Contact the Library

- Hedberg Library homepage: www.carthage.edu/library/
- Phone: 262-551-5950
- Email: help@carthage.edu
- Liaison Librarian to the Psychology Department: Sarah Mueller, smueller2@carthage.edu, 262-551-2454. You may set up an appointment with me for one-on-one help if needed.

Functions of the Library Catalog

1. **Search WorldCat catalog**: Hedberg homepage > Library > Catalog and Research
   a. Enter search terms and limiters.
      i. Do you want articles, books, media? Full-text articles? Peer reviewed articles?
         Look for boxes to check to narrow results.
      ii. I recommend checking the boxes for “Full-text” and “Peer reviewed” for article searches. For books, do not check “Peer reviewed.”
   b. How to create searches in WorldCat: www.oclc.org/content/dam/support/worldcat-local/documentation/WCLrefcard.pdf.
   c. Once you open an article record, use given subject terms, the abstract, and the author’s bibliography to find related search terms and sources.
   d. In WorldCat you can export all the articles, download them, print if needed.
   e. We have access to items owned by Carthage as well as those owned by libraries worldwide through Interlibrary Loan.

2. **Interlibrary Loan**
   a. For items that Carthage does not own, use ILL to request they be delivered to our library.
   b. This service is free to Carthage students and staff.
   c. Consult the library’s website for more information at https://www.carthage.edu/library/library-services/interlibrary-loan/.

3. **Citations**
   a. It is important to provide citations for all sources for the following reasons:
      i. Make sure to use the citation format your professor indicates on the syllabus.
         For this assignment we will be using APA style and format.
      ii. Use the “Cite” link on the item record in WorldCat to create a citation for a found source. You must then copy and paste into your document or export to EndNote Web.
      iii. Use EndNote Web plug-in for Word as a citation manager.
Subject Guides and Databases
1. Hedberg Library created subject guide.
   a. Choose “Subject and Class Guides” from the right sidebar.
   b. Select “Psychology.”
   c. Click on the guide.
   d. Navigate through tabs to find items specific to academic discipline.

2. Psychology-specific resources and databases.
   a. Psychological Bulletin: PsycARTICLES database
   b. Psychological Review: PsycARTICLES database
   c. Annual Review of Psychology: Library homepage -> Electronic Resources -> Journal title search (right sidebar) -> Enter journal title -> Click “Academic Search Premier.”
   d. Annual Review of Sociology: Library homepage -> Electronic Resources -> Journal title search (right sidebar) -> Enter journal title -> Click “Academic Search Premier.”
   e. Annual Review of Anthropology: Library homepage -> Electronic Resources -> Journal title search (right sidebar) -> Enter journal title -> Click “Academic Search Premier.”
   h. SAMHSA: Substance Abuse and Mental Health Services Administration, http://www.samhsa.gov/

3. Search techniques and tips.
   a. Get a general overview, ideas for keywords and search topics (use Google, Amazon, Wikipedia – just don’t cite them in your paper).
   b. In databases Google-type searches don’t usually work well.
   c. Use operators (AND, OR, NOT, quotation marks, parentheses).
   d. Think of alternate words or phrases for the same questions.
   e. Choose only important words (leave out the, an, at, for, from, then). These type of words will stop a search and results will be inaccurate.

EndNote Web
1. https://www.myendnoteweb.com
2. Create an account.
3. Format tab -> Cite While You Write Plug-In. Install plug-in on your computer.
4. Go back to searching catalog or databases through Carthage’s website. You will be able to export resource citations into EndNote from the catalog and databases.
5. Once citations are in EndNote and you have installed the Cite While You Write Plug-In, you can pull citations from EndNote into your Word document while you write.
6. Use the following Hedberg Library knowledgebase articles:
   • Finding and Installing EndNote Web
   • Adding Citations to EndNote Web
   • Using MyEndNote Web Plug-In for Word

Turnitin
• Hedberg Library knowledgebase article (How to create an account with Turnitin): http://help.carthage.edu/albert/questions/259/Turnitin++Creating+your+account.
• Class ID and password: provided by your professor.
# SEARCH TECHNIQUES AND BOOLEAN OPERATORS WITHIN A KEYWORD SEARCH

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>A search for...</th>
<th>Will return results...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong> (uppercase), or the plus sign +</td>
<td>This is the default search operator. WorldCat searching uses the word &quot;AND&quot; or the plus sign to find all of the words typed in the search box. Note: Any search for terms without an operator will return items with all the words.</td>
<td>guns germs steel</td>
<td>with <strong>all</strong> of the words entered in the search box: guns, germs, steel</td>
</tr>
<tr>
<td><strong>OR</strong> (uppercase), or the</td>
<td>The use of the word &quot;OR&quot;, or the</td>
<td>Paris or fashion</td>
<td>for <strong>any</strong> of the words entered in the search box: Paris OR fashion</td>
</tr>
<tr>
<td><strong>NOT</strong> (uppercase), or the minus sign -</td>
<td>The word &quot;NOT&quot; or the minus sign will exclude terms from your search.</td>
<td>Paris - fashion Paris NOT fashion</td>
<td>for Paris but not fashion</td>
</tr>
<tr>
<td>quotation marks &quot; &quot;</td>
<td>To search for an exact <strong>phrase</strong>, the search terms should be enclosed in quotation marks.</td>
<td>&quot;The Grapes of Wrath&quot;</td>
<td>where all words are located directly next to each other in the search results</td>
</tr>
<tr>
<td>parentheses ()</td>
<td>Use parentheses to create more precise searches.</td>
<td>dog (walking or feeding or grooming)</td>
<td>dog walking dog feeding dog grooming</td>
</tr>
</tbody>
</table>

Source: Above chart from WorldCat’s help site: [http://www.oclc.org/content/dam/support/worldcat-local/documentation/WCLrefcard.pdf](http://www.oclc.org/content/dam/support/worldcat-local/documentation/WCLrefcard.pdf)

Examples of searches with Boolean operators:
- **AND**: cookies AND milk: contains the word cookies and the word milk.
- **OR**: caffeine OR coffee: contains the word caffeine or the word coffee. This will broaden a search to include either caffeine or coffee in the results.
- **NOT**: chocolate NOT cake: contains only the word chocolate but not the word cake. This will reduce the number of records in the results.
- **TRUNCATION**: employ*: retrieves records that contain the words employ, employment, employs, employee, employer.