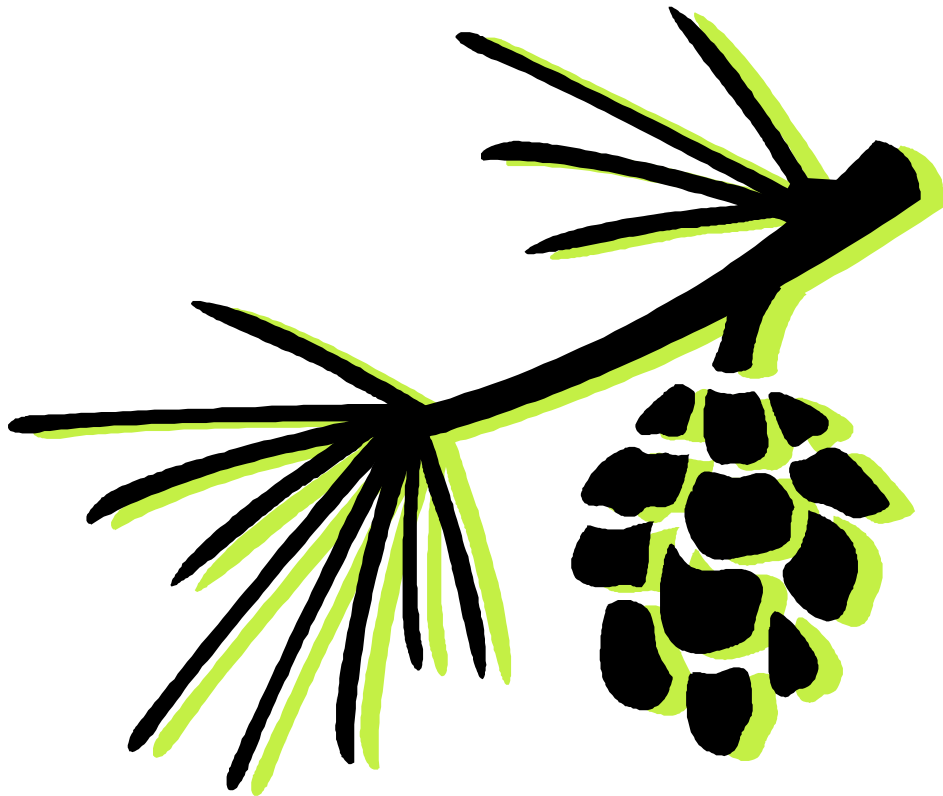


# LIBRARY RESOURCES

## Sierra Nevada College



## EDUCATION

PRIM LIBRARY

[www.sierranevada.edu/library](http://www.sierranevada.edu/library)

775-881-7511

[emarkle@sierranevada.edu](mailto:emarkle@sierranevada.edu)





# PRIM LIBRARY POLICIES

## LIBRARY HOURS

Hours are adjusted during holidays and semester breaks

- Monday – Thursday 8 am to 10 pm
- Friday – 8 am to 5 pm
- Saturday - 10 am - 5 pm
- Sunday – 2 pm – 10 pm

**CIRCULATION DESK PHONE –**  
775-831-7501

## CELL PHONES

- Please remember it may be disruptive to your fellow students to have cell phones ring loudly in the library. Please be considerate and minimize the noise you and your cell phone create.

## BORROWING

- Circulating books may be checked out for six weeks. Reference materials may not be checked out. Reserve books may be checked out for use within the building only, unless otherwise noted.

## COURSE TEXTBOOKS

- If the library has a copy of course textbooks, they are kept on reserve and may be signed out for use in the library only.

## COURSE READINGS ON RESERVE

- If an instructor has put course readings on reserve, they will be available at the circulation desk under the instructor's name. You may checkout for use in the library only.

## COPYING POLICIES

- Copy machine is located in library next to the coffee shop.
- Copy cards are required to make copies. Cards are available in the bookstore.

## STAFF

- Dr. Betts Markle, Library Director
  - 775-881-7511
- Sandy Delaski, Library Technician
  - 775-831-1314, x7412

## EMAIL

[emarkle@sierranevada.edu](mailto:emarkle@sierranevada.edu)  
[sdelaski@sierranevada.edu](mailto:sdelaski@sierranevada.edu)  
[library@sierranevada.edu](mailto:library@sierranevada.edu)

**LIBRARY FAX –** 775-832-1696

## **LIBRARY WEBSITE:**

[www.sierranevada.edu/library](http://www.sierranevada.edu/library)

# CHECKING OUT BOOKS

- LOAN PERIOD:** 6 weeks.
- HOW MANY:** No limit (except common sense).
- RENEWALS:** One renewal period only--subject to recall--provided no holds are on the book. (Except books on reserve—no renewals).  
a. You may renew overdue books to prevent further fines, but you still may have to pay 10 cents a day for the days between when the book was due and when you renewed.  
b. The due date is 6 weeks from the date you renew it.  
c. Renew in person or by phone: **775-831-7501**.
- OVERDUE FINES:** 10 cents a day for 3-week books, up to a \$10 maximum. \$1 a day if the book has been recalled or is on reserve. Interlibrary Loan book fines are \$1.00 per day. Recalled books not returned within a week are considered lost. The fine for lost books is the replacement cost plus \$10.
- HOLDS/RECALLS:** If a book is out, you can reserve it for yourself when it is returned by telling the library person that you want to put a hold on it. If the book has been renewed the library will, if you request, recall the book. The library staff will phone the borrower and request that they return the item within a week.
- REPLACEMENT:** Books you check out become your responsibility. Damaged, lost or unreturned books will be replaced at your expense: i.e. the replacement cost to us plus \$10 processing fee.
- BORROWING RIGHTS:** Registered students, faculty, and staff, as well as alumni and community members are allowed to borrow materials.
- BOTTOM LINE:** Unpaid fines or replacement charges will result in your grades and transcripts being held up until the debt is paid. Having library obligations such as outstanding fines or lost books may result in a delay of your class registration. Overdue books may result in loss of borrowing privileges until they are returned. If items are not returned within a reasonable time after the due date, a hold may be placed on your registration. You will not be able to register, get transcripts, or graduate until the library obligation is resolved.

## PRIM LIBRARY ELECTRONIC RESOURCES

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### Library contact information:

Dr. Betts Markle, Librarian  
775-881-7511  
[emarkle@sierranevada.edu](mailto:emarkle@sierranevada.edu)  
FAX 775-831-1696

Electronic resources listed may be accessed from outside the library by using the password sheet provided in your orientation. If you need a copy, please email Betts Markle ([emarkle@sierranevada.edu](mailto:emarkle@sierranevada.edu)) for a copy.

- **PRIM (CLAN) Library Catalog.** Use this to identify books you want to borrow. If you are accessing this resource from somewhere other than on campus, you may need to select PRIM Library as the default search to limit to SNC books. Some books are available electronically online.



- **EBSCO** For full-text articles relating to education, click the boxes for *Academic Search Premier, Professional Development Collection and ERIC*. Search using keywords, authors, or subjects. If no full-text is available, you will see a link to an interlibrary loan request. If you would like the full-text of an article, just submit the request and the library staff will find the article for you. No cost for this service.
- **LIRN** This link (will connect you to *LIRN*, a consortium of libraries, offering access to several database vendors. See password handout sheet for current access code.
  - Infotrac – holds Expanded Academic ASAP, Academic OneFile and Custom Newspapers. Many full-text journals are available here. Click on “full text” checkbox

before you search. Click on “keyword” (as opposed to “subject”) in the search options.

- ProQuest - specifically contains an Education Module for access to educational topics such as administration, policy, teaching practices, and more
- **ERIC** <http://www.eric.ed.gov> This tool has long been the main access point for research in education. You may also search ERIC through EBSCO.
- If you see EJ in front of a number, that item is a journal article. Look for the full text as you would any journal, e.g. click on the icon “Full Text” or search the A to Z database on the library web page for other options.
- If you see ED in front of a number, that item is an unpublished document. In ERIC, look for the link labeled **Full-Text from ERIC**
- **EBSCO A-Z** Journal Search. This index allows you to search for a specific journal title and the database will allow you to link directly to where the full text of the journal is located if SNC subscribes to it. To shortcut your search for education journals, click on the “subjects” tab to see the topical areas of education interest. Click on the general education link or on an individual area. This database will only lead you to where the publication is available in full text.





Ebsco A-to-Z indicates which of SNC's electronic databases contains full text of a particular journal issue and also provides a hyperlink to the title. On the [Ebsco A-to-Z](#) webpage, you can navigate to your journal title by typing in the title of the journal you are looking for. Alternatively, you can enter a word(s) that is part of the journal title in the **Find** slot at the upper right, and press **Search**.

Each journal listing in Ebsco A-to-Z contains one or more hyperlinked databases, which can connect you directly to the periodical title you're seeking. The way it does so may vary slightly, but in general you choose year, issue, and then select from a chronologically arranged list of articles. A **Find** or **Search within publication** box may also be provided, often with the journal title and date already encoded and inserted.

Additional information is provided by the tabs at the upper left. **Index** lists vendors, or providers, for all titles contained in the SNC list, hyperlinked to each company's webpage. **Titles** gives the specific database listings that will then provide you with specific journal titles. **Subjects** gives a partial listing of journals that specialize in different academic disciplines. **About this site** gives a detailed explanation of the user interface.

## Tips

1. When using A-Z, use the word "and" instead of the ampersand symbol "&".

Cognitive Therapy & Research

**NO**

Cognitive Therapy and Research

**YES**

2. A to Z has to connect to several different databases from different vendors. It works best if you log into each of the available vendor web sites before you start using A to Z. Why? Because logging in stores the correct connection information in your computer. The vendors you need to connect to are: EBSCO and LIRN. Lexis Nexis is immediately accessible on campus, but is not available at all off campus.

## EBSCO DATABASES -

**Academic Search Premier** - This multi-disciplinary database provides full text for more than 4,500 journals, including full text for more than 3,700 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

**Business Source Elite** - This business database provides full text for nearly 1,100 business publications, including full text for nearly 500 peer-reviewed business publications. The rich collection of titles in *Business Source Elite* provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

**Environment Complete** - *Environment Complete* offers deep coverage in applicable areas of agriculture, ecosystem ecology, energy, renewable energy sources, natural resources, marine & freshwater science, geography, pollution & waste management, environmental technology, environmental law, public policy, social impacts, urban planning, and more. *Environment Complete* contains more than 1,957,000 records from more than 1,700 domestic and international titles going back to the 1940s (including 1,125 active core titles). The database also contains full text for more than 680 journals and 120 monographs.

**ERIC** - *ERIC*, the Educational Resource Information Center, contains more than 1,243,000 records and links to more than 224,000 full-text documents from *ERIC*.

**General Science Collection** - This database offers full text coverage for more than 60 of the most popular science publications. Providing information on all aspects of the scientific world, the *General Science Collection* offers full text information dating back as far as 1992.

**GreenFILE** - *GreenFILE* offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

**Health Source - Consumer Edition** - This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. *Health Source: Consumer Edition* provides access to nearly 80 full text, consumer health magazines.

**Library, Information Science & Technology Abstracts** - *Library, Information Science & Technology Abstracts* (LISTA) indexes more than 500 core journals, more than 50 priority journals, and 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

**MasterFILE Premier** - Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,750 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also includes nearly 500 full text reference books, full text from 86,017 biographies, 105,786 full text primary source documents, and an Image Collection of 341,655 photos, maps and flags. This database is updated daily via EBSCOhost.

**Newspaper Source** - *Newspaper Source* provides cover-to-cover full text for 35 national & international newspapers. The database also contains selective full text for 375 regional (U.S.) newspapers. In addition, full text television & radio news transcripts are also provided.

**Professional Development Collection** - Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including nearly 350 peer-reviewed titles. This database also contains more than 200 educational reports. Professional Development Collection is the most comprehensive collection of full text education journals in the world.

**Regional Business News** - This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

**Teacher Reference Center** - Provides indexing and abstracts for more than 270 of the most popular teacher and administrator journals and magazines to assist professional educators.

**TOPICsearch** - *TOPICsearch* contains full text for over 105,000 articles from 1,622 diverse sources including international and regional newspapers, EBSCO's unparalleled collection of periodicals, biographies, public opinion polls, book reviews, pamphlets, and government information.

**Research Starters – Business** - Research Starters are study and research guides designed specifically for advanced high school students, college students and selected graduate students. They consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts.

**Research Starters – Education** - Research Starters are study and research guides designed specifically for advanced high school students, college students and selected graduate students. They consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts.

# INFOTRAC DATABASES – IN LIRN

- Academic OneFile  
Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly. Includes full-text coverage of the *New York Times* back to 1995. Updated daily.
- Business and Company Resource Center with PROMT and Newsletters  
Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Predicast's PROMT and Newsletter ASAP databases are fully integrated in this database. Search this database to find detailed company and industry news and information.
- Computer Database 1980 - Current  
Use this database to find computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.
- Custom Newspapers  
Indexing and full text.
- Expanded Academic ASAP 1980 - Current  
From arts and the humanities to social sciences, science and technology, this database meets research needs across all academic disciplines. Access scholarly journals, news magazines, and newspapers - many with full text and images!
- Gale Virtual Reference Library  
Gale Virtual Reference Library is a database of encyclopedias, almanacs, and specialized reference sources for multidisciplinary research. These reference materials once were accessible only in the library, but now you can access them online from the library or remotely 24/7. Because each library creates its own eBook collection, the content you see may vary if you use the database at different libraries (your school, your public library, or your office).
- General Business File ASAP 1980 - Current  
Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination of broker research reports, trade publications, newspapers, journals and company directory listings with full text and images available.
- Health Reference Center Academic 1980 - Current  
Multi-source database provides access to the full text of nursing and allied health journals, plus the wide variety of personal health information sources in InfoTrac's award-winning Health Reference Center. All in a single, easy-to-use database, The material contained in this database is intended for informational purposes only.
- Health and Wellness Resource Center and Alternative Health Module 1980 - Current  
Provides instant access to carefully compiled and trusted medical reference materials. Includes nearly 400 health/medical journals, hundreds of pamphlets, over 700 health-related videos from partner Healthology, Inc., and articles from 2,200 general interest publications in addition to a broad collection of Cengage Gale reference titles. Material contained in this Resource Center is intended for informational purposes only.
- InfoTrac Criminal Justice Collection Journal Articles
- InfoTrac OneFile 1980 - Current  
A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social sciences, sports, technology, and many general interest topics. Millions of full-text articles. Updated daily.

- LegalTrac 1980 - Current  
Students, law school faculty and legal researchers will all find the legal publications they need in LegalTrac. Drawing on a wide variety of the most highly regarded legal publications, LegalTrac provides indexing for more than 1,400 titles including major law reviews, legal newspapers, bar association journals and international legal journals. Each title included in LegalTrac is selected on the basis of criteria provided by a special advisory committee of the American Association of Law Libraries. LegalTrac also contains law-related articles from over 1,000 additional business and general interest titles.
- Literature Resource Center - LRC Current  
Literature Resource Center provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, the Literature Resource Center covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors.
- Newsletters ASAP 2001 - Current  
Newsletters ASAP provides access to information from specialized business, industry and technology newsletters issued by various news services and industry watchers.
- Opposing Viewpoints Resource Center Current  
Opposing Viewpoints Resource Center is a one-stop source for information on today's hottest social issues. Drawing on acclaimed series published by Greenhaven Press and other Cengage Gale imprints, OVRC features viewpoint articles, topic overviews, full-text magazine, academic journal, and newspaper articles, primary source documents, statistics, images and podcasts, and links to Websites. New to the database are Lexile reading levels for periodicals and an integrated national and state curriculum standards search with content correlated to the standards.
- Student Resource Center - Gold  
Student Resource Center - Gold offers easy access to award-winning content based on national curriculum standards. Covering all core curriculum areas, including history, literature, science, social studies, and more, SRC - Gold provides a premium selection of reference material, more than 1,100 full-text periodicals and newspapers, primary sources, creative works, and multimedia, including hours of video and audio clips and podcasts. Premier reference content includes the American Journey Series, American Decades, Career Information Center and the SRC Health Module. New to the database are Lexile reading levels for periodicals, an integrated national and state curriculum standards search with content correlated to the standards, and popular topic pick lists.

# PROQUEST DATABASES – IN LIRN

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- [ABI/INFORM Dateline](#)

Search a unique resource focusing on hard-to-find local and regional business news coverage of large corporations, privately held companies, local start-ups, executive profiles, marketing, finance, and industry news. Provides access to business information not typically found in national news sources. Contains news and analysis, information on local markets, and more gathered from major business tabloids, magazines, daily newspapers, wire services, and city, state, and regional business publications. Coverage: 1985-current

- [ABI/INFORM Global](#)

Most scholarly and comprehensive way to explore and understand business research topics. Search nearly 3000 worldwide business periodicals for in-depth coverage of business and economic conditions, management techniques, theory, and practice of business, advertising, marketing, economics, human resources, finance, taxation, computers, and more. Expanded international coverage. Fast access to information on 60,000 + companies with business and executive profiles. Now includes The Wall Street Journal. Coverage: 1971 - current

- [ABI/INFORM Trade & Industry](#)

Search more than 1200 business periodicals with a trade or industry focus. Provides users with the latest industry news, product and competitive information, marketing trends, and a wide variety of other topics. Contains publications on every major industry, including finance, insurance, transportation, construction, and many more. Coverage: 1971 - current

- [National Newspaper Abstracts \(3\)](#)

Abstracts and indexing for New York Times, USA Today, and Wall Street Journal. Coverage: Varies

- [ProQuest Psychology Journals](#)

With complete full-text coverage from top psychology journals and related publications, this database meets the needs of both students and mental-health professionals. Coverage: varies

- [ProQuest Research Library](#)

Search the full collection of journals, magazines and newspapers for information on a broad range of general reference subjects. Coverage: varies

- [Research Library Core](#)

Basic coverage of a broad range of subject areas including: arts, business, children, education, general interest, health, humanities, international, law, military, multicultural, psychology, sciences, social sciences, and women's interests. Coverage: varies

- [Arts Module](#)

Arts, dance, theater, cinema, and more in this module of ProQuest Research Library. Coverage: varies

- [Business Module](#)

Business subjects such as economics, personal finance, marketing, and more. Coverage: varies

- [Children's Module](#)

Search for current information for or about children in this module of ProQuest Research Library. Coverage: varies

- Education Module

Education subjects such as administration, policy, teaching practices, and more.. Coverage: varies

- General Interest Module

General interest subjects such as hobbies, fashion, consumer information, travel, and more in this ProQuest Research Library module. Coverage: varies

- Health Module

Health subjects such as medical conditions, substance abuse, insurance, health policy, and more in this ProQuest Research Library module. Coverage: varies

- Humanities Module

Humanities subjects such as communication, history, journalism, literature, philosophy, religion, and more. Coverage: varies

- International Module

International subjects such as culture, history, social policy, politics, and more. Coverage: varies

- Law Module

Legal subjects such as business law, civil law, criminal law, and more.

- Military Module

Military subjects such as defense, aeronautics and space flight, and other military issues. Coverage: varies

- Multicultural Module

Multicultural subjects such as ethnic minority and gay/lesbian issues. Coverage: varies

- Psychology Module

Psychology subjects such as human development, learning, psychiatry, and more in this ProQuest Research Library module. Coverage: varies

- Sciences Module

Science subjects such as agriculture, biology, chemistry, computers, engineering, physics, and more. Coverage: varies.

- Social Science Module

Social science subjects such as anthropology, culture, criminology, political science, social welfare, urban development, and more. Coverage: varies

- Women's Interest Module

Women's interest subjects such as feminism, history, political science, social science, and general interest as they relate to women's issues. Coverage: varies

# USING REWORKS AT SIERRA NEVADA COLLEGE

## Signing Up

Creating a RefWorks account is quick, easy, and free for Sierra Nevada College students, faculty, and staff. Here's how:

1. Go to <http://www.refworks.com/refworks>
2. Enter GROUP CODE - **RWSierraNVC**
3. Click "Sign up for an Individual Account."
4. Complete the form by providing your name, email address and by choosing a login and password. Click "Register."

## Accessing Your RefWorks Account

1. Go to <http://www.refworks.com/refworks>
2. Enter your RefWorks login name and password.
3. If you are off-campus, you will be asked to enter the Sierra Nevada College GROUP CODE - **RWSierraNVC**
4. Click "Login."

An excellent place to get an overview of RefWork's features is the Quick Start Guide (link opens .pdf file).

[http://www.refworks.com/refworks/help/RefWorks\\_Quick\\_Start\\_Guide.pdf](http://www.refworks.com/refworks/help/RefWorks_Quick_Start_Guide.pdf)

## ERIC DATABASE

ERIC provides unlimited access to more than 1.2 million bibliographic records of journal articles and other education-related materials, with hundreds of new records added twice weekly. If available, links to full text are included.

Within the ERIC Collection, you will find records for:

- journal articles
- books
- research syntheses
- conference papers
- technical reports
- policy papers
- other education-related materials

You may also search special collections from the [What Works Clearinghouse](#) and the [Regional Educational Laboratories](#).

### *Who Uses ERIC?*

ERIC users include education researchers, teachers, librarians, administrators, education policymakers, instructors and students in teacher-preparation programs, parents, the media and business communities, and the general public. The user community conducts more than eight million searches each month through the ERIC Web site and commercial and non-commercial sites.

### *What's in ERIC?*

#### **Journals in ERIC**

ERIC indexes education [journals](#), the majority of which are peer-reviewed. Most of these journals are indexed comprehensively - that is, a record for every article in each issue is included in ERIC. Some journals are indexed selectively - that is, only those articles that are education-related are selected for indexing.


Journal records typically include bibliographic data (author, title, date, journal citation, publisher) and an abstract, or short description of the work. A small number of journal publishers also make the full text of an article available at no cost directly through this Web site. The majority of journal articles need to be obtained through library print and electronic holdings or directly from the publisher. To aid in the finding process, ERIC includes Find in a Library and/or Publisher's Web site links at the end of every record with an ISSN number.

[View Sample ERIC Record](#) 

## Other Materials in ERIC

In addition to the journal literature, ERIC indexes education-related materials from scholarly organizations, professional associations, research centers, policy organizations, university presses, the U.S. Department of Education and other federal agencies, and state and local agencies. Individual contributors submit conference papers, research papers, dissertations, and theses.

Records for these materials typically include bibliographic data (author, title, date, source), an abstract, or short description of the work, and a link to the full text in PDF format. ERIC appreciates the individuals and publishers who have given ERIC permission to display the full text at no charge. For most materials from 2004 forward, if full text is not available in ERIC, links to the publishers' Web sites and to libraries that may have the full text are provided.

Identifying and providing full-text access to this "grey literature" or "fugitive literature" is one of ERIC's signature strengths. Grey literature provides searchers with a wide variety of important information about education. Diverse in format, it ranges from informational materials to very substantive, rigorously researched and reviewed documents, including research syntheses, conference papers, and policy reports. All materials are reviewed and selected in accordance with the [ERIC Selection Policy](#) .

## *Getting Started with ERIC*

The ERIC Web site allows you to search education-related bibliographic records any time at no charge. A growing number of full-text materials are becoming available in the ERIC Collection as PDF documents in ERIC or via links to library holdings and publishers' Web sites.

Use the ERIC Web site's [Basic Search](#) or [Advanced Search](#) tools to search the ERIC Collection.

Use the [Thesaurus](#) to identify appropriate words and phrases from ERIC's controlled vocabulary for precision searching.

Use [My ERIC](#) to manage your search criteria and search results, save searches, and track your online submissions.

# Sierra Nevada College Library

## Interlibrary Loan Policy and Procedures

Interlibrary Loan (ILL) is a service available to the Sierra Nevada College academic community. All currently enrolled AU/Atlanta students, staff, and faculty, as well as alumni, by request, is entitled to this service.

### What is Interlibrary Loan?

Interlibrary Loan (ILL) allows borrowers to obtain materials not held in the Sierra Nevada College Library; this includes books, articles from periodicals, and some theses or dissertations. We participate in cooperative agreements with other colleges and universities in order to maximize the sharing of resources.

### Submitting Requests

The easiest method of ILL request is to email the [library](#). EbscoHost now displays an interlibrary loan icon that can be used to request articles directly. It is critical that all information on the ILL form be completed. Incomplete information may delay your request.

- *Do my requested items reside in paper or online format at the SNC campus?*  
Make sure that your requests do not already reside electronically within the SNC electronic resources. You should check the A-Z database to make sure the item is not available in full-text electronically.
- *How long will I wait for materials I have requested?*  
Typically, the average wait for books is 5-10 days.
- *How am I notified when my materials arrive?*  
You will be telephoned or emailed when your material arrives and you can pick up at the library's Circulation Desk.

### Returns

Interlibrary loan books must be returned promptly to the library. Renewals are possible, but dependent on the lending library. Please contact one of the librarians before the book is due to request a renewal. Article copies are yours to keep and do not need to be returned.

### Loan Periods

Loan periods vary and are assigned by the lending institution. Additionally, materials are subject to recall by the lender at any time. It is your responsibility to be aware of the due dates. In most cases, there will be a three (3) week loan period.

### Overdue Fines and Penalties

Fines may be charged at the same rate as Sierra Nevada College. However, due to the fact that we are borrowing materials from other colleges and universities, late books can damage our relationship with the lenders and jeopardize our ability to borrow items in the future. Please respect the item's due date. We will attempt to contact you, but ultimately it is your responsibility to return the materials on time or request a renewal in a timely fashion.

If interlibrary loan materials are lost or damaged, you will be responsible for any costs incurred by the lending library. We also reserve the right to refuse interlibrary loan requests from students who are habitually late returning their materials.

### **Restrictions**

The Sierra Nevada College Library adheres to a National Interlibrary Code (2001) that establishes principles that facilitate resource sharing between lending institutions. Each lender adopts policy that determines what they will share with other institutions. Books and articles are the most common items requested and are usually readily available. We do not usually borrow items that are held at the SNC campus but currently checked out or on reserve. It is difficult to obtain the following items and we will try to advise you accordingly.

- Textbooks used in course work
- Non-circulating materials such as Reference or Reserve items
- Audio-visual materials
- Entire issues of periodicals unless published in book format
- Computer software
- Non-circulating theses and dissertations (Ask librarian for additional possibilities)
- Paper copies of older (Pre 1993) ERIC documents
- Unique or rare materials that would be difficult or impossible to replace

### **Costs**

Generally, there is no charge for interlibrary loan service. However, there are items that may only be available from research or medical libraries that typically charge from \$15.00 to \$20.00 per photocopy or loan. Dissertations also often involve a similar fee. The Interlibrary Loan form has a place for you to indicate what you are willing to pay for materials. If we encounter difficulty in obtaining your materials and the only locations available, charge a fee, we will first notify you to determine your willingness to authorize a charge for particular materials.

### **Questions?**

Contact one of the library staff for further information.

Betts Markle

[emarkle@sierranevada.edu](mailto:emarkle@sierranevada.edu)

775-881-7511

Sandy Delaski

[sdelaski@sierranevada.edu](mailto:sdelaski@sierranevada.edu)

775-831-1314, x7412

## Looking for Full-text dissertations?

### FREE

<http://www.ndltd.org/serviceproviders/scirus>

This site is a cooperative venture involving colleges and universities across the US. The advanced search capability is most effective. Most documents are accessible in Adobe Acrobat pdf format.

ERIC - Using EBSCOHOST from the SNC library website, selection ERIC from the list of databases. Check the "Full Text" box and then in the Publication Type box that you want to search for "Dissertations/Theses - Doctoral Dissertations". This will return documents that are full text dissertations in pdf format.

### FEE-BASED

[Dissertation.com](http://Dissertation.com) - This site allows writers to post their theses and dissertations for sale. Visitors to dissertation.com can download a document in Portable Document Format (PDF) for \$6 or order a bound paper copy, starting at \$19.95.

### INTERLIBRARY LOAN

We will attempt to borrow dissertations from other libraries. However, our experience tells us that we receive only about 20% of the requests due to lending policies or charges at the lending library. Often, libraries that are willing to lend dissertations will only do so for a \$15.00 - \$20.00 charge. This fee would be the responsibility of the student requesting the dissertation.

# Seven Steps of the Research Process

- Identify and develop your topic
- Find background information
- Use online catalog to find books
- Use online indexes to find periodical articles
- Find Internet resources
- Evaluate what you find
- Cite what you find using a standard format

## Developing a Research Question

When you focus on a research topic from a broad subject area it is important to:

1. select a topic that is interesting to you
  2. explore and gather background information on the subject area, and
  3. focus on a specific topic that is not too broad or too specific.
- If you choose a topic that is too general, you will be overwhelmed by too much information, and it will be difficult to focus your search.
  - If you choose a topic that is too specific, it will be difficult to find enough information to support your ideas, and there may not be enough sources to allow you to develop a balanced perspective on a topic.
  - Research topics that have no specific answers usually lead to more productive research papers.
  - Topics which are controversial and for which there are various points of view provide you with more possibilities for developing your own ideas and analysis.

In many instances, students beginning a research project decide to look at only one source of information, such as books. Asking questions such as the ones below will lead you to enriched and expanded information.

- Do I need current information for my research? If so, should I consider using journals or newspaper articles?
- Are books a more suitable source of information? Do I need books which have up-to-date statistics or which include new technologies?
- Which sources will give me an overview? Which will give me concise information?
- Are there other resources that may help me in my research?

## Search Strategy

- *Dividing a Research Topic into Concepts*  
- A typical research question should be able to be divided into two or three concepts. (The morality of euthanasia for terminally ill persons).
- *Finding Synonymous or Related Terms for Each Concept*  
- Once you break the topic into basic concepts, as many search terms as possible should be listed for each concept. (euthanasia/right to die/mercy killing) and (ethics/morality).

## Analyzing your Topic

## Books on Writing Research Papers Using the APA Citation Style

- American Psychological Association. (2001). *Publication manual of the American Psychological Association*. Washington, DC: Author. (BF 76.7 .P83)
- Ballenger, B. (2007). *The curious researcher*. New York: Pearson-Longman. (LB 2369 .B246)
- Coyle, W., & Law, J. (2007). *Research papers*. New York: Pearson-Longman. (LB 2369 .C65)
- Hacker, D. (2006). *The Bedford handbook*. Boston: Bedford-St. Martins. (PE 1408 .H277)
- Hacker, D. (2007). *A writer's reference*. Boston: Bedford-St. Martins. (PE 1408 .H2778)
- Hubbuck, S. M. (2005). *Writing research papers across the curriculum*. Boston: Thomson-Wadsworth. (LB 2369 .H83)
- Lester, J. D., Sr., & Lester, J. D., Jr. (2007) *Writing research papers*. New York: Pearson-Longman.(LB 2369 .L4)
- Reid, S. (2006). *Prentice Hall guide for college writers*. Upper Saddle River, NJ: Pearson-Prentice Hall. (PE 1408 .R424)

## Useful Web Sites on the APA Citation Style

[APA Exposed \(tutorial\)](#) - This animated web tutorial will tell you most things you'd like to know about citing sources using the APA documentation style. Posted online by the Harvard Graduate School of Education. (best with Internet Explorer)

[Sample Research Paper: APA Style](#). You can find examples of APA in-text citations, information on how to format a paper, and instructions on compiling a list of references on this site. This page, from Diana Hacker, also has a sample research paper written in the APA style.  
General Information

[APA \(American Psychological Association\) Citation Style Guide](#). An excellent overview of APA citation style from Bucknell University.

[APA Formatting and Style Guide](#). APA citation style guidelines from the Online Writing Lab at Purdue University.

[APA Style Citation Guide](#). A very useful guide to APA style citation from the Seattle Central Community College Library.

[Citing Sources](#): This site provides an extensive list of resources for citing sources in APA, Chicago, MLA, and other citation styles. There is also a list of writing resources and a guide to compiling annotated bibliographies. The site is maintained by the University of South Florida Libraries.

[KnightCite Citation Service](#). A free citation composer from Calvin College. This site will help you compile a citation list in APA, Chicago, or MLA styles.

This list of websites was compiled by education librarians at California State University/Long Beach.

### [CALIFORNIA POSTSECONDARY EDUCATION COMMISSION](#)

This "portal to higher education in California" will provide with links to numerous sites including statistics and policies related to higher education in California.

### [CALIFORNIA STATE BOARD OF EDUCATION](#)

The California State Board of Education page offers direct links to the K-12 standards used in California.

### [CHILDREN'S LITERATURE WEB GUIDE](#)

The Children's Literature Web Guide is an attempt to gather and categorize the growing number of Internet resources related to books for children and young adults.

### [CURRICULUM FRAMEWORKS AND INSTRUCTIONAL RESOURCES](#)

Curriculum frameworks are the blueprint for implementing grade level content standards adopted by the California State Board of Education. Frameworks are developed by the Curriculum Development and Supplemental Materials Commission, which also reviews and recommends textbooks and other instructional materials to be adopted by the State Board.

### [DISTANCE EDUCATION CLEARINGHOUSE](#)

Provided by the University of Wisconsin this site provides information and links to sites related to distance education.

### [EDUCATION INDEX](#)

Education Index is an annotated guide to a variety of educationally related websites. Searching can be done by subject or lifestage (e.g. prenatal, preschool).

### [EDUCATIONAL PSYCHOLOGY](#)

Designed by Librarian Tiffini Travis this web page contains lots of useful links for information specifically focusing on educational psychology and related fields.

### [EDUCATOR'S REFERENCE DESK](#)

The Educator's Reference Desk acts as a clearinghouse to information on lesson plans, resource guides and provides a link to searching the ERIC database.

### [ERIC WEB SITE](#)

This site will lead you to the ERIC database at the ERIC Document Reproduction Service.

### [FEDERAL RESOURCES FOR EDUCATIONAL EXCELLENCE \(FREE\)](#)

FREE provides access to hundreds of INTERNET based education resources including teaching activities for all grade levels and a variety of subjects.

### [INTERNATIONAL READING ASSOCIATION](#)

This site has two extremely valuable **annual** K-12 lists of juvenile literature: **Notable Books for a Global Society** (excellent multicultural K-12 literature) and **Los Angeles' 100 Best Books** (books of fiction and non-fiction including every category of the Dewey Decimal classification system) - a preK-12 list designed to correspond with curriculum standards and selected to represent a balanced library acquisition program and have high reader appeal (screened from approximately 7,000 books published annually and actually used with students).

### [KINDERGARTEN TEACHER](#)

The Kindergarten Teacher has a host of websites that focus on kindergarten. As stated in the website "the purpose of Kindergarten Teacher is to provide a comprehensive and organized collection of substantial educational content available via the Internet and of value to those who teach or intend to teach kindergarten."

### [LITERACY AND TECHNOLOGY](#)

This site was created by an educator to assist teachers, students, parents and others with the integration of curriculum and technology to promote literacy. The site is divided into five sections: Education Links, Computer Specific Links, Media Links, Reference Links, and Virtual Field Trip Links.

### [NATIONAL ACADEMIES PRESS](#)

National Academies Press offers links to the full text editions of college education texts.

### [NEVADA DEPARTMENT OF EDUCATION](#)

The Nevada Board of Education page offers direct links to the K-12 standards used in Nevada.

### [NEVADA POSTSECONDARY COMMISSION ON EDUCATION](#)

### [RECOMMENDED LITERATURE: KINDERGARTEN THROUGH GRADE 12](#)

This web page which resides on the California Department of Education web site provides a list of the over 2,000 books recommended for school children of all ages. In addition to a searchable database, the site also gives links for "standards," "literary genres" and "awards."

### [SCIENCE EDUCATION](#)

This page was designed by the CSULB Science Librarians. It focuses specifically on helpful information for science teachers.

### [SOURCES FOR NATIONAL EDUCATIONAL STANDARDS](#)

The "Sources for National Educational Standards" provides multiple links for finding standards in individual states as well as links to a variety of subjects.

### [SPECIAL EDUCATION RESOURCES ON THE INTERNET \(SERI\)](#)

Special Education Resources on the Internet (SERI) is a collection of Internet accessible information resources of interest to those involved in the fields related to Special Education.

### [TEXTBOOK EVALUATION](#)

This site hosted by Loyola University in Chicago gives links to additional sites that provide information on evaluating K-12 textbooks, reading levels and state standards.

### [TEXTBOOK LEAGUE](#)

The Textbook League is a nonprofit organization, started in California, to provide "knowledgeable reviews" of K-12 textbooks.

### [U.S. DEPARTMENT OF EDUCATION](#)

This is the Department of Education web site with links to grant information, teachers guides, Goals 2000 and much more.

### [U.S. GOVERNMENT DOCUMENTS](#)

This site links to some of the most frequently used government documents in the field of education. It includes the Annual Report on Teacher Quality and 120 Years of American Education: A Statistical Portrait.

### [YAHOO EDUCATION SEARCH](#)

This site uses the yahoo search engine to allow users to search a variety of topics related to education. It also includes links to useful bibliographies and other important data.

### [CALIFORNIA POSTSECONDARY EDUCATION COMMISSION](#)

This site has links to a variety of California's postsecondary statistics. Included is information on freshmen and enrollment figures.

### [CONDITION OF EDUCATION](#)

The Condition of Education which resides on the U.S. Department of Education's National Center for Education Statistics (NCES) web page describes the current status and recent progress of education in the United States. This compendium volume features an overview essay and 60 indicators in five major substantive areas of education.

### [DIGEST OF EDUCATION STATISTICS](#)

The primary purpose of the Digest is to provide a compilation of statistical information covering the broad field of American education from kindergarten through graduate school. The Digest also includes more than 400 tables that can be downloaded as a Lotus WK1 file.

The Elementary and Secondary Education chapter includes expanded coverage of Education Achievement. Postsecondary Education now includes tables on residence and migration of students.

### [EDUCATIONAL DEMOGRAPHICS UNIT](#)

Provided by the California Department of Education. This web site provides links to demographics

including the CBEDS information.

#### [EDUCATIONAL STATISTICS: NATIONAL AND INTERNATIONAL](#)

This is a long list of websites compiled by the Education and Behavioral Sciences group at ALA. It includes links to UNESCO, Canadian statistics and several U.S. statistical sources.

#### [NATIONAL CENTER FOR EDUCATION STATISTICS](#)

The National Center for Education Statistics provides information on a variety of topics related to education in the U.S. Included is statistics on Early Childhood Education, Higher Education and other related topics.

#### [SCHOOL DISTRICT DEMOGRAPHICS SYSTEM](#)

The School District Demographics Website provides access to school district geographic and demographic data useful for describing and analyzing characteristics of school districts, children, and K-12 education.

### **Electronic Journals**

The following journals are available on the Internet. Please note: in order to access the full contents of some journals, you may be required to register for and/or subscribe to the journal.

#### [AERA.NET Publications](#)

AERA.NET Publications is a website that provides access to a number of the American Educational Research Association's electronic journals. Both current and archived copies are retained at the site.

#### [CHILD WELFARE REVIEW](#)

Child Welfare Review is an electronic journal for coverage of issues related to the well-being of children. It contains both links to articles related to child welfare and original articles. We have examined various web sites on the World Wide Web to locate the most important and useful articles on child welfare issues. We then organized the articles so that they could be easily accessed.

#### [CONTEMPORARY ISSUES IN EARLY CHILDHOOD](#)

Contemporary Issues in Early Childhood is a new online, fully-refereed, free-access, international research journal. It provides a forum for researchers and professionals who are exploring new and alternative perspectives in their work with young children (from birth to eight years of age) and their families. The journal aims to present opportunities for scholars to highlight the ways in which the boundaries of early childhood studies and practice are expanding, and for readers to participate in the discussion of emerging issues, contradictions and possibilities.

#### [EARLY CHILDHOOD RESEARCH & PRACTICE \(ECRP\)](#)

Early Childhood Research & Practice (ECRP), a peer-reviewed electronic journal sponsored by the ERIC Clearinghouse on Elementary and Early Childhood Education (ERIC/EECE) at the University of Illinois at Urbana-Champaign, covers topics related to the development, care, and education of children from birth to approximately age 8.

#### [EDUCAUSE](#)

Articles, columns, and book reviews focused on information technology in higher education.

#### [EDUCATIONAL TECHNOLOGY JOURNAL](#)

Scholarly discussion on topics relating to technology education.

#### [ELECTRONIC SCHOOL ONLINE](#)

Electronic School chronicles technological change in the classroom, interprets education issues in a digital world, and offers readers -- some 80,000 school board members, school administrators, school technology specialists, and other educators -- practical advice on a broad range of topics pertinent to the implementation of technology in elementary and secondary schools throughout North America.

### [ERIC/EECE NEWSLETTER](#)

The ERIC/EECE Newsletter is a publication that focuses on early childhood education. It also includes information on the Educational Resources Information Clearinghouse (ERIC).

### [MERIDIAN: A MIDDLE SCHOOL COMPUTER TECHNOLOGIES JOURNAL](#)

An electronic journal dedicated to research and practice of computer technologies in the middle school.

### [NORTHWEST EDUCATION MAGAZINE](#)

This magazine is published by the Northwest Educational Regional Laboratory. The articles are based on the various research projects being conducted by the Lab on a wide range of educational topics.

### [PERSPECTIVES ON URBAN EDUCATION](#)

Perspectives on Urban Education is an online journal produced by the Graduate School of Education at Penn State. As the title implies this refereed journal provides an interactive forum on issues related to urban education. It includes links to book reviews and archived issues.

### [THE SCHOOL ADMINISTRATOR](#)

The School Administrator Magazine online provides full text articles of interest to K-12 administrators and teachers.

## **Lesson Plans and Standards**

### [ARTSEEDGE](#)

Supported by the John F. Kennedy Center, ARTSEEDGE is a home page that features a newsletter about the arts in K-12 education, Goals 2000 information, links to art, and education-related resources.

### [CYBERGUIDES](#)

Sponsored by Schools of California Online Resources for Education, CyberGuides provides access to supplementary, standards-based, web units of instruction "centered on core works of literature" for grades K through 12.

### [DEVELOPING EDUCATIONAL STANDARDS\\*](#)

Developing Educational Standards is an annotated list of Internet sites with K-12 educational standards including standards for California as well as curriculum guides and frameworks.

### [EDUCATOR'S REFERENCE DESK: LESSON PLANS](#)

The Educator's Reference Desk provides access to more than 2000 lesson plans searchable from this web site. More than a dozen subjects are included for all grades K through 12.

### [goENC.com](#)

Provides lesson plans and resources for math and science teachers.

### [FEDERAL RESOURCES FOR EDUCATIONAL EXCELLENCE \(FREE\)](#)

FREE provides access to hundreds of INTERNET based education resources including teaching activities for all grade levels and a variety of subjects.

### [GATEWAY TO EDUCATIONAL MATERIALS](#)

The Gateway to Educational Materials (GEM) provides links to over one thousand lessons plans and other educational materials on the web.

### [SCIENCE for TODAY and TOMORROW](#)

Science for Today and Tomorrow (SfTT) is a three-unit supplementary program in the life sciences for grades 6-8.

### [THE LESSON PLANS PAGE](#)

This site provides access to more than 500 lesson plans organized by subject and grade level.

### [THE MATH FORUM](#)

This site provides users with access to classroom materials, mathematics projects, software for mathematics and links to professional organizations.

### [NASA RESOURCES FOR TEACHERS](#)

With a focus on science this link provides access to classroom and home activities for students of all ages.

### [TEACHER CONNECTIONS](#)

This is provided by the New York Times. It has links to lesson plans, crossword puzzles and education news.

### [WEB SITES AND RESOURCES FOR TEACHERS](#)

Created by two elementary education professors at California State University , Northridge this site offers curriculum resources for K-12 classroom use. Lesson plans and instructional activities are included.