sup>nd</sup> Floor South  
 Microforms ..... 1<sup>st</sup> Floor North

#### **Newspapers**

Nothing circulates

Current (current and previous month) ... 1<sup>st</sup> Floor South  
 Back Issues (microforms) ..... 1<sup>st</sup> Floor North

### Library of Congress Classifications

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