USING LIBRARY ONLINE RESOURCES AS A BEMIDJI STATE UNIVERSITY ON-CAMPUS STUDENT OR DISTANCE LEARNER

Many of the most important library resources you will need while pursuing a degree at Bemidji State University, whether on campus or as a distance learner, are available electronically on the BSU Library’s home page. This tutorial will summarize many of the resources and services available to you online and how to use them.

When you are off campus, you will need to log in to use many of the library's home page features. All students, faculty, and staff are issued a BSU student identification card. The Extended Learning ID card looks like this:

![Extended Learning ID Card]

**Figure 1**

For most campus activities, your STUDENT ID/TECH ID number (the short number in the middle of the card that begins with zeros—00082268 in this case) will be needed. This number has no library application.

The two elements required to log in to the library home page and its many features are a USER ID and a PASSWORD. The USER ID is one of two options which you are free to choose from: your unique StarID, OR the fourteen-digit barcode on your student identification card (under the physical barcode), beginning “20105100…”; the PASSWORD is your StarID password, OR by default and unless you change it yourself, your last name (not case-sensitive). Whenever prompted, these are the two bits of information you will need—the only two bits of information that the library site needs. Note on-campus students, like faculty and staff, are issued picture ID cards with the barcode at the bottom.

The fictitious Ignatius Reilly, a distance learner (note “Extended Learning” at the right in place of his photograph) would thus type in EITHER his StarID and StarID password, OR "20105100186863" as his USER ID and "reilly" as his PASSWORD.

If you do not receive an ID card or lose the card you have received, please contact the EXTENDED LEARNING office (218-755-2068) as soon as you can. The card (and your library barcode) will be replaced and updated. Should the old card turn up after it has been replaced, destroy it, as the information (and probably the barcode) will no longer be current.
Many of the potential problems encountered logging in to the library website can be solved quickly on telephone, at least on weekdays. This, assuming you are a currently registered student. Here are some of the likeliest contacts you will need:

**TELEPHONE SUPPORT**

Information Technology **HELP** desk: 218-755-3777
→ for computer connection issues outside of the library's control
→ Star ID issues—visit the MnSCU StarID self-service site: 
  http://starid.mnscu.edu/idm/

Library **REFERENCE**: (local) 218-755-3349 (computer issues, research questions, renewals, etc.)
  : (toll free): 800-860-0234: ditto.
→ for computer connections we can solve in the library (barcode issues and the like), renewals, research questions

Library **INTERLIBRARY LOAN**: 218-755-2968
→ for interlibrary loan problems

eLearning/Desire2Learn (**D2L**) Office: 218-755-4217 or 218-755-4219
→ for D2L-related problems

If you can’t log in to the library site or the library databases, give us a call first!

**ONLINE SUPPORT**

Library **REFERENCE** e-mail: http://www.bemidjistate.edu/library/email_reference
→ for research questions. Computer and connections problems will likely be solved more quickly using the local or toll-free telephone number.

Library **HOURS**: http://www.bemidjistate.edu/library/hours

eLearning/Desire2Learn (**D2L**) support: http://www.bemidjistate.edu/its/elearning
THE LIBRARY HOMEPAGE:
http://www.bemidjistate.edu/library

Figure 2

Bookmark this page for further use. The address is the campus home page + /library. Figure 2 shows the four principal links to the right of the magnifying glass icon ("Library Catalog," "Articles," "Course Reserves," and the "NEW Library Search." These are links to the tools that will allow you to search for books, media, articles, separately or at the same time. A "quick search" link to the library catalog is included under the magnifying glass icon, preceded by “Find.” In the blue/aqua band at the left of the page there are links to other library resources and services, including a physical directory of the A.C. Clark Library with maps, a reference e-mail reference link, summaries of library policies, and links to interlibrary loan (for distance learning document delivery), circulation, and the University Archives photographic collection. There are also duplicate links to the catalog and to the Online Resources A-Z database page, the principal tool you will use to retrieve periodical articles.

Discounting any superficial graphic changes, the content and links of the library's home page will remain the same for the next few years. A major overhaul of the university website design will begin shortly, at which time this tutorial will again be revised and new illustrations will be added.
The Library Home Page, cont.

Figure 3

Figure 3 shows the bottom of the library page, continued from Figure 2. Beneath this are only campus links. As they appear, here are the features of the library's home page, in sequence:

**TOP LEFT OF THE SCREEN**

Direct home links to the BSU (Home) and library (Library) home pages.

**TOP RIGHT OF THE SCREEN**

Direct links to the campus student (Students) and faculty and staff (Faculty/Staff) pages, MyBSU (including campus e-mail), a Search of the campus homepages, the campus Directory (students, faculty, and staff contact), and a university Contact link.
The **clock** icon shows the current day's library hours and whether the building is open as the home page is being viewed. Beneath this, the library's full semester schedule (**Library Hours**), including all scheduled breaks.

*Need help? Ask a Question* provides contact telephone numbers and a direct link to the library's reference e-mail service.

To the right of the **magnifying glass** icon are the catalog and database links. Each will be dealt with in detail further on:

- **Library Catalog**: the BSU library catalog, generally books and media, excluding periodical articles. To enter the catalog, look down and to the right and click on the pale-green **BSU Library Catalog** link next to the quick-search **Find** bar.
- **Articles**: home of the many electronic database resources currently available in the library (**Online Resources A-Z**) that allow bibliographic access to countless publications in most disciplines and subjects as well as **full-text** access to periodical articles, electronic books, and documents of all sorts. Media is also available online.
- **Course Reserves**: access to the classroom reserve collection and the numbers each item is assigned. At this point, reserve items are kept in physical form only at the library circulation desk. Reserve items for online courses intended for distance learners will likely be posted by your instructors in D2L, in external sites (original publication sites for example), or in some other online learning management system.
- **NEW Library Search**: a recent addition that combines the **Library Catalog** and **Articles** searches into one comprehensive search. Search a topic or keyword and the results will include books, media, articles, and other miscellaneous documents. The search in just the **Library Catalog** will exclude articles, just as the **Online Resources A-Z** page in **Articles** will exclude our own collection of books and media.

Moving down (under the quick-search **Find**):

- **Your Borrowing Record**: a link to your own library record that will show details of your library account. **Your Borrowing Record** requires you to log in (the 14-digit barcode + your last name) and will show you your contact information (including the home and e-mail addresses you have on file with the library), your current loans (including interlibrary loan items and requests), your loan history, any holds or recommendations you have submitted for library purchases, and your barcode and current registration information. At the top of the record page itself, in the blue bar, you will see any library **Messages** sent to you, notice of any **Blocks** on your library account, a link to blank **Interlibrary Loan** request forms (books and journal articles), and a form to change your **Password**.

  When you are done using **Your Borrowing Record**, click on **Exit** (far upper-right) to log out.

- **Renewing Borrowed Items**: a written tutorial on how to renew BSU library and interlibrary loans materials from **any** computer—in the library, elsewhere on campus, or off campus. You needn't bring books into the library or call us on the telephone simply to renew them (a nice thought in the winter months, even if you live in Bemidji, and an all-season advantage if you don’t).

- **BSU Library Catalog**: a duplicate link to the library's book and media catalog.

- **MNPALS Catalog**: a direct link to the entire MnPALS catalog, of which the BSU library is only one member. This increases the breadth (and of course, the results) of any search to include items found in any and all of the Minnesota State University libraries and many of the private and community colleges in Minnesota and surrounding states. This is a logical second step in your research: widening a search to find materials not held in the BSU library but that might be easily and quickly ordered for you through interlibrary loan.
**WorldCat**: the reference version of the enormous OCLC cataloging database, giving you bibliographic access to millions of items held in libraries all over the world. The ideal place to begin a detailed, even comprehensive literature search on any topic, whether you are writing a class paper, a master’s thesis, or a doctoral dissertation.

**eBooks**: a link within the library's e-Journal Portal that accesses all full-text electronic books available in the BSU library. Many books are now purchased only in this form. Off campus, for the distance learner, this format is ideal, as these books can be summoned on screen in facsimile form on any computer in any location. You’ll only need to log in.

**Research Assistance** [Library Search Guides by subject, A-Z]: A compilation of materials in most BSU discipline and subject areas that will help you begin the college-level research process. Some of the sources are library materials (reference books for example), but these are supplemented by any number of additional electronic resources—e-books, databases, independent sources of electronic journal articles, archives, museums, and websites. Select the appropriate subject in the screen below or click on the aqua Library Search Guides link beneath. Both will allow you to navigate alphabetically by subject.

**Library News**: Library news.

**On the New Bookshelf**: New books available in the library collection. At the bottom of this aqua scare, See more in New Books also lists new library acquisitions alphabetically (All Subjects) and by discipline and subject.

### BOTTOM OF THE SCREEN

The complete campus links found on the university’s homepage.

### RIGHT OF THE SCREEN: the pale blue column

**LIBRARY:**

**ASK A QUESTION**: Contact information (telephone numbers, local and toll-free) for the library reference desk as well as the form for submitting a reference e-mail question.
**LIBRARY CATALOG:** A most important feature of the library’s home page, providing a link to the same four BSU library catalog options (BSU Library Catalog, Articles, Course Reserves, and NEW Library Search) as well as links to a number of other useful individual library catalog links:

- **MnLINK:** The Minnesota Library Information Network, a virtual library that includes ELM (Electronic Library for Minnesota) full-text resources.
- **MNCAT:** The University of Minnesota’s online catalog, the largest single academic library accumulation in the state. Another excellent source for bibliographic research on any topic.
- **University of Minnesota Duluth Catalog**
- **Kitchigami Regional Library System:** A combine several regional public library catalogs.
- **Library of Congress:** Catalog access to the largest national accumulation of books and other materials.
- **LibWeb:** A phenomenal site that gives you access to the complete catalogs of all of the important libraries of the world, including most American academic research libraries of consequence. Europe's great academic libraries are equally well covered. With WorldCat and the Library of Congress, LibWeb is the best place to do serious bibliographic searching.
- **WorldCat:** A duplicate link to the FirstSearch version of WorldCat that allows you to search single or multiple databases covering books, articles, conference papers (PapersFirst), conference proceedings (Proceedings), and doctoral dissertations (WorldCatDissertations), many of which are cataloged there with links to full text. The coverage is dense.

The links to additional library catalogs at the bottom of this page will help you mount detailed literature reviews of any subject by expanding your searches beyond the BSU library collection into some of the world’s largest academic research libraries. In addition to the major state and regional resources included, the Library of Congress link provides access to the largest accumulation of materials on earth, while LibWeb consists of links that will allow you to search the library holdings of the largest educational institutions in 146 countries—in all languages. WorldCat actually allows you to search individual titles, authors, and subjects (not just catalogs) in many international catalogs. These related links are essential tools for mounting serious literature reviews. For those writing theses or dissertations, such extended resources will prove especially invaluable.

**LIBRARY COLLECTIONS:** A survey of the library’s individual collections. Government Publications: an explanation of the various government publications sites with several direct links, frequent citations for newly available materials, and a direct link to the web-access Catalog of U.S. Government Publications database.

**ONLINE RESOURCES:** A direct (duplicate) link to the Online Resources A-Z database page.

**RECOMMEND A PURCHASE:** A form to recommend the purchase of items (in any format) for the library's collection. Students, faculty, and staff are encouraged to send recommendations.

**RESEARCH GUIDES:** A direct (duplicate) link to the library’s Research Assistance [Library Search Guides by subject, A-Z] pages.

**SERVICES:** Written tutorials, glossaries, and duplicate links covering all aspects of library circulation, interlibrary loan, and Distance Learning.

**SERVICES FOR FACULTY:** Contact information, instructions, forms, and links for placing items on classroom reserve, scheduling library instruction, and discussing departmental collection development with the appropriate library faculty members.

**ABOUT THE LIBRARY:** Maps and descriptions of each floor, collection locations, library policies, and faculty staff contact information.

**HOURS:** A full schedule of library hours for each semester of the current school year including the May and summer terms and holiday breaks.
NEW BOOKS: A (direct) duplicate link to the library’s New Books listing.

NEWS & UPDATES: A (direct) duplicate link to the library news page.

UNIVERSITY ARCHIVES: The site of the Bemidji State University Archives, covering the history of the university. A large collection of scanned photographs is included here documenting the university from 1919 to the present. Among the scans are the complete, page-by-page yearbooks of Bemidji State Teachers College and Bemidji State College (The Beaver, 1951, and Ah-Mic, 1957-1971).

BSU LIBRARY CATALOG (MnPALS) LINK

Library catalogs—all library catalogs—should be seen first and foremost as indices of ownership. What is cataloged as among the holdings of a library is what is owned by that library or by the system to which some libraries belong. No single library catalog should be seen as an exhaustive bibliographic tool: by design, it contains only those materials the library owns, not everything that has been published or everything that is currently available. While libraries own the copies of periodicals¹ to which they subscribe (the newspapers, magazines, and journals, etc.), the contents of these publications are not actually cataloged. Searching periodical titles in the BSU Library Catalog will yield only holding statements showing the title of the publication (the magazine or journal title) and the span of the library's coverage—which volumes and issues from which dates are owned and in what format. The individual articles published in these periodicals are not cataloged there. Finding specific articles on specific topics requires a different set of tools. These will be covered further down in the section titled USING THE ONLINE RESOURCES A-Z PAGE.

The BSU Library Catalog should thus be viewed as a tool for finding books, in print and electronic form, monographs³, federal and state (government) publications, periodical subscriptions, media, class reserve items, and BSU masters theses, not periodical articles.

¹PERIODICALS: Any publication that is published periodically—unlike a book—whether daily, like a newspaper, weekly, bi-weekly like many popular news magazines, monthly, bi-monthly, quarterly, or even annually. Another name for periodicals is serials, or serial publications.

²MAGAZINES VERSUS JOURNALS: Magazines are generally considered mass-market publications and generally not academic, scholarly, or professional, but the distinction between a magazine and a journal can be misleading. Too often, the name of a periodical (The XXX Magazine or the Journal of XXX) may not accurately reflect its content. Popular magazines, though they often address more squarely the needs of a popular audience, may be very useful for research, even on the college level. Note, too, that the standard descriptions you'll find attached to many journals—academic, scholarly, professional, clinical, and peer-reviewed—are largely synonymous.

³MONOGRAPHS: Monographs are detailed studies of a single subject, often book-length.
The **Basic** search is the default option (on the second blue line of the screen: **Basic | Advanced | Browse**):

![Basic search interface]

**Figure 4**

Once you have elected to undertake a basic or advanced search, **Select search type** will allow you to define your inquiry as a title, author, subject, or call number search. This tells the catalog what sort of information you are looking for and at the same time, what sort of information you are bringing to the search:

![Advanced search interface]

**Figure 5**
Having defined the type of search you are doing, use the **Search for:** bar to provide the keyword or keywords that best characterize or summarize your topic. Remain flexible! If your terms don’t yield the anticipated results, try others.

**Library to search** (see Figure 4) allows you to limit or expand your search to include the entire BSU Library collection, portions of that collection (specific collections or formats within the library’s holdings), and other MnPALS libraries—those of the Minnesota State University campuses, community and private colleges, and various state agencies throughout Minnesota and the Dakotas. The Minnesota Legislative Reference Library (the most comprehensive collection of state documents) and the Minnesota Historical Society are among the more important collections available through this ‘system search’ option. Many more possibilities to expand your search beyond the BSU Library exist throughout the library’s home page have already been mentioned (*WorldCat, LibWeb, the Library of Congress, the University of Minnesota, etc.*) and will be mentioned again further on. By default the **Library to search** box is set on **Select a Library Catalog**; this setting will search only the BSU Library Catalog unless changed manually. Opening this box, you will see the many alternatives:

![BSU Library Catalog](image)

**Figure 6**

This is the extent of the **Basic** search. Few searches, even detailed searches on very specific, even esoteric topics will require anything more than a **Basic** search and its basic limiters. The key to launching a detailed **Basic** search is in your use of keywords.

The other preliminary search option in the catalog is an **Advanced** search (on second blue line of the screen: **Basic** | **Advanced** | **Browse**):
Figure 7

The **Advanced** search allows you to further refine a search, to make it much more specific in slightly different ways, or to make it much broader. It also allows you to mix these search types.
Field to Search allows you to define and direct the actual search terms used in the Type word or phrase bar:

Figure 8

Type word or phrase allows you to combine up to three keywords or phrases. If, for example, you are looking for books on the role of aircraft in French literature, use the three boxes in Type word or phrase to enter three separate terms—"French" (or "France"), "literature," and "aircraft." In Field to search, define these as Subjects. Another option is mixing the types of terms you use: you've been recommended books by historian Dorothea Jones on the subject of your paper—aircraft in French literature. Type in "aircraft", "literature" (or "French literature"), and "Jones" or "Jones, Dorothea." In Field to search, define these three keywords as Subjects, Subjects, and Authors, respectively, in that order. Presumably, this will initiate a search for works by author Jones on the subject of aircraft in French literature. "French literature" may also be used as a composite subject term, allowing the more specific mix of "French literature," "aircraft," and "Jones" or "Jones, Dorothea." As before, try different terms if you are disappointed with, or suspicious of, the initial results.
Library to search also allows you to limit your search to a portion of the BSU Library catalog—a specific collection (i.e. reference) or format (i.e. video) for example—or to expand the search outside of the BSU Library, just as you were able to do in the BASIC search:

![BSU Library Catalog](image)

Figure 9
To the left of the screen (the search bar showing "and" with a blue, downward cursor) are the Boolien connectors that determine whether you limit or expand the search, or if you choose, exclude (further limiting) terms:

Figure 10

"and" limits a search, making it more focused and specific: combining terms with and tells the catalog that all the chosen keywords must be present to meet the conditions that and logically imposes on them. A search for "shakespeare and theater," for example, will presumably exclude many biographies of the playwright as well as analytical works on his plays that have little or nothing to do with their production, limiting the search results instead to aspects of Shakespearian performance and probably Elizabethan theater. Selecting or will do just the opposite, expanding the search by severing the relation of the two terms. Thus, "shakespeare or theater" will yield everything in the catalog on both subjects--author William Shakespeare and theater as a whole, whether they are related or not. 

"not" will exclude any modifying terms: "shakespeare not theater" will search for all aspects of the subject “Shakespeare,” excluding as best it can anything found specifically on theater and performance, including Shakespearian theater and performance.

NOTE! A word about keywords, language and spelling is in order, given the example used, “shakespeare and theater.” “Theat”er" is the American spelling of the word and is sometimes used less frequently than “theatre,” an Anglicization of the original French théâtre, long ago adopted in Britain and other English-speaking countries where it has been retained. This spelling has also remained a fixture in America. Sometimes it is best to try both spellings as you search the subject, especially among titles: library cataloging, depending upon its age, may vary. Often, both spellings are offered in a modern catalog record to compensate. Other British spellings, like “colour” for “color,” another French import, can be more easily and reliably ignored. These inconsistencies are often the simple result of the age of a book and when it was cataloged. Official 'terminology'(in the broadest sense), often dictated by the Library of Congress' cataloging, has also changed, just as many euphemisms gradually disappear … only to be replaced by terms and language that are equally ephemeral. When mounting a catalog subject search, remain flexible and aware of the fact that language is constantly evolving. Or at least changing.
Below this set of advanced Boolean options, under **Limit search to:** are a number of additional search limiters:

**Figure 11**

**Language:** opens an alphabetically-ordered list of languages. If you need a book on Shakespeare written in Finnish, simply do a subject search on Shakespeare, open the **Language:** bar, click on **Finnish**, and hope for the best.

**Format:** allows you to limit the search by material format (books, large-print books, electronic books, films, sound recordings, etc.). This procedure is as useful for excluding formats as it is for specifying them. If you are looking for books only, government documents can be a nuisance because they often number in the hundreds, especially when a topic is appropriate to government documents. Limiting your search to "Books" will exclude many federal documents (and sound recordings, films, etc.) and at the same time, specify the book format.

**Collection:** limits a search to specific areas of the BSU Library collection, as it does in the **Basic** search.

**Year from:** and **Year to:** limit the materials found by date. The feature is very useful if you are searching for books published prior to a specific date (**Year to:** "1900" will isolate books published 1900 and before), after a specific date (**Year from:** "1900" will do the same for books published from 1900), or from a specific date ("1900" typed into both boxes will yield books published only in the year 1900).

Additionally, several advanced features can be accessed in the **Command Language** option (red link: see **Figure 10** for a clearer view), but these generally fall outside the usual needs of most searches.
THE BIBLIOGRAPHIC RECORD

Once you have done a search that has produced satisfactory results, you will get a 'short' bibliographic record showing you the items retrieved--items located in the BSU Library collection that correspond to the topic you have searched. The following subject search of the term "shakespeare" has yielded well over a thousand items dealing with "shakespeare" as a subject, not necessarily as an author, and not necessarily the playwright William Shakespeare (1564-1816):

![BSU Library Catalog screenshot]

Figure 12

The search items found are given first in short, abbreviated form, ordered numerically in an approximately backwards chronology, beginning with the most recent imprint (publication or copyright) dates. To proceed to the next page of results (only twenty items are listed per page), press Next Page at the upper- or lower-right of the screen; to go back, click Previous Page.

To advance more rapidly, type in a record number in Jump to #: 
Having typed in the number 221, this was the result. You have 'jumped' to item 221 of 1184 and from the most recent items (2008, when this search was originally recorded for this tutorial) to works published or copyrighted in 1987:

<table>
<thead>
<tr>
<th>#</th>
<th>Author</th>
<th>Title</th>
<th>Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>221</td>
<td>Housel, R.</td>
<td>The Shakespeare handbook / &lt;Print Book&gt;</td>
<td>1987</td>
<td>Bemidji State Univ. Library</td>
</tr>
<tr>
<td></td>
<td>Chao (Rudolph Chao)</td>
<td></td>
<td></td>
<td>Reference – 3rd Floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th Floor. Call #: PR2961 . S374 1987</td>
</tr>
<tr>
<td>223</td>
<td>Parker, Barbara</td>
<td>Shakespeare's other language / &lt;Print Book&gt;</td>
<td>1987</td>
<td>Bemidji State Univ. Library</td>
</tr>
<tr>
<td></td>
<td>L.</td>
<td></td>
<td></td>
<td>4th Floor. Call #: PR2961 . J40 1987</td>
</tr>
<tr>
<td>224</td>
<td>Preiss, Harry</td>
<td>Silence in Shakespeare : drama, power, and gender / &lt;Print Book&gt;</td>
<td>1987</td>
<td>Bemidji State Univ. Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th Floor. Call #: PR2961 . J37 1987</td>
</tr>
<tr>
<td>225</td>
<td>Sandars, Wilbur</td>
<td>The winter's tale / &lt;Print Book&gt;</td>
<td>1987</td>
<td>Bemidji State Univ. Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th Floor. Call #: PR2961 . S55 1987</td>
</tr>
</tbody>
</table>
Having found an item of interest (no. 224 as an example), click the **Title** link for the full bibliographic record of this 1987 book:

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**Author** (s): PARKER, Barbara L., distinguished from any other authors of that name by her birth date, 1933. The open hyphen after her birth date means that, in 1987 and to the best knowledge of the original cataloger, Ms Parker was still living. Clicking the link provided for Parker’s name will search any other books written by her, provided they are held in the A.C. Clark Library,

**Title**: *A Precious Seeing: Love and Reason in Shakespeare’s Plays*

**Place of publication**: New York

**Publisher**: New York University Press

**Date of publication** or in this case, the book’s copyright date: 1987 (the preceding lower-case "c" designates a copyright date, not "circa" or approximately). The copyright date is used when an actual publication or imprint date cannot be received from the *verso* (the page following) a book’s title page. A bracketed [ ] date in a bibliographic record designates a date taken from a less-official source of information, like a foreword or preface. An unfettered date is the stated date of actual publication.

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*Figure 15*

This is the full bibliographic record for the item, with all of the bibliographic details normally associated with the bibliographic citations you will encounter in books and periodical articles … the details you yourself will provide when citing a work in the footnotes or bibliographies of your own papers and theses. "Citing" and "citations" are sometimes carelessly referred to as "referencing" and "references." There are five essential elements in a book citation, common to all citations regardless of the method of citation you are using. MLA and APA citations may look quite different, but they dispatch the same information and serve a common function: identifying a cited work, giving its location or 'address.'
None of this information can be omitted from a citation, the point of which is to locate and identify a specific work as precisely as possible. Indeed, these elements of citation—author(s), title, place, publisher, and date—serve to distinguish this book from any other ever published. No two books can share this much imprint information, which is how and why a complete citation works so efficiently and effectively, whether used to identify works consulted in your own research, as a means of recommending further sources of information to your reader, or for ordering a copy of a specific book—either for purchase or through inter-library loan.

The additional parts of the full bibliographic record (Figure 15) include:

The Physical Details: the book is shown as 213 pages, standard 24 centimeters in size. If the item had been part of a series, there would be a Series Title note.

[Contents] Note[s]: the book includes an index and a bibliography on pages 203 and 204: page 203 is bracketed because the page itself, probably the beginning of a new section, is unnumbered.

The subject headings, prefixed as Subject, are the official subject descriptors, given in formal cataloging language. These indicate what the item is about—generally and specifically. The subject of the book will determine the call number assigned to it, while the call number will determine where in the library it will be shelved. The one- and two-letter call number prefixes found on every cataloged item in the library’s collection (the tags on spines) correspond to this information. The item illustrated in Figure 15 is a book about aspects of William Shakespeare, specifically, the playwright William Shakespeare who lived from 1564 to 1616—not for example a prominent British singer and teacher of singing (1849-1931) of the same name, or the Australian pop star of the 1970s. Modifying Shakespeare as a subject is Criticism and interpretation, which tells you that this is not a biography of Shakespeare, rather criticism and interpretation of his work. The next subject lines tell us that the book is also about love and reason in literature—properly, love and reason as represented in literary works. Armed with this more detailed subject information, you are now better prepared to judge whether the book will be appropriate to your particular research needs. These Subject headings are links and can be searched for additional material on the same topics, saving you some time if your immediate interest is the criticism and interpretation of the Shakespeare or the analysis of love and reason in literature. Clicking on the Browse Call Number link, you can also generate a list and the full bibliographic records of other books that are cataloged in the same classification, keeping in mind that books of the same subject are usually cataloged in similar fashion and generally shelved close together. (Knowing this will aid the in-library user in browsing the shelves. Browsing is eminently useful in doing library research: books themselves will tell you much more about their own content than the cataloging, i.e. bibliographic record will. Scan a book's Table of Contents for some idea of coverage and the index(es) for some idea of the scope of coverage. An author or editor's Preface may give you some idea the work's intent or even bias—especially when or if you are researching a controversial or partisan topic. The same is now true of electronic books featured full-text in the library's catalog. A thorough preliminary examination of the materials you use for college-level research is essential!

The Full View, Brief View, MARC Names, and MARC Tags links at the top left of Figure 15, preceded by Choose view: will be of less value to the average user. By default, you are already examining the full bibliographic record of the item you have found. The MARC options are largely technical tools.

Location/Available: identifies the book as an item held at Bemidji State University. If you had found the book doing a full MnPALS system search, that is, expanding the search to include all of the MnPALS library holdings, other library names might appear on this line. The call number, determining how and where the item is shelved in our collection, follows the name of the school. The "i" link following the call number will give you contact information for the A.C. Clark Library (Bemidji State) and its hours of operation.

The lack of a descriptive prefix to the call number tells you that this particular item is a circulating book: you may retrieve it on the library's fourth floor and check it out. The library is made up of many separate collections, segregated largely by format and circulation policy. Each of these collections will be identified in the catalog (the bibliographic record for each item) and on the spines of the items themselves:
**AUDIO CD** = audio compact disc (music CDs), third floor
**CIRC** = books and other non-media kept behind the circulation desk, third floor
**CIRC MEDIA** = media (*DVDs, VHS videotapes, and computer software*) kept behind the circulation desk, third floor
**FILM** = 16 mm films, kept behind the circulation desk, third floor
**INDEXES** = Periodical indexes and abstracts, first and third floors
**LC MEDIA** = miscellaneous media, including older formats such as audio cassette tapes, filmstrips, sound filmstrips, slides, etc., first floor
**LC MEDIA/AUDIO DISCS** = ten- and twelve-inch, long-playing, 33 1/3 rpm, vinyl discs
**OVERSIZE** = larger books, shelved separately from standard-sized books in the same catalog number range because of their size, second and fourth floors. Noted as such, are shelved separately, but are located close to their smaller counterparts and shelved using the same call numbers.
**PERIODICALS** [as "PERIODICALS" on spine] = current and older bound magazines and journals, first and third floors. The current issues (about five year’s worth) are kept on the third floor, the older issues on the first
**REF** = Reference (collection) books, non-circulating, third floor
**SPEC** = Special Collections (non-circulating rare and antiquarian materials), second floor

If you click the **Location/Available** link, you will get a current holding statement:

![Figure 16](image.png)

You are again told where the item is located (the floor followed by the call number, which gives you the book's precise location on the shelf). Near the bottom of the page, the **Due date** shows “**On Shelf,**” meaning the book is presumed available--not checked out, and is ready to retrieve. A date under **Due date** shows that an item is checked out and gives you the date that a **charged** item is due back in the library. In the case of duplicate copies, each numbered copy of an item held in the library will also be shown on a separate line.
With the full record and the corresponding holding statement, you have the information you need to identify and document an item in the library's collection, as well as ascertain whether or not it is currently available to you. If a book is On Shelf and you are in the library or plan on coming to the library, you can go to the shelf location, find it, bring it to the circulation desk, and check it out. If you live more than thirty miles from campus, you can order the book through interlibrary loan, as outlined below, or have a friend check it out for you. All that is needed for an interlibrary loan request is the bibliographic information—the citation—and the call number.

To place a hold on something you find, provided it has already been checked out by another patron and is currently unavailable, click the Place Hold link at the far left of the screen (Figure 16), just to the left of the Due Date. You will be asked to log in (your 14-digit password + last name), at which point a self-guiding form will come up. Your personal information will have already been filled in from your logon along with the book's bibliographic information. You'll need only to accept or alter the Period of interest: information, i.e. when the item will be of use to you.

Note that this general (circulating) collection item is available (On Shelf) at the call number PR3069.L6 P37 1987. General collection books are divided between the fourth floor (all call letters A-P) and the second floor (call numbers Q-Z). If you are on campus and in the library, you would proceed to the fourth floor to retrieve it. To check it out, you would take the book to the circulation desk on the third floor entrance level.

If you are distance learner, you can request that the book be sent to you via interlibrary loan. Go back one screen to the full bibliographic record and click the ILL Request link in the second in the second blue column (Figure 17):

![Figure 17](image)

You will be asked to log in (14-digit barcode + your last name). As in placing a hold, all the requisite bibliographic information has been incorporated into the request form along with your own personal information from the logon. See the link to the Interlibrary Loan office (http://www.bemidjistate.edu/library/services/ill) for detailed instructions.
SEARCHING OTHER LIBRARIES IN THE MnPALS SYSTEM

As mentioned before, the BSU Library catalog is just one in a system of MnPALS catalogs. All of the MnPALS libraries can be accessed through the catalog of any participating member library. Expanding a search to include the holdings of the other MnPALS libraries, rather than confining it to just the A.C. Clark Library, will most often yield more material and often, material more appropriate to your specific needs. You needn’t settle for what is conveniently located in one library location (your own!) if a better or more useful resource is available in another library and can be ordered for you. Searching the combined MnPALS catalog opens your search to several million items: obviously, the more books you search through, the more books you’re likely to find on your topic.

To expand a search to include all of the MnPALS libraries, you will use the Select a Library Catalog option in the BSU Library Catalog (Figure 18). Just as you would if limiting your search by default to the BSU library’s holdings or to collections within the BSU Library Catalog, you can mount an expanded system search by title, author, subject or keyword. After opening the Select a Library Catalog menu, click the All MnPALS Libraries option near the bottom. Using an author search for Ernest Hemingway as a simple example (works written by, not necessarily about, him), open Select search type: click Author (last name first) and type “hemingway ernest” in to the Search box. The results should look something like this:
424 works written by (not about!) author Ernest Hemingway were shown to have been held at the time (2008) by the various member libraries of the MnPALS system--the Minnesota state universities, many private colleges, community colleges, etc. This figure will constantly change as books are added and withdrawn from the various collections. Note that the holding statements showing the locations of specific items are abbreviated on this page.

If you click on the first title in the **Location** column (**Click title for more locations**, second text column, in the middle of the record) and you will get something similar to the following screen:
Figure 20

Below this list of holding libraries you will find the complete bibliographic record of this copyright 1954 edition of *The Sun Also Rises* (as in Figure 15, the previous Shakespeare example). Note first that the BSU Library is listed among the MnPals libraries that own this book, so an interlibrary loan request—ordering the item from another library—would only be necessary if BSU’s copy was unavailable for some reason (checked out, lost, withdrawn, at the bindery for repair, etc.) and you needed it immediately. Items held at BSU that are currently charged out to another patron or that have been declared missing or withdrawn (lost) may be borrowed through interlibrary loan. Distance learners will request the book through the library’s Interlibrary Loan office and will be sent the BSU copy if it’s available.

*Note, too, the icon for Google Books at the far right of the screen. In some cases, clicking on this may actually yield an electronic copy of the entire book (generally older and Public Domain publications) or at least preview pages.*

Click the “Bemidji State Univ. Library” Location link. You will get the following page, showing the location and availability of the item in the library searched—as in Figure 16:
There are three copies of this particular edition of Hemingway's *The Sun Also Rises* at BSU, all located on the fourth floor of the library, call number PS3515.E37 S8 1954, and all appear to be available for check out (On Shelf). Had you clicked on the Hibbing Community College copy, or any other, you would have got the same screen showing that library’s holdings, with the same location and availability information.

*Figure 21*
CHECKING OUT BOOKS AND OTHER LIBRARY MATERIALS

It is anticipated that most distance learners will not be able to visit the BSU Library to check materials out themselves. Provision has been made instead for materials to be checked out to you and sent through interlibrary loan. You must apply for this service and you must live at least thirty miles from campus to use it. This service is only available to on-campus students when they are seeking materials from other libraries. Students who actually come to campus for classes will be able to use the library and see to their own needs.

The entire procedure, which applies to both Distance Learning students and Distance Learning faculty, is summarized here, but for detailed instructions go to the Distance Learning, Distance Learning Delivery Service, and Interlibrary Loan page links on the library's BSU homepage--at the left under LIBRARY, in SERVICES:

![Library Image](image_url)

*Figure 22*

Click on DISTANCE LEARNING, the second bullet under SERVICES. This includes summary links to several library services. The page looks like this:
Distance Learning

Welcome to the A. C. Clark Library Distance Learning Page!

Whether you are an on-campus student taking a hybrid face-to-face online course, or are taking classes completely online in D2L, the Library can help you find and use the resources you need to complete your assignments.

Resources and services the Library provides for Distance Learners include:

Online resources to meet your research needs:

- Library Research Guides (places to start research)
- Online Resources A-Z (list of periodical article databases and other select resources)
- Search Library Resources (Google-like search across most of the Library's resources)
- Delivery Service for Distance Learners
- Helpful information on using the Library's resources
  - View the Library Website Overview video (3 min.)
  - Using Library Online Resources (PDF tutorial)
- Research Assistance
  - Call the Library Reference Desk at 1-800-860-0234 (toll free) or (218) 755-3342
  - Ask a Question (Email Reference Service)

If you have questions...

If you need research assistance, or have general questions about the A. C. Clark Library resources and services (including Interlibrary Loan), please call the Library Reference Desk at 1-800-860-0234 (toll free) or (218) 755-3342, or ask a question through the Email Reference Service. We're here to help.
Full instructions for the services offered to distance learners and the application for interlibrary loan services can be had on the **Deliver Services for Distance Learners** page found at http://www.bemidjistate.edu/library/services/distance/delivery, *Figure 23-Figure 25:*

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**Delivery Service for Distance Learners**

The BSU Library delivers study-related materials to distance learners (students who are currently registered for BSU courses and current BSU faculty) who reside 30 or more miles from campus or need delivery because of permanent or temporary disability. Application must be made for this service via the form below. Non-returnable items (i.e. journal articles, book chapters, etc.) will be delivered **electronically** to distance learners. Returnable items (books, videos, DVDs, etc.) are delivered via tracked mail (with delivery confirmation) at the BSU Library’s expense and returned to the BSU Library at the expense of the distance learner. Insurance and delivery confirmation, or a tracked delivery system, are recommended for all returns, as the distance learner is responsible for the return of the item to the BSU Library. All interlibrary loan **overdue policies** apply.

**Application**

To apply for this service, please send a completed **application form** to the BSU Interlibrary Loan Office. Interlibrary Loan staff will review your application and contact you when your application has been approved.

If the application form does not open, you may need to install Adobe Acrobat on your computer. Use the following link to download the latest version of the Adobe Acrobat Reader: [Click here to download the latest version of Adobe Acrobat](http://www.adobe.com).
Figure 25

Using the library's home page, distance learners can find the items they need and generate interlibrary loan requests, whether you are looking for materials owned by BSU or by other MnPALS libraries. You may order as much as you need as often as you like, free of any charge. Scans of individual book chapters and journal articles that are not available in our own collection, including online full-text databases, can be provided to you electronically through e-mail. Physical items like books and media can also be sent to you through the mail (tracked, with delivery confirmation). As a registered BSU distance student, you have the same privileges as on-campus students. These include the length of time items may be kept and the number of times they can renewed.
Renewing interlibrary loan items is an easy process that can be done by you, on or off campus, using the My Borrowing Record feature of the BSU Library Catalog: see The Circulation of Library Materials and Monitoring Your Library Account below. Your only obligation is to return anything borrowed through the mail—at your own expense (Media Mail is cheapest). A return mailing slip is available as an electronic download in Delivery Service for Distance Learners. See the “Mailing label” link in Return Mailing (http://www.bemidjistate.edu/library/ill/mailing_label.pdf).

Interlibrary loan also allows you to check out materials from other libraries whether they are found within the MnPALS system (as summarized in the system search above) or not. This service is available to all students, on campus and off, faculty, and staff. Its purpose is to supplement our own holdings—books, media, and periodicals. All libraries, big and small, offer this kind of resource sharing because no library on earth can offer its patrons everything that has been published over the past five-hundred years. Interlibrary loan can secure most things for you in some form by getting them from other libraries. Once more demands are being made of you, usually as juniors, seniors, or graduate students, interlibrary loan may become a veritable life-saver.

Do keep in mind, however, that the length of time an item may be checked out from a library other than the BSU Library and the number of possible renewals will be dictated by the lender, not by us.

**THE CIRCULATION OF LIBRARY MATERIALS AND MONITORING YOUR LIBRARY ACCOUNT**

*Figure 26*

In the first blue bar at the top of the first page of BSU Library Catalog (Figure 26 above), you will find the Your Borrowing Record link. Click this to see information corresponding to your library account as a BSU student. You will be asked to log in (as before, your student ID = the 14-digit barcode number at the bottom of your student ID card, beginning "20105100 ...", your password = your last name). The following screen will come up:
Figure 27a

Your name will be displayed. Any library messages will be shown, as will your library account activity:

**Loans** = *current* loans, BSU-owned materials *currently* checked out.

**Loan History List** = past loans, none necessarily current, covering approximately the last six months (the period of coverage may vary).

**Hold Requests** = any (current) BSU library items you have requested to be held for you when returned.

**Booking Requests** = not active.

**Cash Transactions** = recent fines, over-dues, library expenses.
Figure 27b

**ILL Total Requests** = summary of all interlibrary loan (ILL) requests, made, pending, filled, or not filled, over the past six months (like the **Loan History List** above, the span may vary). The **ILL Total Requests** figure is cumulative.

**ILL Active Requests** = *current* ILL requests, made, pending, filled, or still checked out.

**ILL Recently Closed** = ILL requests and transactions recently completed.

**Total ACQ requests** = books you've recommended that the library purchase. **Total ACQ requests** is a cumulative total.

**Active ACQ requests** = books you've recommended the library purchase that are still being actively reviewed by library faculty.

**Recently closed ACQ requests** = book requests recently completed.

**Blocks** = any blocks on your account. Blocks on a patron's account are usually the result of unresolved over-due or lost books and any accompanying issues. Blocks will by expressed by a number corresponding to specific terms or conditions.

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<table>
<thead>
<tr>
<th>Addresses:</th>
<th>I. M. Fictitious</th>
</tr>
</thead>
<tbody>
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<td>Cypress Hall B01D</td>
</tr>
<tr>
<td></td>
<td>BSU</td>
</tr>
</tbody>
</table>

| E-mail                      | imf@bemidji.state.edu |
| From                        | ------                |
| To                          | ------                |
| Zip Code                    |                     |
| Telephone (1)               |                     |
| Telephone (2)               |                     |
| Telephone (3)               |                     |
| Telephone (4)               |                     |

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</tr>
<tr>
<td>Class/Major:</td>
</tr>
<tr>
<td>Proxies/Sponsor:</td>
</tr>
</tbody>
</table>
```

Figure 27c
Addresses: show the personal information currently on file in the library system. The library record contains very little secure information beyond names, addresses (home and e-mail), telephone numbers, student library ID numbers (barcode, not student tech ID), and registration expirations. Your Status corresponds to undergraduate or graduate, staff, or faculty: Status 11 is undergraduate, Status 12 faculty, Status 16 graduate (student). Your Type is our library patron class number (i.e. student, staff, or faculty, each with different borrowing privileges): students are Type 01, faculty are Type 02.

Please be sure to keep your mailing information current—street and e-mail address! Your receipt of sometimes crucial, account-related library correspondence will depend on this, as will the arrival of any requested interlibrary loan materials sent in electronic or paper form.

Your Borrower Record also makes it possible for you to see a summary of what you have or have had checked out of the library, with the corresponding bibliographic records and circulation information. This will allow you to renew books yourself from any computer:

Figure 28

In summary of current loans, the blue bar under You are searching: BSU Library showd the following options:
Off-campus distance learners are not likely to get to the BSU Library to renew charged books. This can be done instead on your computer. In fact, this very useful feature is also available to on-campus BSU students, faculty, and staff. Any items currently charged to you will be shown in the Loans list (see Figure 27a). Click on the number to the right of Loans. Each item will have a selection box to the left of its title. If you want to renew specific items, simply check the box next to the title and in the blue bar shown above, (Figure 29), click Renew Selected. All of the bibliographic information will be taken direct from the item record, just as your personal information will be taken from your log in, allowing for a simple two-click process. If you want to renew all of the books currently checked out to you, click Renew All without even bothering to check the individual item boxes. Any blocks on your account, or reaching the maximum number of renewals may prevent this feature from working. You may need to contract the library.

To renew interlibrary loan items, click the number link after ILL Active Requests (Figure 27b). The same option will present itself, though the renewal will have to be approved by the lender.

If you would like an electronic or printed copy of these transaction pages, simply click Save/Mail, the last option (right) on the blue bar. This will also allow you to e-mail the electronic record to yourself using the same procedure, or save it on a storage device. Pressing Ctrl + Print Screen on your keyboard will take a screen 'snapshot' that can also be saved, embedded, or printed.
USING THE ONLINE RESOURCES A-Z PAGE

The library's Online Resources A-Z page consists of electronic databases that will allow you to do college-level, even professional-level research in the periodical and other document literature, including electronic books. Click on the Articles link in the middle of the library's homepage, to the right of the magnifying glass icon:

Figure 30

These resources are primarily subscription databases that will provide all types of periodical publications, whether newspapers, magazines, or the academic (i.e. scholarly, peer-reviewed, and professional) journal literature so often required. Most disciplines and subject areas are amply covered. The databases are an excellent source for citations (what's been published on a topic), abstracts (summaries of what the material covers), and very often, the actual full text (a facsimile of the articles themselves, as originally published--a kind of electronic photocopy).

Bear in mind that the library's own catalog was described earlier as an "index of ownership," meaning that the materials or holdings found in any library’s catalog (or that of a library-system) are there simply because the library owns the items that are cataloged. Anything not owned by a library or library system will not be found in its catalog. Thus, even the largest library and library-system catalogs are not comprehensive bibliographic tools. The Online Resources A-Z databases, conversely, are not indices of ownership. Items retrieved in a search of these databases will be cued to our collection to show their availability at BSU in electronic full text or print subscription, but what is included in a database has nothing to do with the BSU Library, its cataloged (owned) collection, or the MnPALS system, beyond the fact that we subscribe to the database you are searching. These databases are subscription resources, like periodicals, that aim to provide comprehensive coverage of a subject in a given body of literature over a given period of time. The same database resources you will be using at BSU are available in most university libraries throughout the country.
To enter the databases, click on the *Online Resources A-Z* link:

![Online Resources A-Z](image)

**Figure 31**

This page lists the databases in alphabetical order by title. The link to each is green title (with the bulleted box) above the scope note that explains the database's content and the scope of its coverage. The scope note aims to reveal at a glance the subjects covered in a given database, how comprehensive the coverage is, how many publications are included (whether indexed, abstracted, or in full text), and the span of time covered. Click on the database titles to enter an individual database. Some of the databases are *indexes*, providing only citations, not the full text of the articles you find, while others are *abstracts* and will provide only citations and added summaries (or abstracts) of the articles. A majority, however, will yield citations, abstracts, and the full texts of the articles themselves, in either .pdf (facsimile, as published) or .html (full text, retyped, often with added links) formats. In the case of *Academic Search Premier*, the first database listed, full-text coverage is not complete, as noted in the scope note: of the 8,050 periodicals covered in the database (indexed, usually with abstracts), only a bit more than half of the articles will be covered in full text. The *ACM Digital Library*, like many other databases you will find on the *Online Resources A-Z* page, is a full-text resource by design--everything indexed is featured in full text.

The databases listed in the *Online Resources A-Z* page can be used in the library or anywhere else on campus without logging in. They can all be used off campus as well, regardless of your distance from BSU, but access requires a log in (your unique StarID and StarID password, or 14-digit barcode + your last name). The articles retrieved in these databases, whether in .pdf or .html, can be downloaded in electronic form to a hard drive, a flash drive, a CD-R or DVD-R, or they can be e-mailed. They can also be printed.

The advantage of electronic full text should be evident: when an article is featured in full text somewhere online, it will be available to you immediately without visiting the library and regardless of whether or not the library actually owns that resource in paper form. Even if you are an on-campus student, electronic full text means that you needn’t worry about whether the library subscribes to the article’s periodical host. The .pdf versions, in particular, are facsimiles, absolutely identical to their paper counterparts.
A quick review of terms:

**CITATION**: The imprint or bibliographic information that identifies and distinguishes one publication from another. For articles, the address or location. Regardless of the format of citation being used (MLA, APA, Turabian, Chicago Manual of Style, etc.), the information—the actual components of the citation—will be the same for all citations:

**BOOKS**: author(s), title, place of publication, publisher, and date of publication or copyright—all information taken from the title page and its verso (flip side), not the outer cover or spine!

**ENCYCLOPEDIA ARTICLES**: author(s), title of the article, name of the encyclopedia, editor(s), number of volumes, place of publication, publisher, date of publication or copyright, specific volume number of the article being cited, and pagination.

**PERIODICAL ARTICLE**: author(s), title of the article, title of the journal, volume, issue number (if used), date, and pagination.

This imprint information will distinguish one book or article from every other book or article ever published. No two sources share this much imprint information. All that is required of a citation is that it be given complete, with all of the information listed above. An incomplete citation is useless. Citations are used in footnotes and bibliographies to identify works that have been consulted, works recommended to the reader for further insight into the topic at hand, or works quoted. Comprehensive, usually book-length bibliographies may aim to cite everything ever published on a topic. In the library, the same citations will also be used to request an item through interlibrary loan.

**ABSTRACTS**: A summary. In more practical terms, a full citation with an added summary of the article being cited. The summary itself is called the abstract. Abstracts are most often given in sources that index academic, scholarly, and professional literature.

**FULL TEXT**: A full-text database will provide a full citation for all articles indexed, usually an abstract, and the full text of the article, in either .html (Hypertext Markup Language), which has been re-typed, often with links added, or .pdf (Portable Document Format), a facsimile of the complete, original article—as originally published in paper form. Note that .pdf documents require an Adobe Acrobat Reader, available free of charge as an internet download (https://get.adobe.com/reader or www.adobe.com). The current version of the reader is recommended.

The indexing (citations) and full-text (content) in most online databases rarely go back much before the 1970s, with several exceptions. This is an important consideration if you are researching a historic topic or even a current topic with a reasonably long history. You may wish to integrate contemporary and retrospective sources into your research—books and periodical articles written and published at or about the time under consideration (contemporary) and material published after (retrospective). Given the wages of social, political, and historical bias and the burdens and benefits of hindsight, the perspective may vary considerably between contemporary and retrospective sources. This is especially true of controversial topics: changing attitudes too often dictate our collective outlook on the past.

Some historical periodical research cannot be met online using electronic databases—the span of too many databases is limited to forty or fifty years or even less. The one extraordinary exception is JSTOR, found in the Online Resources A-Z. JSTOR covers a very large number disciplines and nearly a hundred subjects within those disciplines and offers retrospective full-text coverage of the journals included. May journals are presented in complete runs, some going back to the eighteenth century. The broad and narrow disciplines included in JSTOR are currently area studies, the arts, business and economics, history, the humanities, law, mathematics, medicine, and the hard and social sciences. Coverage of the arts is especially good.
USING BSU’s ELECTRONIC PERIODICALS

With The Electronic Periodicals link (Figures 31 and 32, second bullet, below the Online Resources A-Z link) you can determine the periodical publications—newspapers, magazines, and journals in all disciplines and subjects—to which the BSU Library has access in electronic form, that is, which articles from what periodicals (and from what dates) does the library have in full electronic text and in which individual databases they will be found. If you have a citation, whether from a bibliography, an instructor’s recommendation, or a class syllabus, you can quickly find an electronic source for the article in question, provided that the BSU Library has a database that includes the publication in question. The same link is available in Online Resources A-Z as Electronic Periodicals Available via BSU.
First, click the *Electronic Periodicals* link:

![Library Catalog, Articles, Course Reserves, NEW Library Search]

The BSU Library has a number of resources to help you find periodical articles.

- **Online Resources A-Z**: A complete list of the Library's periodical article databases and other select online resources that are available for in-library use by all patrons and off-campus by BSU students, faculty, and staff.
- **Electronic Periodicals**: A list of the Library's periodicals available online in full-text for in-library use by all patrons and off-campus by BSU students, faculty, and staff.
- **Citation Linker**: Search for full-text periodical articles when you already have a citation (article title, author, or journal title). For in-library use by all patrons and off-campus by BSU students, faculty, and staff.

*Figure 33*
### FEATURES: TOP TO BOTTOM

1. The three tabs in the upper left corner, above **Find E-Journals by title or identify number**, allow you to search all electronic formats (**All**), journal articles only (**E-Journals Only**), or just e-books (**E-books Only**). To exclude e-books, click **E-Journals Only**, to exclude periodical articles, click **E-Books Only**. The default setting, as seen above, is **E-Journals Only**.

2. Using **Find E-Journals by title or identify number**, you can search for specific journals by title. If you know the exact title of the publication, type it in the box to the right of **Title begins with**; if you aren’t quite certain about the title, just type whatever title words you remember: all periodicals with the same keyword(s) will be displayed. Other options can be seen when you open the **Title begins with** bar:
Figure 35

The default setting, **Title begins with** allows you to search by the exact title of a periodical but would also accommodate title keywords if they are entered in the correct order, while exact words of the title can also be searched with the **Title equals** option. **Title contains all words** is another keyword title search, **ISSN equals** searches a periodical by its International Standard Serial Number (ISSN) number.

3. Note that a ‘quick-search’ version of this electronic periodicals index is also available in the top-right corner of the Online Resources A-Z page as **Find a journal**:

**Online Resources, A-Z**

The following is a complete list of the Library's periodical article databases and other select online resources that are available for in-library use by all patrons and off-campus by BSU students, faculty, and staff. In the "Find A Journal" tab to the right, you can search for specific full-text online periodicals, or browse a list of subjects.

**Figure 36**

**Title begins with** (the title keyword option) is the default setting. As it was in the E-JOURNAL PORTAL (see Figures 34-35), this can be changed for greater specificity by opening the menu and choosing the **Title equals**, **Title contains all words**, or the **ISSN equals** options.
4. If you already have an article citation, click on Citation Linker under the Title begins with:

![Figure 37](image1)

Type the citation you have into the form provided and the Linker will search all of the Online Resources A-Z databases for you, saving you considerable time:

![Figure 38](image2)

5. You can also click on the appropriate letter in the alphabet sequence below Browse e-journals by title. All of the journals with titles beginning with that letter will be listed alphabetically over several pages:

![Figure 39](image3)
6. You can search e-journals by subject in the bar below the alphabetical letter sequence, **Browse E-journals by subject**:

![Browse e-journals by subject](image)

**Figure 40**

If you don’t know a specific title in your field or any other journals available on your topic, open the **Please select a subject category** bar:

![Please select a subject category](image)

**Figure 41**

If you are looking for journals in history or the archaeological sciences, click on that link in the resulting drop menu. You will be provided with a list of all the journals cataloged in those (and closely-related) subject areas that are featured full text in one or more of the databases available in the BSU Library’s *Online Resources A-Z*. Use this list of topics to narrow your search to the subject of your research. If fitness and body training is your topic, open the bar and click Health & Biological Sciences and perhaps Social Sciences, as all aspects of physical education belong to both disciplines.

* * * * *
Title begins with is a simple way to explore the lists and holding statements of the journals you will find searching this Electronic Periodicals link. Assume you need access to the periodical Teacher Development. Type in "teacher development" or even "teacher"—the first word of the journal title—in the box to the right of Title begins with to find out which database(s) carry its articles in full text:

![Search Results](image)

Figure 42

The screen tells you that the library does indeed have electronic access to this journal (third on the list, Figure 42): the holding statement (Figure 43) also makes it clear that all of the articles in this journal from 1997 to 1 March 2004 are available in the Freely Accessible Social Sciences Journals, one of our many databases:

![Holding Statement](image)

Figure 43

You can either click on the blue Freely Accessible Social Science link to get to the journal or you can go back to the Online Resources A-Z page (the comprehensive list of BSU databases: see Figures 30-31) and go through Freely Accessible Social Science manually to explore all of the issues of Teacher Development or to find a specific article by author, title, or subject. If the date of the article you seek is no earlier than 1997 and no later than 1 March 2004, you will find it in electronic form. If the article was published before or after those dates, Freely Accessible Social Science, and by extension, the BSU library, does not have electronic access to it, requiring that you undertake an interlibrary loan request, using the citation you have: see CHECKING OUT BOOKS AND OTHER LIBRARY MATERIALS.
Clicking on the live *Freely Accessible Social Science Journals* link, you will be taken to the journal site itself, where you can explore all of the available (1997-2004) issues. The journal, as can be seen, is easy to browse or search:

**Figure 44**  
*Teacher Development*, a freely accessible journal posted on the internet.

Another journal shown in *Figure 42*, *Teacher Education Quarterly*, published by Infotrack in Claremont, California, is featured in another database, the *Educator's Reference Complete*. Click the *Educator's Reference Complete* link, you will be taken directly to *Teacher Education Quarterly* (Figure 45) which, unlike *Teacher Development*, is subscription only, not freely accessible, and must be accessed through *Educator’s Reference Complete*:

**Figure 45**
The holding statement (2005-current) tells you what is available electronically. Links are provided for each complete full-text issue of the current year (2012 is the “current” default). Opening the date bar, you can select other volumes back to 2005). Once retrieved, the articles can be read online or, using the box at the far right, printed, downloaded, or e-mailed. These materials are licensed for you to use in whatever form is most convenient.

**USING THE DATABASES: GENERAL SUMMARY**

Using online bibliographic databases is easy, requiring only familiarity with the more or less basic procedures common to most. Most of the subscription databases on the library's Online Resources A-Z page are the vended products of single electronic publishers and though unrelated in subject matter and coverage, look and work the same. Once you have learned to use one of these, you will be able to use the others with equal ease. Most information databases despite conflicts of format and any substantial graphic differences, share many common features. A brief tour through the databases on the Online Resources A-Z page, taken prior to your first class assignments, would be a fine investment of your time, taking note of what databases the library has and what disciplines and subjects are covered. Distinguishing between general and more focused coverage (by discipline and subject) is also important. After reviewing what the Online Resources A-Z page contains, enter a few of the databases and simply practice using them. Few will take more than half-an-hour to master. An argument might be made that the average user invests more time learning how to navigate the more diverse resources of the internet than will be necessary to master most of the academic periodical databases used for college-level research. Most important, learn to use the tools you have at your disposal before you actually need to use them! In doing, so, you will be prepared to deal with the work required of you. And remember: these databases have been chosen very carefully to offer academic and scholarly material not available free of charge on the open internet--a place that should be approached with the greatest caution when you begin work on a class paper.

*Academic Search Premier*, the first database listed on the Online Resources A-Z page, is a general source of academic bibliographic information with considerable full-text coverage. It covers virtually all disciplines and subjects. The material indexed varies from mass-market (weekly news magazines and newspapers) to scholarly and professional. It is an ideal place to begin research on virtually any topic, but rarely an appropriate place to end if you are working in a field that might be better served by discipline- or subject-specific databases. At the outset of research, it is sometimes best to begin in the simplest way, with encyclopedia articles, books, and the less demanding periodical articles, as the heavier scholarly and professional literature, including subject encyclopedias and books, will assume much greater fluency in the background of the topic than you may already have. The idea is to ease into the more difficult resources after you've mastered the basics of your topic.

*Academic Search Premier* serves as an appropriate example of how most of the library's subscription databases work. It provides most of the standard tools needed to take a procedural tour of electronic resources in general. On the Online Resources A-Z page (see Figures 30-31), click the title link to enter Academic Search Premier. The initial screen, the default Basic Search, looks like this:
Links shown on this page (in the blue bar at the top) offer several important features:

**New Search** refreshes the page for a new search; **Publications** presents an alphabetical list of all the periodicals indexed in *Academic Search Premier*; and **Subject Terms** offers a thesaurus of terms to help you choose, if needed, the most appropriate search terms to use when searching the database for a specific topic. **Cited References** allows you to search a citation (this can also be done with simple keywords); **More** and its downward cursor allows you to mount a search for indexed images. In the blue bar above, at the right, is an indexed **Help** tutorial that will explain every aspect of *Academic Search Premier* in detail. You can also select settings and layout in **Preferences** and **Languages**.
The **Publications** link (above) will by default give you an alphabetical listing of all of the publications indexed in the database.

![Figure 48](image)

Note that **Alphabetical** is checked by default: this list of included publications (periodicals) will run A-Z. You can also run the list by subject, broad description, or keyword. If you choose **By Subject & Description**, to the right of **Alphabetical**, and if you enter a subject or description of your topic, the resulting list will tell you which of the included periodical titles has been cataloged to correspond to that topic. Choosing music as an example, type "music" in the search bar (below, **Figure 49**) and click on **Browse**:

![Figure 49](image)
The result will be a list of publications (magazines and journals) indexed or featured in full text, that correspond, at least in part, to the topic of music, or which contain a significant number or articles on music. Entries will be shown in alphabetical order:

![Figure 50](image1.png)

Another useful feature, shown in Figure 49, is **Choose Database**, just above the search box:

![Figure 51](image2.png)

This allows you to search all or some of the many EBSCO databases that will be found on the library's Online Resources A-Z page. You can combine databases to do a more comprehensive search (without having to duplicate your search in each of individual databases combined) or exclude databases. Click on **Choose Databases** and you will get the following screen of databases names:
Limiting by database can be an effective first step in limiting your search. For example, if you are doing that paper on the works of Beethoven, excluding the Education Full Text might remove anything Beethoven-related that will inevitably be found in the music education literature, an area where the Music Index and Education Full Text intersect.
The basic search procedure, without initial limiting, is simple. To do a basic search, type your keywords into the search bar and press the green Search key:

![Figure 54](image)

As in the library's own MnPALS catalog, multiple terms may be entered in a basic search combined with "and," "or," or "not." This is the most efficient way to focus a term search, especially when using a periodical database like Academic Search Premier that might yield thousands, tens of thousands, or even hundreds of thousands of hits on well-travelled topics.

To further refine a Basic Search before-hand, making it more specific, use the Search Options feature below the search bar:

![Figure 55](image)
The **Boolean/Phrase** option, the default setting, allows you to combine search terms or keywords using "and" to **limit** the search, "or" to expand it, and "not" to exclude any unwanted terms or concepts: see the section on advanced searching in **BSU Library Catalog** (at Figure 10). **Find all my search terms** is the equivalent of "and," limiting a search by combining keywords; **Find any of my search terms** expands the search by searching any keywords **separately**, the equivalent of the Boolean "or." **SmartText Searching** will search keywords entered into the search box as chunks of text (whole article abstracts for example). To the right of these options, **Also search within the full text of the articles** very usefully expands the search beyond the bibliographic record and the abstract into the actual text of the articles. Going further down, you can limit the articles retrieved to those featured in full text (**Full Text**), to those cataloged as appearing in **Scholarly (Peer Reviewed) Journals**, excluding newspaper and popular magazine coverage of your topic, and **Publication Type**: to exclude newspapers, select **Periodicals**; to find only newspaper articles, select **Newspaper**, etc. **References Available** will limit the yield to materials that cite other works—in footnotes or in a bibliography. **Published Date from** allows you to limit the search by date—articles published **before** a given date, **after** a given date, or **on** a specific date. **Publication** will limit the search to articles from a single publication: type in the title of the preferred periodical and the results will be confined to that periodical. These, and the other options on this page can be examined in greater detail in **Academic Search Premier's** help screens, the link at the top right of the screen.

Within a specific search (after you have done a keyword search and have been given the results), there will be additional screen features in many of the databases that will allow you to further limit your search. For example, in a broad search for the terms "world peace":

![Figure 56]
In the column at the far left of the citations, you may refine the search by checking **Full Text** (sources) only, sources with **References Available**, or **Scholarly (Peer Reviewed) Journals**. You may also use the **Publication Date** filter to limit the date—as shown here, full-text sources from 1921 to 2014: simply use the bar with the cursors to do this. Limiting the results of this search by **Source Types** includes types of information (as before academic journals versus popular journals versus newspapers, reviews, etc.), treatment (fiction or non-fiction), and a more focused subject emphasis (international relations, international cooperation, and more).

An **Advanced Search** of the database offers the same limiters, but with a more detailed set of search boxes at the top of the page (Figure 57a), identical to the advanced search options already summarized for the BSU Library Catalog, and a set of more specific limiters further down (Figure 57b):

![Figure 57a](image-url)

![Figure 57b](image-url)
In an Advanced Search, the options are largely the same as those offered in the Basic Search, but the parallel search boxes offer greater flexibility when combining multiple search terms. The Boolean/Phrase connectors, "and," "or," and "not" can be altered to suit the search terms (or sets of search terms), while the Select a Field (optional) can be changed to define the terms used:

![Search Options](image)

**Figure 58**

If Shakespeare is the term you are using, Select a Field (optional) can define him as an author, a subject term, a geographic term, a company entity, etc. More practically, enter "shakespeare" as the first term and define him as a subject, "etta jones" as the second term and define this name as an author. This will search any works about Shakespeare (*not* works written by him) by any author named Etta Jones.

Do a simple Basic Search for the name Thomas Jefferson. Type "thomas jefferson" in the search bar. This will yield many screens of numbered bibliographic entries that look like this:
As you can see, a search in this single database has resulted in 11,836 hits--articles and other materials cataloged as having something to do with Jefferson. This is why limiting a search is so essential when you are looking for articles. Because the search was not specific enough, the yield was enormous.

Item nos. 1 and 2, the articles by Scherr and Holowchak, are both available full text in .pdf (facsimile) form. Click on the PDF FULL TEXT link and the articles will appear. You've found what you were looking for (or at least some appropriate material) and the articles are available. There's nothing more to do except to secure the articles found. Using the Adobe sub-menu, download, print, or e-mail the .pdf to yourself.

Continuing down the list, no. 3 (Figure 55), the article by Schwartz on the roots of Jeffersonian nationalism, is also available as .pdf full text, but no. 4, "The Republicans Are the Nation?" by Kristofer is not, because the host periodical, American Nineteenth Century History (sic), is not featured full text in Academic Search Premier.
Cick on **BSU Link to Full Text** (Figure 60). This will search for full-text coverage of *American Nineteenth Century History* in all of the databases in the library's Online Resources A-Z. The results are discouraging:

**Citation:**
- **Author:** Ray, Kristoffer
- **Journal:** American nineteenth century history
- **ISSN:** 1466-4858
- **Date:** 09/01/2013
- **Volume:** 14
- **Issue:** 3
- **Page:** 293 - 304

**Sorry, no holdings were found for this journal.**

**Other options:**
- **Search the BSU Library Catalog**
  - By ISSN
  - By Title
- **Can't find it in the BSU Library Catalog?**
  - Request via Interlibrary Loan
    - Need Assistance? Call the BSU Library Reference Desk at (218)755-3342 or (800)860-0234 (full-free) or, Ask A Question.

Figure 61

The screen tells you that no other BSU subscription database features the journal *American Nineteenth Century History* in full text (**Sorry, no holdings were found for this journal**). An electronic copy is not an immediate option. You can search BSU's own (paper) journal collection by ISSN or title (the **Other options:** link) or request the article through interlibrary loan (**Can't find it in the BSU Library Catalog?**). Click the **Request via Interlibrary Loan**. You will get a log-in screen for the interlibrary loan request:

![Request via Interlibrary Loan](image)

Figure 62
After you log in (again, EITHER your StarID and StarID password, or your 14 digit barcode number, beginning 20105 + your last name), an interlibrary loan form will come up with your personal information and the article's bibliographic information filled in. You need only go to the bottom of the form, fill out the **Not Needed After?** date (the date after which the item will no longer be of use to you), the **Preferred Media** box, and the **Notice: Warning Concerning Copyright Restrictions**. Click **Go** at the bottom when you're done and an interlibrary loan registration notice will be sent—if the form has been filled out correctly.

No. 5 in the list of articles on Thomas Jefferson shows the same **BSU LINKS TO FULL TEXT** option:

**Figure 63**

In this case, the **BSU LINKS TO FULL TEXT** shows a happier result:

**Figure 64**
The **Article should be available via the following links:** tells you that the *SAGE Premier 2014* database includes electronic full text of every article in the *Journal of Planning History* from 1 February 2002 to date, so should have Longstreth's 2014 article on Jefferson. You can click on the *SAGE Premier 2014* link and navigate to the journal and the article, you can click the *Journal* link and go directly to the *Journal of Planning History* (see Figures 44-45), or you can click on the *Article* link and go directly to the article itself. The idea is that you have now found an immediate source for the article in electronic form, making an interlibrary loan request unnecessary.

* * * * *

You will find many minor, usually graphic variations of formatting among the databases found on the library's **Online Resources A-Z** page, but you will notice that most features and the general protocol are usually very similar if not identical. Using the various databases and developing your fluency requires a bit of practice, but always remember: each database has a detailed set of HELP screens to define the features and to clarify every procedure. Use these HELP screens when anything is not clear!

**OTHER TOOLS**

A number of additional tools are displayed at the far right of individual database citations. Referring back to the Scherr article in **Figure 59**:

![Detailed Record](image)

**Figure 65**
You can create a folder of saved searches with **Add to folder**, adding and removing citations, abstracts, and full-text articles as you search for materials; you can **Print** citations, abstracts, and full-text articles; you can **E-mail** them to any address; you can **Save** or download them to a hard disk or other media; you can access assistance in citing articles by using **Cite** (see the note and screen shot in Figure 66 for this special feature); you can **Export** them into other formats; you can add annotations to citations (Create Note) for your own use; you can save the actual addresses (URL) of citations, abstracts, and full-text articles with the **Permalink**, as well as provide a convenient **Bookmark** for them.

**Citation Tools**

One of the many useful features embedded in most databases is a citation tool that will help you cite an article properly using one of several citation formats. Click the **Cite** icon on the citation screen (the Scherr Jefferson article again, shown in Figure 59). You will get the following screen:

![Figure 66](image)

Only the AMA and APA formats are shown above, but scrolling down, the citation can be found in five additional formats, including Chicago/Turabian and MLA. Some databases will also allow you to export the citation to other external bibliographic management software to find even more, usually specialized citations formats.

By all means, use these tools, but be advised that they should never be seen as a substitute for developing fundamental bibliographic skills--skills every college student should have.
SUBJECT COVERAGE IN THE SUBSCRIPTION DATABASES: AN ONLINE DATABASE INDEX

The benefits of acquainting yourself with the diverse tools available on the library's home page should be obvious. Looking over the entire list of available databases in the Online Resources A-Z page and reading through the scope notes attached to individual databases will give you some idea of the overall coverage of academic disciplines and subjects in each. This will make the initial steps of college-level library research much easier. Having chosen a topic, one of the first tasks you face is finding research material—the best, most appropriate materials available, including both books and periodical articles. For books, go to the BSU Library Catalog first. If needed, expand the search to the entire MnPALS system or, using the LIBRARY CATALOG link in the pale-blue column at the far left of the library home page (under ASK A QUESTION), expand the search to even larger library catalogs throughout the world. For periodical articles, go to the Online Resources A-Z page. Once there, you will need to find the databases most suitable to the needs of your project—the databases that cover your specific topic best and are most practical for the research you will be conducting. If, for example, you are doing a paper on the music of Beethoven (your subject), the Birds of North America Online database would obviously not be as appropriate as the Music Index. Similarly, biographies of Beethoven would not be as immediately useful as works that analyze his music (the Beethoven research you will conducting). Familiarity with the databases and their content will not only steer you in the right direction of choosing the most focused resources, it will also help you deal with the vast amount of overlap that is inevitable when confronted by so many sources of information or when you are working on a well-traveled topic that might cross several disciplines. Beethoven and his music might be best researched in the subject-specific Music Index, but there will be many other databases that might be of some potential use to the subject, depending on what aspect of Beethoven’s music you have chosen to explore. Various aspects of the composer’s work are likely to be found in several of the databases to which the BSU Library subscribes, so pervasive a topic is Beethoven.

The following summaries may be of use, at least initially, as you begin searching for the databases most closely linked to the topics you are exploring. Note that several are best seen and described as general resources. Being neither discipline- nor subject-specific, they can be used to search almost any subject. The principal drawback of some of these, though certainly not all of them, is that their coverage can be diffuse and can vary in quality: they are not always the best sources of the scholarly or professional literature often required of you. Full-text indexes like Academic Search Premiere are an example, while a few of the multi-discipline/multi-subject databases like ScienceDirect, despite its confusing title, cover many disciplines (including the arts and humanities) and subjects in great scholarly and professional detail.

A summary distinction has thus been made between GENERAL—MULTIPLE SUBJECT, DISCIPLINE-SPECIFIC, and MULTI-DISCIPLINARY/MULTI-SUBJECT databases— the first three categories (I-III) of this index. GENERAL—MULTIPLE SUBJECT and MULTI-DISCIPLINARY/MULTI-SUBJECT databases overlap, but the latter should be taken to designate a much higher level of coverage. SUBJECT-SPECIFIC databases, the fourth category summarized (IV), overlap to some extent with all of the others, but are the most focused resources at your command. These have been listed alphabetically by individual subjects.
I GENERAL--MULTIPLE SUBJECT DATABASES

Multiple subject coverage without any overall focus.

Academic Search Premier

Britannica Online Academic Edition (Encyclopedia Britannica and Britannica Concise Encyclopedia)

Catalog of U.S. Government Publications. See also GPO.

Credo Reference [electronics books]

EBSCO eBook Collection

EBSCO Electronic Journals Service

Electronic Library of Minnesota (ELM): see Gale Databases

Expanded Academic ASAP

FirstSearch: includes ArticleFirst (journal tables of contents only - a bibliographic tool), ClasePeriodica (Latin American journals in the sciences and humanities), Ebooks (electronic books), ECO (scholarly and professional journals), ERIC (education), GPO (Government Printing Office - U.S. government documents), MEDLINE (health, medicine, and nursing), OAIster (Union Catalog of Digital Resources), PapersFirst (international conference papers), Proceedings (international, conference proceedings), WorldCat (an enormous reference database of books held in libraries all over the world), WorldCatDissertations (dissertations and theses cataloged in WorldCat).

Gale Databases (part of ELM, the Electronic Library of Minnesota)

GPO (in FirstSearch): U.S. government publications. See also Catalog of U.S. Government Publications.

Ingenta: an enormous index (only) database of journal articles in most disciplines and subjects--in excess of twelve million citations from more than 26,000 multidisciplinary journals published since the fall of 1988, with links provided to many full-text articles.

JSTOR: a large number disciplines and subjects covered with retrospective full-text coverage of journals (some complete runs) going back to the eighteenth century. In this respect, JSTOR is a unique resource. The broad disciplines covered include area studies, the arts, business and economics, history the humanities, law, mathematics, medicine, the hard and social sciences. See the brief note between Figures 31 and 32 on doing online historical research.

LexisNexis Academic: law, news, wire service reportage, etc, international coverage.

LibWeb: online access to the catalogs of nearly 8,000 libraries in close to 150 countries, allowing for bibliographic research of any topic in all the great international libraries. Available on the Online Resources A-Z page (far left) using the LIBRARY CATALOG link, under ASK A QUESTION.
GENERAL--MULTIPLE SUBJECT DATABASES, cont.

MasterFILE Premier

Open Access Journals: Directory of Open Access Journals (general, science emphasis), FindArticles (business and management), High Wire (science), Public Library of Science: Biology (biology), and PubMed Central [U.S. National Institutes of Health] (medicine).

Professional Collection: more than 300 full-text journals for educators, regularly updated, covering the arts and humanities, child and adolescent psychology and development, drug and alcohol abuse, health/nutrition/fitness, learning disabilities, literature, school law, science and technology, social sciences, and sports/athletic training.

ProQuest: Congressional, Newsstand Complete, Political Science, Social Sciences Databases, Statistical Insight

SAGE Journals Online/SAGE Full Text Collections

ScienceDirect: many disciplines and subjects represented in addition to the sciences.

WorldCat: reference version of the OCLC cataloging database, citing millions of books from libraries all over the world. With LibWeb, the most comprehensive bibliographic tool available for reviewing the book literature.

II DISCIPLINE-SPECIFIC DATABASES

Clear overall focus on one or more discipline, but not on individual subjects.

ClasePeriodica (in FirstSearch): Latin American journals in the sciences and humanities.

General Science Collection: over two-hundred full text journals in most of the sciences.

MLA Bibliography: the index of the Modern Language Association of America, covering language, linguistics, literature, and folklore in over 4,000 journals. Coverage extends back to 1963.

ProQuest Social Sciences Databases: ERIC (education), Physical Education Index (physical education and athletics), ProQuest Political Science (political science and politics), PsychARTICLES (psychology, full text), PsychINFO (psychology, index only), Social Services Abstracts (including social work), and Sociological Abstracts (sociology).

SAGE Knowledge: full-text encyclopedias, dictionaries, and handbooks in the social sciences.

SciTech: Scientific literature (biology, chemistry, computer and information science, environmental sciences, energy technologies, engineering, physics, renewable energy, etc.) generally related to energy, made available through the U.S. Department of Energy.
III  MULTI-DISPLINARY/MULTI-SUBJECT DATABASES

Clear overall focus on one or more discipline or individual subject.

*ArchiveGrid:* Archival and primary source documents in many disciplines and subjects.

*Catalog of U.S. Government Publication:* Government documents in many disciplines and subject areas. Also available as *GPO in FirstSearch.*

*Credo Reference* (encyclopedias, dictionaries, handbooks, atlases).

*WorldCat Dissertations and Theses* (also available in *FirstSearch*): theses and dissertations, many with full-text links.

*EBSCO eBook Collection:* electronic books on most subjects.

*EBSCO Electronic Journals Service:* electronic journal articles on most subjects.

*ERIC* (U.S. Department of Education): primarily education, but with a great deal of peripheral information in many other disciplines and subjects that is of interest and use to all educators.

*FirstSearch:* includes *ArticleFirst* (journal tables of contents only - a bibliographic tool), *ClasePeriodica* (Latin American journals in the sciences and humanities), *Ebooks* (electronic books), *ECO* (scholarly and professional journals), *ERIC* (education), *GPO* (Government Printing Office - U.S. government documents), *MEDLINE* (health, medicine, and nursing), *OAIster* (Union Catalog of Digital Resources), *PapersFirst* (international conference papers), *Proceedings* (international, conference proceedings), *WorldCat* (an enormous reference database of books held in libraries all over the world), *WorldCatDissertations* (dissertations and theses cataloged in *WorldCat*).

*MasterFILE Premier:* Designed specifically for public libraries and K-12 schools, with full text coverage of over 2,000 periodicals. General reference, business, education, health, multicultural issues, and the sciences are among the principal focuses. Full text for an estimated 350 reference books, 84,074 biographies, and 86,132 primary source documents (sic) are also provided, along with an *Image Collection* of 107,135 photos, maps and flags. Coverage extends back to 1975 (.pdf backfiles) for many of the publications covered.

*Project Muse:* Full-text journal articles (including reviews) and books primarily in the arts, humanities, and social sciences, but with coverage of medicine and technology.

*SAGE Journals Online with Access to SAGE Full Text Collections:* 500+ full-text journals in business, the humanities, medicine, the sciences, the social sciences, and technology.

*Science Direct:* accounting, agriculture, arts and humanities, astronomy, biochemistry, biological sciences, business and business management, chemical engineering, chemistry, computer science, decision sciences, dentistry, earth and planetary sciences, economics, economics and finance, energy, engineering, environmental science, genetics, health sciences, immunology, life sciences, management, materials science, mathematics, medicine, microbiology, molecular biology, neuroscience, nursing and health professions, pharmacology, physics, psychology, toxicology and pharmaceutical science, science and humanities, social sciences, and veterinary science and medicine.
IV SUBJECT-SPECIFIC DATABASES

Databases that can be used reliably to research individual topics within the individual subjects listed below. Many of these databases are cross-listed here and among the general and discipline-specific databases. They are listed here as recommendations.

Note that a few--MEDLINE/PubMed is an example--are available in several sources under slightly different names (MEDLINE, PubMed, PubMed Central), but will yield the same search results.

Accounting: see Business and Economics and Social Sciences--General
Aesthetics: see Philosophy
American History: see History
Agriculture (including animal culture, fisheries, forestry): see also Botany and Plant Culture

AGRICOLA [National Agriculture Library]
ScienceDirect
Animal Culture: see Agriculture
Anthropology: see Geography

Academic Search Premier
Expanded Academic ASAP
ScienceDirect
Applied Arts (computer graphics and design): see Fine Arts and Technology
Aquaculture: see Agriculture (Fisheries)
Archival Documents (multi-discipline)

ArchiveGrid
Art: see also Fine Arts--General
CAMIO (OCLC Catalog of Art Museum Images Online): art images from collections, galleries, and museums
Arts and Crafts: see Fine Arts--General
Arts—General: see Fine Arts--General
Archeology: see History
Architecture: see Fine Arts--General
Astronomy

ScienceDirect
Atlastes: Credo Reference (encyclopedias, dictionaries, handbooks, atlases)
Athletics: see Physical Education

Bemidji (City of)

Bemidji Pioneer (1903-1922): also complete on microfilm

Bibliography (selective: books currently available for purchase)

Books in Print
Resources for College Libraries

Biology (includes microbiology)

Biological Abstracts
BioOne
Birds of North America Online
First Search (OCLC)
Open Access Journals:

Directory of Open Access Journal
High Wire
Public Library of Science: Biology
PubMed Central [U.S. National Institutes of Health]

ScienceDirect
Sci-Tech Connect [U.S. Department of Energy]
Online Database Subject Index, *cont.*

Bio-Sciences (including ecology, energy, global climate change, stem-cell research, etc.): see also Environmental Sciences and Social Sciences--General

- *Biological Abstracts*
- *BioOne*
- *GreenFILE*

Open Access Journals:

- *Directory of Open Access Journal*
- *High Wire*
- *Public Library of Science: Biology*
- *PubMed Central* [U.S. National Institutes of Health]

- *ScienceDirect*
- *Sci-Tech Connect* [U.S. Department of Energy]

Birds: *Birds of North America Online*

Book Reviews: *Choice Reviews Online* (academic and reference books)

Books (selective: books *currently available* for purchase)

- *Books in Print*
- *Resources for College Libraries*

Botany: see also Agriculture and Plant Culture

- *AGRICOLA* [National Agriculture Library]
- *ScienceDirect*

Broadcasting: see Mass Communication and Broadcasting

Business and Economics (including econometrics, finance, investing, management, manufacturing, marketing): see also Social Sciences--General

- General and National, Stocks, Bonds and Investing
  - *Academic Search Premier*
  - *Business Source Premier* (two versions, one with standard interface)
  - *Cabell's International*: a "source for academic publishing." Currently, one unit covering accounting, economics, finance, management, and marketing.
  - *CQ Researcher* [Congressional Quarterly]
  - *Expanded Academic ASAP*
  - *Hoover's Pro*
  - *LexisNexis Academic*
  - *MasterFILE Premier*
  - *Morningstar.co(r)*: "Library Edition": stocks, mutual fund, exchange traded funds, investing
  - *Open Access Journals: FindArticles* [business and management]
  - *Regional Business News*
  - *SAGE Journals Online/SAGE Full Text Collections* Minnesota

- *Regional Business News*

Cartography: see Geography

- *Census*
  - *LexisNexis Statistical*

Chemical Technology: see Engineering

Chemistry: see also Engineering

General

- *ACS Journal Publications* [American Chemical Society]
- *ScienceDirect*
- *Sci-Tech Connect* [U.S. Department of Energy]
Online Database Subject Index, cont.

Children’s Literature: see Juvenile Literature
Cinema: see Film
Civil Engineering: see Engineering
Colleges and Universities: see Education
Commercial Design: see Fine Arts and Technology
Communications: see Mass Communication and Broadcasting
Computer Graphics and Design (applied arts): Fine Arts and Technology
Computers and Computer Science: see also Fine Arts and Technology (computer graphics and design)
   ACM Digital Library [Association for Computing Machinery]
   Guide to Computing Literature [Association for Computing Machinery]
   ScienceDirect
CONFERENCES--PAPERS: see also PROCEEDINGS--PAPERS
   First Search (OCLC): PapersFirst Database (international)
   First Search (OCLC): Proceedings (international)
Congress (United States): see also Current Affairs, Government, News, Newspapers, Politics, Political Science
   Catalog of Government Publications
   CQ Press Electronic Library
   CQ Researcher
   CQ Weekly
   First Search (OCLC): GPO (government publications: see also Catalog of Government Publications),
   LexisNexis Congressional
Constitutional History: see History and Political Science
Constitutional Law: see Law
Corrections and Prisons: see Criminal Justice
Crime: see Criminal Justice
Criminal Justice (includes corrections, criminology, policing): see also Law and Social Sciences—General
   Criminal Justice Abstracts with Full Text
   NCJRS Abstracts Database [National Criminal Justice Reference Service]
Cultural Issues—General: see Social and Cultural Issues—General
Current Affairs—News and General: see also Government, News, Newspapers, Political Science, and Politics
   Academic Search Premier
   CQ Press Electronic Library
   CQ Researcher [Congressional Quarterly]
   CQ Weekly [Congressional Quarterly]
   Expanded Academic ASAP
   First Search (OCLC): GPO (government publications: see also Catalog of Government Publications)
   LexisNexis Academic
   Points of View Reference Center: nearly three-hundred topics covered, generally in debating essays.

Dance: see also Physical Education
   Physical Education Index: also available through ProQuest Social Sciences Databases
   Decorative and Applied Arts: see Fine Arts and Technology--Computer Graphics and Design
Design: see Fine Arts and Technology
Dictionaries:
   Credo Reference (encyclopedias, dictionaries, handbooks, atlases)
   Oxford English Dictionary Online
DIGITAL RESOURCES--GENERAL
   First Search (OCLC): OAIster (Union Catalog of digital resources)
Dissertations: WorldCat Dissertations and Theses (also available in FirstSearch): theses and dissertations, many with links to full-text.
Drawing: see Fine Arts
Online Database Subject Index, cont.

Ecology: see also Bio-Sciences, Social Sciences—General, and Environmental Studies
  GreenFILE
Econometrics: see Business and Economics and Social Sciences—General
Economics: see Business and Economics and Social Sciences—General
Education: see also Music—Education and Social Sciences—General
  General (education and educators: secondary, post-secondary, conferences, higher education—general; administration, child and adolescent psychology, colleges and universities, current education issues and news, fitness, health, nutrition, learning disabilities, school law, sports and athletics, substance abuse, special education, technology, tests and testing, etc.)
    Academic Search Premier
    Education Full Text (WilsonWeb)
    Educator's Reference Complete
    ERIC (U.S. Department of Education): also available through ProQuest Social Sciences Databases
    Expanded Academic ASAP
    Gale Databases: Professional Collection
    PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
    PsychINFO (citations): also available through ProQuest Social Sciences Databases
K-12 and Elementary
  Gale Databases: Kids InfoBits, Informe (Spanish-language), Junior Reference Collection,
    Discovering Collection, Student Resources in Context, and Professional Collection
  MasterFILE Premier
  Spanish-language Education
  Gale Databases: Informe

ELECTRONIC BOOKS (format)—GENERAL
  EBSCO eBook Collection: electronic books on all subjects
  First Search (OCLC): Ebooks, OAIster (Union Catalog of digital resources), EBSCO eBook Collection

ELECTRONIC JOURNALS (format)—GENERAL
  EBSCO Electronic Journals Service: electronic journal articles on all subjects

Electronics and Electrical Engineering: see Engineering
Emigration: see also Immigration
  Academic Search Premier
  Expanded Academic ASAP

Encyclopedias (general, multi-discipline, and multi-subject)
  Encyclopedia Britannica Online Academic Edition
  Credo Reference (encyclopedias, dictionaries, handbooks, atlases)

Energy: see Bio-Sciences, Environmental Studies and Science

Engineering (including civil, chemical, electrical, home economics, manufacturing, mining, metallurgy)
  ScienceDirect
  Sci-Tech Connect [U.S. Department of Energy]

English (language): see Language and Literature

Environmental Sciences (includes ecology, energy): see also Bio-Sciences and Social Sciences—General
  BioOne
  CQ Press Electronic Library
  CQ Researcher [Congressional Quarterly]
  CQ Weekly [Congressional Quarterly]
  GreenFILE
  ScienceDirect
  Sci-Tech Connect [U.S. Department of Energy]

Ethics: see Philosophy

European History: see History
Online Database Subject Index, cont.

Feminist Studies: see Women’s Studies
Fiction: see Language and Literature
Film [cinema]
   Films (primarily educational)
      Films on Demand
   Writings (about film)
      Academic Search Premier
      Expanded Academic ASAP
Finance: see Business and Economics and Social Sciences--General
Fine Arts—General (includes arts and crafts, architecture, commercial design, decorative and applied arts, design, drawing, painting, print media, sculpture): see also Technology--Computer Graphics and Design
   Academic Search Premier
   Expanded Academic ASAP
   First Search (OCLC): Art Index and Arts and Humanities Search
   Gale Databases: Professional Collection
   Project Muse
   SAGE Journals Online/SAGE Full Text Collections
Fisheries: see Agriculture (Aquaculture)
Folklore: see also Geography and Language and Literature
   MLA International Bibliography
   MLA Directory of Periodicals
Forestry: see Agriculture

Games: see Physical Education
Genealogy: see History
Genetics: see also Medicine
Geography (includes ecology, folklore, human ecology, human and physical geography, oceanography): see also Anthropology, Environmental Studies, and Language and Literature
   General
      Academic Search Premier Expanded
      Academic Search Premier
      National Geographic Magazine Archive (1888-1994)
      ScienceDirect
   Maps and Mapping [cartography]
      Credo Reference (encyclopedias, dictionaries, handbooks, atlases)
      GeoRef (USGS maps)
Geology
   GeoRef (U.S. Geological Society literature--books, periodical articles, conference papers, maps, theses, etc.)
   ScienceDirect
Online Database Subject Index, cont.

Government: see also Congress (United States), Current Affairs--News and General, News, Newspapers, Politics, and Political Science
Federal (U.S.)
   - Academic Search Premier
   - Catalog of U.S. Government Publications
   - Expanded Academic ASAP
   - First Search (OCLC): GPO
   - LexisNexus Academic
   - National JournalMember: see Political Science
   - ProQuest Congressional
   - ProQuest Statistical Insight

General
   - Academic Search Premier
   - Catalog of U.S. Government Publications
   - Expanded Academic ASAP
   - First Search (OCLC): GPO
   - LexisNexus Academic

Local
   - ProQuest Congressional
   - ProQuest Statistical Insight

Graphics (computer graphics and design, the applied arts): Fine Arts and Technology

Handbooks: Credo Reference (encyclopedias, dictionaries, handbooks, atlases)
Health: see also Medicine, Nursing, and Physical Education
   - Academic Search Premier
   - CINAHL Plus with Full Text
   - Expanded Academic ASAP
   - Gale Databases: Professional Collection
   - Health Source: Nursing/Academic Edition
   - MasterFILE Premier
   - MEDLINE: see Medicine
   - Open-Access Journals: PubMed Central
   - PubMed Central: see Open-Access Journals
   - SAGE Journals Online/SAGE Full Text Collections
   - ScienceDirect

History (includes American history, American constitutional history, archeology, genealogy, military history, Minnesota history, Native American history, world history, etc.)
General History
   - Academic Search Premier
   - Bibliography of Native North Americans
   - Expanded Academic ASAP
   - Literature Resource Center
   - New York Times Archive Search 1851-1980: index only with full text of pre-1923 articles
   - World News Digest: the database version of Facts on File World News Digest, 1940-

Home Economics: see Engineering
Human Anatomy: see Physiology
Human Ecology: see Geography
Online Database Subject Index, cont.

Humanities--General
   Academic Search Premier
   ClasePeriodica (Latin American journals in the sciences and humanities)
   Expanded Academic ASAP
   Gale Databases: Professional Collection
   Project Muse
   SAGE Journals Online/SAGE Full Text Collections
   ScienceDirect

Hunting: see Physical Education

Immigration: see also Emigration
   Academic Search Premier
   Expanded Academic ASAP

Indians of North America: see Native Americans
International Relations: see Political Science
Investing: see Business and Economics and Stocks, Bonds and Investing

Journalism: see also Mass Communications
   BBC College of Journalism (radio, television, and online journalism)

Juvenile [children’s] Literature: see also Literature
   Gale Databases: Professional Collection
   ProQuest Statistical Insight

Language and Literature (includes English, fiction, folklore) see also Geography
   Criticism
   Literature Resource Center: bibliography, biography, and criticism
   MLA Directory of Periodicals: information on 6,000+ journals and book series.
   MLA Bibliography: the index of the Modern Language Association of America, covering
   language, linguistics, literature, and folklore in over 4,000 journals. Coverage extends
   back 1963.
   English-language dictionaries
   Oxford English Dictionary Online

General
   Academic Search Premier
   Expanded Academic ASAP
   Gale Databases: Professional Collection
   MLA Bibliography
   Project Muse

History
   MLA Bibliography

Juvenile (school)
   Gale Databases: Professional Collection

Language dictionaries
   Oxford English Dictionary Online

Philology and Linguistics
   MLA Bibliography

Theory
   MLA Bibliography
Latin America: *ClasePeriodica* (in *FirstSearch*): Latin American journals in the sciences and humanities. Law (includes constitutional law, American law, Minnesota law): see also Criminal Justice and Social Sciences—General, Political Science, and Politics

American
- *Criminal Justice Abstracts with Full Text*
- *LexisNexis Academic*
- *NCJRS Abstracts Database* [National Criminal Justice Reference Service]

General
- *Academic Search Premier*
- *Criminal Justice Abstracts with Full Text*
- *Expanded Academic ASAP*
- *LexisNexis Academic*
- *NCJRS Abstracts Database* [National Criminal Justice Reference Service]

International
- *LexisNexis Academic*

Minnesota
- *LexisNexis Academic*

School and Education
- *Gale Databases: Professional Collection*

Life Sciences
- *Open Access Journals: PubMed Central* [U.S. National Institutes of Health]

Logic: see Philosophy

Management: see Business and Economic and Social Sciences—General

Manufacturing: see Business and Economics and Engineering

Maps and Mapping: see Geography

Marketing—see Business and Economics and Social Sciences—General

Mass Communication and Broadcasting (mass media, radio, television)
- *Academic Search Premier*
- *Expanded Academic ASAP*
- *BBC College of Journalism* (radio, television, and online journalism)
- *Literature Resource Center*

Mathematics
- *MathSciNet*: citations, abstracts, and reviews.

Management: see Business and Economics and Social Sciences—General

Media: see Mass Communications
Online Database Subject Index, cont.

Medicine (includes pathology, pediatrics, pharmacology, sports medicine, surgery): see also Health, Nursing, and Physical Education

CINAHL Plus with Full Text
Cochrane Library
Academic Search Premier Expanded
Academic ASAP FirstSearch (OCLC): see MEDLINE
Gale Databases: Professional Collection
Health Source: Nursing/Academic Edition
Ingenta
MEDLINE [through OVID and FirstSearch (OCLC)] and as PubMed Central (MEDLINE): from the U.S. National Institutes of Health and the U.S. National Library of Medicine. A comprehensive index (not a full-text database) with more than 9,000,000 citations. Includes PubMed [Central], PrePubMed and several other medical databases. Links to selective full text, courtesy of the NIH, are available in the database. See also Open Access Journals.

Open Access Journals: PubMed Central (see also MEDLINE)
OVID: see MEDLINE
PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
PsychINFO (citations): also available through ProQuest Social Sciences Databases
PubMed Central: see Open Access Journals. See also MEDLINE
SAGE Journals Online/SAGE Full Text Collections
ScienceDirect
Microbiology: see Biology
Military Science: see History and Political Science
Mining and Metallurgy: see Engineering
Minnesota: see also History and Law
Star-Tribune (Minneapolis), 1 January 1986-
ProQuest Newsstand Complete: Minneapolis Star-Tribune, 1 January 1986-
Motion Pictures: see Film [cinema]
Motor Vehicles: see Technology
Music
Art (“Classical”)
Music Index: indexes over 800 periodicals from forty countries back to 1975, with some earlier (1962-) coverage.
Project Muse
Music Education: see also Education
Education Full Text (WilsonWeb)
Educator's Reference Complete
ERIC (U.S. Department of Education): also available through ProQuest Social Sciences Databases
Gale Databases: Junior Reference Collection, Discovering Collection, Professional Collection, and Student Resources in Context
MasterFILE Premier
Music Index
General
Academic Search Premier
Expanded Academic ASAP
ScienceDirect
History and Literature
Music Index
Project Muse
International/Ethnic
Bibliography of Native North Americans
Music Index
Music, cont.

Popular Music
- *Academic Search Premier*
- *Expanded Academic ASAP*
- *Music Index*

Theory
- *Music Index*

Natural History
- *Academic Search Premier*
- *Expanded Academic ASAP*
- *National Geographic Magazine Archive (1888-1994)*

Native Americans [American Indians]
- *Bibliography of Native North Americans*

News: see also Current Affairs--News and General, Government, Newspapers, Politics, and Political Science
- *Academic Search Premier*
- *Catalog of Government Publications*
- *CQ Researcher [Congressional Quarterly]*
- *Expanded Academic ASAP*
- *First Search (OCLC): GPO*
- *LexisNexis Academic* (includes international wire services)
- *NCJRS Abstracts Database [National Criminal Justice Reference Service]*
- *National JournalMember: see Political Science*
- *Points of View Reference Center*: nearly three-hundred topics covered, generally in debating essays.
- *World News Digest*: the database version of *Facts on File World News Digest*, 1940-

General, Government, Politics, and Political Science

Bemidji and Region
- *The Bemidji Daily Pioneer* (1904-1922): coverage back to 1896

Canada
- *CanadaDaily.com* (open internet resource)
- *ProQuest Newsstand Complete*

General
- *LexisNexis Academic ProQuest Newsstand Complete*

International
- *LexisNexis Academic* (international wire services)
- *ProQuest Newsstand Complete* [limit using third *Select All* box]
- *Worldpress.org* (open internet resource)

Minnesota
- *ProQuest Newsstand Complete*

United States
- *ProQuest Newsstand Complete*

NEWSPAPERS--General

*Bemidji Pioneer* (1903-1922): also complete on microfilm
New York Times Archive Search 1851-1980: index only, with full-text access to pre-1923 articles

*New York Times* (newspaper)
- New York Times Archive Search 1851-1980: index only, with full-text access to pre-1923 articles

Newspapers: *Chronicling America* ("Historic American Newspapers," 1836-1922 an open internet resource:
http://chroniclingamerica.loc.gov)
Online Database Subject Index, cont.

Nursing (includes health, medicine, sports medicine): see also Health, Medicine, and Physical Education
   Academic Search Premier
   CINAHL Plus with Full Text
   Cochrane Library Expanded
   Academic ASAP
   FirstSearch (OCLC): see MEDLINE
   Gale Databases: Professional Collection
   Health Source: Nursing/Academic Edition
   Ingenta
   MEDLINE [through OVID and FirstSearch (OCLC)]: see also MEDICINE and PubMed Central
   Open Access Journals: PubMed Central [U.S. National Institutes of Health]: see also MEDLINE and PubMed Central
   PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
   PsychINFO (citations): also available through ProQuest Social Sciences Databases
   PubMed Central: see also MEDLINE and MEDICINE
   SAGE Journals Online/SAGE Full Text Collections
   ScienceDirect

Oceanography: see Geography
Opinion
   Polling the Nations: 14,000 international surveys, 1986-. Most social issues are covered.

Painting: Fine Arts
PAPERS: see CONFERENCES--PAPERS and PROCEEDINGS--PAPERS
Pathology: see Medicine
Pediatrics: see Medicine
Performing Arts: see Dance, Music, Theater
Pharmacology: see Medicine
Philosophy (includes aesthetics, ethics, logic, etc.)
   Academic Search Premier
   Expanded Academic ASAP
   Gale Databases: Professional Collection
   Philosopher's Index
   Project Muse
   SAGE Journals Online/SAGE Full Text Collections
   ScienceDirect
Physics
   ScienceDirect
Photography: see also Technology
   Academic Search Premier
   Expanded Academic ASAP
Online Database Subject Index, cont.

Physical Education: see also Dance, Health, Nursing, and Medicine
Games and Recreation
  Academic Search Premier
  Expanded Academic ASAP
  Gale Databases: Professional Collection
  Physical Education Index: also available through ProQuest Social Sciences Databases
Physical Therapy
  Health Source: Nursing/Academic Edition
  Physical Education Index: also available through ProQuest Social Sciences Databases
School (juvenile) athletics
  Gale Databases: Professional Collection
  Physical Education Index: also available through ProQuest Social Sciences Databases
Sports and Sports Medicine
  Academic Search Premier
  CINAHL Plus with Full Text
  Cochrane Library Expanded
  Academic ASAP
  FirstSearch (OCLC): see MEDLINE
  Gale Databases: Professional Collection
  Health Source: Nursing/Academic Edition
  MEDLINE [through OVID and FirstSearch (OCLC)]: see also PubMed Central
  Open Access Journals: PubMed [U.S. National Institutes of Health]: see also MEDLINE
  Physical Education Index: also available through ProQuest Social Sciences Databases
  PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
  PsychINFO (citations): also available through ProQuest Social Sciences Databases
  PubMed Central: see Open Access Journals
Physiology (includes human anatomy)
  ScienceDirect
Plant Culture: see Agriculture and Botany
Police and Policing: see Criminal Justice
Political Science (includes constitutional history, constitutional theory, military history, political theory): see also
  Congress (United States), Current Affairs--News and General, Government, Law, News, Newspapers, and Politics
General
  Academic Search Premier
  CQ Researcher [Congressional Quarterly]
  CQ Weekly [Congressional Quarterly]
  Expanded Academic ASAP
  FirstSearch (OCLC): PAIS International
  ProQuest Congressional
  ProQuest Political Science: also available through ProQuest Social Sciences Databases
  ProQuest Statistical Insights
Government
  CQ Researcher [Congressional Quarterly]
  CQ Weekly [Congressional Quarterly]
  National JournalMember: includes National Journal Magazine (nonpartisan weekly on politics, policy, and government), National Journal Hotline (American politics and campaigns with coverage of daily political news), National Journal Daily (legislators and the legislative process), Almanac of American Politics (analysis of, and data on, members of Congress, their states and districts), and National Journal Daybook (current events).
  ProQuest Congressional
  ProQuest Political Science: also available through ProQuest Social Sciences Databases
  ProQuest Statistical Insights
Online Database Subject Index, cont.

Politics—Current—General: see also see also Congress (United States), Current Affairs—News and General, Government, Law, News, Newspapers, and Political Science

- Academic Search Premier
- CQ Researcher [Congressional Quarterly]
- CQ Weekly [Congressional Quarterly]
- Expanded Academic ASAP
- National Journal Member: see Political Science
- ProQuest Congressional
- ProQuest Political Science; also available through ProQuest Social Sciences Databases
- ProQuest Statistical Insights
- World News Digest: the database version of Facts on File World News Digest, 1940-.

Print Media: see Fine Arts

PROCEEDINGS—PAPERS: see also CONFERENCE—PAPERS

- First Search (OCLC): Proceedings and PapersFirst (both international)

Psychiatry: see also Psychology

- PILOTS: published international literature on traumatic stress, produced by the National Center for Post-Traumatic Stress Disorder, White River Junction, Vermont.
- PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
- PsychINFO (citations): also available through ProQuest Social Sciences Databases

Psychology: see also Psychiatry, Social Sciences—General

- Academic Search Premier
- CSA Social Sciences Databases
- Gale Databases: Professional Collection (child and adolescent psychology)
- PILOTS: published international literature on traumatic stress, produced by the National Center for Post-Traumatic Stress Disorder, White River Junction, Vermont
- Professional Collection
- PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
- PsychINFO (citations): also available through ProQuest Social Sciences Databases
- Science Direct

Radio: see Mass Communications

Religion and Theology

- Academic Search Premier
- Expanded Academic ASAP

Reviews:

Books

- Academic Search Premier
- Choice Reviews Online (academic and reference books)

Films

- Academic Search Premier

Media—General

- Academic Search Premier

Recreation: see Physical Education
Online Database Subject Index, cont.

Sciences—General
Academic Search Premier
ClasePeriodica (Latin American journals in the sciences and humanities)
Expanded Academic ASAP
Gale Databases: Professional Collection
General Sciences Collection
Ingenta
MasterFILE Premier
Open Access Journals:
  Directory of Open Access Journal
  High Wire
  Public Library of Science: Biology
  PubMed Central [U.S. National Institutes of Health]
SAGE Journals Online/SAGE Full Text Collections
ScienceDirect
SciTech Connect: a U.S. Department of Energy database, emphasizing computer science, engineering,
physics, and renewable energy.
Sculpture: see Fine Arts
Social and Cultural Issues—General: see also Current Affairs—General, News, Newspapers
CQ Quarterly [Congressional Quarterly]
Social Issues
Polling the Nation: 14,000 international surveys, 1986-. Most social issues are covered.
Social Policy: see Social Services—General
Social Sciences—General: see also Bio-Sciences, Business and Economics, Criminal Justice, Criminology,
Education, Environmental Sciences, Psychology, Social Services--General and Social Work, Sociology
General
Academic Search Premier
CQ Researcher [Congressional Quarterly]
Expanded Academic ASAP
Gale Databases: Professional Collection
GreenFILE
LexisNexis Academic
ProQuest Statistical
Project Muse
SAGE Journals Online/SAGE Full Text Collections
SAGE Knowledge: full-text encyclopedias, dictionaries, and handbooks in the social sciences.
Sci-Tech Connect [U.S. Department of Energy]
Social Services Abstracts: also available through ProQuest Social Sciences Databases
ScienceDirect
Social Services—General (includes social policy): see also Sociology, Social Sciences—General and Social Work
Academic Search Premier
Expanded Academic ASAP
Polling the Nation: 14,000 international surveys, 1986-. Most social issues are covered.
PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
PsychINFO (citations): also available through ProQuest Social Sciences Databases
ScienceDirect
Social Services Abstracts: also available through ProQuest Social Sciences Databases
Social Work Abstracts
Sociological Abstracts: also available through ProQuest Social Sciences Databases
Online Database Subject Index, cont.

Social Work: see also Social Sciences—General and Social Services—General, Sociology
   Academic Search Premier
   Expanded Academic ASAP
   PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
   PsychINFO (citations): also available through ProQuest Social Sciences Databases
   Science Direct
   Social Services Abstracts: also available through ProQuest Social Sciences Databases
   Social Work Abstracts
   Sociological Abstracts: also available through ProQuest Social Sciences Databases

Sociology: see also Social Sciences—General, Social Services, Social Work
   Academic Search Premier
   Expanded Academic ASAP
   PsychARTICLES (full text): also available through ProQuest Social Sciences Databases
   PsychINFO (citations): also available through ProQuest Social Sciences Databases
   Science Direct
   Social Services Abstracts: also available through ProQuest Social Sciences Databases
   Social Work Abstracts
   Sociological Abstracts: also available through ProQuest Social Sciences Databases

Sports: see Physical Education
Sports Medicine: see Medicine, Nursing, and Physical Education
Statistics: see also Social Sciences—General
   Data
   ProQuest Statistical
   General
      Academic Search Premier
      Expanded Academic ASAP
      ProQuest Statistical

Stocks, mutual funds, bonds, investing, etc.: see also Business and Economics, Social Sciences—General
   Morningstar.com(r) - Library Edition

Surgery: see Medicine

Tax—General, Analysis, and Tax Law: see also Business and Economics
   Checkpoint [Thomson Reuters/RIA]

Technology (includes the decorative and applied arts, computer graphics and design, motor vehicles, etc.): see also
   Computers and Computer Science, Engineering, Fine Arts, and Photography

   General
      Academic Search Premier
      ACM Digital Library [Association for Computing Machinery]
      Expanded Academic ASAP
      Gale Databases: Professional Collection
      Guide to Computing Literature [Association for Computing Machinery]
      Ingenta
      SAGE Journals Online/SAGE Full Text Collections
      Science Direct
      Sci-Tech Connect [U.S. Department of Energy]
Online Database Subject Index, cont.

Television: see Mass Communications
Tests and Testing: see Education
Theater [Theatre]
   Literature Resource Center
Theses: WorldCat Dissertations and Theses (also available in FirstSearch): theses and dissertations, many with full-text links
Theology: see Religion

Universities and Colleges: see Education--General

Women’s Studies (feminist studies): see also Social Sciences--General
   Academic Search Premier
   Project Muse (coverage of women's studies, feminist and gender issues)

Zoology
   Academic Search Premier
   Biological Abstracts
   Birds of North America Online
   Science Direct

* * * * *

We anticipate that questions may arise as you begin using the BSU Library home page, whether the BSU Library Catalog or the Online Resources A-Z page. If you are in the A.C. Clark Library and encounter any difficulties, just come to the reference desk (library third-floor entrance). If you are off campus, call us at the reference desk (218-755-3342 or toll-free at 800-860-0234). Calling the library can also solve many registration problems--student identification card and corresponding barcodes that don't work and other access problems. You may also send a reference e-mail using this address: http://www.bemidjistate.edu/library/ask-a-question/.

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A.C. Clark Library, Bemidji State University
   218-755-3349
   wshaman@bemidjistate.edu