Troy University Library Presentation EDUCATION

The Library provides materials and services to support the programs of Troy University and has a staff of professional librarians to assist you in using its resources.

This guide updated 1/7/2016 by Mr. Jay Brandes, Global Campus Librarian

ASSISTANCE

In Person

Students located near the Dothan, Montgomery, and Troy Campuses of Troy University can make use of their local TROY Library.

Library operating hours are posted online. Visit the Troy University Libraries home page and select your location.

Live Chat

Live Chat is an online chat service, available during the hours of operation of the Troy Campus Library.

Telephone

Students at the Alabama Campuses of Troy University can call their TROY Library.

Dothan Campus: 334-983-6556 (extension 1321) – Ms. Donna Miller, Reference Librarian

Montgomery Campus: 334-241-8605 (Reference) or 334-241-9576 (Circulation Desk)

Phenix City Campus students should call the Reference Desk of the Troy Campus Library: 334-670-3255

Troy Campus: 334-670-3255 (Reference Desk); Subject Librarian, Ms. Lisa Vardaman 334-670-3262

Students studying at a distance can contact the Library by telephone.

Troy Campus Reference Desk: 334-670-3255

Subject Librarian, Ms. Lisa Vardaman 334-670-3262

Global Campus Librarian, Mr. Jay Brandes: 800-800-9660

Email

Subject Librarian: lisavardaman@troy.edu (Ms. Lisa Vardaman)

Dothan Campus: dmiller@troy.edu (Ms. Donna Miller, Library Director)

Global Campus: jayb777@troy.edu (Mr. Jay Brandes, Global Campus Librarian)
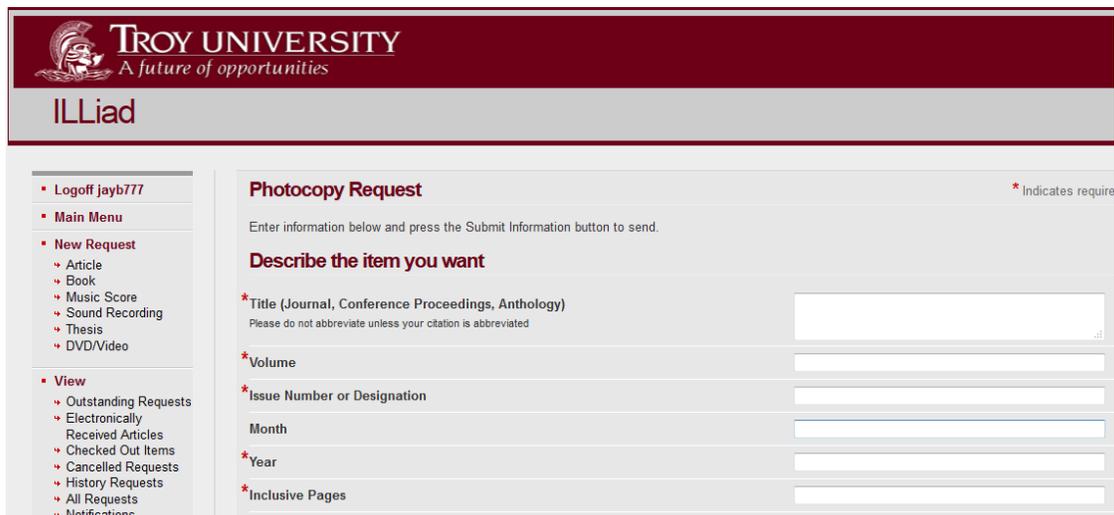
Montgomery Campus: libhelpmont@troy.edu

Troy Campus: libhelp@troy.edu

INTERLIBRARY LOAN (ILL)

Books and journal articles that are not available online or at your local library may be requested through Interlibrary Loan (ILL). Interlibrary Loan is a service that allows you to borrow books and photocopies of journal articles. To use this service, click on "Interlibrary Loan (ILL)" on the Library home page.

For ILL policies and procedures use the link "Interlibrary Loan (ILL) Policies" on the library home page.

- Usually no cost
- Articles are delivered electronically
- Books sent via mail (student responsible for timely return)
- Start your research early to allow lead time for ILL service

JOURNAL DATABASES

Databases are linked from the Library home page. To access TROY's Library databases, use your Trojan Web Express username and password.

A few of tips for database searching:

- Some databases have a Thesaurus ◊ or Subject link † to help you select search terms and build your search. (Look to the upper left after you log in.)

- Use the word *and* between terms, e.g., *ADHD and diagnostic errors*

- If you log into the database named *ProQuest Central* and choose to search the Social Sciences collection, you will simultaneously be searching the four "ProQuest" databases named below.

- The non-ProQuest databases named below can also be searched simultaneously—log in to any one and then click "Choose Databases." These databases, which are searched using the EBSCOhost service, are an excellent starting point. In particular, the database named *Academic Search Complete*.

Journal databases allow you to look up journal articles on a given topic. Most databases include a checkbox that will assist you in limiting your search to peer-reviewed journals. For education topics you will most frequently find the best results using one or more of the following databases:

> *Academic Search Complete* † **(a good first choice)**
> *ERIC* ◊
> *Professional Development Collection* †
> *ProQuest Career and Technical Education*
> *ProQuest Central*
> *ProQuest Education Journals*
> *ProQuest Psychology Journals*
> *ProQuest Research Library*
> *PsycInfo* ◊
> *PsycArticles* ◊
> *Teacher Reference Center*
> *Vocational and Career Collection* †

Important details follow.

Education

> *ERIC* ◊
> *Professional Development Collection* †
> *ProQuest Career and Technical Education*
> *ProQuest Education Journals*
> *Teacher Reference Center*
> *Vocational and Career Collection* †

Social Sciences, including psychology, education, and more

> *Academic Search Complete* † **(see note below)**
> *ProQuest Research Library*

Psychology

> *PsycInfo* is the go to database for psychology. That does not mean you
> should not look elsewhere, but it does mean you should almost always
> include *PsycInfo* as part of your search.
>
> *PsycArticles.* Like *PsycInfo*, this is a go to database.
>
> *ProQuest Psychology Journals.* This database will provide access to
> indexing and full text material not provided by *PycInfo* or *PsycArticles.*

Suggestions

In preparing to search databases, the very first thing to do is to get a note pad and
something to write with, or to start a word-processed document to take notes on.
Keep track of what databases you looked in and what terms you searched on.

Start with the database named *Academic Search Complete*. This social sciences
database has excellent coverage of education and is relatively easy to use. To search
additional databases using the same search system (EBSCOhost), click "Choose
Databases" and then select additional databases, e.g., *ERIC*, *Professional Development
Collection, PsycArticles*, *PsycInfo*, *Teacher Reference Center*, and *Vocational and
Career Collection*.

The primary alternative to the databases searchable via EBSCOhost are those from
the ProQuest service, e.g., *ProQuest Education Journals*, *ProQuest Research Library*,
and ProQuest Psychology Journals. These can be searched individually or all at once
by selecting the database named *ProQuest Central.*
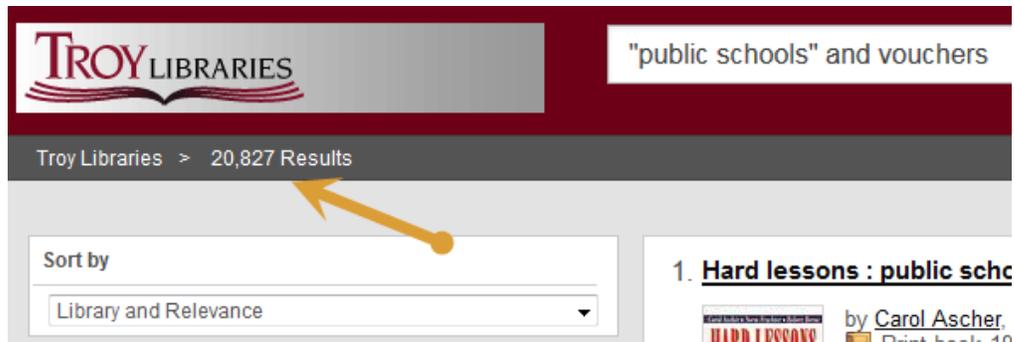
The Library Search Box

As stated previously, journal databases can be searched individually or in groups by using the "Databases" link on the Library home page. Additionally, the search box that resides directly on the Library home page is the Library's discovery search tool—it is a catalog that includes listings of TROY and non-TROY books and other physical and electronic resources, as well as indexing of articles from some, but not all, of TROY's databases.

The initial search finds, articles, books, reports, audio-visual materials, and much more. To limit your search to journal articles, perform a search and then look to the left side menu and check the appropriate box or boxes in the section for "Format."

The following is a sample search for "*public schools" and vouchers*. **Try this search from your own computer to get a feel for using this type of library search**.


The initial search found more than 20,000 items. Books, articles, and much more.

The check boxes to the left side of the search screen can be used to limit results by format (article), and even further to peer-reviewed articles. Checking the *Full Text* limiter tells the search system to show only those articles which are available online. It is not necessary to limit to full text only—articles that are not online can be requested by interlibrary loan (ILL)—but researchers may want to use this limiter.
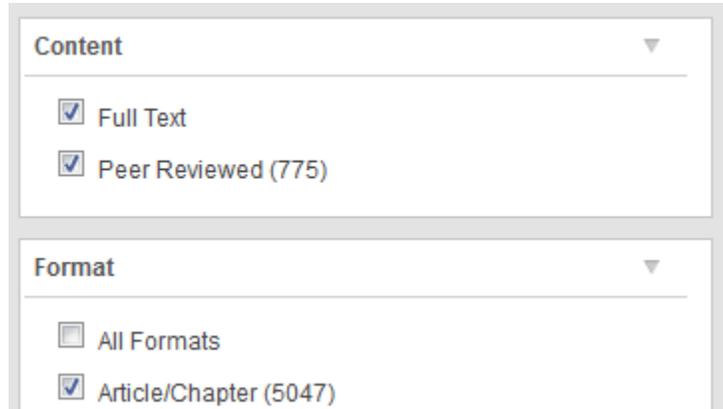
The default display order is by *relevance*, but computers rarely do a good job at knowing what is relevant to the researcher. With nearly 1,000 items still in the results list, a good way to look at them is by date—new to old. The "Sort by" options can help you do that. Look for "Sort by" at the top left of the search screen.
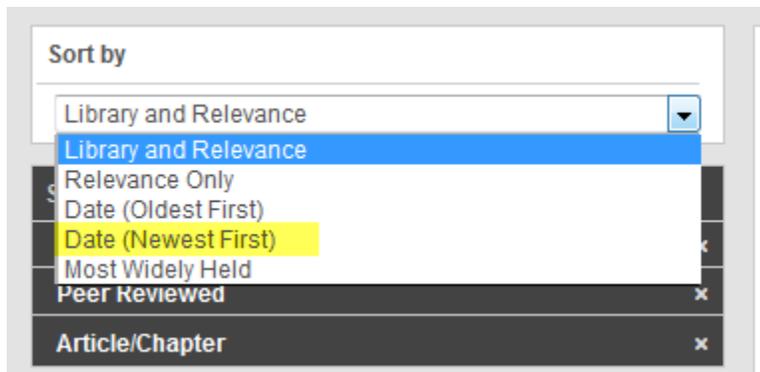
BOOK DATABASES AND MORE

For print books, see the section of this guide, "Print Books and More."

<mark>**Databases are linked from the Library home page.**</mark> To access TROY's Library databases, you will use your Trojan Web Express username and password.

Anyone researching assessment instruments will want to use these databases: ***Mental Measurements Yearbook with Tests in Print***, ***PsycTESTS***. A guide to using *Mental Measurements Yearbook with Tests in Print* is located online at http://troy.libguides.com/mmy

PsycBooks is a book database containing books published by the American Psychological Association. Virtually all of its content is of a highly scholarly nature.

eBook Collection is a large, general database of full-text academic (and non-academic) books, containing nearly 50,000 titles. Likewise, the ***Ebook Library*** database contains a growing number of titles, geared to the programs of Troy University.

ProQuest Dissertations & Theses Global is the world's most comprehensive collection of doctoral dissertations and master's theses from around the world.

Psychotherapy.net Streaming Video provides access to training videos in the field of counseling, psychotherapy, psychology, and addiction. The majority of the videos show therapists actually conducting therapy and demonstrating clinical skills, along with pre- and post-session discussion.

Films on Demand is a library of thousands of academic streaming videos across all disciplines. [Click here to see the Psychology Video Collection.](#)

LOCATING A SPECIFIC JOURNAL OR ARTICLE

HOW DO I KNOW IF A SPECIFIC *JOURNAL* IS AVAILABLE ONLINE, IN THE TROY-PROVIDED LIBRARY DATABASES? You can always call, email, or chat with the Library, and we will tell you.

The primary way to check is to use the search tool named *Citation Linker*, which is linked on the Library home page. This is how it works: you tell *Citation Linker*, what you want, e.g., *Public Administration Review*, and, if available in our databases, *Citation Linker* will tell you where it is, and will link you to the databases in which the journal is located.

Journal/Publication title:	Public Administration Review

Give it a try! Go to *Citation Linker*, search for *Public Administration Review*, and see what happens.

HOW DO I KNOW IF A SPECIFIC *ARTICLE* IS AVAILABLE ONLINE, IN THE TROY-PROVIDED LIBRARY DATABASES? You can always ask the Library.

The primary way to check is to use the search tool named *Citation Linker*, which is linked on the Library home page. Let's say the article we want is:

Gibbs Springer, C. (2012). Resilience in emergency management research. *Public Administration Review*, *72*(4), 548–549.

From the Library home page, go to *Citation Linker*. It is a good practice to start off by looking first to see if the Library has the journal. Do we have *PAR*? Yes, we do, from March of 1965 until one year ago. So now do the search for the specific article. Search by journal title, volume, issue, and starting page number. That is all you should need; adding more information may hurt, not help, the search.

Journal/Publication title:	Public Administration Review		
Identifier:	ISSN		
	Date	Volume	Issue
Published:		72	4
	e.g., 2010	e.g., 4	e.g., 2
Pages:	548	to	
	e.g., 245		Optional

The result of the search is a link to the text of the article. If an article is not available online, that is the time to request an interlibrary loan (ILL). ILL is quick and easy.

PRINT BOOKS AND MORE

The search box that resides directly on the Library home page is the Library's discovery search tool—it is a catalog that includes listings of TROY and non-TROY books and other physical and electronic resources, as well as indexing of articles from some, but not all, of TROY's databases.

While this search box can be used to search for journal articles for education subjects, many researchers prefer to search databases independently or grouped by search service.

Using the Search Library Resources box (our discovery tool) is, however, the way to search for books.

The following is a sample search for the term, *non-profit organizations*.

SEARCH LIBRARY RESOURCES (Books, Articles, and More)

non-profit organizations   SEARCH

After the search is completed, the left-side menu can be used to limit the results to print books. By default, TROY-owned books are shown first. Electronic books owned by TROY can be accessed online. Print books may be requested by ILL.

Format   ▼

Top 6 Formats
☑ All Formats
☐ Article/Chapter (296144)
☐ Article (255371)
☐ Chapter (39769)

☐ Book (15681)
☐ Print book (5286)

☐ Archival material (5798)

See All   ▶

WRITING AND DOCUMENTATION

- If in doubt, always check with your instructor. He or she is the final word on how you should prepare your papers.

- **Please:** Online citation generators, including/especially those found in the library databases **will not** create correctly formatted references. Do not trust them.

- APA style is dictated by the print book *Publication Manual of the American Psychological Association*, 6th edition. Suggestion: The spiral-bound version is easier to use than the other versions (it flips, folds, and lays flat).

- The Troy University Library has APA guidance (videos, handouts, and more are available online at http://troy.libguides.com/apa. Including access to the APA publication, *APA Style Guide to Electronic References*.

- You have an Online Writing Center that you access via the Trojan Café in Blackboard. Click "Student Resources" after you log in to Blackboard and then look for the Café.

- The Troy Campus Writing Center's online address is http://troy.edu/writingcenter/. The Writing Center has guides for Research/Documentation, Special Kinds of Writing, Grammar/Mechanics, and The Writing Process. Note that several of its handouts, although not a substitute for the *APA Manual*, are designed to assist you with American Psychological Association writing style.