Welcome to the USC Upstate Library!

This guide is intended to help you begin your research for class assignments and to introduce you to some of our more important resources and services. It is designed to be printed out for easy reference or used online as a dynamic tool with hyperlinks to many of our library web pages where you will either be directly linked to the resource described or will find additional information about the library. We hope you find it useful.

Table of Contents

Library Home Page ........................................................................................................... 2
Log In! ................................................................................................................................. 3
Starting Your Research ....................................................................................................... 3
Specialized Reference Sources .......................................................................................... 4
Finding Books ..................................................................................................................... 5
Locating Journal Articles ................................................................................................ 7
  Sample article search ........................................................................................................ 7
  General OneFile: Searching Tips ..................................................................................... 8
  Advanced Search in General OneFile ............................................................................. 8
  Reading a citation from General OneFile .................................................................... 9
  Understanding the results of your search .................................................................... 9
Searching Databases with Boolean Logic ........................................................................ 10
No Full-Text? .................................................................................................................... 11
Library Services and Help .............................................................................................. 12
Some library terms you may encounter ......................................................................... 13
Library Home Page

The Library Home Page is your gateway to library resources and services, and the place to begin research.

- **Library Catalog** – Find books, DVDs, videos, & periodicals (not articles).
- **Journal Finder** – A list of journals, magazines, and newspapers to which the library has full-text or print access.
- **Library Guides** to library and web resources for various subjects and courses, created by librarians.
- **Ask a Librarian** – E-mail or chat with a reference librarian.
- **Students** – Special information for students.
- **Databases** - Locate citations, abstracts, and full-text of articles in journals, newspapers, magazines & encyclopedias.
- **Tutorials** – Brush up your skills in finding books, articles, and using Journal Finder.

http://www.uscupstate.edu/library
Log In!

To use computer terminals in the library, or to access library databases from off-campus, you need to log in with your USC network Username and Password. Instructions for creating your Password are sent to you when you enroll at USC Upstate. If you have not received this information, you will need to contact the Information Technology Help Desk at 864-503-5257. You can check your Username in VIP following these steps:

1. If using a library computer, log in with a guest Username and Password (available from the reference librarian on duty).

2. Go to VIP [http://vip.sc.edu]. Log in using your USC ID and PIN. If you have forgotten your PIN, you must go to the Records Office (HEC 2081) with your picture ID to find out what it is.

3. Click on Technology. Select the Network Username. Your Username will be displayed. (This screen also gives you the option to reset your Password, but for USC Upstate users this will only change your Password for Blackboard, NOT e-mail or the network.)

4. Log in to computer with your username and password. If you are unable to log in, ask for help at the Library Computer Lab Help Desk (864-503-5033) or contact the IT Help Desk (864-503-5257).

Starting Your Research

When you first begin looking for information, one of the best places to start is in the reference collection (click here for a map of the library). The reference collection contains general and specialized encyclopedias, subject specific dictionaries, bibliographies, literary criticism, statistics, maps and other kinds of sources (see Specialized Reference Sources, p. 4). Reference sources can provide brief overviews as well as specific information on your topic. Many reference sources are listed by subject in Library Guides (follow link from Library Home Page). Consult with a reference librarian if you need help finding reference sources on your topic. 864-503-5638.
**Specialized Reference Sources**

<table>
<thead>
<tr>
<th>Specialized Reference Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abridged dictionary</td>
<td>defines selected words and terms, confirms spelling, definition and pronunciation, gives how words are used, helps to locate synonyms and antonyms</td>
</tr>
<tr>
<td>Almanac</td>
<td>usually a single volume compilation of facts and statistics on a topic</td>
</tr>
<tr>
<td>Bibliography</td>
<td>list of sources (books, articles, and other information sources) about a specific subject or author</td>
</tr>
<tr>
<td>Bilingual dictionary</td>
<td>define words and terms used in foreign language(s)</td>
</tr>
<tr>
<td>Biographical dictionary</td>
<td>short summary of the lives of people</td>
</tr>
<tr>
<td>Chronology</td>
<td>presents information organized by dates</td>
</tr>
<tr>
<td>Concordance</td>
<td>gives an alphabetical list of the principal keywords or phrases contained in a book with citations of the passages</td>
</tr>
<tr>
<td>Digest</td>
<td>compilation: something that is compiled: a short account</td>
</tr>
<tr>
<td>Directory</td>
<td>gives contact information such as names, addresses, telephone numbers</td>
</tr>
<tr>
<td>Etymological dictionary</td>
<td>gives the history of words and how their meanings change</td>
</tr>
<tr>
<td>Gazetteer</td>
<td>geographical index or dictionary that contains no maps</td>
</tr>
<tr>
<td>General Atlas</td>
<td>book of maps and geographical information of the world</td>
</tr>
<tr>
<td>General Encyclopedia</td>
<td>covers knowledge or branches of knowledge in a comprehensive, but summary fashion; useful for providing facts and giving a broad survey of a topic</td>
</tr>
<tr>
<td>Guidebook</td>
<td>provides detailed descriptions of places that is intended primarily for the guidance of strangers or visitors, giving a description of the roads, places, or objects of interest to be found there, geographical facts and possibly maps</td>
</tr>
<tr>
<td>Handbook</td>
<td>gives a brief survey of a topic</td>
</tr>
<tr>
<td>Historical Atlas</td>
<td>maps about changes and developments in a place over time</td>
</tr>
<tr>
<td>Index</td>
<td>lists citations to periodical articles, books, and proceedings, and tells where they can be found</td>
</tr>
<tr>
<td>Manual</td>
<td>tells how to do something, such as how something operates or the inner workings of an organization</td>
</tr>
<tr>
<td>Subject atlas</td>
<td>contains maps relating to a specific topic</td>
</tr>
<tr>
<td>Subject dictionary</td>
<td>focuses on the vocabulary of a subject or discipline</td>
</tr>
<tr>
<td>Subject Encyclopedia</td>
<td>includes articles only on topics in a specific subject area</td>
</tr>
<tr>
<td>Unabridged dictionary</td>
<td>defines every word and term, confirms spelling, definition and pronunciation, gives how words are used, helps to locate synonyms and antonyms</td>
</tr>
<tr>
<td>Yearbook</td>
<td>covers the trends and events of a specific year; may be general in coverage, limited to one subject, or restricted to one geographical area</td>
</tr>
</tbody>
</table>

The above definitions were compiled September 2007 from library websites and one book.

http://library.uncfsu.edu
http://lib.nmsu.edu
Finding Books

**Library Catalog** – Locate books and media owned by the USC Upstate Library. Searching by keyword gives you the flexibility to search for any term or terms relating to your topic. You can also search the library catalogs of other branches of USC or the entire USC system.

Type your search term here. For example: civil rights. To find more specific information, use the **Boolean connectors** AND, OR, AND NOT (see p. 10).

Make sure Upstate Library is selected.

Click on Search to find your results.

Interpreting the Results List

**Search Terms**

**Number of Results and Relevancy Ranking**

**Location** – “USC Upstate” means this book is in the circulating collection and may be checked out. Check the maps if you are unsure of a location. Other locations include Reference, Reserves, Oversize, Juvenile, and Electronic Books.

**Call Number** tells you where to look. Remember A-N is on first floor, and P-Z is on second floor for books in the circulating collection. The library uses the **Library of Congress Classification System** (see the Library Guide for more information.)

**Status** shows the availability of items. A due date here means the book is checked out.

**Title of Book** – Click on title to see full record, including subject headings.

**PASCAL link** – click here to search for books in other South Carolina academic libraries.
Interpreting the Full Record

- **Author of Book**
- **Title of Book**
- **Publisher, City and Date**
- **Full Record** tab allows you to see complete information for the book, including table of contents and subject heading links.
- **Subject Headings** – Use links to find other books on this topic.
- **Contents** – This area gives a table of contents for the book.
- **Location, Call Number, Status**

Recognizing Special Formats

- **Electronic Book** – Access by clicking on the title, then the “Connect To” link in the full record.
- **Video or Film** – You will need to access the full record by clicking on the title to see if an item is in DVD or VHS tape format. All videos are shelved in sequence with books in the circulating collection.
- **CD** – Audio recordings of music or the spoken word are shelved in sequence with books in the circulating collection.
Locating Journal Articles

You will often need to find articles from scholarly journals, magazines, and other periodicals for your class assignments. Individual articles are not included in the library catalog, so you must use other means to find them. Most likely, you will use both of these ways to find articles:

1) Find citations to important articles through your reading (textbooks, encyclopedias, books, other articles).

2) Search your topic in one or more article databases. Databases that index periodical articles will provide a citation to the article. Many will also provide a summary of the article called an abstract, and some will also provide a link to the full text of the article.

For many of your classes, general multidisciplinary databases such as General OneFile, Academic Search Premier, and Academic OneFile are good places to start. Discipline-specific databases may be found under the “browse by subject” link under the Database & E-resources Index on the Library Home Page (see p. 1).

Sample article search

When searching for a topic in the databases, select the database by clicking on the first letter of the database. (Example: G for General OneFile) Then click on the name of the database to access the database to search for your topic.

This sample search uses screen shots from General OneFile. This database includes a good number of major newspapers, magazines, and trade publications in addition to scholarly journals. If you want mainly scholarly journals, use Academic OneFile or Academic Search Premier. The search screens of Academic OneFile look the same as General OneFile. Academic Search Premier has a different look, but functions in much the same way.
Starting with a **Keyword search**, type in terms related to your topic. Then hit **Search**. You can also use **Boolean connectors** in most databases (see also p. 10).

This database defaults to a keyword search.

**Advanced Search in General OneFile**

Advanced Search allows you to search for several elements in one search such as author, title, publication, etc. It also allows you to use the **Boolean connectors** (p. 10) to connect search terms.

Select a field to search with more precision.

Limit your search to full-text or Peer-reviewed documents, or to those with images.
Reading a citation from General OneFile

Title of Article

- Inspiring greatness: Henry Winkler’s early struggles with self-confidence led to his most important role.

PUB: Success


... Winkler says, “He had this confidence.” And he didn’t have dyslexia. ...

Author

Full-text with graphics  3 PDF pages

Links to Full-Text. Both HTML and PDF formats are available for this article.

Title of Periodical

Article with pictures

Excerpt of text with keyword in context.

Understanding the results of your search

You can limit your results to only full-text or articles with images; use this carefully as you may overlook good articles in the library.

General OneFile shows results for Magazines by default. To see results for Academic Journals, (Scholarly Journals), Books, News and Multimedia, select the proper tab. *NOTE most professors want Academic Journals. (See the Library Guide to Scholarly Journals & Other Periodicals.)

Video and Podcast results are highlighted on the left-hand side.

Article Retrieval Choices

- Citation - Information listed about an article: author, title, journal title, volume and issue numbers, date, and page numbers. (Minimum information needed to find an article.)
- Abstract - A brief summary of the article.
- Full-Text – Only the text of the article in HTML format.
- Text with Graphics - The text of the article in HTML format, accompanied by images, graphs and charts.
- PDF Full Text - Scanned pages of the article includes layout and images from original article.
Searching Databases with Boolean Logic

Boolean logic is named for Irish mathematician George Boole and refers to the logical relationship between terms.

Most databases can be searched with these modifiers.

Boolean logic primarily uses the following logical operators:

AND
OR
NOT

AND logic organizes the search to retrieve all distinct records containing both terms. Records that contain only one of the terms will not be displayed.

Example: major depressive disorder AND melancholia AND men

Note: the more AND terms used, the fewer results will be displayed.

OR logic organizes the search to retrieve all distinct records containing one term, the other, or both.

Example: major depressive disorder OR melancholia

Note: the more terms linked in an OR search, the more results will be displayed.

NOT logic organizes the search to retrieve all distinct records containing one term as long as the other term is not present.

Example: major depressive disorder NOT melancholia

Note: using NOT may result in your search missing useful records.
No Full-Text?

If you don’t find full-text for an article you want to read in the database you searched, you need to check Journal Finder to find out if the library has the article in another database or in print. Click on the Journal Finder link under the Library Catalog link on the Library Home Page.

The Library Catalog record will show which issues of a periodical the library owns in print and the location in current or bound periodicals or microfilm. The Journal pages in the databases vary somewhat, but will have some kind of browse feature that will allow you to select the year, volume and issue number, and will usually present the articles from a journal issue in page number order. In some cases you may also search within the publication by author or title.

Remember – you need a complete citation to find an article that is not accessible from a full-text link, and you need to look for the journal issue in which the article is included.
Library Services and Help

**Circulation Desk** – (864) 503-5611
Check out and renew books, borrow course reserves, pick up items from Interlibrary Loan and PASCAL Delivers, pay fines.

**Course Reserves** – Many professors put important library and personal materials on reserve for their classes to ensure that they are accessible to their students. The loan period is determined by the professor. A binder at the circulation desk holds lists of reserves organized by the professor’s name and course number, or course number for multiple sections of larger courses. Electronic reserves are accessible through the Library’s course reserves page.

**PASCAL Delivers** – This service makes borrowing books from other South Carolina academic libraries easy. If you do not find what you need in the USC Upstate catalog, click on the PASCAL Delivers icon to repeat your search in the PASCAL catalog of SC academic libraries. You can also do a direct search in the catalog at [http://pascalcat.org/](http://pascalcat.org/). You may request any book not owned by USC Upstate. Books usually arrive in 4-5 business days with a loan period of six weeks and no renewals. At present this service is limited to books.

**Interlibrary Loan** – For articles not available in print, microfilm, or electronic resources through the USC Upstate Library, you may request a photocopy through Interlibrary Loan. This is also a good service for books not available through PASCAL Delivers. Allow two weeks for delivery. The loan period will vary and is determined by the lending library. You may keep photocopies of the articles you order.

**Reference Desk** – (864) 503-5638
Staffed by a reference librarian, this is the place to ask for help with your research and how to access library resources.

**Ask a Librarian** – In addition to a face-to-face consultation at the Reference Desk, you may contact a reference librarian by chat, email, or phone. See the Ask a Librarian page for complete details.

**Library Guides** – Reference librarians have created a number of dynamic web-based subject and course guides to library and web resources. Check them out when you begin your research.

**Tutorials** – Brush up on your skills in Finding Books (using the Library Catalog), Finding Articles, and Journal Finder.

**Computer Lab** – (864) 503-5033
The staff can help you with questions relating to computer and software use and network access problems with your Username and Password.

**Students Page**
The Students Page includes links to certain resources especially for students, such as our Library Video Tour, this research guide, and other useful information.
Some library terms you may encounter . . .

**bibliographic record** or **record** – A catalog or database entry that describes information about a specific item. It may include the call number, citation, subject headings, etc.

**bibliography** – A list of sources about a particular topic. Bibliographies may appear at the end of books and articles or be self-contained publications. An **annotated bibliography** has explanatory notes appended to each entry.

**Boolean Operators** – The words AND, OR, and NOT, that are used to broaden or narrow a search.

**call number** – A combination of letters and numbers that gives the exact location of an item in the library. USC Upstate uses call numbers based on the Library of Congress classification system.

**citation** – Information which precisely identifies a book or article: author, title, publication information for books; author, title, periodical title, volume/issue numbers, date, page numbers for articles.

**concordance** – An alphabetic arrangement of key words, context lines, and the places where they are found in a book or collection of writings.

**descriptor** – A term used in databases for indexing articles by subject. Similar to subject headings.

**field** – A part of a record used to describe a particular category of data. Fields may include elements like author, title, publication information, notes, call number, etc. Individual fields may be searchable in the library catalog and databases.

**gazetteer** – An alphabetic list of geographic names identifying the nature and location of the thing, or place, named.

**holdings** – A term used to describe the items owned by the library.

**monograph** – A book-length scholarly piece of writing on a specific, limited subject that is published alone.

**peer-reviewed** or **refereed journal** – A scholarly journal in which articles are reviewed by a group of experts in the field before publication.

**periodical** – Publications appearing at regular intervals. Newspapers, magazines, and scholarly journals are all examples of periodicals.

**range** – A row of library book shelves, usually double-faced.

**stacks** – The shelves where library materials are stored.

**subject heading** – A term or phrase that describes the subject of a work in the library catalog. Subject headings are chosen for each item according to a pre-determined vocabulary and hierarchy created by the Library of Congress. This ensures that items given a particular subject heading are the most relevant to that topic.