



Library resources for Social Work Majors (www.cornerstone.edu/library)

LIBRARY SERVICES

- **Library Account** – Access your library account to view what you currently have checked out
- **Interlibrary Loan** – If Miller Library does not own a book or journal article you can request the material through interlibrary loan
- **Renew Items online** – Extend the length of time you have library material
- **Course Reserves** – Identify what items your professor placed on reserve at the circulation desk
- **Remote Access** – The catalog and most databases can be accessed from off-campus by typing in your name and University ID # (excluding the preceding zeros).
- **Library Hours** – Library hours may change due to breaks and holidays
- **Ask a Librarian** – Email research questions to a Reference Librarian or make an appointment with your Social Work librarian to assist you with your research
- **MelCat** – Miller Library belongs to a statewide catalog and interlibrary loan service. Library users may request books, dvd's, and cd's from other libraries using this free service

LIBRARY CATALOG

To find where items are located in the library, click on the “Catalog” link on the homepage. Besides searching by title or author to find the call number, you may use:

- **Keyword Searching**
 - Use words in the title, or note field
- **Subject Searching**
 - Use Subject headings assigned by the Library of Congress
 - Find the Subject Headings for your topic in the large red books located at the Research Assistant's desk in Miller Library

Use subject searching for more precise searching. Some databases may refer to subject headings as descriptors. The descriptors or subject headings are usually hyperlinked so you are able to click on them to access more results on a specific subject.

JOURNALS

Journal articles can be accessed through **print volumes** in Miller Library or through the many **electronic databases** available on the library's website. To find a specific journal title click on **Journals List** located under Research Tools on the library homepage. Type in the title of the journal, example: *Social Work*. If we have a copy there will be a hyperlink which says “*Available in Cornerstone Print Holdings*”. Click on the link to see what years we have. Print volumes of journals are located on the first floor of the library near the windows.



INDEXES

An index is a reference tool that helps you find articles in journals related to your topic. Usually you search by subject or keyword to find the citations of relevant articles. Once you find the citation, the next step is to check the *Journals List* to see if our library subscribes to the journal. The following list are online indexes are subscribed to by Miller Library relating to the Social Work field.

- Social Work Abstracts
- Social Services Abstracts
- Social Sciences Abstracts
- Sociological Abstracts
- Guide to Social Science and Religion
- Christian Periodical Index (CPI)

DATABASES

To find an individual database, click on “Databases” located on Miller Library’s homepage and search one of the following databases for a social work related topic:

- Thomson Gale Databases: Choose Expanded Academic, Health Reference Center - Academic, OneFile, or Professional Collection
- FirstSearch Databases: PsycINFO, WilsonSelect Plus, ECO, ERIC & WorldCat
- Blackwell Fulltext Journals
- Facts.com—Choose Issues & Controversies
- Opposing Viewpoints
- Project Muse
- JSTOR

Many databases have a full-text limiting option, which will limit your results to either the entire article or the abstract (summary) of the article which you may then print or email. You may search for only scholarly/peer reviewed or refereed journals.

e-BOOKS

- Over 18,000 ebooks
- Click on Quick Links>*ebooks*
- Sign up for an account before you can access
- Limit your library catalog search for ebooks only
- Search for *Ebooks* on FirstSearch database
- Search *PsycBooks* on the library’s database page

SUBJECT GUIDES

- Click on *Subject Guides* located on the library homepage, choose Social Work
- The Subject Guide contains a list of databases where you will want to begin your research
- Include important websites relating to Social Work

REFWORKS & OTHER CITATION HELP

RefWorks is a tool to manage bibliographic citations. See separate handout for instructions.



For examples on how to cite APA and other styles, go to:

http://www.cornerstone.edu/library/research/refworks_style/

SOCIAL WORK REFERENCE COLLECTION AT MILLER LIBRARY

Most of these books are found in the Reference Collection at Stack #104 on the first floor of Miller Library.

- **Encyclopedia of Social Work**
Location: Ref HV35 .S6 1995
Three volumes plus two supplements; index at the back of each volume
- **Encyclopedia of Social Welfare History in North America**
Location: Ref HV12. E497 2005
- **Encyclopedia of Women Social Reformers**
Location: HQ 1236. R29 2001
- **Social Workers Desk Reference**
Location: Ref HV40.S6464 2004
Up-to-date information on practice guidelines and treatment plans
- **Social Service Organizations**
Location: Ref HV88. S59
Two volume set provides histories of major voluntary groups and nonprofit organizations.
- **Biographical Dictionary of Social Welfare**
Location: Ref HV27.B57 1986
Complied work of biographical dictionary of Social Welfare in America
- **The Social Work Dictionary**
Location: Ref HV12. B37 2003
- **Social Work Speaks: NASW Policy Statements**
Location: Ref HV88. N.686 2003
- **Social Work Almanac (NASW)**
Location: Ref HV90. G53 1995
Provides basic demographic data on the U.S
- **Diagnostic and Statistical Manual of Mental Disorders, 4th edition (DSM-IV)**
Location: Ref RC 455.2 C4 D536 2000
Classification of mental disorders
- **Publication Manual of the American Psychological Association**
Location: Ref BF 76.7 P83 2001
Style guide for APA formatting