

Library Research Guide

ENG 151: Academic Writing

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Assignment: “Write a research paper focused on a popular culture-related question or a career-related question that you want to answer, that interests you, you have a stake in, and that addresses a specific and narrow audience with information they can use. Your research to answer the question will eventually lead you to a thesis statement. You will analyze the information in order to explain the importance of your findings to your intended reader. Choose a specific subject that holds your curiosity, possibly ties in with your major, and is something you know enough about to ask intelligent questions. Also, write about what is new and of current interest, so you can find new ground to break.” (*Essay 5 assignment sheet*) Use MLA format for the research paper.

A minimum of 10 sources must include: at least 2 electronic database sources (newspaper /journal/magazine articles); 1 book, 1 government document (if appropriate), 1 reference source, and 1 personal interview.

Recommended Electronic Databases

EBSCO MegaFILE includes four databases. Your search results will include magazine/journal/newspaper articles, and possibly, congressional hearings (these are government documents).

BASIC or ADVANCED SEARCH

Search

- Type “pop culture” and use words for your topic; total should be 2 – 5 words. Notice the difference in your search results if you use “popular culture” rather than “pop culture.” If necessary,
 - Use an asterisk * to search by word root to find possibilities *i.e.* **vote*** will find **votes, voted, voters, voting**
 - Use the exclamation point ! to replace one or no letter *i.e.* **song!** will find **song and songs**
- **Limit by publication month and/or year (optional)**

Search Results Screen Display

Left Side – Narrow results by

- a) Source Types – helps you meet the requirements for your essay
- b) Subject – suggested words to improve your search
- c) Publications – lists the titles for the (a) Source Types
 - SMSU Library has all issues of the *New York Times* newspaper

Right Side – Limit your results

- a) For this assignment it isn’t necessary to limit by type of article
- b) IF you have many results, use the “slide bar” is another way to know the number of articles published during a specified year(s)

Results – shown in the middle

- a) Sort by – try “relevance”
- b) Hover the mouse over the icon after the title
 - Articles available full-text online do not have the pop-up with the abstract
- c) Read the abstract in the pop-up to know if the article is useful for your research
 - YES, looks useful
 1. “Search for full text” – leads you to the article or how to get the article
 2. add to folder
 - NO, doesn’t look useful
 1. Move the mouse to another search result

You may access databases from off-campus 24/7.

User name = barcode number
20103000...

Password = your last name

When you cannot access a database from off-campus, look at “ASK a Librarian” on the webpage. You may phone 507-537-6176 , IM, or email to “talk” with the reference

Selected Search Results

Managing

- Click “Folder View” on the right side.
- Email your search results to yourself and use the citation feature.

Organizing

- Use the SUBJECT line when sending an email

Image QuickView Searching

Search for Image QuickView images from the Image Search Screen alongside Image Collection images. You can search image titles and captions, as well as limit by image types such as charts, photos, or diagrams. You can also limit to images or image types on the Basic and Advanced Search Screens.

ProQuest Database Selection Menu includes several databases. Your search results will include magazine, journal, and newspaper articles. Suggested selections: Ethnic NewsWatch and Newspapers (may want to select specific titles). To begin, select the “A-Z List of Databases” under “Articles & More…” on the library’s webpage.

One Search Method

- a) Click to remove/leave a checkmark by the databases you want to search
- b) Click CONTINUE
- c) Give 2-4 words about your topic
- Use a ? for one letter
Example: movie? will find movie or movies
- Use an * to search by a word beginning
Example: pop* will find pop, pops, pope, popular, population, popping
- d) Limit by type of article and/or date (optional)
- e) Click SEARCH

Another Search Method

1. Click to remove/leave a checkmark by the databases those you want to search.
2. Click CONTINUE
3. Select the TOPICS tab toward top of screen
4. Type 1 – 2 words about your topic and click FIND
TERM Example: popular culture
5. Possibilities for narrowing your topic are listed
6. Select “Narrow by related topic” and continue doing this until you want to “View documents”

Search Results

- a) Tabs – show types of publications (magazines, newspapers trade publications)
- b) Abstract – read to select useful articles
- c) **If the article is not online full-text**, an icon will appear beside the “abstract”. Click the icon and it will lead you to the article.
- d) **Mark the article(s) you are considering** and use the email and/or bibliography feature.

Interlibrary Loan

Interlibrary loan (ILL) is requesting another library to email the article or send the book when SMSU Library does not have the material you need. The ILL service is free for SMSU students. When something you requested arrives at the SMSU Library, you will receive an email message.

To know more about ILL, go to the SMSU Library webpage <http://www.smsu.edu/library> and select “Interlibrary Loan” on the right side. If you want to know “what’s happening” with your ILL requests, you need to check your borrowing record:

1. Select MnPALS Classic or MnPALS Plus on the SMSU Library webpage
2. Select “Your Borrowing Record” on the top blue stripe in the middle
3. Identify yourself – barcode number and your last name
 - Select **ILL** for requests you made, or
 - Select **LOANS** if you checked out SMSU Library materials.
 - Articles will be sent only to your SMSU email address
 - The articles are available for 7 days or 5 accesses; whichever happens first.

Points of View Reference Center

To find this fun & informative database, on the library’s webpage under “Articles & More…” select the “A-Z List of Databases.”

The Points of View database organizes articles and other information by **topic**. You can “Browse by Category” or “View All Topics” or search by keyword. When you select a topic, included you will see four documents written by their staff.

1. Topic Overview-defines the topic, outlines discussion points, gives a brief history
2. Point-summarizes the affirmative point of view
3. Counterpoint-summarized the opposing point of view
4. Guide to Critical Analysis-helps organize

Finding Reference Resources

Reference librarians will be happy to help you find and/or use reference books. A list of recommended reference materials for your assignment has already been created by a librarian! You will find the list by:

1. Go to the Library's Webpage
2. Find "Research Help" and under it,
3. Select "Research Guides"
4. Select "popular culture" on the left
5. Press "Submit"

Remember to ask the reference librarian if you need help!

Finding Books, Media & Government Documents

NetLibrary has only e-books

1. On the SMSU Library webpage, select "A-Z List of Databases"
 - You may access this database from off-campus 24/7
2. Remember
 - Only one person can be "reading" a book
 - A book cannot be downloaded
 - You have limited time to read pages/chapter

Library

1. Go to the library webpage <http://www.smsu.edu/library/>
2. Select **MnPals Plus**
3. Type "popular culture" in the top search box that appears.
4. Change the 2nd search box to "All Libraries"

5. Click FIND when you have the search form completed.
6. In your search results, **click on the title so you know more about it** *i.e.* subjects, contents, etc.
7. Explore the online record
 - **Tabs at bottom**
 - "Cite this"
 - "Email this"
8. When you find a title you think will be useful for your essay, click "back to search results" on the left
9. Carefully check the libraries with the title.
10. **If SMSU Library is NOT listed**, then select one of the online records for the title
 - At the right bottom of the online record, click "Request item"
 - Log in – User name = barcode number on SMSU student ID – Password = your last name
 - Click "Request item" again and select "Create ILL Request"
 - Click "back to search results" on the top left and look at other titles
11. **If SMSU Library is listed for a title that seems useful**, then select that online record
 - Look on the bottom left and the HOLDINGS tab.
 - If you see "On shelf," then write the complete **call number** so you can find the library item.
 - Also notice the floor of the library indicating where the item is shelved.
 - When you want to check out a library item, take it to the circulation desk on the main floor of the library by the entrance. You must have your SMSU student ID card to check out library items.

Meeting with a Reference Librarian

Before you schedule an appointment with a reference librarian:

- Spend time searching for information about your topic. If you follow the directions given on this handout, you will save time and be prepared for your meeting with a reference librarian.
- Try to narrow the focus of your topic by answering the questions on the handout describing this assignment

To schedule an appointment with a reference librarian:

- Go to the reference desk during the hours when reference service is provided (check the calendar on the library homepage)
- Tell the librarian you would like to schedule an appointment.

During your session with a reference librarian:

- Bring this handout and the sources you have found (or at least a printout of the online screen for each source). If you have questions on how to use the sources on this handout, be ready to demonstrate how you searched the database and/or online catalog.
- The reference librarian may suggest other databases where you will find information about your topic.
- Ask the reference librarian for at least one reference source at SMSU Library. There are many! Then you will have the minimum requirement for reference sources.