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PPS 295 - SENIOR SEMINAR IN PUBLIC POLICY

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The location and call number of each publication is given in parentheses at the end of its bibliographic entry. All publications in this guide are shelved on the 4th level (the main floor) unless otherwise stated.

The URL for the Vanderbilt Library home page is <http://www.library.vanderbilt.edu/>

Acorn

At the Vanderbilt Library home page → “Find Books and Other Items” (upper left) → “Acorn”

Acorn is the catalog for all 9 libraries in the Heard Library system, as well as a few other libraries on campus (like the Women’s Center and the Family Resource Center). It lists almost all books in all Vanderbilt libraries and most U.S. government publications distributed after July 1976. It lists which periodicals we subscribe to, but does not list individual articles.

For books by a specific author, enter the author’s name (surname first), then select “author begins with” from the drop-down menu

For a specific book, enter the first few words of the title, then select “title begins with” from the drop-down menu

For items on a topic, enter the keywords for the topic, and select “words anywhere” from the drop-down menu. For keyword searching only, **use a \$ to substitute for word endings** (for example, working paper\$). To search for a phrase, enclose the phrase with single rather than double quotes (for example, 'north atlantic treaty').

Boolean operators: Connect each keyword or phrase with the others by **and** or **or**.

AND narrows a search by retrieving **only** records that contain all of your search terms. The computer displays only the parts of the sets that overlap.

EXAMPLE: **discrimination and housing** will retrieve only records that contain both discrimination and housing.

EXAMPLE: **sanctions and haiti**

OR broadens a search by retrieving **all** records that contain even one of your search terms. The computer adds together sets of records.

EXAMPLE: **gender or sex** will retrieve all records that contain either gender or sex or both.

EXAMPLE: **middle east or near east**

After you get the search results, you can click on one “Subject (LC)” to narrow your topic or you can type all or the first part of “Subject (LC)” and choose **subject begins with** from the pull-down menu and click on “search.”

Sample **subject begins with** headings:

Malnutrition guatemala

fuerzas armadas revolucionarias de colombia

Gun control united states

petroleum industry and trade brazil

After finding the call numbers for the books you want, check the location chart by the main elevators to find out the level on which those books are shelved.

Browse: Look at other books shelved near the books listed in Acorn, since they will be about similar subjects.

Interlibrary Loan (ILL)


With 9 campus libraries we have a huge number of books and journals, but sometimes it's not enough. You may have to request these items from another library by using Interlibrary Loan (ILL).

What is ILL?

- ILL provides requests from other libraries for you to borrow books or get copies of articles that the Library does not own
- Items can be requested from across town, across the country, or around the world
- Most items arrive in 10 days
- There is **no charge** to you for this service

How do I submit a request?

Log in to your secure, personal ILL account and choose a request form


Or, click on , available in many databases and online catalogs, to request items as you search.

How do I find the information for the ILL request form?

Use WorldCat to find all of the information you'll need about a book or magazine for the ILL request form.

WorldCat

WorldCat contains more than 125 million records describing items owned by U.S. libraries and libraries around the world. Each record includes which libraries own that item. Almost all books and magazine titles are listed.

1. Click on the Advanced Search tab.
2. Using the terms from your Acorn "subject begins with" searches, enter your topic. Using the pull-down menu, change "keyword" to "subject."
3. **OR** enter the author and/or title of a book that you couldn't find on Acorn. Change "keyword" to the appropriate option.
4. You can limit by a range of years for publication and "English" for language. Set "subunit limits": audience "not juvenile and content to "not fiction." You may want to "limit type" to books.
5. Click on the blue "search" box.
6. Click on a title and look at its record.
7. Click on . The next screen will tell you if we have it online or in print. If we don't have it, click on the "Request via Interlibrary Loan/Document Delivery Service" option.
8. Enter your VUNet ID and password.
9. Fill in any additional information and click on "Submit request."

General Articles Database

At the Vanderbilt Library home page → "Find Articles and Databases" (upper right) → "Top Databases" (near top)

Proquest. (Online)

The broadest general database. Provides citations and summaries of articles from over 4,000 publications, with many in full-text. Indexes a broad range of social sciences publications, numerous general-interest magazines such as *Time* and *Newsweek*, and recent issues of major newspapers. **Use the * (asterisk) to substitute for word endings. E-mail: articles.**

Search Tip #1: Before you search, you can limit the number of databases you look at: click on the downward arrow to the right of "Databases:" and choose "**Interdisciplinary: Proquest Research Library.**"

Search Tip #2: After entering your basic search, look at the "suggested topics" above the results you get. Those provide only the items that focus most on each topic listed.

Search Tip #3: After entering your basic search, look at the list of results. From the titles of the articles listed, you may see other words or terms that will focus your topic better.

Search Tip #4: After entering your basic search, click on “magazines” or “scholarly journals, including peer-reviewed.”

Scholarly Periodical Databases

At the Vanderbilt Library home page, on the right under “Find Articles and Databases,” click on “Articles and Databases.” Then enter initials of the database in the “search for database by name” box and press [enter].

Worldwide Political Science Abstracts (WPSA), 1975-. ([Database](#)) and **PAIS International**, 1972-. ([Database](#))

WPSA is the most comprehensive Political Science database. PAIS covers current events, public policy issues, and the social sciences in general--including economic and social conditions, government and politics, and international relations.

You can search both databases at the same time. From either database page, click on “change: specific databases” and click on both **WPSA and PAIS.**

Both databases use the * (asterisk) to substitute for word endings. E-mail: citations.

1. Click on the green “Advanced Search” tab.
2. In the “Change field, click on “specific databases.” Check IBSS, PAIS International, and WPSA.
3. Enter your topic.
4. Click on the green “search” box.
5. You can narrow your search by looking at the “Descriptors” to the right of the results. You can substitute a descriptor (subject) for the similar keyword in your original search and search again.
6. If the article that you want is not available in full text directly from the database, click on the [FindIt@VU] button to see if it is available in full text on another Vanderbilt database.

CIAO (Columbia International Affairs Online) ([Database](#))

Includes working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, conference proceedings, journal abstracts, books, policy briefs and economic indicators, and maps and country data. To search for more than one term, put a plus sign in front of each. Provides links to more than 160 related sites and to the home pages of contributing institutions. **Use the * (asterisk) to substitute for word endings.**

EconLit, 1969 -. ([Database](#))

The most comprehensive index to the economics literature, including articles, books, and book reviews. Use the * (asterisk) to substitute for word endings.

1. Enter your topic.
2. Click on the green “search” box.
3. You can narrow your search by clicking one of the subjects to the left of the results. You can substitute a subject for the similar keyword in your original search and search again.
4. If the article that you want is not available in full text directly from the database, use FindIt@VU to see if it is available in full text on another Vanderbilt database.
5. The wild card is an * (asterisk)

Hispanic American Periodicals Index (HAPI). ([Database](#))

Covers over 275,000 journal article citations about Central America, South America, the Caribbean, Mexico, Brazil, and Hispanics/Latinos in the United States. Provides more than 60,000 links to the full text of articles appearing in more than 600 key social science and humanities journals published throughout the world. Automatically allows for various word endings (like Google). **E-mail: citations.**