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
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
  - 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

Books

Conference Proceedings

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

Question

Data Synthesis

Data

Data

Analysis in light of question

Information

Conclusions
Recommendations

Processed data that needs to be used to answer the question
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:


Exploring the Unknown: Searching Keywords vs. Subject Headings

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

<table>
<thead>
<tr>
<th>Keywords</th>
<th>Subject Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural language</td>
<td>Pre-defined “controlled” vocabulary</td>
</tr>
<tr>
<td>Familiar</td>
<td>Not always intuitive</td>
</tr>
<tr>
<td>Searches all significant words in library catalogs or databases</td>
<td>Searches subjects only</td>
</tr>
<tr>
<td>May yield irrelevant results</td>
<td>Results are usually relevant to topic</td>
</tr>
</tbody>
</table>
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 16th-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*
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](https://www.loc.gov).  

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** – 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, 8th ed.
    (call no: LB 2369 .T8 2013)
  
  - Chicago Manual of Style, 16th ed.
    (call no: Z 253 .U69 2010)
  
  - APA style
    (call no: Ref. BF 76.7 .P83 2010)
Contact Information

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- **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
