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# STUDENT GUIDE TO ELY LIBRARY

Westfield State College

Spring Semester 2010

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## INTRODUCTION

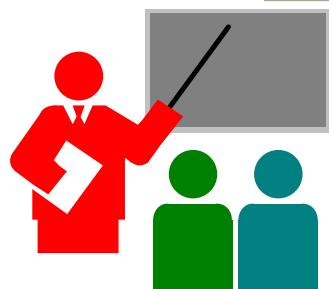
Ely Library's collections include 152,300 volumes, 1,504 current periodicals, 16,565 bound periodicals, 529,000 microforms, 16,078 media items, abstracts, indexes, and 140+ electronic databases containing more than 24,000+ full text periodicals available online. Reference, instruction, interlibrary loan, and copiers are available.

## REFERENCE SERVICES

Reference librarians are available to assist you in finding information and using electronic or print resources. Reference assistance is available:

Monday - Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 9:00 p.m.

The Reference Collection does not circulate.



## INFORMATION INSTRUCTION PROGRAM

More than 300 classes receive instruction each year in information research, database searching, and specific research projects. Hands-on practice is emphasized in our electronic classroom containing 20 workstations. Workshops on Internet searching and new databases are offered. Individualized sessions for specific research projects are available by appointment at the Reference Desk.

## LIBRARY SPRING SEMESTER HOURS

Monday - Thursday	8:00 a.m.- Midnight
Friday	8:00 a.m.- 5:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - Midnight.

Holiday and special hours are posted.

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## ACCESS ELECTRONIC INFORMATION

Fifty-seven Workstations provide access to:  
**World Wide Web and Internet Resources:** Computer labs are located in the Information Instruction Classroom on the Library's mezzanine, Ely 316, Bates, and Wilson Hall.

**Ely Library Home Page:** Access to our resources and services, plus links to databases, library catalogs, and Internet resources, at <http://www.lib.wsc.ma.edu/index.html>

## WEB ACCESS TO DATABASES INCLUDING OFF-CAMPUS ACCESS (partial listing)



### *Multidisciplinary Databases*

**Academic Search Premier:** 4,000 full-text titles plus abstracts for 7,933 titles. 1975-

**Academic OneFile:** Provides 3,000+ full text journals and reference sources, 1995-

**ProQuest Central:** Multidisciplinary database with 8400+ full text journals.

**General Reference Center Gold:** Indexes 4,415 titles with full-text for 3,458 titles. 1980-

**Lexis-Nexis Academic Universe:** Full text for 5,000 titles including journals, newspapers, and legal cases and reference materials. 1977-

**FirstSearch:** Access to 34 periodical and other databases covering all disciplines.

**JSTOR:** Extensive full text backfiles of 162 scholarly journals.

**Project Muse:** 300+ full text journals in the humanities and social sciences. 1995-

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### WEB ACCESSIBLE CATALOG

**Ely Library Catalog:** Our web-accessible catalog, available from the library home page or at <http://procat.lib.wsc.ma.edu/> provides access to our resources plus other library catalogs in Massachusetts. Our catalog is searchable by author, title, subject, or keywords. A Search Guide is available online.

Subject headings used in our catalog are from the *Library of Congress Subject Headings*, a red, four-volume set available at the Reference Desk or on *Classification Web* on our web site.

Books and audiovisuals are arranged according to Library of Congress Classification System. The call number identifies the location of the item. Symbols appearing above the call number indicate materials housed in a special location.

Ref = Reference Area

ERC = Education Resources Center

### STACK FLOOR LOCATION

Entrance to the stacks is through the double doors located at the west side of the Circulation desk.

<u>Call Number</u>	<u>Floor</u>
A – F 499	2
F 500 - K	3
L - PR 2399	4
PR 2400 - Z	5

### INTERLIBRARY LOAN

Materials not in the Library's collection may be borrowed from other libraries via interlibrary loan. Complete an Interlibrary Loan Request Form at the Circulation Desk or online at: [http://www.lib.wsc.ma.edu/illrequest/ill\\_request\\_info.htm](http://www.lib.wsc.ma.edu/illrequest/ill_request_info.htm)

The *Massachusetts Virtual Catalog*, available at <http://www.lib.wsc.ma.edu/mvc.html> contains more than 40 million items that may be requested via interlibrary loan directly from 370+ libraries. The materials can be picked up and returned at the Ely library Circulation Desk.

### PERIODICALS

A searchable database of print and electronic periodical full text holdings is available online at [http://www.lib.wsc.ma.edu/cgi-bin/ft\\_journals.cgi](http://www.lib.wsc.ma.edu/cgi-bin/ft_journals.cgi).

Current issues of periodicals received are located on the periodical display shelves in the center of the main floor. All other issues are located in the Periodicals stacks on the west side of the main floor or are in microform format. Consult the listing in the online *Full text Periodicals Database*. Periodicals do not circulate outside the Library.

**Newspapers:** Six daily newspapers and three Sunday newspapers are received including the *New York Times*, *Boston Globe*, and *Springfield Republican*.

**Electronic Journals:** A searchable database of full-text journals that are available electronically on our databases may be accessed at:

[http://www.lib.wsc.ma.edu/cgi-bin/ft\\_journals.cgi](http://www.lib.wsc.ma.edu/cgi-bin/ft_journals.cgi)

### COPIERS, SCANNER, COPY CARDS

Copiers are available on the main floor, front and rear. The cost is \$.15 per copy, for black& white; \$.25 per copy for color, cash. OwlBucks card compatibility is coming.

A free Scanner with pdf ourput to Email or USB flash drive is available. Change for copiers is available at the Circulation Desk and the Campus Center Service Window.

### COURSE RESERVES

Some materials are on reserve for specific classes or departments. They are housed behind the Circulation Desk where a *Reserve List* is available for review. Or search by faculty name under *Course Reserve* in our online catalog.

- Only one item may be used at a time.
- Reserve materials do not circulate outside of the Library.

Electronic Reserves are accessible online at <http://www.lib.wsc.ma.edu/ereserves.html>

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**WEB ACCESS ...** Continued from page 1

*Education Databases*

**Education Journals (ProQuest):** 300 Full-text journals plus indexing for 500+ titles. 1986-

**ERIC:** Abstracts of education documents and articles from 750 journals. Covers 1966-.

**Educator's Reference Complete:** 450+ full-text journals, plus reports, and reference sources. 1980 -

*Business Databases*

**Business Source Premier:** Full-text of 3,298 journals plus abstracts for 4,132 titles. 1965-

**General BusinessFile ASAP:** 2,673 periodicals with full-text, profiles of 200,000 companies and 50,000 investment reports on companies. 1980-

**ProQuest Accounting & Tax:** 565 journal titles as well as current accounting standards.

**ABI/INFORM Complete:** 4,055 journals with 2,965 in full-text. 1923- .

**ACM Digital Library:** Full text of the ACM's journals and SIG publications. 1970-

**ProQuest Computing:** Provides 300 full text journals, trade publications, and consumer titles. 1990s-

*Social Science Databases*

**History Resource Center- U.S.:** Numerous full text resources on U.S. History.

**PsycINFO:** Abstracts from over 1300 journals and other sources in psychology. Covers 1888-

**Psychology & Behavioral Sciences Collection:** Provides 503 full text titles. 1975-

**ProQuest Psychology Journals:** 575 full text journals. 1990s-

**Communication & Mass Media Complete:** Provides 200+ full text titles. 1985-

**Sociological Abstracts:** Abstracts from 2,300 journals covering all aspects of sociology. 1974-

**Social Work Abstracts Plus:** Abstracts from 450 journals in social work and human services. 1977-

**Criminal Justice Periodicals:** Full text of 59 journals (1994-); abstracts from 190 (1981-).

**Criminal Justice Abstracts:** Abstracts from over 400 major journals plus other sources. 1968-.

**ProQuest Social Science Journals:** Provides access to 280 journals in full text. 1990s - .

**SportDiscus:** Access international databases on sport, physical education, and fitness. 1975-

**Worldwide Political Science Abstracts:** Covers 1,430 journals in Political Science fields. 1975-

**Contemporary Women's Issues:** Full text from 150 periodicals and other resources. 1992-

**Women & Social Movements in the U.S. 1600-2000:** Full text of books and other resources.

**CQ Researcher Online:** Provides original reporting and analysis on issues in the news. 1991-

*Science & Health Databases*

**ProQuest Science Journals:** 488 full text journals, 1986- .

**Proquest Biology Journals:** 286 full text journals, 1990s- .

**Health Reference Center Academic:** 675 full text magazines plus reference sources. 1980- .

**Medline:** Access to abstracts of over 7 million articles in the medical literature. 1966- .

**Health Source: Nursing/Academic Edition:** Access to 600 scholarly full text journals. 1980-

**ProQuest Nursing & Allied Health:** 715 full-text journals plus Evidence Summaries & Best Practices

**Encyclopedia of Life Sciences:** 3,000+ full text articles on theory & practice

*Humanities Databases*

**MLA Bibliography:** Indexes 3,000 journals & sources in literature & language. 1963-

**Literature Resource Center:** Full text of 38,000 critical analyses and 122,000 author biographies.

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**Oxford Art Online:** *Grove's Dictionary of Art* (35-volumes) plus other art resources.

**Music Index:** Indexes 725 periodicals from over 40 countries in 23 languages. 1978-

**Philosopher's Index:** Indexes 570 journals from 43 countries, in multiple languages. 1940-



The Education Resources Center, located on the mezzanine of Ely Library, provides materials on elementary, secondary, and special education.

These materials include textbooks, curriculum guides, children's and young adults' literature, classroom kits, standardized tests, audiovisual aids, educational games, activity books and software.

- ERC materials are listed in the library's online catalog.
- Loan policy of the ERC is the same as that of Ely Library.

**COOPERATING LIBRARIES OF  
GREATER SPRINGFIELD**



You may borrow materials from the libraries of the following colleges with your WSC ID. Loan and access policies of these libraries may differ from those of Ely Library. You will need to obtain a Library Card from each library:

- American International College
- Bay Path College
- Elms College
- Holyoke Community College
- Springfield College
- Springfield City Library
- Springfield Technical Community College
- Western New England College

**ELY LIBRARY LOAN POLICY**

**Loan Period** - Students may borrow books for four weeks. Videos, and CDs circulate for two weeks. Materials may be renewed once. Renewals can be requested by phone: 413-572-5231.

**Periodicals** - Do not circulate outside the Library.

**Reference Materials** - Do not circulate.

**Reserve Materials** - Do not circulate outside the Library.

**Interlibrary Loans** - Interlibrary loan materials borrowed from other libraries are due on the indicated date.

**Recall** - All borrowed materials are subject to immediate recall.

**Holds** - Students may place a hold on any materials which are checked out. Notification will be made by telephone, mail, or E-mail when the materials become available.

**ID Cards** - Students are required to use their ID cards to check out Library materials.

**Overdue and Lost Materials:**

**Lost materials:** will be billed at the replacement cost plus a \$25.00 processing fee.

**Fines** for overdue materials are \$.25 per day up to a \$10.00 maximum.

A *lost materials fee* will be charged for any item more than 60 days overdue. Additional materials may not be borrowed until outstanding fines and fees have been paid.

