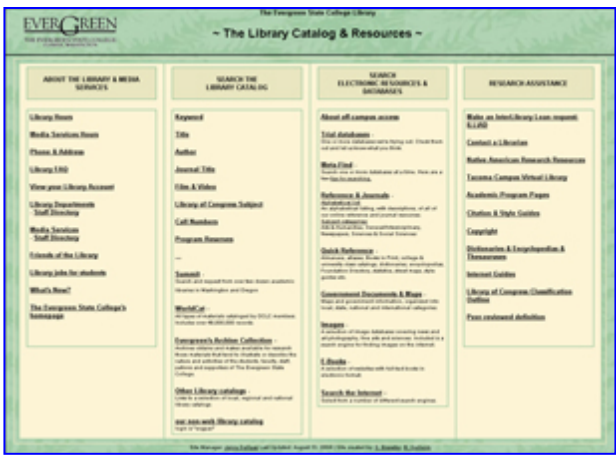# THE EVERGREEN STATE COLLEGE:

RESEARCH:HELP

Time to Get Oriented!

"Lets not confuse our tools with our goals....."

- Smartypants McGhee - *Opening Quotes from the Soul*, 1984.

First off, What are we working with....

The Evergreen State College Library Catalog

The catalog page for the Evergreen State College Library allows patrons and students to search through its collection of Books, Periodicals (on-line and print), Government Documents and audio/video media. This gives the user research access to nearly a million works ranging through mediums, genres and time periods. When used to its full capability it can be an extremely powerful research tool, however it can also send the unknowing user into the depths of research hell, or what we like to call quitting time.

Note: *This Library Catalog allows unlimited access to all materials to public patrons and students alike, however if you are using it off-campus access to the online databases is restricted to students and faculty you have an "A Number" assigned to them by the Registration and Records Office.*

ProQuest Direct

The TESC Library Catalog offers a description of ProQuest as "a combination of an interdisciplinary, a business, a medical, and two newspaper databases. This indexes around 4000 journals, with full-text for half of them. Both indexing and full-text can begin as early as 1986, but most begin in the early nineties." And UMI the folks behind ProQuest offer,

> *"The ProQuest® online information service provides access to thousands of current periodicals and newspapers, many updated daily and containing full-text articles from 1986. Our deep backfiles of archival material are also expanding daily as we digitize 5.5 billion pages from our distinguished microfilm collection."*

Personally, I would say that for orientation purposes Proquest offers a basic, user friendly and comprehensive interface that does a good job to acclimate the "wet behind the ears" researcher to the wonderful world of internet based research.

Ebscohost or (Academic Search Elite)
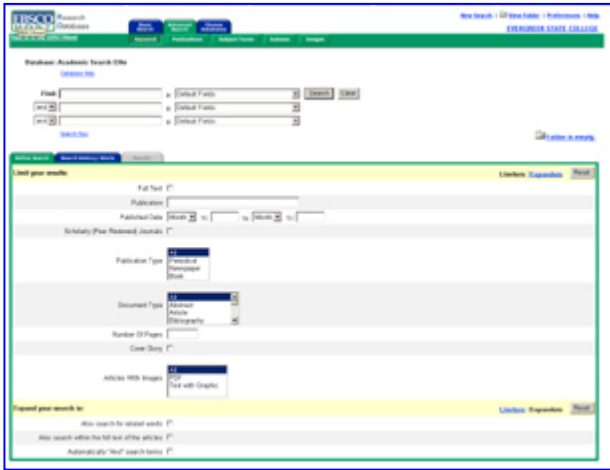
The TESC Library Catalog states that Ebscohost offers "full-text for over 2000 journals, with coverage for many beginning in 1990. Indexing & abstracting is available for over 3300 journals, with coverage beginning for many in 1984. Coverage includes over 2500 peer-reviewed journals." And that it covers subjects ranging from "biological sciences, economics, communications [and] computer sciences" to "engineering, language & linguistics, arts & literature, medical sciences & women's studies." A comprehensive and slightly more complicated tool than Proquest, Ebscohost offers several different strategies to on-line research that can hinder as well as equip the avid investigator with easily used and easily confused tool for their inquiries.

The Folks who designed and built the Ebsco search engine devised this little tutorial that I have found to be extremely helpful. If you run into trouble or lose your way, then check it out, chances are it will offer the guiding light your hoping for. Just go to the main Ebscohost search page and find the "Help" link, it is slightly hard to find so check here if you cant find it.

Secondly, How do we use them...

All three of these resources offer basic and advanced searching, there are times when you may want to utilize the basic functions, but I can tell you from experience that you may wind up with more materials than you are likely to read. Using the advanced searching option can really help in reducing those hits, so keep your eye out, if there are limiters, use them. You may just thank your stars, because facing the challenge of sifting through 8,000 articles really stinks compared to the 150 or so relevant items you will get by narrowing your search.

What's that you say? Limiters?

- Ah, yes. Limiters, are a selected set of standardization's that allow you to reduce your search hits by selecting one or more of these options. Here is a brief overview of what to keep your eye out for.

TESC Library Catalog

LIMIT THIS SEARCH

You can find this little button at the top of the results page after you begin your search. It will take you to a new page where you can set your limiters and then return to your active search. These will apply to the search you were conducting just before you clicked the button, and hopefully reduce the amount of hits you initially received.

Please select criteria to limit by:

YEAR of publication: After [   ] and Before [   ]
MONOGRAPH/SERIAL: ANY ▾
MATERIAL type: ANY ▾
LANGUAGE: ANY ▾
PUBLISHER: [   ]
WHERE Item is located: ANY ▾
Words in the TITLE ▾ [   ]
Limit/sort items retrieved using above data.

When you select the "Limit This Search" button, you be taken to a page where you will have a choice to select your limiters. As you can see the choices are extensive and once you get through the drop-down menu's you'll have a very nice, clear query to input into the search engine.

MONOGRAPH/SERIAL: ANY ▾

This option is found on the "Limit This Search" page, and is a limiter that allows you to request that your search be limited to Monographs (Books), Serials, (Periodicals), by collection title, or subunit.

MATERIAL type: ANY ▾

This option allows you to limit your search by medium, or media type. You can limit to things like printed items, archived items, digital maps, printed maps, digital music, printed music, spoken record, sound record, film and video, and electronic books. If you know what type of material you want, you can use this feature to specify that.

WHERE Item is located: ANY ▾

This option will allow you to search specific collection locations. You will only receive hits that exist in these locations, but that does not mean you have to go there to get them, but more on that here.

START OVER

While looking at the "Limit This Search" page you'll see this button. Once you have entered in your search criteria hit this button to restart your original query with the new limiters set.
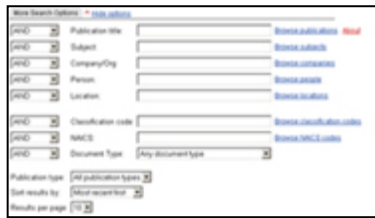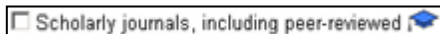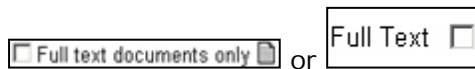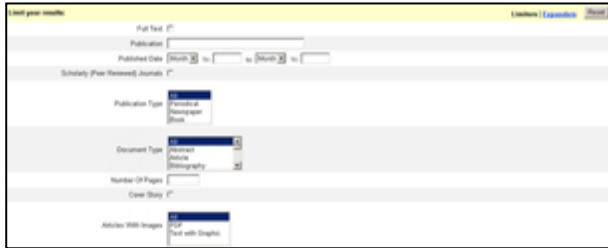
Proquest and Ebscohost

More Search Options or **Limit your results:**

Within both the ProQuest and Ebscohost main search page, you'll find these two tabs. Under each you will find a few important limiters that will help to narrow your search. Proquest refer's to the options as "More Search Options," while Ebscohost maintains the traditional "Limit your results: ."

Under the above shown tabs, you should see these group of options, only the most important are discussed in this list, but I encourage you to go to these sites and review the limiter sections carefully, there may be an option that's suits your search specifically.

As you will see the, both sites offer extensive limiter options that allow you to select only results that will return only results fitting into your specifications. Both databases will allow you to search within a particular journal title, as well as publication date and type. For a more direct explanation click the links below.

Proquest Explanation

Ebscohost Explanation

These options allow you to specify that you only want results that contain the full text of the article. this helps if you don't have allot of time and cant wait for Interlibrary Loan or other consortiums to send you a copy. On the same coin however, this can block out good resources that come only in abstract form, so choose this option wisely.

The Peer Review only option is probably the most important tool used by scholarly researchers using on-line databases. They specify to the search engine that you only want credible, scholarly works returned. For a more detailed explanation of Peer Review please check our glossary page here.

Okay, So I've set my limiters and entered my keyword, now just what exactly does all this mean?

- I thought you would ask, so here we go. Many of the random links, and strange numbers are a good thing, they tell you how many hits you received and from what LC (Library of Congress) subject heading they fall under. Review my search below and I will try to show exactly what all that mumbo jumbo means, and how you can make it work for you. Ill use a general keyword like "water," so you can see how the keyword is utilized by the various engines in your searching

TESC Library Catalog

After typing "water" as my keyword a new page which we like to call the "results page" popped up. This page gives us a list of all the items that the search engine found that relate to our keyword. From here you have several options which will eventually get the material in your hands but first we have to find out if its time to look through the list, or possibly narrow it a bit.

START
OVER

EXTENDED
DISPLAY

LIMIT THIS
SEARCH

SEARCH
SUMMIT

ANOTHER
SEARCH

At the top of the page we see this set of buttons, we already familiar with the limiter button, but what are the others?

Start Over: This button takes you back to the main library catalog so you can begin your search again.

Another Search: This buttons takes you back to the blank keyword search page, so you can revise your keyword and start over. See below.

Search Summit: This buttons allows you to try your keyword in the Summit databases which is the consortium of academic libraries in Oregon and Washington. Check the glossary here, for a better explanation.

Extended Display: This buttons allows you broaden the descriptive information shown on the page. See below.

WATER is in 35918 titles.
There are 12862 entries with WATER.

or

WATER is in 35918 titles.
IN is not in any titles.
Therefore "IN" is discarded.
LAW is in 56303 titles.
Both "WATER" and "LAW" are in 1083 titles.
There are 1083 entries with WATER & LAW.

To the top left of the results page, we find a set of numbers which correlate to our keyword. These numbers represent the how many instances of the word "water" were found during the search. This also tells us that we have 12,862 entries that were going to have to sift through.

In the lower graphic is the same dialogue, only this time it shows how we can reduce the amount of entries received by simply specifying that were looking for "water in law." By selecting the **Another Search** button, and entering "water in law" instead of just "water" we were able to reduce the amount of hits down to just over a thousand. A significant decrease, and much friendlier to our weary eyes.

Now lets look at the individual results. In the top graphic we see the default link, which will take us to more detailed information about that particular publication. At the right we the numbers "1982" and "1," which tells us when it was published and how many copies are available in the library. Unfortunately we have thousand of these links to review and don't want to waste time clicking on each one to find out what its about, so we can click the Extended Display button and we will get a more information for each hit.

| 5 | ☐ | A 1980's view of water management in the Potomac River basin : a report for the Subcommittee on Gove | 1982 | 1 |

or

| 5 | ☐ | A 1980's view of water management in the Potomac River basin : a report for the Subcommittee on Gove | |
| | | A 1980's view of water management in the Potomac River basin : a report for the Subcommittee on Governmental Efficiency and the District of Columbia of the Committee on Governmental Affairs, United States Senate / National Capital Section, American Water Resources Association; **TESC, TESC GovDocs** | 1982 |

Look at the second graphic, which shows the exact same item, only this time its in the extended display version. We can now see a bit more info on its contents, where its located, as well as what type of material it is. This option will help us go smoothly through the list until we find one that is relevant to our research.

Now that we've found one we like, lets look at it.

When we click on a item link as discussed above, we are taken to the individual item page where information specific to that document is held. Here we can see where its located, if its available, as well as ISBN numbers and other miscellaneous info.

Uh Oh, now we have a whole new set of buttons. So what do they mean?

Request: If an item is checked out, Evergreen Library policy allows you to recall or "request" that item. Because this library allows you to check out certain items for the entire quarter, this option helps to make sure that you can get your hands on it for your project.

Save In Book Cart:

This button saves the particular record to a temporary place where later you can choose to email or print out all the records you choose. This is good for quick filtering, so you can be left with a page that reflects only the results you have saved.

MARC Display: The MARC formats are standards for the representation and communication of bibliographic and related information in machine readable form." The MARC formats contain an explicit set of rules for the structure of fields and the content values within those fields.

Return To Browse: This button allows you to return to the results page, where you can choose another item to review. The "Back" button on your browser also does this task.

LOCATION	CALL #	STATUS
TESC Government Documents	Y 4.G 74/9:P 84/17	AVAILABLE

Here we see the actual location information for the item. On the right we see that this item is located in the Government Documents collection, and can be found using the given call number. And on the right we see that the item is available and can be checked out. Be sure to check this out on each of your items, as you may end up going to the wrong area of the Library to find your materials.

Other au	United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Governmental Efficiency and the District of Columbia
	American Water Resources Association. National Capital Section
Subjects	Water resources development -- Potomac River Watershed -- Congresses
	Water-supply -- Potomac River Watershed -- Congresses

*This part of the record can be extremely valuble as it will allow you to search for items that fall under the given subject heading, which in my experience enables me to find items that I would have not even thought to use. Also, it allows you to view other materials that were authored by the same people that wrote this one. In some cases this can take you to even more relevant materials, so try it out.*

Now that we understand the Evergreen Catalog lets take a look at what information is Given by the ProQuest and Ebscohost foks...

ProQuest and Ebscohost Results	

Proquest:
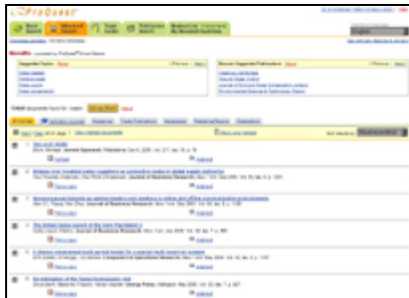
Okay weve entered our keyword "water" into the two databases and we know have two large lists of results that we have to sift through, in fact between the two of them we have over 800,000 items that may or may not prove valuable to our research. So lets figure out what were looking at.

First off look at how many entries we got back..

724691 documents found for: *(water)*

&

1 - 10 of 84543

Ebscohost:

Thats way too many so lets try "water in law"

27899 documents found for: *(water in law)*

&

1 - 10 of 293

---

5. A chance-constrained multi-period model for a special multi-reservoir system
M N Azaiez, M Hariga, I Al-Harkan. **Computers & Operations Research.** New York: May 2005. Vol. 32, Iss. 5; p. 1337
📄 Find a copy   📄 Abstract

or

5. Inner Mongolia's Lost Water. Earthwatch Institute Journal, 2005 Research & Exploration Guide, Vol. 24 Issue 2, p36, 1p, 5c; (AN 15300842)
📄 HTML Full Text 📄 PDF Full Text (361K)

Now that we've got our results narrowed down to a reasonable number, lets look at an individual item. Like with the TESC Catalog we are given a link in the title that will take us to a page thats gives either full text or an abstract. But unlike the TESC Catalog we are given much more information on default without having to switch to an extended display.

With both we are give the title, author, journal or periodical title and publich date. As well as secondar links that will take us directly to the full text, or allow us to download a copy to our computers. Notice the

📄 **PDF Full Text** (361K) *link, this takes us to a .pdf file that can be downloaded, saved to disk or emailed. For a better description of the .pdf then visit our glossary page here.*
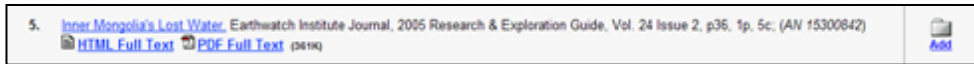
Now that weve selected what articles we want to view we can check out the information and the options each databse provides as it pertains to our research.

ProQuest:

This information provides all the citation information we would need for our reference lists, and it provides the means to email, print, save or download the articles themselves. In some cases, like with our item from proquest only the abstract is available, but if you look har enough you will see a set of buttons like these:

Ebscohost:

These buttons search the WorldCat databases and the ILLiad databases for the full text of this article, in some cases there is even a link to the TESC Catalog which means that the Evergreen Library may have full text of that article available in their collection. Note that these transaction can take some time, so if your running low it may behoove you to bypass and find another article.

Also, keep your eye out for hyperlinks within the authors names on these pages. Those links will search the database for any of the authors other works that may exist in these collections.

Okay, I get it. I think Im ready to give it a try. But first Ill review the other pages in this site so that I can work on my strategy.

- Good. I hope this all helps, and be sure to ask a librarian if you get too lost and please come back if you have any more questions.

Links

- Orientation
- Information Cycle
- Evaluating Sources
- Common Problems
- Search Tips
- Citation Guide
- Best Of...
- Glossary
- Research in the Real World

Time to Get Oriented!

-

-

Time to Get Oriented!

-

Find: [_____] in [Default Fields ▼]   [Search] [Clear]

Default Fields
TX All Text
AU Author
TI Title
SU Subject Terms
AB Abstract or Author-Supplied Abstract
KW Author-Supplied Keywords
GE Geographic Terms
PE People
PS Reviews & Products
CO Company Entity

and ▼ [_____] in

and ▼ [_____] in

Search Tips

These options instruct the search engine to apply certain parameters to your keyword. Used properly you can specify what exactly you looking for. For defintions see the glossary page.

📁 **Folder is empty.**

Refine Search | **Search History / Alerts** | Results

Limit your results: Limiters | **Expanders**   [Reset]

Full Text ☐

Publication [_____]

Published Date [Month ▼] Yr: [____] to [Month ▼] Yr: [____]

Scholarly (Peer Reviewed) Journals ☐

Publication Type
| All |
| Periodical |
| Newspaper |
| Book |

Here are those limiters, as discussed on the main page. Youll see that you can narrow your search down tremedously. But if you dont know exactly what your looking for, I advise that you begin with just a keyword search, as using too many limiters can actually block out valuable hits that you may otherwise might have missed.

Document Type
| All |
| Abstract |
| Article |
| Bibliography |

Number Of Pages [_____]

Cover Story ☐

Articles With Images
| All |
| PDF |
| Text with Graphic |

Expand your search to: **Limiters** | Expanders   [Reset]

Also search for related words ☐

Also search within the full text of the articles ☐

ProQuest®

| Basic Search | Advanced Search | Topic Guide | Publication Search | Marked List : 0 documents My Research Summary |

Interface language:
English

Databases selected: Multiple databases...

New scholarly features & content!

Advanced Search

Tools: Search Tips   Browse Topics

| AND |
| AND |

Document text

- Document text
- Document title
- Document type
- Author
- Classification code
- Company/Org
- Image caption
- Location
- NAICS code
- Person
- Product name

Add a row | Remove a row

This list of keyword def-
initions tells the search
engine within what param-
eters to use your
keyword. If you know an
author, an organization,
or perhaps a location.

Database: Multiple databases...   databases
Date range: All dates
Limit results to: ☐ Full text documents only 📄

☐ Scholarly journals, including peer-reviewed 🎓 About

More Search Options ^ Hide options

AND	Publication title:		Browse publications About
AND	Subject:		Browse subjects
AND	Company/Org:		Browse companies
AND	Person:		Browse people
AND	Location:		Browse locations
AND	Classification code:		Browse classification codes
AND	NAICS:		Browse NAICS codes
AND	Document Type:	Any document type	

Here you can enter in
very specific details
for you query, but be
careful you may end up
narrowing your search
so much that you may
block out accidental
finds, that sometimes
prove more valuable
than your original
find. As well, you
can click on the
"Browse functions and
search through lists
that the ProQuest
designers have built

Publication type: All publication types
Sort results by: Most recent first

RESEARCH:HELP

THE EVERGREEN STATE COLLEGE:

Glossary

A

Abstract– A summary of a journal or magazine article, book. Use abstracts to determine of the content of the reading is relevant to your topic **Annotated bibliography**– A bibliography containing citation information, and including commentary on each source.

Archives– A collection of documents, media and other items, usually having historic significance.

Article – A self-contained reading on a subject, usually associated with periodicals or journals, but also found in books and encyclopedias. Periodical and journal articles may be more current than those collected in books.

B

Bibliography – A listing of materials used (books, articles, media, etc.) used in the research of a project, usually presented at the end of the paper or book, and useful for finding additional relevant materials on a topic. Also, a collection of recommended reading on a particular subject.

Biography – An account of a person's life, in whole or in part.

Boolean operators – The use of and, or, and not in relation to search terms, to define and refine the parameters of a search.

Bound periodicals – Issues of periodicals that have been bound together in chronological order.

C

Call number– The numbers/letters assigned to each item in a library collection. Commonly used systems are Dewey Decimal and the Library of Congress Classification Systems. TESC Library uses the Library of Congress System.

Catalog – The "index" of the items in a library collection. Frequently kept electronically, but card catalogs can still be found.

Circulation Desk – The "front desk" of the library. This is where you commonly check items out, return items, pick up reserved items, etc. At TESC, this is also where you pick up items that you request through SUMMIT or ILLiad (Interlibrary Loan), or items on Closed Reserve (items placed on reserve by faculty only for their program students), and is separate from the Reference Desk.

Citation – A reference made to a source used, whether that source is print, image, or media, including Internet sources. Citations should include the information someone would need to find the source materials. There are different accepted formalized citation styles, including MLA, APA, and Chicago. Instructors will generally have a preference.

D

Database – An organized collection of information, searchable by means of computer or similar device, using various parameters. In the library, the term is occasionally used to describe the electronic indexes and contents of the catalog.

Descriptor – A subject heading assigned to a document by an indexer of a database, to describe its subject matter.

Domain – The suffix (ie: .gov, .org, .edu, .com, etc.) of a web site address. This can give some indication of the origin of the information contained on the site.

E
top

F
top

Field – The category or categories that are examined when a search engine searches a library database: author, title, subject, keyword, etc.

Full text – A journal or other article available in its entirety from a database or online source. A **full text database** is a database that has full text articles available for download (ie: Proquest). Other databases may have only citations or abstracts available.

G
top

Government documents – Documents that are published by a government agency.

H
top

Hold (or Request) – A patron may place a request on an item that is currently checked out. At TESC this may be done online via the Library Catalog from anywhere a patron has web access.

I
top

ILLiad – Interlibrary Loan system used at TESC. Not the same as SUMMIT.

Index – A listing at the back of a book, containing alphabetically organized subjects or topics and the pages on which they are found. Pages with images may be indicated by italics or bolding. Also a listing of items that may be found in a database, as in an abstract index.

J
top

Journal – A scholarly or academic periodical, often published by an organization or society, collecting the articles written about a subject by and for researchers/academics in a field. Journals specialize in specific fields of study. Some journals are described as peer-reviewed.

K
top

Keyword – In a search of a database, the word or words (see Boolean Operators) that describe the main topic of a book or other item. Less precise than a subject search, which uses specific subject headings.

L
top

LCSH Library of Congress Subject Headings. The specific subject headings into which the Library of Congress Classification System breaks down. When doing a keyword search, look at the LC subject headings listed under an item heading to help you refine your search.

Library Catalog – (see Catalog)

Library of Congress Classification System – A system developed to organize books and other media by subject. This is the system used by the TESC Library.

M
top

Magazine – A periodical intended for laymen and non-professionals. These rarely contain footnotes or bibliography, and content may be influenced by advertisers. May or may not be an appropriate source, depending on circumstances.

Microfiche/Microfilm – A format of storage frequently used for periodicals and government documents. Both forms are reduced reproductions of the original that are read with the appropriate machine. Microfiche is flat sheets of film, microfilm is on rolls.

Monograph – A book.

N
top

O
top

P
top

Peer-reviewed – Usually said of journals. Peer-reviewed journals only publish articles that have been approved by a panel of experts in a field of study. Some research projects require that you only use peer-reviewed sources.

Periodicals – Magazines, newspapers, journals, newsletters, etc. Publications released on a schedule at least twice a year. Also referred to as "serials" because they are produced in series.

Plagiarism – Failure to properly attribute/cite information, unless that information can be considered "common knowledge."

Primary source – A source from the time of an event. The account of an eyewitness, some newspaper articles, news footage, correspondence, diaries, as well as artifacts from the time of the event are all examples of primary sources. There are also "secondary sources" and "tertiary sources".

Q
top

R
top

Record – The description of a single item in a library catalog.

Reference Desk – The "gateway" to the Reference collection. Reference items do not leave the library, and are meant to help provide basic information. The reference librarians can help with questions about locating materials, and generally help patrons to use the library.

S
top

Search engine – A software program (Yahoo, Google, etc.) that endeavors to facilitate navigation of the web by searching web pages and other Internet resources either by keyword or by category, and presenting the results. There are many search engines, and they are quite different. Finding one that is most intuitive to you requires experimentation.

Secondary source – A source that endeavors to interpret or analyze, or otherwise relies on, primary sources. Criticism, textbooks, some magazine articles, and commentaries are examples of secondary sources. See also primary and tertiary sources.

Stacks – The physical shelving areas in a library.

Subject headings – This is a controlled vocabulary that is used to describe the different subjects into which a library catalog is broken down. In the Library of Congress Classification System, this aspect is central to searching by subject heading. In other words, you need to know exactly what phrases are used to describe the aspects of the subject you are researching. The subject headings are listed in the record of the item in the catalog.

Subscription database – Some databases require a subcription to access. The library pays for the subscription, so you have access from the library. In some cases, you can access from home with a password.

SUMMIT – At Evergreen, a method of searching a pool of regional libraries for an item that is not available for check-out at our library. Books requested through SUMMIT are transferred to our library for the patron to check out, and are currently due back 3 weeks from check-out. Not the same as ILLiad.

T
top
Tertiary sources – A source that uses or collects secondary sources and primary sources. Most web sites are tertiary sources, except for .gov. See also "primary" and "secondary sources".

Trade journals – Industry- or trade-based journals that fall somewhere between magazines and academic journals in complexity of subject.

Truncation – The use of a symbol or "wildcard," usually an asterisk (*) to add flexibility to a search word. Used with keyword searching. Adding a wildcard to the end of a base word can bring back that word with numerous different endings.

U
top
URL (Uniform Resource Locater) – A "web address." The URL for the home page of TESC's web site is http://www.evergreen.edu.

V
top

W
top
Web, The; the World Wide Web – The Internet. An information system of servers and clients through which users can access data on other computers on a global scale.

Wildcard – Wildcards are symbols that add flexibility to a keyword search by extending the parameters of a search word. This can help if you are not certain of spelling, or only know part of a term, or want all available spellings of a word (British and American English, for example). "*" stands for one-or-more characters (useful for all suffixes or prefixes), "#" stands for a single character, and "?" stands for zero-to-nine characters.

X
top

Y
top

Z
top

Sources:

[Research and Documentation Online](#)

[University of South Dakota](#)

[University of Newfoundland](#)

[Humboldt State University](#)

[University of Akron Libraries](#)

[Bakersfield College](#)

[Stony Brook University Library](#)

[Nova Southeastern University](#)

[University of Utah](#)

Links

- [Orientation](#)
- [Information Cycle](#)
- [Evaluating Sources](#)
- [Common Problems](#)
- [Search Tips](#)
- [Citation Guide](#)
- [Best Of…](#)
- [Glossary](#)
- [Research in the Real World](#)
- [Home](#)

-