

# Off Campus Library Services Library Resource Guide

Indiana Wesleyan University

College of Adult and Professional Studies

School of Nursing: Post Licensure

School of Nursing: Graduate Studies

Graduate Counseling

Wesley Seminary of IWU

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For Library Reference Help Call:  
1-800-521-1848  
or  
[Email](#)

For Information Related to Adult and Professional Studies, School of Nursing, or the  
Seminary call:  
1-800-621-8667  
or  
FAX 765-677-2380

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## RESEARCH PROCESS

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Research style is a matter of personal preference, but if you keep in mind what has been done and what still needs to be done, you can organize your time more efficiently. The basic steps in the research process are:

1. Define your search topic.
2. Gain a general overview and perspective.
3. Decide how your topic should be searched - the reference tools, indexes, and subject headings needed.
4. Locate references to likely documents.
5. Locate the documents.
6. Quickly read through the documents to gauge their usefulness to you.
7. Read and take notes on your selected sources.
8. Repeat steps two through seven if a new topic has occurred to you in your research.

Go to the library with a definite purpose in mind. Know which topic you intend to work on and what tasks you hope to accomplish. Take with you all the materials you will need—supplies, previous notes and lists of materials you plan to check.

Without getting completely off course, taking a little extra time to scan "marginal" materials may turn up valuable new leads for you. This may involve reading titles on the shelves or trying a few extra index terms. If you have selected a journal issue for a specific article it contains, you might glance at the other articles in the issue. Journal issues are frequently organized around a theme-of-the-month, so that other articles may also be of interest to you. Many times articles or books have bibliographies that can lead to other related items on the same topic.

If you are lost, confused, frustrated, or cannot find something you want, don't hesitate to ask for help from a librarian or call IWU's Off Campus Library Services (1-800-521-1848).

Evaluate your results as you go. Are your chosen subject headings getting you the type of citations you want? Does your source cover your topic well enough? Is it easy to use? No one source or book is necessarily the right one. If you are not getting the information you want from it, keep looking.

Once you have defined the information you want and selected a subject index to search, look for your topic first. If this gets you little or no information, then think of a broader subject heading or a more general topic to search or other terms related to your topic. If you have trouble finding your subject in the index, then ask a librarian to help you.

Take careful and complete notes. The best time to get the full citation to a book or journal article is the first time you encounter it, usually in the catalog or in a periodical index. You may need this citation for more than your References list. For instance, if you have trouble locating the document, you may have to turn your citation over to a librarian or research service to find it for you. It will slow their work considerably if they have to correct or complete the information you give them.

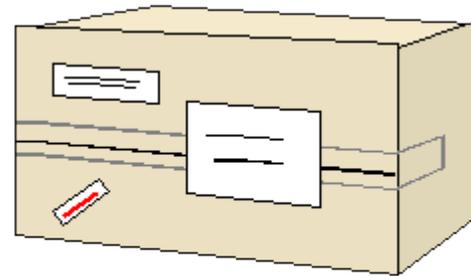
Make sure any quotations are accurate and you have the correct citation. Know what writing style and be sure you have all necessary information for the bibliography before leaving the library. Most of the IWU AGS programs use APA writing style.

If you use internet websites be sure that you have all the information about the web page that you will need for the writing style you will be using. Just keep in mind that web pages do disappear! You may not be able to find a web page you just located last week.

If you make use of symbols or abbreviations in your notes, be sure that they are not ambiguous and that you will remember their meanings days later when you are writing your report.

Be sure to get the information you need for writing your paper to give proper credit to the original author/s. Plagiarism is a serious mistake and at the college level is not acceptable. Refer to an English writing handbook for information about plagiarism. Know what Indiana Wesleyan University says about plagiarism.

If you cannot locate a book or article, you should call OCLS at IWU (1-800-521-1848 or in the Marion area, 677-2682) to try to get it through interlibrary loan (ILL). Most libraries use interlibrary loan. It is a national service where a library may request to borrow materials from another library. This service is provided for you by OCLS. It may take from a couple of days to two weeks from the date of your request until the IWU library receives the material. However, we can sometimes get articles electronically in a couple of days. If you have a deadline after which the material is no longer useful, be sure to indicate this to the staff. They can also tell you if there is a possibility of getting the information at a library close to you.



You can also register for your own Interlibrary Loan account. This allows you to submit your own requests and monitor the progress of your request(s). Go to: <http://www.indwes.edu/ocls> >> click on: Interlibrary Loan, under OCLS Tools. The first time, click on Create a New Account. From then, on, you can simply log in with your own credentials. You should use your university assigned email address.

## RESEARCH RESOURCES

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You may find the following pathfinder useful as a model for helping you to do research and organize your material in preparation for writing or presenting your research. Use the following as a guide. Not every resource mentioned will be appropriate for every topic; however, many times students do not think to include resources such as oral interviews, associations, internet, etc.

TOPIC SCOPE: Give a brief, factual statement of the topic you plan to research.

INTRODUCTION: List a source with the bibliographic information that gives an overview of your topic.

SUBJECT HEADINGS: List some subject headings from Library of Congress Subject Headings or a periodical index that will be useful for your research.

BOOKS: List books from the library's catalog that were found using the subject headings listed above. Use proper bibliographic format for the documentation style you would be using to write the paper later.

REFERENCE BOOKS: List reference books that have useful information for your topic. Use proper bibliographic format.

ARTICLES: List articles which you located, using subject headings from above for your topic. Use appropriate bibliographic format.

INDEXES: What index(es) were used?

ASSOCIATIONS: Identify an association that might be pertinent to your topic. You may need to be creative. What is the phone number and address of this association?

GOVERNMENT AGENCIES: Identify a government agency that could provide information for your topic.

INTERNET: Identify Internet resources that could provide information for your topic. Include the Internet address.

RELATED TOPICS: Sometimes after preliminary research, you will need to redefine the topic, or the research uncovers an area that seems more interesting. List three subtopics or related topics that you could research as a result of your initial research.

SEARCH CONCEPT: List search statements that you could use for researching your topic.



**RESEARCH COMMENTS:** List any problems you encountered while doing this preliminary research that might impede your ability to write a good paper.

## READING A CITATION

Reading a citation from a library catalog or periodical index takes some orientation. Knowing how to interpret the information you see and pull from it what is needed for your References list (APA writing style) will make that whole process easier. Some of the information is needed and some of it is superfluous. Here is a quick guide to interpreting citations from our library book catalog and periodical indexes.

### BOOK EXAMPLE FROM AN ONLINE CATALOG

Author **Trompenaars, Alfons.** **Author**

Title **Servant-leadership** across cultures : harnessing the strength of the world's most powerful management philosophy / Fons Trompenaars and Ed Voerman **Location of publisher; publisher; copyright**

Pub Info New York : McGraw-Hill, c2010.

Copies	LOCATION	CALL #	STATUS
	Circulating	<b>658.4092 T752S</b>	DUE 01-04-11
	Collection		

**Title of book**

Descript xv, 192 p. : ill. ; 23 cm.

Bibliog. Includes bibliographical references and index.

Contents **Servant-leadership**: in a nutshell. A universal given -- From a power to a service model -- Culture clashes -- Core qualities -- **Servant leadership** in the intercultural practice. Dilemma 1: leading versus serving -- Dilemma 2: rules versus exceptions -- Dilemma 3: parts versus the whole -- Dilemma 4: control versus passion -- Dilemma 5: specific versus diffuse -- Dilemma 6: short term versus long term -- Dilemma 7: push versus pull -- Getting started with **servant-leadership**: a systematic approach -- Can we measure integrity? -- Benchmarking **servant-leadership**. **Call # and status information**

Subject **Servant leadership.** **Subject headings**

Add Author **Voerman, Ed.**

ISBN 9780071664356 (alk. paper)  
0071664351 (alk. paper)

**No. of pages**

**Notes about the book.**

From the IWU Library catalog

### ARTICLE EXAMPLE FROM A JOURNAL DATABASE:

Online journal indexes or databases provide *indexing* for articles. This allows you to find all the articles that are available in a multitude of journals and newspapers that are relevant to your subject. By doing a subject search in the index, e.g. Business Source Complete or CINAHL Complete you will get a result list of all the articles that match your search.

Most of the databases that IWU provides also include full text or the full content of the article. However, not *all* articles indexed in these databases are also available full text! Some publishers don't allow the database vendors access to their full text. The publishers will allow the indexing so you know that the article exists but not the content. Then to get the article you have to request it from OCLS. IWU may have access to the journal, e.g. a paper subscription or they may have to use a library-wide system called, interlibrary loan. OCLS can request your article from other libraries that do have it. This system can usually be accomplished in 2-14 days (more time for books and less time for articles). You have to have that kind of a timeframe available. IWU provides a search tool that is specific to IWU that will show if a journal is available full text any place at IWU and the dates of availability. With some titles, some years may be available in paper only; from a database or both. The search tool gives you this information. It is available as follows:

<http://www.indwes.edu/ocls> >> Journal Titles (under Key Links) >> Enter your last name and your Library Access Number >> type in the needed journal title. Then follow the links to get down to the article level needed.

Below is a graphic of what a database citation might look like. Keep in mind that each vendor may display their information differently. None are in any kind of a writing style.

4. **Moderating Affect of Workplace Spirituality on the Relationship of Job Overload and Job Satisfaction.**

By: Altaf, Amal; Awan, Mohammad. Journal of Business Ethics. Nov2011, Vol. 104 Issue 1, p93-99. 7p. 1 Diagram, 8 Charts. DOI: 10.1007/s10551-011-0891-0.

With the increase in market competition and dynamic work environment, work overload seems to have become a common issue suffered by almost every employee. Overload usually results in not only poo...

Subjects: JOB satisfaction; EMPLOYEES -- Attitudes; JOB stress; CORPORATE culture; QUALITY of work life; WORK -- Sociological aspects; JOB enrichment; RELIGION in the workplace; INDUSTRIAL psychology; WORK -- Psychological aspects; SPIRITUALITY; CONDUCT of life

Database: Business Source Complete

Add to folder Cited References: (22)

PDF Full Text (1.6MB)

**Example from Business Source Complete**

If you used the journal search tool to locate this article because you found this citation in something you were reading and you wanted to locate the full article, you can find it as follows:

Titles

Search

Subjects

Index

About This Site

Browsing: **Journal Title Search**

journal of business ethics

Search

Contains  Begins With  Exact Match

[Return to full title list](#) | [Advanced search](#)

Titles where title name begins with 'journal of business ethics': 4

### Journal of Business Ethics

[ABI/INFORM Global](#) 1987 to present

[Business Source Complete](#) 1982 to present

[IWU Jackson Library Microfilm](#) Your Access: 1/1/1988 - 12/31/1989

[IWU Jackson Library Print Journals](#) Your Access: 1/1/1985 - 12/31/2010 View [catalog](#) for detailed holding information

Resource Type: Journal

ISSN: 0167-4544 Online ISSN: 1573-0697

Publisher: Springer Science+Business Media B.V.

Subject: [Social Sciences -- Commerce -- Business](#)

Tells you where full content is available at IWU. Link on any with the needed date. Note that any that say IWU Jackson..., you will need to request them through OCLS. Their format is paper or microfilm.

**Example from the Journal Search Tool to identify where full content is available at IWU**

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## REMOTE ACCESS FAQ

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You have access to a lot of the materials available in the Jackson Library in Marion, through your internet connection and your Library Access Number (LAN). Your Library Access Number is usually sent to you at the start of a new degree program. Should you not have one or have misplaced it, you can call or email OCLS to have yours given to you. Please use your @MYEMAIL.INDWES.EDU email address to request via email.

Here are some questions that you may have as an IWU student.

***How do I connect to the library home page?***

In the browser software go to: <http://www.indwes.edu/ocls> You are now connected to the Off Campus Library Services home page.

<p><b>What if I can't make the connection to the catalog or library databases?</b></p>	<p>A few areas to troubleshoot are: 1) At times we experience periods when the Internet connection to the university web page is not available. Try again later. 2) Be aware that depending on your service provider, there may be periods of the day when Internet connections are not available or extremely slow. 3) Be sure you typed the URL correctly. We provide a troubleshooting page from the OCLS web site. <a href="http://www.indwes.edu/ocls/info.html">http://www.indwes.edu/ocls/info.html</a></p>
<p><b>How do I search the catalog (books, videos, etc?)</b></p>	<p>From the above link, click on <b>Library Catalog (under Books)</b>.</p> <ul style="list-style-type: none"> <li>• Use the dropdown depending on whether you want to search for a specific title, author, or subject heading. The default search is keyword.</li> <li>• Advanced Search (left hand side) allows you more options for searching.</li> </ul>
<p><b>How do I search for journal articles?</b></p>	<p>IWU gives students access to many journal indexes. Because they are provided by a variety of vendors, there are different means of accessing them. The search interface and screens can also vary and the ability to view full text articles does vary. For the majority of students your Library Access Number will give you the needed access. It is the 14-digit number emailed to you at the beginning of your degree program.</p> <p>Journal databases are subscription based resources. Therefore, it is necessary to restrict access to only IWU current students and faculty.</p>
<p><b>What if I want more specific information for my subject area?</b></p>	<ul style="list-style-type: none"> <li>• Use the topical listing of databases provided when linking from the <b>More</b> option under Article Databases from the OCLS home page. Request the program specific guide for your classes from <a href="#">OCLS</a>.</li> </ul>

<p><b><i>How do I know what journals IWU takes or will everything I find be available?</i></b></p>	<p>IWU provides a search tool that allows you to search our database of journal holdings. Choose the <b><i>Journal Titles (under Key Links)</i></b> link from the OCLS home page. This search interface allows you to enter a title to see if/how IWU gives access. This database shows titles that are in Marion, in paper format and titles that are available online via internet access. Links are given to the database(s) that have the online content. [Note, not everything will be available at IWU. Many times items can be obtained using interlibrary loan. However, this can take from a couple of days to a couple of weeks to reach you. If you want to request only items we have, please check the journal holdings search engine.]</p>
<p><b><i>Are any articles available through the databases?</i></b></p>	<p>Yes, through the online databases that are provided for IWU students there are many full text articles available! Each database varies in the way these articles are indicated as full text. If it is not available from IWU databases, OCLS can use Interlibrary Loan to obtain the item.</p> <p>Sometimes you will see a GetIt! Button. This button <i>should</i> redirect you to the database or location where full text is available for that article. Should this malfunction (and sometimes it does) just send OCLS the needed article information, and it can be obtained and emailed to you as a PDF attachment.</p>

## LIBRARY ACCESS NUMBER

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Each student and faculty are provided with a unique number that allows them access to the subscription based resources of Indiana Wesleyan University. This number is generally emailed to your MYEMAIL university address at the start of your degree program. If you did not receive one or have misplaced yours, you can easily request the number from OCLS or you might be able to figure out the number yourself as follows:

Go to: <http://www.indwes.edu/ocls/id.html>

Add your unique 7 digit student ID number that should have come with your registration materials to the existing numbers. As an example of how it works, let us say your student ID number is: 0000010

Click on: Generate Library Access Number

The number generated in the 2<sup>nd</sup> box is your 14-digit library access number.

### Generate your 14-digit Library Access Number (or barcode)

14-digit library access is generated

7-digit ID Number:

Library Access Number:

Your LAN would be, 29224000000102.

Use that number with your last name for the authentication screen to IWU library databases.

## OFF CAMPUS LIBRARY SERVICES (OCLS) FAQ

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Services listed below are available for any current student or faculty that are part of the College of Graduate Studies or College of Adult and Professional Studies.

<b><i>What is OCLS?</i></b>	Off Campus Library Services is your immediate access to library resources for your research needs. Based in Jackson Library at Indiana Wesleyan University in Marion, the OCLS staff is prepared to facilitate your access to library research materials.
<b><i>How do I contact OCLS?</i></b>	The easiest way is by dialing 1-800-521-1848! The phone is answered 8 a.m. to 8 p.m., Mon. – Thurs.; 8 a.m. to 5 p.m., Fri. and 9:30 a.m. to 2 p.m., Sat. (Indiana time). Any other time, a brief

	message may be left on voice mail, mail (LIBRARY-OCLS; 4201 S. WASHINGTON ST., MARION, IN 46953-4999), email ( <a href="http://www.indwes.edu/ocls/oclsform.html">http://www.indwes.edu/ocls/oclsform.html</a> ), text (ocls@indwes.edu) or visit in person. If you call during the above hours and get voice mail it simply means the line is already in use. Please leave a detailed message giving your name, cohort number (e.g. MBA500), information requested, email address or telephone number if a call back is necessary.
<b><i>What if I take classes out of state, i.e. Ohio/Kentucky?</i></b>	You have access to all of the services available to any IWU off campus student. You can also visit your local librarian at the Cincinnati, Cleveland, Columbus, OH, Indianapolis North, Louisville and Merrillville campuses.
<b><i>Can the library supply items from my bibliography?</i></b>	Yes, just call or email your list, and we can send your materials, tell you where you can get it or locate materials in other libraries. If we use Interlibrary Loan, it can take 2-7 days for articles and 7-14 days for books, so please submit your requests as early as possible.
<b><i>What if I don't have a bibliography but need to create one?</i></b>	OCLS Librarians can provide for you custom made steps (Research Guides) for your topic so that you can be successful in locating articles relevant to your research.
<b><i>After I choose articles/sources, how long will it take to get them?</i></b>	Your request will be processed within 1-2 business days. Generally we scan articles and send them to you via email. Books, of course, have to be mailed. OCLS reserves the right to limit the number of articles you receive on any one day.
<b><i>What if I have a "quick" reference question?</i></b>	Our full time OCLS reference librarians will be happy to locate an answer for you if available in reference materials at IWU.
<b><i>What if I live outside of the United States? Can you mail materials to me?</i></b>	We do not mail books and videos from the library collection outside of the United States; however, we will make every attempt to supply equivalent materials that are available electronically from online databases or that can be easily scanned.
<b><i>Who can use the OCLS service?</i></b>	It is available to all presently enrolled College of Adult and Professional Studies; School of Nursing Post Licensure and

	Graduate Studies; Wesley Seminary, and graduate counseling students and faculty.
<b><i>What do I pay for this service?</i></b>	There is no additional charge to get materials to you. However you are responsible for any costs to return items to the library. The cost of Library Rate postage ( <a href="https://www.usps.com/business/library-mail-for-business.htm">https://www.usps.com/business/library-mail-for-business.htm</a> ) is your responsibility. You may return items to any of our regional campuses, i.e. Indianapolis Educational Center, Ft. Wayne Educational Center, Columbus Educational Center, Louisville Educational Center, Cleveland Educational Center, etc. If you do this, it is advised that you also contact OCLS to alert them that this is what you did. OCLS does not have a scheduled courier service between regional locations. Items returned to a center will remain at that site until a courier is available, which may be days or even weeks after you return the item. For a complete list of our Regional Education Centers visit <a href="http://www.indwes.edu/locations/">http://www.indwes.edu/locations/</a>
<b><i>What is available at Education Centers away from the main campus?</i></b>	Some reference materials are available on site. These materials may be used in those buildings. They should not be removed, unless you have the permission of the local librarian. Internet access is available. Via the internet you have full access to the library web page, computerized catalog and databases available to IWU students. Word-processing, spreadsheet, and presentation software are also available. Full time librarians are available at some locations.
<b><i>Can I access the IWU book catalog &amp; library databases from my home/office?</i></b>	Yes, if you have Internet access. Our homepage address is: <a href="http://www.indwes.edu/ocls">http://www.indwes.edu/ocls</a> . Your 14-digit library access number will give you the access you need to library databases.
<b><i>How do I know what journal titles your library has?</i></b>	It is available <a href="#">online</a> through the library homepage. Use our journal title search engine. Available at: <a href="http://80-atoz.EBSCOhost.com.oak.indwes.edu/titles.asp?Id=IWUN">http://80-atoz.EBSCOhost.com.oak.indwes.edu/titles.asp?Id=IWUN</a>

<b><i>Can I use a library in my community instead of IWU?</i></b>	Yes, if you already have borrowing privileges at that library, i.e. a public library. If in doubt, ask OCLS. Many public libraries may not have all the research materials you will need especially if you are a graduate student, but be sure to check out your local library and see what is available. You may be surprised and identify a wealth of information nearby!
<b><i>Are there e-books available for me to view?</i></b>	Yes, there are. They aren't Nook specific or Kindle specific, but they are from e-book vendors that do allow you to view the downloaded books on some supported e-book readers (Kindle seems to be an exception, however). Our current e-book vendors include Ebrary (> 100,000 books; EBSCOHOST e-collection (>120,000 books); TREN (> 7000 books) and others that are religion specific.
<b><i>Is there online media available through OCLS?</i></b>	Absolutely! Through Films on Demand or VAST: Academic Video Online there are thousands of education titles available for you to view online. There is a link from the OCLS home page (under Faculty) and from the Databases page. You should be able to access these with your Library Access Number.
<b><i>What if I need help with APA editing?</i></b>	Although we do not have personnel enough to serve as APA editors, we are more than happy to answer specific APA questions that you might have. We provide some additional helps for APA on the APA Style page (under Key Links).
<b><i>Is there mobile access for my smartphone or tablet?</i></b>	Yes, we do offer that for some of our databases and the library catalog. Contact OCLS and we can give you the specifics as this is a changing area.

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## VISITING A LIBRARY

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As an IWU distance student you may not have ready access to visit physically the Jackson Library on the main campus in Marion, Indiana simply because of your home location. Of course, you do have access to the online library from the university, but you might like actually going to a library. You should identify a library near you that you might be able to utilize. It may be a public library or it might be another academic library.

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## GETTING TO KNOW A LIBRARY

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There are two points to consider when selecting a library in which to do research:

- (1) Will that library have enough information on your topic?
- (2) Will its policies allow you to work easily? (i.e., Are its hours convenient? Will you be allowed to check out materials? Are photocopy facilities available to copy journal articles, etc.?)

The second group of questions can be answered by contacting the library information desk. But to answer the first question, you must consider where you are in your research work and what needs to be accomplished that day. There are probably several types of libraries in your vicinity, any one of which may serve your purpose for a given assignment.

Public libraries have the advantages of local access, ease in getting a library card and checking out materials. Because it is meant to serve all community information needs, its collection (unless it is a large metropolitan or county library) is likely to give general coverage to all topics and "in-depth" attention to few. The basic reference books, check out materials, journal indexes and journals are contained there and could be used to begin your research. Most libraries now have computerized databases available as well as access to the Internet. Each library governs these resources differently, (i.e. limited time on the computers, charges for printing, etc.).

Every community college and university has a library for support of its instructional programs. You will want to determine if the school near you has a strong library collection in your general subject area. Two disadvantages of academic libraries should be considered:

1. Restrictions can be placed on checking out materials or using some areas of the library or its services, if you are not a student of that institution.
2. These libraries often operate on limited hours when their students are on vacation (Thanksgiving, Christmas, semester breaks, and summer).

IWU participates in a consortium of academic universities and colleges in Indiana. These schools allow reciprocal borrowing between institutions. If you are interested in using an academic library near you (if in Indiana) please contact OCLS to obtain an ALI card. This card will alert the library you are visiting that you are a student at another ALI school and are verified as an IWU student.

Other states may have some kind of privileges for access especially for state-owned schools. Contact a nearby institution and see what allowances they give for students from other institutions or state residents.

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## COLLECTING INFORMATION

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Two of the biggest opportunities in doing library research are deciding what type of information is needed and finding out where the information is located. You should have the "what" in mind before going to the library; the "where" is the first order of business when you arrive.

You will save a great deal of time if you investigate the library's basic layout first. Look or ask for a map of the library in the foyer or at the information desk. This is especially important in a very large library that may be divided by subject areas. Do not waste your time in the general collection if there is a special social sciences collection in another wing of the building, or (as happens at some universities) a separate social sciences library on the other side of the campus. While at the information desk, it is a good idea to scan any brochures the library has on display. They may note special collections, service hours, etc. Many libraries provide subject specific bibliographies; e.g. a brochure listing common business reference sources which that library owns.

Knowing where things are in the library is important, but browsing can also serve a purpose. Even the most experienced researchers stumble across valuable information at times. Taking time to scan the titles on a shelf or to flip through a magazine may turn up a valuable new research lead.

The reference room houses materials which cannot be checked out—or non-circulating materials which provide general information (dictionaries, encyclopedias, digests) and quick details. Reference books are used to find quick information, but are usually not read in their entirety. There are general reference materials, such as encyclopedias, directories, and dictionaries. Additionally, each subject area has its own reference books. There are art and music dictionaries and encyclopedias; science has its encyclopedias, along with nursing, religion/Bible, education, business, psychology, etc.

Directories of industries, businesses, personnel in professional associations, etc. can provide you with phone numbers for contact purposes. They can also provide such esoteric pieces of information as the names of all industries in a given city, a list of experts in a certain field, or the number of companies that provide certain services/products, etc. There are directories in all fields, e.g. education, nursing, psychology, religion, etc.

Maps, atlases, and gazetteers are your sources for geographic information of all kinds, e.g. locations, climate variations, population distributions, political boundaries (both current and historical). Major atlases can be found in the reference room, but many libraries also have special sections for their map collections.

The reference area contains one more very important source of information—the reference librarian. He or she is there to help you by answering quick "fact" questions, by locating specific materials, or by advising you on research strategies.

The book stacks house the books that may be checked out of the library. Magazines and journals are usually arranged alphabetically by title. Older issues may be bound together. Newspapers may be contained within this collection or held in a separate

room. Back issues of newspapers and periodicals may be on microfilm/fiche and held in the microform storage area of the library. Usually a library will at least have a machine that allows microform to be read and many will have a machine which will make paper copies from the microform. Libraries are increasingly moving to computerized collections of newspapers, journals and even books. Check to see if your library has *full text* journals/books/newspapers. (Full text means that the full content of the articles is available online from one of the library's databases.)

Some types of materials may be separated from the main library collection because they need special handling or special research techniques. These include rare books, government documents, audio-visual materials, vertical file information, and microfilm collections. Such collections are often staffed with personnel to help you with the intricacies of their use.



The library's book catalog is its list and description of all the materials it possesses. A unique "call number" is assigned to each item, which allows the patron to locate the item on the shelf. Catalogs are more commonly now computerized; however, some libraries still use card catalogs.

Each book will have one or more subject heading entries which describe its content. Subject headings are not invented at random. They are selected from an established list of terms, usually the Library of Congress List of Subject Headings (LCSH). Frequently, these large volumes will be placed near the catalog to help you to determine the proper headings for your topic. LCSH uses terms that help you navigate to the appropriate subject heading(s). In a computerized catalog if the subject heading you typed in is not a valid subject heading it will direct you to appropriate subject headings by saying something like *Search for...* It may also direct you to related headings for the subject that was typed.

The catalog lists clearly all the information you will need from the book for your References (APA) page(s): the author, year of publication, title of the book, city and state of publication, imprint (publisher, place of publication, and date) and series, if any.

EBSCOHOST is an example of an automated reference system that provides computer-aided retrieval of bibliographic references and full text to periodicals and newspapers. Academic libraries might have the Academic Search Complete index and the Business Source Complete index, while public libraries will have another index that is more directed towards public interests. At IWU many journal indexes are available via the internet at our

***TIP:** You may access the OCLS databases anywhere you have internet access. The OCLS home page is <http://www.indwes.edu/ocls>. Look at the subject options under Article Databases. If you do not see yours, then click on MORE.*

main campus, regional buildings and from home.

You may also see if the library you are using has other online subject specific databases, such as ERIC (education), CINAHL (nursing), PsychLit (psychology) or Christian Periodical Index (religion). There are many other periodical indexes that could be available in the library you are using.

Each index has its own subject headings. EBSCOHOST uses Library of Congress subject headings just as books do. ERIC and CINAHL have their own subject heading thesaurus. For example, Library of Congress uses the term "job stress," while ERIC uses "stress management" and CINAHL uses "stress, occupational."

If you are looking for very current or especially newsworthy information, you may want to make use of newspapers as a source. A library may create its own index of local newspapers, but there are also indexes for the major U.S. city newspapers, e.g. Wall St. Journal; New York Times. Using the index you can find the articles that refer to the news story you may be researching. There are also newspaper indexes available online. For example, via the EBSCOHOST databases, *Newspaper Source* is available, which indexes a number of worldwide newspapers and also provides full text of some of them. The LexisNexis Academic database is another excellent source for news information.

You may also want to consider sources beyond the databases for your research. The Internet, oral interviews with experts in the community, government/community agencies/organizations, etc. can provide information. There is good information on the Internet; however, it is important to remember that there is also much that is not accurate or valid. Anyone can publish on the Internet so there is no peer review for accuracy. Be certain before using Internet based resources that you ascertain the validity of the information. One way to do this is to use information that is from educational institutions (has .edu in the URL address); from organizations (has .org in URL address), or has an author listed who could actually be contacted for further information.

Here are some questions to use whenever looking at a web page that you might want to use as a research source:

- What is the authority of the web page?
- Sometimes just looking at the domain name that is part of the address will help you determine the answer to this question:
  - .Com = Business/commercial
  - .Edu = Educational institution
  - .Gov = Government
  - .Mil = Military
  - .Net = Various types of networks
  - .Org = Nonprofit organization
- How accurate is the information? Can you verify this information with other print sources you may be using?



- How objective is the information given? Do you note any pronounced biases?
- What is the currency/coverage of the web page? Can you find a date and does it appear to be updated in a timely way?
- What is the purpose and audience of the web page?

## GLOSSARY

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<b><i>Abstract</i></b>	A summary or condensation of the content of a document.
<b><i>Adobe Acrobat®</i></b>	Software that allows documents to be created, distributed and read by any computer or operating system in its original format (or nearly so.) For example an article can be scanned from the original source and transmitted to another computer. The receiving computer can view the article as if it were looking at the original pages.
<b><i>Adobe Acrobat® Reader</i></b>	A freeware software program, available for download at the <a href="#">Adobe</a> site, that allows viewing of PDF files on your computer.
<b><i>ALI card</i></b>	Academic Libraries of Indiana. You may request this card from OCLS if you think you might like to use another Indiana academic library. This is specific to Indiana students. The card will verify your status as a student and the guest library will allow you to check out materials, but will not provide services. Contact OCLS for any services.
<b><i>Barcode Number</i></b>	See Library Access Number
<b><i>Call Number</i></b>	The number and/or letter code which determines the location of a book on the library shelf. The code designates the subject classification of a book. The call number appears on the spine of the book, in the upper left corner of its catalog cards, or on the record in an online catalog. Be sure you have the complete call number to easily find the item on the shelf.
<b><i>CINAHL Complete</i></b>	This acronym stands for Cumulative Index of Nursing and Allied Health Literature. It is one of the best indexes for nursing research.
<b><i>Citation</i></b>	The information needed to describe and/or locate a particular book or article.
<b><i>Database</i></b>	Any electronically stored collection of data.
<b><i>Descriptor</i></b>	Interchangeable with " <b><i>subject heading</i></b> ," ERIC and

CINAHL use the term "descriptor": while EBSCOHOST and book catalogs use "subject headings."

**EBSCOHOSTHost** One of our larger vendors of databases. This vendor provides the most databases for our student population. Many state consortiums also provide databases from EBSCOHOST. These are usually accessible through the public library system and will be available to you after you graduate from IWU.

**Email attachment** Files can be distributed to another computer by attaching a file to an email message.

**ERIC** Educational Resources Information Center is a computerized database including the following: abstracts of education journal articles and documents such as unpublished reports, dissertations, and government studies.

**Full Text Articles** Those articles in an online periodical index, e.g. Academic Search Complete, that includes availability of the entire article. Sometimes pictures/graphics/charts/tables cannot be included, but just the actual text of the original article.

**HTML** Hypertext markup language. Used for documents on the World Wide Web.

**HTTP://** Hypertext transfer protocol. The client-server TCP/IP protocol used on the World Wide Web. Allows transfer of HTML documents.

**Interlibrary Loan** A system of agreements between libraries by which they will share their collections. If a patron wishes to have a book or article that is not available in his/her library, a librarian may arrange to borrow this item from another library. (Note: Please use IWU Library OCLS for interlibrary loan requests—not your local library.)

**INSPIRE** A group of databases, mostly provided by the vendor, EBSCOHOSTHost, that is provided through state funding within Indiana.

**Library Access Number (LAN)** The 14-digit number is generated from your university ID number. Faculty may request a LAN by contacting OCLS. The LAN is a part of the computer system at the IWU Library and allows checkout privileges at IWU. The number also allows access to subscription databases that the university provides for student/faculty use.

**Literature search** A search using various databases or other means to locate citations on a topic.

<b>Microforms</b>	Includes <i>microfilm</i> and <i>microfiche</i> . Microfilm is film that contains photographic images of information, e.g. pages of a journal. Microfiche are flat 4 inch by 6-inch sheets of photographic images. Many pages of material can be stored in this format. Microfilm is either 1 inch wide or approx. 3 inches wide and on a roll. Special machines are needed for the patron to read the reduced images and to print back to a paper format.
<b>Non-circulating</b>	Library materials which cannot leave the library. Some examples include reference materials, journals, microform, etc.
<b>PDF File</b>	Portable document format used by <i>Adobe Acrobat®</i> . This format is used by OCLS to transmit scanned documents.
<b>Peer Reviewed</b>	Also referred to as scholarly, academic, primary, refereed or technical journals. Usually an original publication (not previously published) that contains articles that have been reviewed by peers before acceptance by the journal for publication. Each article submission must fill a 'gap' of knowledge in that discipline area and must be substantial enough that those doing research from that article can build and add to the knowledge base.
<b>Periodical</b>	Any publication which appears in regular issues over time—newspapers, magazines, journals. The term 'periodical' and 'journal' are interchangeable.
<b>Periodical/Journal Index</b>	A listing that cites the individual articles appearing in a selected group of periodicals.
<b>Reference books</b>	The non-circulating materials of a library which provide basic information about a topic.
<b>Refereed</b>	See <b>Peer-Reviewed</b> .
<b>Search</b>	See <b>Literature Search</b> .
<b>Toolbar</b>	The OCLS Toolbar was created specifically for CGS and CAPS students and faculty. Instructions for installing it are given earlier in this document.
<b>WWW</b>	World Wide Web. Internet client-server hypertext method of distributing information on the internet.

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## DATABASES AVAILABLE TO STUDENTS/FACULTY OF IWU

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IWU subscribes to many databases and usually adds more each year. For a full list of the databases currently available, go to <http://www.indwes.edu/library/databases.html>. They are arranged by discipline. The small **i** to the right of each database provides a short overview of that particular database.

Disclosure - FirstSearch ⓘ  
Dissertations & Theses - ProQuest ⓘ  
Emerald Insight - Emerald ⓘ  
First Research: Industry Studies - Dun & Bradstreet ⓘ  
General Business File ASAP - Infotrac ⓘ

Database for researching a comprehensive approach to industries. The information is easy to access in one location.

For further information on the most current databases available in your discipline, contact OCLS.

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## STYLE GUIDES FOR APA

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Helps for APA are available from the OCLS web site. OCLS librarians are experts in APA and willing to consult on specific questions you may have related to APA. A page with additional helps is available under Key Links >> APA Style.



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## OFF CAMPUS LIBRARY SERVICES



Return to the OCLS home page.