LIBRARY RESEARCH GUIDE

KEITH C. WILLS LIBRARY

CANADIAN BAPTIST THEOLOGICAL

SEMINARY & COLLEGE,

FALL, 2023

The library's goal is to gather information required by a specific type of patron and organize that storehouse of information in such a way that the patron, with a minimum of assistance, can retrieve information that will satisfy his requirements. It is assumed that the patron will know the name of the author, the title of the book or at least have a very specific subject area in mind. Information access in libraries is still found in these three approaches. There are many classification systems in use today. Most public, school libraries and some Bible colleges use the Dewey Decimal classification system. Another major system is the one developed at the Library of Congress in Washington, D.C. This is the system used by most academic libraries, many seminaries and some Bible colleges. Our seminary library uses the Library of Congress Classification System.

THE CALL NUMBER--

- ❖ The call number is a unique number that is assigned to a book through the use of the Library of Congress (LC) classification system. This classification system is designed to group books on a similar subject in a specific area. Most of our books are of a similar subject, so our "B" section in our collection is the largest section.
- ❖ The call number appears on the spine of the book and in the online catalogue record.

Example of a call number BV 4012 .R61 1980:

BV--	general category for practical theology
4012--	sub-division of practical theology termed "Pastoral psychology"
.R61--	code assigned to the author: "R" is the first letter of the author's last name; number "61" is the number
	assigned to the rest of the author's name
1980--	date of publication

- ❖ When trying to locate a book on the shelf, it is important to write down the entire call number in order to find the book quickly and efficiently.

LIBRARY LOCATION CODES--
Library locations of the material are listed beside the call numbers in the library catalogue.

- ➢ **GENERAL STACKS**--If a record has the item type as "book", it may be found in the general stacks. The location is indicated below the owning library's name. (Located at north end of library).
- ➢ **SPECIAL COLLECTIONS**—If the item type indicates "Special Collections" it is located in the library workroom and must be accessed by library staff. These books are set aside for restricted use because they may be rare books, old special interest books or books that are intended for long-term preservation.
- ➢ **REFERENCE**--If "REF" is above or before the call number, the item may be found in the reference section of the library. These materials do not circulate; you must use them in the library.
- ➢ **MICROFICHE**--If "Mfiche" is on a bibliographic record, it is referring to the Pastor's Microfilm Library collection located in the microfiche cabinet/room.
- ➢ **AUDIO BOOKS** --If the call number has "CD" proceeding the number, it is located with the Audiobook binders on the shelving behind the circulation desk.
- ➢ **NEW BOOKS**—If "NEW BOOKS" shows in the Item Type column of the catalogue, it may be found at the circulation desk or table by the back door. A green dot will be on the spine by the call number.
- ➢ **KITS**—If "KITS" shows as the item type of a record, material may be found in a designated area behind the circulation desk. Kits usually contain video, audio, and curriculum material.
- ➢ **CDROM**—If the item type states CD-ROM then the material is located in the shelving unit behind the circulation desk in albums or individually in drawers at the bottom of DVD shelving.
- ➢ **RESERVE**—If you are looking for material placed on RESERVE by your professor or for textbooks currently being used, you will find them in the catalogue with RESERVE

designation as the item type. These books are located behind the circulation desk and must be checked out before being used.

➢ **ONLINE—**Our ebook collection is indicated as an "online" resource. You may access the ebook through the catalogue on-campus and remotely through our webpage: https://library.cbtsc.ca/ on the main page with a direct link to EBSCO. There is also a free EBSCO app for Apple products as well as for Android devices that can be used to access ebooks. See Kathy for login information for direct link through webpage.

DISSERTATIONS—These items are located in the shelving behind the circulation desk with a red "D" on the spine of the book.

➢ **OVERSIZE—**This material is located in the Group Study Room near the general stacks of the library.

THE LIBRARY CATALOGUE:

♦ Our library uses the open-source web-based system called Koha. It is a user-friendly program that allows access to materials by keyword, author, title, call number, ISBN, and subject. The most efficient and effective way of conducting a search is to use the keyword search first. Our subject headings are compiled through the authority of the Library of Congress Subject Headings and the Koha program is still being modified to effectively use the subject search capacity. You may consult the "Koha Catalogue Guidelines" pamphlet located at the circulation desk, library website, and all computer stations for further instruction.

♦ The library is currently in a small consortium with the Alberta Bible College located in northwest Calgary. The consortium called SALT, shares the online automated system, Koha. This

benefits our students and faculty by allowing students/faculty in both libraries to borrow material from each of our libraries by placing reserves on items through the online catalogue. These requests are then fulfilled by library staff and sent to the respective libraries by mail. A 2-4 day turn-around can be expected. SEE LIBRARY STAFF FOR ASSISTANCE OR FURTHER INFORMATION.

UNABLE TO LOCATE A BOOK?

If you are unable to locate an item on the shelf, there may be several possible reasons:

♦ It may be miss-shelved. Always scan the shelves around the call number for which you are looking.

♦ It may be checked out. If a faculty member or community user has checked it out, you may recall the book at anytime in order to use it.

♦ It may be on the return truck waiting to be shelved.

♦ It may be lost.

♦ It may be set aside for repair.

♦ If you cannot find a book, fill out a search request at the circulation desk and library staff will try to find the item as quickly as possible.

REFERENCE COLLECTION

The Reference collection is presently located on the south end of the library across from the circulation desk. Here you will find dictionaries, atlases, encyclopedias, Bibles, concordances, sets of Bible commentaries, biographical dictionaries, yearbooks, bibliographies, directories and other reference items. The Reference collection must be used in the library only. These are works that are typically very expensive and/or in high demand. There are many commentaries, atlases, and dictionaries available in the general stacks for circulation. Check the library catalogue for more information.

E-BOOKS

The library currently uses two main e-book platforms: EBSCO and PERLEGO. EBSCO ebooks are catalogued in our library catalogue and may be accessed using a single id/password (see Kathy for this information). An EBSCO app is available at no charge for both IOS devices and Android devices. PERLEGO platform allows students to set up a personal account giving them access to over

1,000,000 titles. See Kathy for more information.

PERIODICALS

Our current periodicals and back issues are arranged in alphabetic order by title. Our current year's periodicals are housed in the periodical shelving units near the circulation desk. The most current issue of a journal is displayed on the reclining shelves and the rest of the current volume issues are stacked underneath the front display. Once a new year or volume begins, the previous issues are filed in the workroom. If you need back issues of the journals, please make a request with the title, volume and date of the issue to a library staff member. If the journal is in bound format, it is

available for use and housed in the workroom. Ask staff for assistance. Journals do not circulate.

❖ You may search our journal holdings through our library catalogue by typing in the name of the journal and looking on the record to see which volumes we have and in what format. We also produce a printed list of our journals holdings (in all formats-paper, microfiche, microfilm, and bound) in a binder located near the periodicals, circulation desk, and computer workstations. We currently have subscriptions to approximately 40 physical journals in paper format. Back issues of journal titles are available in microfiche, Bound, or paper formats.

❖ Periodicals can be a very rich source of information and is readily made much easier access through full-text online databases which allows immediate access to journal articles. We have both full-text databases as well as online indexes that can be used to find journal articles, book reviews, essays, and other articles.

We subscribe to the following databases:

❑ **ATLA Religion Database with AtlaSerials PLUS:** combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with Atla's largest collection of full text religion and theology journals. AtlasPLUS contains more than 580 full text titles, including all AtlaSerials® (Atla®) titles. This database is produced by Atla, a membership association of collectors and connectors in religion and theology, but offered through EBSCO.

❑ **Psychology & Behavioral Sciences Collection ONLINE:** provides access to thousands of articles in hundreds of journals both listed as full-text or provides citation for manually accessing the article. Access through EBSCO.

❑ **Religion & Philosophy Collection ONLINE:** covers topics such as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of

philosophy.

❑ **Academic Search Complete:** Academic Search Complete is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,400 journals.

❑ *Old & New Testament Abstracts:* indispensable research and bibliographic aid for scholars, librarians, clergy and students of the Old and New Testaments and their historical

milieu.

❑ **Christian Periodical Index ONLINE** (primary focus are evangelical journals and are expanding to full-text) Access through EBSCO. (Index only)

MICROFORMS

☐ We have a collection of materials in microfilm and microfiche format. Most of our microfiche/film materials are back issues of journals. Journals on microfiche are photographed copies of the paper copy of the journal in a flat sheet format. The microfiche journals are located in the cabinet located in the microfiche reading room. The fiche is arranged alphabetically by journal title. Volume number and year starting with the earliest volume and ending with the most recent volume and year arrange each title.

☐ The microfilm journals are photographed copies in a roll format. These are also located in the microfiche cabinet in a separate drawer below the fiche. The films are arranged alphabetically by title and in volume number order.

☐ We also have **The Pastor's Microfilm Library** that contains 400 books consisting of commentaries, lectures and other valuable reference tools for the pastor and Bible student. This collection is catalogued through the online catalogue and will have "MFICHE" as part of the call number on the record. It is located in the bottom drawers of the microfiche cabinet. This collection is filed numerically according to its reference number.

⬚ The library has a microfiche reader/printer for your use. It produces a paper copy of microform material at 10 cents per page. Ask library staff for assistance.

AUDIO-VISUAL MATERIALS

We have more than 100 sound recordings and audiobooks catalogued on various subjects. Subjects include sermons, family counseling, evangelism, parenting, social issues, Christian ethics, theology, Bible and others. Single CDs may be found in the wooden storage unit next to the library entrance. CDs in binders & audiobooks are located in the shelves behind the circulation desk. All audio materials are catalogued through the online library catalogue. We have over 800 DVDs available for
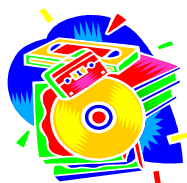
circulation. Our collection contains entertainment, family, children's DVDs, music DVDs, topical issues, history, missions, lectures and courses by various professors and speakers. DVD material covers are displayed on shelves in front of the circulation desk and housed in the library workroom. Patrons may view DVDs or listen to CDs in our group study room. Please ask library staff for assistance in locating the material.

NOTE: DVD's circulate for one-week

RESERVE MATERIAL

Faculty members request textbooks and supplementary material to be placed on reserve at the beginning of each term so students can have equal access to the material. There are three main categories Reserve material: **OVERNIGHT RESERVE** books have a limited circulation of two hours during the day and may be checked out overnight after 2 p.m. All reserve materials are due by 11 a.m. the following day that the library is open. Weekend Reserves may be checked out after 2pm on Friday and due on Monday of the next week. **TWO-HOUR RESERVE** material may be checked out for a two-hour period and used in the library only. It may not be checked out overnight. **ONE & TWO-WEEK RESERVE** is self-explanatory and is determined by professor's request. An overdue fine of 50 cents per book per hour or part of an hour will be assessed. All reserve material must be checked out through the self-serve checkout station at the circulation desk or by library staff for either copying purposes or reading. The RESERVE collection is located behind the circulation desk. **Patrons must present their student id/library cards to borrow the material even if just using it to copy and may use the self-serve checkout station located at the circulation desk.**

COPIER/PRINTER

A network photocopier/printer/scanner is available to patrons and is located just inside the library's main entrance. Students must set up an account with the library staff to utilize this machine. Recharging your account for anything over $5.00 is available & pre-payment is required. Copies & prints are 10 cents p/ page. All community users may use the photocopier/ printer with library assistance and pay for copies/ prints at time of use. The scanner on the copier can be used at no charge and all scans must be saved to either a personal flash drive or sent to an email account. Printing may also be done from a flash drive as long as it is in either PDF or JPEG formats. Word documents may not be printed directly from flash drive but can be printed from a library computer.

COMPUTER EQUIPMENT

There are three student work stations located in the reference area of the library. A network printer/photocopier is located next to the stations. For those interested in printing anything, prepayment of copies/prints must be established with an account number & password from library staff. There is a charge of 10 cents per page for printed copies. These three terminals can be used for internet access, word processing, CD-ROM database searching, as well as accessing the library catalogue. **Access to pornographic material or inappropriate use of computer equipment will result in loss of library membership & access or student disciplinary action will be taken for CSBS&C students.**

OPAC STATIONS

(ONLINE PUBLIC ACCESS COMPUTERS)
There are three OPAC stations available for patron use; they are for catalogue searching only. 2 catalogue stations are located across from the circulation desk and one in the general stacks collection. Please do not use these computers for anything but the library catalogue function. If you require internet access, please use the 3 public computer stations located in the REFERENCE area.

INTERNET ACCESS & USE

Internet searching is available to patrons, however, there are some guidelines to follow. Patrons are not allowed to download anything from the internet onto the hard drive. Patrons may use a flash drive to download information on, but not to the hard drive using a temporary or permanent file. Patrons do NOT have permission to change any of the interfaces on the computer like language or personal preferences. **Patrons are not to access pornographic or racially destructive material through the internet. Patrons found accessing such material will be banned from the library. Students found accessing such material will be disciplined according to seminary policies.**

INTERLIBRARY LOANS

The seminary library utilizes an online computer interlibrary loan system through a bibliographic utility company called Online Computer Library Center (OCLC). OCLC provides our library with access to hundreds of libraries across Canada and the United States. This is an excellent resource for acquiring books and journal articles that our library does not hold. You must plan ahead for ILL services. It takes approximately two weeks to receive a book or article. There is usually no charge for ILL books, however some libraries may charge a small fee to cover the postage. Periodical articles are photocopied at a charge of 10 to 50 cents per page. All charges must be paid by the library patron. Most libraries do not charge for digital copies of articles. We also utilize a limited reciprocal borrowing privileges with Ambrose University College in Calgary, but materials must be picked up and returned to Ambrose by our students. Please see Kathy for assistance with ILL requests.

GROUP STUDY ROOM

The group study room is located across from the handicap entrance. Currently the OVERSIZE book collection is being housed in the room. Anyone is allowed to utilize the room unless it is pre-booked for usage. A monthly calendar is located outside the door for you to book a study time. Please limit the amount of time in the study room to 2 hours. If the room is not occupied, students are welcome to use it for a 2 hour period. **Please allow patrons to pick up any OVERSIZE books they would like to use or checkout.**

Check out our Library Website for updated information such as Library Hours, News, Link to Catalogue, Link to direct access to EBSCO, Policies, services and other info:

https://library.cbtsc.ca

resources.

Author - Often an author will write more than one book on a certain subject. You may use the author to look up any other books he/she has written relevant to your topic.

Title - Although librarians do not advocate looking for a subject through the title catalogue, sometimes it works. However, it's not a very efficient way to use the catalogue.

Keyword – Keyword searching is the easiest way to locate material. However, sometimes you will get too many hits. Use the expanded search screen and try to limit your keyword search by combining it with another keyword, author, or title.

Subject - The library uses the Library of Congress Subject Headings as a tool to apply uniform subject headings. If you are having trouble locating the heading for a particular topic, please ask for assistance in using the Library of Congress Subject Heading Catalogues. Use the **subject tracings** within a

record. These tracings indicate all of the subject headings under which that book has been catalogued. These subject headings help a library user who might approach a topic from one of several possible directions. Also, many books cover several subjects and need several subject

THE INFORMATION SEARCH

1. Professors

There are many ways to begin research for a paper or assignment for a course. The most important resource is your professor. Does he/she include a bibliography in the syllabus? Check out the works listed. Ask questions. Write down works quoted in class, etc.

2. Reference Collection

For a quick overview of specific subjects, check out encyclopedia articles. This is an excellent start to any research project. Reference works give a brief overview of your subject enabling you to focus your topic. It is an excellent way to find a list of standard works for you topic. Most encyclopedia articles contain a brief bibliography at the end of the article. Look up words unfamiliar to you in a dictionary. There are many theological dictionaries as well as subject dictionaries in philosophy, ethics, etc.

3. Library Catalogue

Once you have a handle on your subject, you may use the library catalogue to develop your

headings. Subject tracings are an excellent way to expand your search clues. Once the book is located, check the bibliography or bibliographical footnotes for more resources. The call number may be used to locate books on related issues.

NOTE: Books on a similar subject may be classified in more than one call number due to the emphasis of the book's subject matter.

4. Online Databases

A database is any organized collection of information that can be retrieved using organized search procedures. Phone books are databases of names, address and phone numbers that are organized alphabetically. Computer databases are generally much larger than print ones. Every database is a new experience with a few common characteristics of organizing and searching. There are two basic search tools available for database searching: controlled vocabularies and keywords.

a. Controlled Vocabularies:

The most common and well-used example of a controlled vocabulary system is the Library of Congress Subject Headings. LC (Library of Congress) in Washington, DC organized terms in alphabetical lists. There are some simple rules to keep in mind when using LC subjects headings:

#1: With controlled vocabularies, you have to use the subject terms provided by the system. No options are allowed.

#2: the actual wording of the data record (book title or catalogue entry) is not important for controlled vocabularies. Subject headings are assigned on the basis of somebody's judgment as to what the date is about.

#3: Use a controlled vocabulary as a search tool when you want a collection of data on the same subject regardless of what the data actually says about itself. There are many computer databases that we use in our library that use a controlled vocabulary. The ATLA Religion Database online, Psychology & Behavioral Sciences Online, Religion & Philosophy Collection Online, the Christian Periodical Index Online, and Old & New Testament Abstracts Online. Some of the terms may not be LC headings. There may be a printed Thesaurus available or the database may have a "browse" function that allows you to type in what you think the subject heading is. The browser will take you to the place in the computer's internal alphabetical subject heading list that is closest to what you asked for, and you can see whether you were right. EBSCO provides good help menus for each database.

b. Keywords:

Many databases today, including most of those on the Internet, can be searched only by keyword. Keywords can be tricky to use as they have the potential to go wild with the amount of extraneous information that can be produced by searching this way. However, there are a few rules to follow that can assist you in your process.

♦ *With keyword searching, what you type is*

what you get. The computer cannot interpret your request or give you the next best solution. All it can do is identify the words you ask for and give you the related data.

c. Boolean Searching

Boolean Searching can be used to help narrow your keyword searches. Boolean searching is used where two or more terms are used to formulate searches. It consists of 3 basic commands:

a) The "OR" Command: This is a command that is used when you want to find information on similar terms or synonyms. For example: If you want information on cars, you might want to search the term automobiles, too. In a keyword search in a computer catalog or some other database, your search would look like: **cars or automobiles**. You could also use the "OR" command when you want to search two closely related terms such as **psychoanalysis or Freud**. With an "OR" command search, you typically get a lot of "hits", that is, pieces of data brought down to you out of the database.

♦ ***An "or" search is usually for synonyms or for keywords that are already closely related. With it, you are trying to anticipate the various ways something might be described or approached.***

b) "The AND" Command: This is one of the most profitable ways to use keywords in order to narrow down a search. An "and" search is a limiting kind of search. It asks the computer to give data only when that data contains *both* keywords. If you are looking for a relationship between prayer and mental health, you don't want every piece of data on mental health, nor do you want every piece of data about prayer. You want the data that comes from the combination of the two terms. Your formulated keyword

search will look like this: **prayer and mental**. You could add the "health" term, too, although it's a judgment call on your part as most of the material will include mental health or mental illness. If you did want to include "health" in the search, your search would look like this: **prayer and mental and health**. You could formulate a search combining **and** with **or**: **prayer and mental and (health or illness)**. The use of the parentheses, you are avoiding confusing the computer and keeping the terms you want together.

♦ ***A keyword "and" search is used to search for data that relates two topics or concepts together. The data found will show the effect of the relationship of these topics.***

♦ ***"And" searches will narrow or limit your topic. Thus you can expect that you will not get as many "hits" with an "and" search as with an "or" search.***

c) The "Not" Command: Let's say you are back searching cars again, but the car you don't want information on is any car made in Europe. Here's how you usually formulate a "not" search: **(cars or automobiles) not Europe*.** Now, notice a couple of things; I remembered to put cars or automobiles together in parenthesis and I used an asterisk at the end of "Europe". The use of the asterisk is called *truncation*. In may keyword searches, you can type part of a word, then add an asterisk (*) or sometimes a question mark (?), and the computer will look for every word that begins with the letters you typed. So "Europe*" will cause the computer to look for Europe or European in a single search. (You can also sometimes do forward truncation in which the

asterisk goes at the beginning (rare) or **wildcards**, in which truncation is done in the middle of the word (e.g. wom*n).

Exceptions to the above rules of Boolean Searching:
⇒ Some databases want you to put your lining words in capital letters – OR AND NOT
⇒ In many databases, you can do an "and" search simply by leaving a space between words. Example: **prayer and mental** would be typed just: **prayer mental**. However, in some databases this creates a phrase search. Just be aware.
⇒ Internet keyword searches are increasingly using + and – signs. Thus
 prayer+mental = prayer and mental
 cars+automobiles –Europe = (cars & automobiles) not Europe
⇒ In some databases, "not" has to be expressed "and not".
⇒ Some databases ask you to put quotation marks around words that need to appear together, eg.: **"apple trees"**
⇒ There are some databases now that actually search for synonyms of the term(s) you input so that they can bring up material you might not have found through a simple keyword search.

More Hints When Doing Database Research:

❑ Before you begin a search, you need to label your topic with its favorite jargon. "What are the important words that define my topic?"
❑ Consider whether or not you are connecting two or more concepts in unusual ways in dealing with your topic (e.g. Behaviorism and agoraphobia). If you are, controlled vocabularies will probably not work as effectively as keyword searches.
❑ Discover the narrowest possible terminology to describe your topic. If you are dealing with *Martin Luther*, don't search for *Church History*. If you want information on *homelessness*, don't search for *social problems*. Be as specific as you can in determining exactly what you need. If you database search turns up any more than about 100 "hits," you probably need to find more specific terminology.)
❑ If you are doing a keyword "and" search, remember that the more information you put on the screen, the fewer hits you will get.
❑ In most cases, controlled vocabularies will get you more and better results than will keyword searches. Keywords may be hot right now, but they are ultimately quick and dirty in their results.

Steps to Locate Journal Articles found in Database Indexes:

➢ Many of the article citations found in EBSCO databases we subscribe to will have the full-text article attached to the citation. This is the easiest way to access the article. However, there are still some citations that will not have a full-text article attached, but may indicate that our library holds the printed version of the article. Please note that you will need to look up the title of the journal in our library catalogue or printed catalogue of our journal holdings to see if we have the actual volume/issue of the journal.

➢ Once you find an article(s) citation in the index, it is important to copy down as much information as possible in order to find the article quickly and efficiently. Citations will include the author and title of the article, the journal title (or abbreviation), the volume number and issue date, and the page number. You will need all this information to find the article and to record it in your bibliography.

➢ Once you have copied the citation

information, check our journal holdings by accessing our library catalogue or search our journal listing book (by the computer station, circulation desk, or current periodical reading area) to see if we have that particular journal and volume number in our library. The seminary journal listing is organized alphabetically by journal title, and includes the volumes and dates of the items we house, as well as the format in which the journals can be found. The formats include paper, microfiche, microfilm, bound, and CD-ROM. (See **PERIODICALS** for information on accessing the journals.)

➢ Periodical articles may then be photocopied or used in the library. Please note that journals cannot be checked out but are to be used in the library only. Check the bibliographies or bibliographical footnotes at the end of each article for more resources.

THESIS GUIDE:

The seminary requires its students to follow the Turabian style manual in preparing research papers, seminar reports, and dissertations.

Turabian, Kate. **A manual for writers of term papers, theses, and dissertations.** 9th ed. Chicago: University of Chicago, 2018.
Call No.: REF LB 2369 .T8 2018
(Located in REFERENCE stacks).

RESEARCH PAPER/LIBRARY HANDBOOK:

An excellent tool for research and writing skills is:

Badke, William B. **Research strategies : finding your way through the information fog,** 7th ed**.** Bloomington, IN : IUniverse, Inc., 2021.
Call No.: Z 710 .B22 2021

Nancy Jean Vyhmeister & Terry Dwain Robertson. **Your guide to writing quality research papers for students of religion and theology,** 3rd edition. Grand Rapids, MI: Zondervan, 2014.
Call No.: BL 41 .V94 2014

Upson, Matt. **Information now: a graphic guide to student research and web literacy,** 2nd edition. Chicago, IL, University of Chicago Press, 2021.
Call No.: ZA 3075 .U67 2021