

Educational Leadership 7110, Supervision for Teacher Support
FINDING BOOKS in Reese Library

Use [GIL](#), the library catalog, for finding books in Reese Library. A link to the catalog (GIL) is available on the [Reese Library Home Page](#).

Search by [subject headings](#) to find sources on a subject:

- *Multiculturalism* as a Subject term.
 - Or *Latino Americans* as a Keyword (Title/Subject) search.
Library collection locations:
 - [Library collection locations by floorplan](#).
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Electronic Indexes/Abstracts for Education (all resources listed here are part of the database offerings in GALILEO, Georgia's Virtual Library):

- [The Educational Resources Information Center \(ERIC\)](#) database covers all aspects of education and educational research, includes both abstracts of published and unpublished sources on thousands of educational topics. It corresponds to the printed indexes of Resources in Education (RIE) and Current Index to Journals in Education (CIJE). This database is produced by the Office of U.S. Department of Education, Educational Research and Improvement (OERI). The EbscoHOST, Cambridge Scientific, and AskERIC versions of the ERIC database include the searchable Thesaurus of ERIC Descriptors. Coverage: 1962 to the present and is updated monthly. Click on [GALILEO databases](#) and select the ""Social Sciences" tab, then the "Education" subject area. Then click ERIC, (at EBSCOHost with some full text articles and documents) or at Cambridge Scientific (no full text)) to search the database. The free AskERIC version of the database is also available at [ERICWeb Portal](#). This version of the database offers a robust search interface, and will link to ERIC documents that are available in full text, but no full text journal articles.
- [Education Full Text](#)(with Retrospective Index from 1929). Provides comprehensive coverage back to 1983 from an international range of English-language periodicals, monographs and yearbooks in fields relevant to the study of education as a discipline. List of included journals does not duplicate the list in ERIC; there is some unique journal coverage in each database. Search engine and database vocabulary are slightly different from ERIC. Search default is all text; keyword or subject searching will retrieve better results. Ranking default is by relevance; rank by date to see the most recently published material first.
- [Academic Search Premier](#)(at EBSCO) and [Research Library](#) (at ProQuest) provide abstracts, indexing, and some full text for scholarly journals and general magazines. Click on [GALILEO](#) and select either "Academic Search Premier" or "Research Library" to search either database.
- [Professional Development Collection](#)(at EBSCO)Provides a highly specialized collection of nearly 450 full text journals, designed for professional educators. The journals included in this database are mainly the full text education journals from Academic Search. If you need to conduct a thorough literature review, choose one of the more comprehensive databases, such as *ERIC* or *PsycINFO*.

- [PsycINFO](#) (at Ebsco) contains more than one million citations and summaries of journal articles, book chapters, books, dissertations and technical reports, all in the field of psychology. Journal coverage, which spans from 1887 to present, includes international material selected from more than 1,700 periodicals in over 35 languages. More than 60,000 records are added each year. It also includes information about the psychological aspects of related disciplines such as medicine, psychiatry, nursing, sociology, education, pharmacology, physiology, linguistics, anthropology, business and law. Other GALILEO databases that may be helpful::

- [Current Contents](#) is a multidisciplinary database that covers approximately 7,000 scholarly journals in the sciences, the social sciences, and the arts and humanities. The database provides article citations, many with abstracts, from 1992 to the present. Updates: Weekly. A [GALILEO database](#)

- [Dissertation Abstracts Online](#) covers dissertations accepted at accredited U.S. institutions since 1861. It selectively covers masters theses, Canadian dissertations, and British and other European dissertations. Abstracts are included for dissertations beginning July 1980 and for masters theses beginning spring 1988. (NOTE: For dissertations and theses completed prior to those dates, references are given to the print edition of Dissertation Abstracts, American Doctorial Dissertations and Master Abstracts. Abstracts may be consulted in those publications. Check with your librarian for further information.) Coverage: 1861-Present. Updates: Monthly. A [GALILEO database](#) (produced by UMI)

- [Wilson OmniFile: Full Text Mega Edition](#) is a multi-disciplinary database providing indexing, abstracts, and full text - from six of Wilson's databases: Education Full Text, General Science Full Text, Humanities Full Text, Readers' Guide Full Text, Social Sciences Full Text, Wilson Business Full Text. Abstracts and indexing from five additional periodical databases are included; when available, full-text articles are also included: Applied Science & Technology Full Text, Art Full Text, Biological & Agricultural Index, Index to Legal Periodicals & Books, Library Literature & Information Science Full Text.

- [WorldCat](#) - The world's most comprehensive bibliographic database, with records representing information spanning 4,000 years of knowledge. Coverage: Approx. 1000 A.D. to the present. Search for available BOOKS.

Identifying Articles in Periodicals Resources on GALILEO:

You may access [GALILEO](#) from the Reese Library Home Page, or by typing the URL (<http://galileo.usg.edu/>) in the Location bar of your web browser from any computer on the campus network.

NOTE : GALILEO requires a *password* for all ASU users who are not on campus. You may get the password from [GIL](#).

Under "Access my GIL account to:" click on "Get GALILEO password"

- Click on the down arrow next to "Patron Barcode"
- Choose either the barcode number from your ASU i.d. card or your Social Security number, and enter it in the box (no spaces, no punctuation).
- Enter your complete last name on the third line, and click on Logon
- Click on OK on the next screen to request GALILEO password. The password will be near the top of the form that appears on the next screen.

Suggested GALILEO databases for research on topics of general interest (all resources listed here are part of the database offerings in GALILEO, Georgia's Virtual Library):

[Academic Search Premier](#) provides abstracts and indexing for over 3,800, as well as full text for over

3,200, scholarly journals and general magazines. [Research Library](#) provides abstracts and indexing for over 2,600, as well as full text for over 1,700 scholarly journals and general magazines.

Search in these databases by keywords or phrases (example: communicat? or public speaking skills). Click on the icon for full text to retrieve the complete article. You may also designate that you only want to search for peer-reviewed articles. This will give you access to scholarly publications only.

[Lexis-Nexis Academic Universe](#) - Provides full-text documents from over 5600 news, business, legal, medical, and reference publications with a variety of flexible search options. [Note: If you are using this database from off-campus (e.g., at home), you must use the [off-campus link to Lexis-Nexis](#).]

[Newspaper Source](#) - provides selected full text coverage for more than 240 newspapers and other sources. This collection includes cover-to-cover full text for *USA Today*, *The Christian Science Monitor* and *The Times* (London) as well as selected full text from more than 180 regional newspapers including: *Boston Globe*, *Detroit Free Press*, *Houston Chronicle*, *Miami Herald*, *San Jose Mercury News*, etc. Full text transcripts are also included from *Face the Nation*, CBS Evening News with Dan Rather, *60 Minutes*, O'Reilly Factor, Hannity & Colmes, CNN, CNBC, *National Public Radio* (NPR), etc.

Locating the Articles

For articles without full text you will find just a reference to an article; then you will need to check [GIL](#) or the list of [E-Journals](#) to find out how to retrieve the article. Further information is available in the handout on [locating journal articles](#).

Note: In GIL, a current subscription is indicated by a hyphen at the end of the year or volume. Magazines and Journals to which the Library subscribes are located on the 2nd floor, shelved alphabetically by title.

Interlibrary Loan - For articles or books which are not in the Library's collections in either print or electronic form, you will need to request each item you need. If you only need to request a book, you may use GIL Express, from the [GIL Universal Catalog](#), to order it from another library in the University System of Georgia that has a copy of the book available. For books and articles not available through GIL Express, from the [Reese Library](#) Home Page, click on [ILLiad](#) to register for this service and fill out an Interlibrary Loan form for a book or an article not available in the Reese Library's collections.

Internet Sources:

[Use search engines for finding information on the Internet](#), e.g., <http://www.google.com>

Some search engines also provide directories as part of their services; take a look at [SKS WebSelect](#) and the [Librarian's Index to the Internet](#) for some examples of how subject directories to the web work.

Be sure to [evaluate all your sources](#) carefully, especially those you retrieve yourself by searching the web.

Steps for beginning a literature review:

Once you have selected a database, how do you begin a search? One way is to search by whatever words you know. Another way is to use the words the database developers use to describe the contents of the article. These "subject headings" are sometimes called DESCRIPTORS in the research databases.

- Write down your topic and select important keywords to search for. Include synonyms for each keyword..
- Select the best database to begin your search in. If your topic is based more on pupils and teachers or school settings, begin in *ERIC* and/or *Education Full Text*; if it leans more toward clinical psychology, begin in *PsycINFO*. In either case, be prepared to use both databases, as each has unique and important content.
- Use the 'advanced search' interface wherever possible. It will give you more intuitive ways to combine concepts, and easier ways to find research studies.
- If your database of choice has a controlled vocabulary (both *ERIC* and *PsycINFO* do), use it. Subject

headings or descriptors that describe a useful study will give you good terms to use to redefine or expand a search .

- Generally speaking, the more terms you combine in a database search, the more precise -- and narrow -- your results will be. If you retrieve too few items, try dropping some terms from your search strategy.
- Scan the first 10-20 records of the results. If they don't match what you want, try a different combination. PERSEVERE!
- Look at the reference lists of the sources you're using. If the same studies are cited over and over, no matter how old they are, be sure to look up those studies too, whether they appear in your list of database results or not.

Document your work.

For additional information and guidance on good documentation practices, the following sites may be useful:

[Avoiding Plagiarism](#) - a series of pages from the Online Writing Lab at Purdue University. Defines what plagiarism is in the context of academic writing, and presents steps during the writing process to help steer clear of plagiarizing.

[Plagiarism handout](#) - from UNC-Chapel Hill. Written from a student's point of view, it discusses why you need to be aware of good citation practices, and why plagiarism is such a "big deal".

[UWC's Helpful Handouts](#) - from the University Writing Center at the University of Central Florida. Contains a lengthy list of links to documentation guides developed by professional organizations and other universities [note: link to guides is found by clicking the Writing Resources link on the left]. When using another institution's citation guides, be sure to double-check the edition of the documentation manual that the guide was based on. Don't use a guide for anything older than the edition of the manual that you're using in your course.

[Citation Guidelines for GALILEO Resources](#) - Guidelines for citing materials that you retrieve from any of the GALILEO databases. Examples are given for MLA, APA, and Turabian styles.

- [Library Instruction](#)
- [Reese Library](#)
- [ASU](#)
- [Contact](#)

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