

Name _____

Library Worksheet
Dr. Gronim

The object of this worksheet is to make sure that you are prepared to find the *secondary* sources that you'll need for a paper. By the time you are finished, you should be able to accomplish the following:

- find the authors and titles of appropriate books in the library's on-line catalogue.
- locate those books on the shelves of the library so you can check them out.
- find the authors, titles, and journal titles of appropriate scholarly articles in the library's on-line database.
- locate those articles in the library so you can read them.

To do this worksheet, please choose some topic in which you might conceivably be interested. Using that topic to practice how you would locate secondary sources for your paper, please do the exercises below.

Topic: _____

Finding a Book:

From the C.W. Post webpage, choose "Educational Resources" from the left-hand bar, then scroll down and choose "Schwartz Library." On the library's webpage, choose "catalogue." Use the "Keyword Search" or "Subject Search" function to find a book on your topic:

Author _____

Title _____

Call Number _____

Exact Location in the Library (floor, stack) _____

Finding an Article:

From the Library's home page, choose "On-Line Databases," then scroll down to the ABC-Clio Databases, and choose "American History and Life." This is an excellent database of virtually everything that's been published in article or dissertation form in American history since 1964. When the American History and Life page opens, click on "Click here to access your subscription" and then choose "American History and Life" again.

Once you've found an article that looks promising, you then need to figure out if our library has it. Note the title and date of the journal that the article is in. Go back to the library's homepage. In "Library Resources" choose "Periodicals Holdings." This will get you an alphabetical listing of all our journals. Choose the letter of the alphabet with which this journal's title begins and scroll down to see if it's on the list. If the library does have it, be sure to notice whether we own the issues from the year in which your article appears.

Tip: American History and Life lists book reviews (labeled as such in the header) and doctoral dissertations (also clearly labeled.) These will not be useful, so be sure your selection is of the type "article."

Author _____
Title _____
Journal Title _____
Volume number, date, pages _____
Exact Location in the Library _____