Introduction to Library Resources and Services
August 26, 2019
Cohort 11-PNW; Cohort 01-OU; ABD

AGENDA

http: http://mville.libguides.com/libraryhome

- Catalog for books/media
- Databases for articles
- EdD in Educational Leadership

Set up/use ILLIAD (interlibrary loan)
Problems with off campus access
Create your Mendeley account
Save and manage information sources with this desktop & web based program (see separate handout)
The Library is your Lifesaver!

1. **Have you set up your email (must do this), WebAdvisor, and Blackboard accounts?**

2. **Off Campus Database Access for the Databases**
   a. **USERNAME:** Usually your last name and first initial (the same login you use for Blackboard, WebAdvisor, and Email)
   b. **PASSWORD:** The same password you use for Blackboard, WebAdvisor, and Email.

3. **ILLIAD – Interlibrary Loan** –
   a. any book or full text journal/magazine article that the Mville College Library cannot provide can be ordered through ILLIAD
   b. can create an account by clicking on the “Inter-Library Loan” link under “Library Logins” on the Library homepage

4. **EdD in Educational Leadership Library Guide**
   - Go to [http://mville.libguides.com/libraryhome](http://mville.libguides.com/libraryhome)
   - Click on “Library Guides” – left column under “resources”
   - Click on “Ed.D. in Educational Leadership” for a one stop entry page to the Library’s doctoral education resources and services. Click on each tab to get to information pertaining to the title of the tab.
   Any questions – please contact me – Lynda Hanley, Education Doctoral Librarian – lynda.hanley@mville.edu
INFORMATION NEED
SEARCH – ACCESS – EVALUATE – USE

The following sections are designed to assist in getting started with the Policy Project assignment in EDAD 8051 but can be adapted to any need for finding information sources for a course assignment or dissertation.

EDAD 8051 - Developing and Influencing Education Policy - 2019

Policy Project (Assessments) – Phases & Timeline

PHASE I - Identify topic of interest: Students may select from the provided topic lists or suggest an alternative topic on which they would like to conduct policy research this semester. The project must involve a real-world policy that considers interested stakeholders who could receive a final product. TASK: Write a paragraph briefly describing the policy to be researched, and email this to me by September 10, 2019

- Other places to look for a topic
  - Your school district web site under “policies”
  - Education Week newspaper – found under the letter “E” on the databases link on the Mville Library home page.

PHASE II – Bibliography (10 points): Students will locate 10 to 15 relevant and related sources to their topic (minimum of 10), and create an annotated bibliography to be emailed to the professor by September 25. A minimum of 7 of these sources must be from peer-reviewed journals.

1. Databases – (research articles will be in scholarly journals; best practice articles or descriptive articles will probably be in magazines or trade journals; current events will be in newspapers)
   - Click on “Databases” from the Library Home page to get to the alphabetical listing of all the databases offered through the Library
   - Click on the letter “E”
   - Click on “Education Research Complete – FROM OFF CAMPUS MUST AUTHENTICATE WITH YOUR USERNAME AND PASSWORD – same as Blackboard, WebAdvisor, email
     a. EDUCATION RESEARCH COMPLETE – EBSCOhost - vendor
        i. “kindergarten” and “entry age”:
           · (Use “advanced search” feature – limit to “peer reviewed”; do not limit to “full text”; ask instructor if should limit publication dates)
        ii. types of articles
           1. ACADEMIC SCHOLARLY/SCHOLARLY JOURNAL - your primary focus
ii. results of the initial search and beyond
   1. Full text article
      a. Review the list of References and use “Journals A – Z” to find out about journal access to an article in a specific journal
   2. Not full text article
      a. Use “find it @ Mville” - the article is in another database?
      b. Use “find it @ Mville” – the article is not in another database – ILLIAD

iv. other search techniques
   1. using the “title” field to make search specific to words in a title
   2. using truncation with a “word stem” to capture results from multiple versions of a word
   3. using the subject headings or descriptor terms of a relevant article to expand your search terms

v. other things to consider
   1. secondary sources (as cited in) – to use or not use – Dr. Mitchell’s comments.
   2. age of scholarly research articles to support your writing

b. ERIC – EBSCOhost - vendor
   i. “kindergarten” and “entry age”:
      1. Education journals (EJ) = articles from journals
      2. Education documents (ED) = materials other than journal articles – book chapters, presentations at professional meetings, reports from nonprofit or governmental organizations, brochures, etc…. Be very careful – do not use a student’s master’s thesis, which could be an “Education Document”

c. PROQUEST Education or Central - magazines, newspapers, scholarly journals, trade publications
   i. “kindergarten” and “entry age”:

d. SAGE JOURNALS – all scholarly
   i. “kindergarten” and “entry age”:

e. SCIENCE DIRECT – all scholarly
   i. “kindergarten” and “entry age”:
Lynda Hanley
Education Doctoral Librarian
Very rarely check (914) 323-5314
This is the best way to contact me - Lynda.Hanley@mville.edu
Room 005 on the Ground Floor of the Library

2. Books –
   o click on the “Book & Media” (catalog) link from the Library Home page (http://mville.libguides.com/libraryhome
   o click on “advanced search”
      a. KEY WORDS – “educational leadership” – sample search term
         1. PRINT BOOK
         2. ELECTRONIC BOOKS – from off campus will need a username and password
      b. AUTHOR/SUBJECT
      c. TITLE
      d. INTERLIBRARY LOAN IS POSSIBLE IF THIS LIBRARY DOES NOT HAVE A BOOK OR the FULLTEXT OF A PERIODICAL ARTICLE THAT YOU NEED.

3. Videos
   a. Films on Demand – streaming videos

4. Internet site for scholarly articles
   a. Google Scholar – will lead to full text articles in the Mville databases – with setup below
      Must click on this three bar image on left

      ![Google Scholar](image)

      Must click on settings left column – last entry
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Must click on “Library Links”

Must type in “Manhattanville College” and click on search icon from either on or off campus.
Must check off each of four Manhattanville entries and click on save (only lasts for current search – not for all time)

Begin searching – when off campus will have to acknowledge with your username and password for database access to the full text.

5. Internet for research reports for the government, educational entities, nonprofit organizations - .gov; .edu; .org
   a. Considered grey literature because does not go through a peer review process; however, many quality, relevant reports are found on these sites
   b. APA format style – under technical reports

6. How to locate a published Manhattanville College Dissertation.
   a. Dissertations published by Mville students
      i. Go to the Mville Library homepage - http://mville.libguides.com/libraryhome
      ii. Click on “databases” on left under “resources”
      iii. Click on the letter “D”, then, Dissertations and Theses
      iv. Authenticate with a username and password if off campus
      v. Type in “Manhattanville College” in the search box
      vi. Drop down the “anywhere” arrow and highlight “university/institution” and then search
      vii. Focus on dissertations published from 2017 as they follow more closely the current formatting guidelines
7. APA format style – Check with your instructor for which edition to follow
   PLEASE NOTE: The Publication Manual of the American Psychological
   Association will release a new edition (7th) in October 2019. An update to
   this Citing and Referencing Sources document will be available when
   completed.

   samples from the APA Manual 6th edition are found on the “EdD. in Educational Leadership” Library
   Guide
   a. Go to the Mville College Library homepage – http://mville.libguides.com/libraryhome
   b. Click on “Library Guides” – left column under “resources”
   c. Click on “Ed.D. in Educational Leadership”
   d. Click on “Cite Sources in APA Style”
   e. Click on “Citing and Referencing Sources”

8. IT/Help Desk – accessed from “My Mville” - IT Help Desk - student – email, WebAdvisor, Blackboard
   http://annex.mville.edu/mymville/faculty-amp-staff/office-of-information-technology.html

   Call for Support
   1(914) 323-7200
   OR
   1(844) 292-3208