

PSC 540 Library Tip Sheet

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Website: <http://library.southalabama.edu>

Librarians: The reference desk is located on the 2nd Floor North. In addition to in-person help at the times listed below, you can call (251) 460-7025, email, or IM a librarian. You are also welcome to contact me directly at the email address above. Full contact information for the reference department is available at <http://www.southalabama.edu/univlib/referenc.htm>.

Regular Reference Desk Hours:

Mon – Thurs	Friday	Saturday	Sunday
7:45am – 10pm	7:45am – 6pm	9:30am – 5pm	1pm – 10pm

Please note: Holiday hours may vary. Check the library website or call (251) 460-7025.

Library PSC 540 Website: <http://library.southalabama.edu/ewilson/psc540sp08.html>

To get to this page from the library homepage, follow the Instruction link (under the Assistance heading) on the library homepage, then look for the PSC 540 link on the right side of the page, under the heading Course-Specific Webpages.

SOUTHcat – Library Catalog:

The catalog contains records for books, e-books, journals, CD-ROMs, CDs, DVDs, videos, and government documents held by the libraries at the University of South Alabama.

Search tips:

- Keyword searches – use quotation marks to hold phrases together (“public sector”)
- Truncation – use ? after the root of a word to find all its variants (adminstrat? finds administrator, administrative, administration...)
- Browse the *Subject(s)* field in records to find the right words for searches. (Example: Try doing a keyword search for "public personnel administration," then look at the subject(s) field in several records. You'll see that the subject term is "Civil service -- United States -- Personnel management." Click the subject heading to find more records with this subject.)
- Revise and refine your searches
- Watch for repeating call numbers and browse stacks in that area
- Pay attention to the *Location* and *Status* fields. You will need this information to locate the item in the library.

Articles, Indexes, and Databases:

The library subscribes to a large number of databases, covering a wide range of topics. These indexes and databases contain articles from academic journals, magazines, newspapers, etc. Most of these can be accessed off-campus from any computer with internet access. You will be prompted to log in.

Once you have chosen your paper topic, consult a librarian to see which databases are the best suited for your research. The following databases will be a good place to start for most topics.

- **Academic Search Premier:** A multidisciplinary database that indexes over 8000 journals, many in full text.
- **LexisNexis Academic:** Database of news, business, and legal research.
- **Military and Government Collection:** Database designed to offer a thorough collection of periodicals, academic journals, and government publications.