



# Library Orientation for New PhD Students



August 30, 2017

# Learning Objectives

- To find core library services available for PhD students
- To learn how to navigate the library website and take advantage of what it offers
- To identify important search tools and techniques
- To acquire basics for library research

# Key Library Services

- Access to Collections
- Borrowing Privileges
- Requests -- Interlibrary Loan, eDocument Delivery, and Mailing Service
- Book Suggestions
- Research Support
- Study Space
- Printing/Copying/Scanning
- Outreach Services

# Library Website

The screenshot displays the homepage of The Styberg Library website. At the top left, the library's logo features the text "THE STYBERG LIBRARY" next to a circular seal containing an open book and the motto "LET THERE BE LIGHT". To the right of the logo, the "Today's Hours" are listed as "8:30am - 4:30pm" with a "View More" link below. A dark navigation bar contains the following menu items: "About Us", "Services", "Collections", "Research", "Alums & Friends", and "Faculty".

The main content area is titled "Library Search" and includes the subtext "Search for books, articles, and more...". Below this is a search interface with tabs for "NU Libraries", "Styberg Library", "Reserves", and "Articles". A search box contains the text "Search all NU Libraries for books, articles, and more..." and a yellow "Search" button. A notice below the search box reads: "Try the **New** Library Search. We welcome Styberg Library patrons to try our **NEW LIBRARY SEARCH TOOL**. Although you can continue searching with the search box above we encourage you to become familiar with the updated library search, which will be fully implemented later this year." A link "Send us feedback about this update" is provided.

At the bottom of the page, there are four white boxes with icons and text: "New Arrivals" (with a book icon), "Quick Links" (with a link icon), and two other boxes with icons for a computer monitor and a newspaper labeled "NEWS". The Windows taskbar at the very bottom shows the Start button, several application icons (Internet Explorer, File Explorer, Word, PowerPoint), and the system tray with the date and time "10:05 AM 8/30/2017".

# Access to Collections

- USearch (Primo) Discovery Tool
  - [Using USearch](#) Tutorial
  - [Managing Your Account](#) Tutorial
  - [USearch Help](#)
- Databases
  - [NU's A-Z Databases List](#)
  - [Religion Databases](#)

## Borrowing Privileges

- From Styberg & NU Libraries:
  - Borrowing Policies
  - Borrowing Cards
  
- From Other Partner Libraries:
  - Association of Chicago Theological Schools (ACTS)
  - Loyola University of Chicago
  - Participating Libraries in ATLA's Reciprocal Borrowing Program

## Requests

- Interlibrary Loan
- eDocument Delivery
- Suggest a Book Purchase
- Mailing Service



## Research Support

- Online chat for simple questions
- In-person research consultations
  - Email: [styberg.library@garrett.edu](mailto:styberg.library@garrett.edu)
  - Phone: 847-866-3912 (Lynn Berg)
- Library workshops
- Online tutorials & research guides
- Brochures & handouts

# Study Space

- PhD Study Suite
  - Yearly assignment
  - Daily sign up
  - Conference Room for Reservation
- Group Study Room
- Individual Carrels & Study Tables
- Ott Reading Lounge

## Equipment

- 7 Public Computers
- 2 Copiers: B&W, Color
- Zeta Scanner
- Loaner Laptops

## Outreach Services

- Library Displays
- New Arrivals
- Theological Library Month Events
- Used Book Sales
- Breakfast Break during the Finals
- Annual Coloring Contest
- Social Networking: Facebook & YouTube

# Research Strategies

# Main Sources of Academic Information

**Journals & Magazines**

**Conference Proceedings**

**Books**

Government Documents

Theses & Dissertations

Websites  
Web 2.0

Archives & Manuscripts

## ► Using Information Data

- Data as Goal [Descriptive]:

Find out everything you can about a topic, and then explain what you've learned

- Data as Tool [Analytical]:

Gather basic information about your topic, identify a problem or issue related to the topic, and then, use the data you collect as a tool to try to solve that problem or issue

## ➤ Example – Climate Change

- Data as Goal :

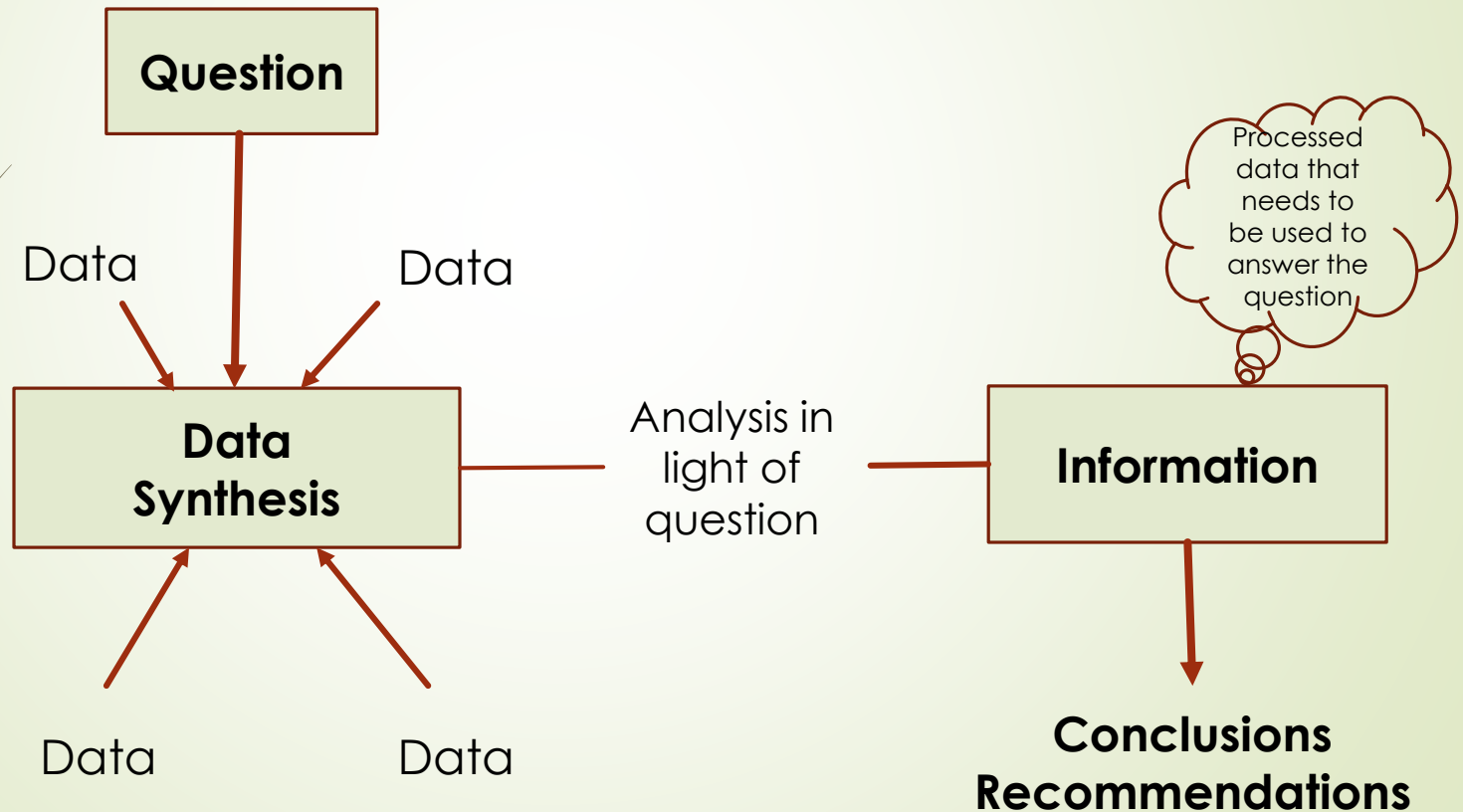
Find out what you can about climate change and its causes. ➔ Explain all this in a paper.

- Data as Tool:

Read some basic data on the climate change.  
➔ Discover an issue (e.g. current climate change as a natural phenomenon vs. something caused by human behaviors). ➔ Ask a question (e.g., How convincing is the scientific support for climate change as a natural phenomenon as opposed to being primarily the result of human activity?)



## A Simplified Model for Research



## Background Research

- ▶ Finding background information about a topic can help you put your research in a broader context and help direct you to areas for further research
- ▶ To get oriented to prior research on a topic or learn more about a particular methodological or theoretical approach, consult a handbook or subject-specific encyclopedia.

➤ To find subject specific reference resources:

1. Check the online reference collection

[Blackwell Reference Online](#)

[Credo Reference](#)

[Gale Virtual Reference Library](#)

[Oxford Reference Online](#)

plus other reference resources listed under [general reference and multi subject](#) on the databases page

2. Search [USearch](#) with your research area plus “handbook,” “dictionary,” or “encyclopedia.”  
e.g. “Climate change” AND encyclopedia

# Finding Known Items: Chasing & Understanding Citations

- **Citation Chasing** is when you start from a known title or author, which is given by your professor or which you find in the bibliography
  
- Most citations of articles include the following information:
  - Author
  - Article title
  - Journal or magazine title
  - Volume and issue number of the journal or magazine
  - Date of publication
  - Page numbers of the article (some citations only include the beginning page number)

➤ Reading a citation:

Zaru, Jean. "Biblical Teachings and the Hard Realities of Life." In *Hope Abundant: Third World and Indigenous Women's Theology* (Maryknoll: Orbis Books, 2010), 123-137.

Pickstock, Catherine. "Liturgy, Art and Politics." *Modern Theology* 16.2 (April 2000): 159-180.

Blount, Reginald. *Educating toward whole-making: Providing African American youth "faith passage" from adolescence to adulthood*. PhD diss., Northwestern University, 2005.

## Exploring the Unknown: Searching Keywords vs. Subject Headings

- ▶ When searching for information on a subject, you can search by a keyword or subject heading:

<b>Keywords</b>	<b>Subject Headings</b>
Natural language	Pre-defined “controlled” vocabulary
Familiar	Not always intuitive
Searches all significant words in library catalogs or databases	Searches subjects only
May yield irrelevant results	Results are usually relevant to topic

## ► Keyword search when:

- You don't know the exact title or author of the item
- A variety of terms describe the topic (e.g. History of Christian symbols in 16<sup>th</sup>-century Europe)
- You don't know the controlled vocabulary (e.g., Library of Congress Subject Headings)



## ➔ Keyword search strategies:

### ❑ Simple keyword search

e.g. religious symbol

### ❑ Advanced search using wildcards

- ? or \$ for a single character

e.g. wom?n (woman, women)

- \* for multiple characters

e.g. interact\* (interact, interactive, interaction, interactivity...)

- “ ” for a phrase

e.g. “religious symbol” or (religious symbol)

- ( ) for group terms within a query

e.g. Theology (feminist OR womanist)



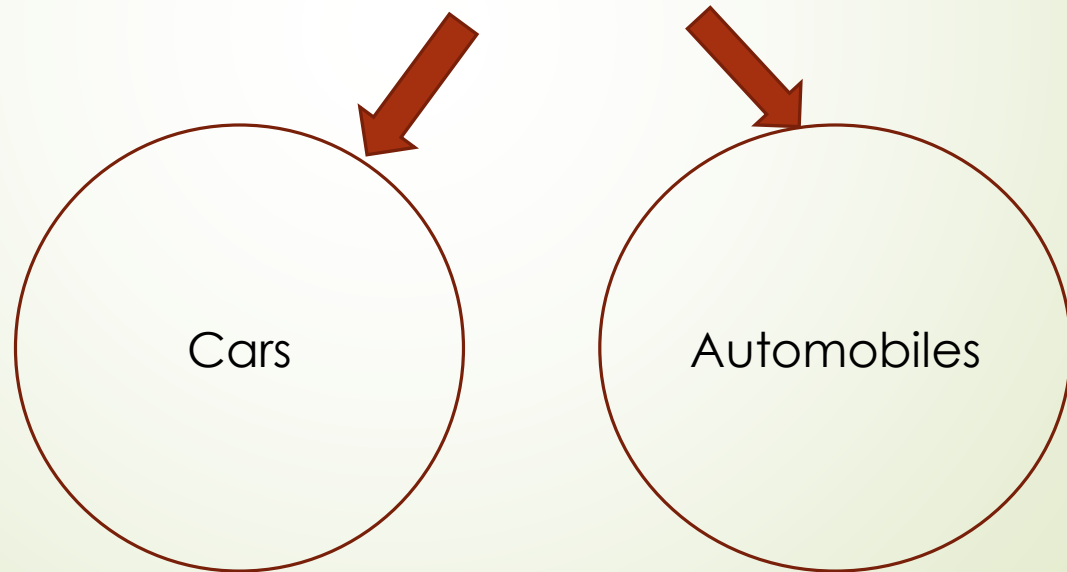
## □ Advanced search using Boolean operators

### a. The **OR** Command

e.g. Cars OR Automobiles

Youth OR Adolescen\*

**OR** finds data with either concept

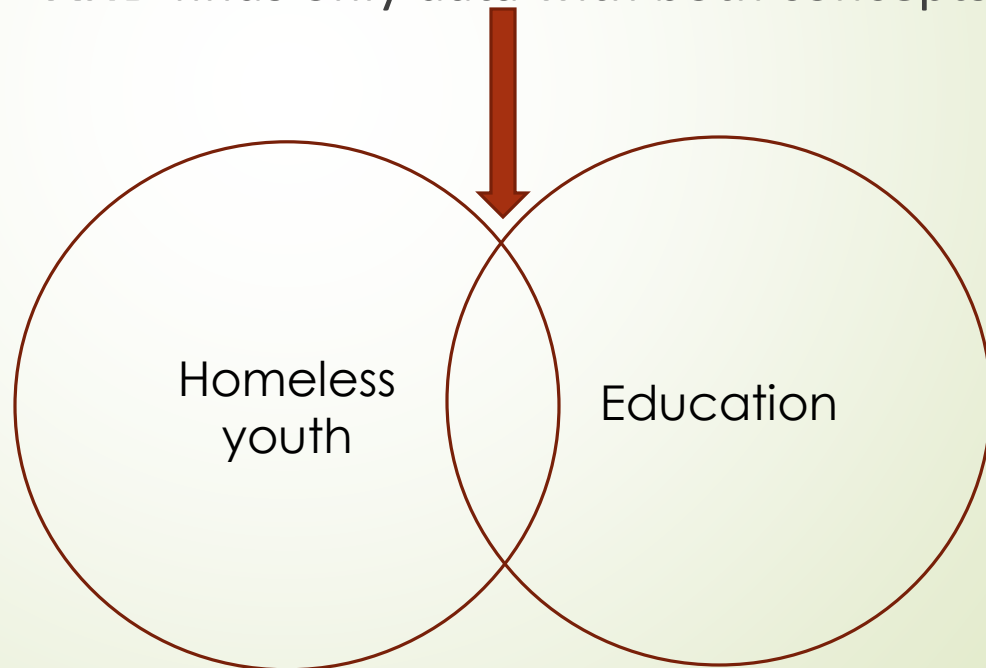


□ Advanced search using Boolean operators

b. The **AND** Command

e.g. (Homeless youth) AND Education

**AND** finds only data with both concepts



- Advanced search using Boolean operators
  - c. The **NOT** Command: Narrow down your search by excluding a word or phrase

e.g. Depression NOT Great

(Cars OR automobiles) NOT Europe\*

## ➔ Subject search when:

- You are looking for information on a broad topic.
- You are looking for information about something, someone, or someplace (e.g. books about Thomas Merton, not those written by him).
- If you don't know a subject heading, try a keyword search first. Take a look at the record of an item and review what subject headings are listed or go to [Library of Congress Subject Heading Online Guide](#).

- Exercise:

*Terminal Choices*  
*Choosing Life or Death*  
*Euthanasia*  
*The Practice of Death*  
*The Right to Die*

**Assisted Suicide**  
**Mercy Killing**  
**Euthanasia**

## Browsing in Print and Online

Browsing is less targeted than searching, but can be good for accidental finds.

1. [WorldCat.org](http://WorldCat.org) – You may search WorldCat to find new titles in your field.
2. Major journals in your field – You may look at new issues when they arrive in the library or when they are posted online.
3. Browse the shelf for books with similar topics.

# Citation Management

- Use Endnote or Zotero for citation management.
- This will store the citations of the articles that you import into it and make creating your bibliography easier.
- It will also allow you to keep track of what you have found and what you have read.

## Citing Sources

- ▶ Check out the [library website](#) to learn about style manuals and guides:
  - Turabian Style, 8<sup>th</sup> ed.  
(call no: LB 2369 .T8 2013)
  - Chicago Manual of Style, 16<sup>th</sup> ed.  
(call no: Z 253 .U69 2010)
  - APA style  
(call no: Ref. BF 76.7 .P83 2010)

## Contact Information

- ▶ **Lucy Chung** – Library Director  
[Jaeyeon.chung@garrett.edu](mailto:Jaeyeon.chung@garrett.edu) / 847-866-3877
- ▶ **Lynn Berg** – Assistant Director of Technical Services  
[lynn.berg@garrett.edu](mailto:lynn.berg@garrett.edu) / 847-866-3912
- ▶ **Mary-Carol Riehs** – Access & Public Services Librarian  
[mary-carol.riehs@garrett.edu](mailto:mary-carol.riehs@garrett.edu) / 847-866-3868
- ▶ **Circulation Desk** – General Inquiries  
[styberg.library@garrett.edu](mailto:styberg.library@garrett.edu) / 847-866-3909



## Recommended Resources

- ▶ Badke, William. *Research Strategies: Finding Your Way through the Information Fog*. 5<sup>th</sup> ed. (iUniverse, 2015)
- ▶ Mann, Thomas. *The Oxford Guide to Library Research*. (Oxford University Press, 2005)