GETTING BOOKS & ARTICLES FOR RESEARCH USING THE KNOTT LIBRARY WEBPAGE

http://www.stmarys.edu/the-knott-library/

WHERE TO GO FOR SEARCHING:

See "Resources" at left-hand bar OR the search box at the center of the library webpage.

CATALOGS for Books and CDs, DVDs in the Library (St. Mary's Online Catalog)

- **Recommended**: Get PIN from Librarian to register for a free Log-in account to get special features such as creating lists and saving searches.
- Some eBooks can be found here by doing a search and then selecting "eBook" as the "Format" (at left sidebar).
- Note: The "HELP" link is located in the black bar at the very bottom of the screen.

Electronic Resources: (To search from off-campus, enter your library card barcode – no spaces)
Recommended: You can also register for free personal accounts in JSTOR, EBSCO e-books, and EBSCO Discovery Services ("Everything") for added features.

DATABASES (Articles from Journals):

- There are other databases, but ATLA is the chief one used. Choose "Advanced Search" and **select "Scholarly Journals**." It also features a scripture citation search.
- You may wish to view the "*Accessing Journal Articles with ATLA*" tutorial.
- Some other full-text databases: JSTOR, Academic Search Complete, and ProQuest Dissertations & Theses.
- Note: Searching JSTOR for "All Content" will also bring up titles not normally available to us. But, if the article has a link: "*Read more*", it will allow you to read 6 (temporarily 100) such "no access" articles per month for free if you are registered.

E-BOOKS: (Two choices):

- T & T Clark (includes *Anchor Yale Bible Commentaries* and *Anchor Yale Bible Dictionary* and selection of other works).
- EBSCO E-Books (Can read anything online. Downloading or borrowing entire book requires registering for a free EBSCO account and installing free version of Adobe Digital Editions - available on site. Some books have restrictions on number of pages to save or cut & paste). Some commentaries included.

E-REFERENCE: Contains encyclopedias and dictionaries

FULL-TEXT FINDER (Journal titles and some E-Books Available in Full-Text:

- Allows browsing of journal issues (to spot articles of interest).
- Can check here to see if journal is online before paying to photocopy an article.

EVERYTHING ("EBSCO DISCOVERY SERVICE")

- Can search multiple databases as well as the library catalog with one search.
- See Video Tutorial "More Information: *EDS Quick Start Guide*" at left of search screen.

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<u>Search Strategies:</u>

Always select "**Scholarly**" or "**Peer-Reviewed**" limiters when possible for journal sources you will be using in your paper. Unlike Google or Wikipedia-type sources, peer-reviewed works are carefully and critically examined for their validity by scholars in the field.

Do not settle for the first few items on list; check through <u>at least</u> the second page of results. "Relevancy" algorithms are not always foolproof!

Choosing "**Advanced Search**" will give you more precision to structure your searches.

Start by using as few <u>essential</u> terms as possible to get a general sense for what is there. (Putting in too many words beyond the <u>essential</u> terms will make the computer search for items that contain all of those words, which may cause you to miss some good articles). After that, you may expand or limit your search as needed.

If using phrases, enclose them in quotation marks to ensure you get only those exact words in exact order: "*righteous gentiles*"

Take advantage of any features that help you narrow or expand the number of results. (dates, languages, etc.)

Boolean searching is one such feature. Using "**AND**" requires **both** terms to be present in the article. This will limit the possibilities, thus decreasing the number of results. Using "OR" allows for any one term (or both) to satisfy the search, thus increasing the number of results.
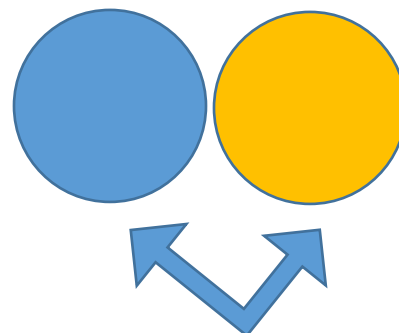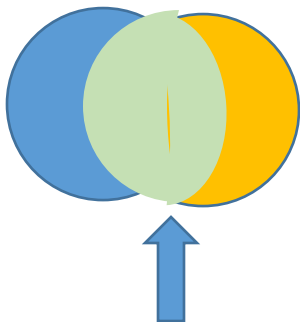
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AND	OR
"Both of these"	"Either of these"
(decreases results)	(increases results)

<u>Capitalizing the operators "**AND**" and "**OR"**</u> is commonly used to distinguish them from the words. If your phrase must include "and" or "or," place the <u>entire phrase in quotation marks</u>: *"War and Peace."*

Use "**NOT"** sparingly, as it may eliminate some useful articles.

Using **synonyms** for a word together with **OR** in a search box can also <u>increase</u> the number of articles you can "catch":   *Jesus* **OR** *Christ*

To delineate complex concepts, use parentheses (<u>be sure that all parentheses are paired</u>).: (contemporary (worship **OR** liturg* **OR** music)**) AND** (United States **OR** US **OR** USA **OR** U.S. **OR** U.S.A.**)**

If you do not find any results, maybe your search is too specific. Try to step back to a larger or more general category.

<u>Subject Searches</u>

>   Avoid doing "Subject" searches unless you know the precise indexing terms used by that database. "Subjects" are very specific terms selected by librarians (not the same as words you might naturally use as "Keywords").
>   For example: In Library Catalog and EBSCO the Subject is: *Paul, the Apostle, Saint*.
>   Using "St. Paul" as a Subject will get you various "St. Paul" churches and "St. Paul (Minnesota)"

>   Hint: To do a more comprehensive, true "Subject" search, select an article which is "on target" for your search. Click on a subject heading of interest. This will initiate an entire new search using this precise indexing term, which can give you a new set of items that would not be able to be retrieved by a simple keyword search.

>   Note: Keyword searches serve a purpose and are fine to use, but remember that the computer will only return what you have entered. Subject terms assigned by catalogers, however, aim to capture the intrinsic meaning of an item, whether or not the keywords you may use are mentioned in it. So, if you are interested in getting the most out of your search, you may want to augment it with a search using a cataloged subject term.

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Browsing around an area where you found a good book is a good way to come upon further books of interest. The Library Catalog has a "*Browse Virtual Shelf*" feature – just click on a title of interest to see neighboring items that your search may have missed.

Special Symbols - Commonly-used Wildcards

When needed, you may take advantage of special symbols to manipulate the terms you use. For example:

* - Truncation (Asterisk) wildcard to stand for one or more letters in middle or end of a word or to stand for one word between two others.
homil* (for homily or homilies)   wom*n (for woman or women)

Since databases will have differing search conventions and symbols, be sure to check the "**Help**" links in your databases to learn how to do the most effective searches in each of them.

REMEMBER: *Anything that is unavailable in the Library or not in full-text on databases may be requested via **Interlibrary Loan**. (use form under "**Services**") There is usually no charge. Delivery time for books is usually one to two weeks. (Some scanned articles are available sooner).*

ALSO REMEMBER: *To save money, instead of paying 10 cents per page to photocopy something, you can use a flash-drive in the photocopy machine to SCAN your item, and then print it out for free on any of the library computers.* ☺

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Finding Commentaries in the Library Catalog

(Note the "New E-Book Bible Commentaries" on the Library's homepage)

While some commentaries (books and articles) can be found online, the Library has many more commentaries on the books of the Bible on its shelves in both the Reference section and in the main library collection. They come as single volumes or as parts of multi-volume Biblical commentary sets. *(Remember that the Library Catalog does carry some e-Books as well).*

Books are not often written about individual chapters or verses of a Bible, so, to find a greater number of book commentaries on Psalm 23, one would have to find books on the Psalms in general. Articles, on the other hand, would be more likely to address details at the chapter or verse level.

Library Catalog: To easily locate a commentary search for titles containing [book of Bible] and the word "commentary" (which is singular, since book titles would likely be *Psalms: a Commentary…*)

Include ○ any of these ● all of these

| Title ∨ | contains ∨ | psalms | - | + |

| Title ∨ | contains ∨ | commentary | - | + |

Advanced Search   **Clear**   = **92 Results**

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Then, select a book of interest, click on its title to see the full record and what subjects it lists.

In this case, the precise subject heading is: **Bible. -- O.T. -- Psalms -- Commentaries**. (note the plural)

Since "psalms" and "commentaries" are elements of the official subject, **Bible. -- O.T. -- Psalms – Commentaries** , you may use them in a subject search, in this case, getting over double the results:

= **209 Results**

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Articles in ATLA using special feature called "Scriptures" (See bar at top left of search screen):

Scroll through books of the Bible for your book, then Expand to get chapters and verses.
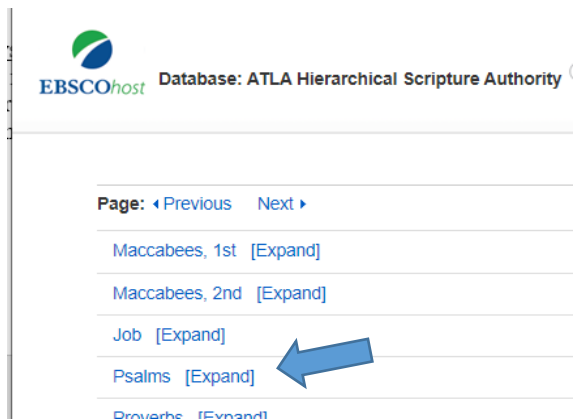
E-Books (under "Resources"):
- **eBooks - EBSCO**:   Use just "Select a Field" ex.: *John* AND *commentary*
- **eBooks - T & T Clark:** see the *Anchor Yale Bible Commentaries*

Just enter Name of Book AND *(commentary OR commentaries)* for the following:
      ex.: Isaiah AND (commentary OR commentaries)
- **Full-Text Finder**
- **EBSCO Discovery Service** ("Everything")
- **JSTOR**