This guide was put together with the Education Program in mind. We know that many of you:

- Do not have easy access to the Main Campus library.
- Will frequently be using library resources online.
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Online Information Resources (An Overview)

Consider the Medaille Library Web Site, as your gateway to the services and resources available through Medaille Library. A link to the library is located in under the heading “Academics” on the Medaille College Website.

The Library Website is constantly updated with new information. Consult it for the most current information regarding policies, hours of operation, new information resources, etc.

Caution: When using the phrase “online information,” many people immediately think of information on the World Wide Web (websites). There are many websites that provide accurate and reliable information. However, there are many more that provide inaccurate and outright false information. People develop web sites for a variety of reasons: to inform, to influence opinion, to sell products, to entertain, the list goes on. There are many websites with the sole purpose of misleading or misinforming people.

When using information from the Web, you must thoroughly evaluate the information for accuracy, bias, etc. Medaille librarians are happy to assist you with any questions you may have on website evaluation.

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The Subject Guides are a good jumping off point for your online research. Notice (lower graphic) the various subject areas that are identified on the left-hand side of the subject guides. The librarians at Medaille have identified online information resources for each of these subjects. The resources are a variety of freely available websites and subscription databases.

Any websites that are recommended have been previously evaluated by the librarians here, and have been found to contain reliable information from legitimate sources. Of course, you are ultimately responsible for determining whether or not to use information from a website. *We strongly recommend checking out the great collection of online resources available through the subject guide for “Education.”*

Subscription databases are noted by the “Medaille Only” flag. These will require a login.

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Subject Guides

- **Accounting**
- **Anthropology**
- **Art**
- **Biology & Environmental Studies**
- **Business & Finance**
- **Counseling and Employment**
- **Criminal Justice**
- **Education**
- **General**
- **Health & Human Services**
- **History**
- **Human Resources**
- **Humanities**
- **Law**
- **Marketing**
- **Mathematics**
- **Media & Communication**
- **Medicine & Health**
- **Philosophy**
- **Physical Sciences: Chemistry & Physics**
- **Political Science**
- **Psychology**
- **Sociology**
- **Sports Management**
- **Veterinary Science**

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**education databases**

- **EBSCOhost Academic Search Elite**
  - Provides full text and indexing/abstracts for academic, social sciences, humanities, general science, education, and multicultural journals. **MEDALLIE ONLY FULL TEXT**
- **EBSCOhost MasterFILE Select**
  - Provides full text and indexing/abstracts from general reference, business, consumer health, general science, humanities, and multi-cultural periodicals. **MEDALLIE ONLY FULL TEXT**
- **ProQuest**
  - Search for magazine, newspaper and peer reviewed journal articles about education and other related subjects. **MEDALLIE ONLY FULL TEXT**

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**Recommended internet resources**

- **Children's Picture Book Database**
  - From Miami University, this database contains abstracts of over 4,000 picture books for children, preschool to grade 5, searchable by keywords to locate books by titles, topics, concepts or skills.
- **The Clearinghouse on Reading, English and Communication**
  - Provides a selection of full-text documents and links to enhance education and children's literature online resources, curriculum, conference proceedings, research and special reports on reading instruction.
- **Council for Exceptional Children**
  - Website of international organization of educators and other professionals involved in education of children and adults with disabilities.
- **The Disabilities Resource Guide on the Internet**
  - Web directory to quality sites on disabilities and related subjects.
- **Education Statistics Quarterly**
  - Updated statistical reports on various aspects of elementary, secondary and postsecondary education and libraries.

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Databases

Medaille College subscribes to many periodical databases. These provide access to citations, and often the full-text of previously published journal, magazine, and newspaper articles.

Note: these databases are accessed via the Internet, but searching the databases is not like doing a google search of the Internet.

As education students, one database will be particularly important to you. ERIC is the database to use when researching topics in the field of education.

Subscription databases are not available to everyone using the World Wide Web. You have access to a set of databases because you are a student at Medaille College. When you enter one of these databases you must login with a username and password. A webpage will prompt you to enter the login information.

Username: Your First name <space> Your Last Name
Example: Jane Powers

Password: Your student number
Example: 10010000

You may need to consult databases other than ERIC. Often, particular databases will focus on specific fields of information. For example:

- Lexis/Nexis specializes in legal information.
- PsychArticles specializes in psychology information.
- ABIInform specializes in business information.

Choosing the best database to search is the key to locating the best information for your research.

The "Online Subject Guide", a link that is located on the main Medaille Library webpage, is one tool to help you choose the best database. There is also a link to the list of databases arranged by subject under the "Find journal, magazine and newspaper articles" link on the Medaille Library main webpage.
Notable Online Resources: Education

These are some especially useful information resources in the subject area of education.

Check the subject guide for “Education” for links to these resources.

Databases:

- **ERIC** As previously noted, the ERIC database is vital to anyone doing research in the field of education. The next page of this guide will provide you with details and tips on searching ERIC.
- **WorldCat** This database allows you to search the catalogs of thousands of libraries simultaneously. It is a good resource to consult when you are interested in finding out what books have been written on a topic. Look under the Medaille Library link “Find journal, magazine and newspaper articles” to access this database.

Websites:

- **New York State Department of Education** [www.nysed.gov](http://www.nysed.gov) Includes information on NY State curriculum, testing, teacher certification, school report cards, etc. The NYS Learning Standards are available within this site. For a direct link go to [www.emsc.nysed.gov/top/learning.html](http://www.emsc.nysed.gov/top/learning.html).
- **Condition of Education** [nces.ed.gov/programs/coe/](http://nces.ed.gov/programs/coe/) Compendium of 60 indicators, selected by educators, that describes the current status and recent progress of education in the U.S. Current data is available from this site.
- **Statistics Canada-Education** [www40.statcan.ca/l01/ind01/l3_1821.htm?hili_none](http://www40.statcan.ca/l01/ind01/l3_1821.htm?hili_none) Statistics on enrollment, school attendance and educational attainment, finances, etc.

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**WHO (or WHAT) is ERIC?**

**ERIC** is the Educational Resources Information Center, a national information system that provides a wealth of information related to education and teaching on all levels. All together, ERIC is the world’s largest education database with over one million abstracts, and a growing number of full text resources online, covering subjects such as:

- Adult Education
- Assessment and Evaluation
- Disabilities
- Gifted Education
- Information Technology
- Reading
- Teacher Education
- Urban Education

**Accessing ERIC through EBSCOhost**

A quick link to the EBSCOhost database can be found by clicking on the ERIC link under Database Favorites on the Medaille Library web page.

**TIP:** ERIC indexes two types of information: documents and journal articles. Journal articles are self-explanatory. Documents refer to things like government reports and other education-related literature that was not published in a journal. Most of the current ERIC documents are available full-text via the computer. If you run across a report that you need, that is not full-text, contact the library and we can advise you on how to get it.

Note these features of the EBSCOhost interface, they will allow you to refine your searches and get more relevant results:

- Several options allow you to limit your search in various ways. For instance, you can search only within a specified journal, or within a date range.
- Checking the “Full Text” box allows you to retrieve only items that can be viewed in full text on the computer screen.
- Publication type: The search interface allows you to limit your search to journal articles, documents, or both.
- **The ERIC Thesaurus will help you identify the exact terminology that is used in the ERIC database. These terms will provide better results in your searches.**

**Search results**

Once your search has been performed, a list of results will be produced. Any items that are available in full text format will be indicated with either: Full Text from ERIC or Linked Full Text. Other results may be in citation form only. If this is the case you should check the Medaille library catalog to see if we have full-text access to that particular journal. To do this, click on Search full-text journal titles, and enter the name of the journal.

If Medaille Library has full-text access to that journal in print, or through any database, the dates available will be indicated.
Books and Other Library Materials

Medaille Library has a wide variety of materials to support you as you proceed through the Education Program. Search the Medaille Library Catalog to determine what is available to you.

Professional Development
- Current books are available on various topics in education. The following are samples of some of the topics available for students in education:

  - Literacy
  - Assessment
  - Classroom management
  - Students with special needs
  - Educational philosophies
  - Diversity and Multicultural Education

- Reference Materials: Specialized encyclopedias in Education, handbooks, and compilations of statistics are some of the excellent information sources that are available in the Medaille reference collection.

Children’s Books: Medaille Library has a great collection of children’s books to support you as you write lesson plans and complete other projects. They are organized as follows:

  - **Picture Books:** These are designated by “Child Lit Easy” in the library catalog. The picture books range from some that have no words at all, to others that are written at about the 4th grade reading level.
  - **Chapter Books:** These are designated by “Child Lit Fic” in the library catalog. These are not extensively illustrated, and generally address reading levels from 3rd to about 7th grade.
  - **Non-fiction Children’s Books:** These non-fiction books are for a young audience. History, health, and science are addressed, as well as books that reveal the folklore and traditions of various cultures. They are designated by “Children’s Lit” and are followed by a Dewey Decimal number.
  - **Curriculum Materials:** These are the textbooks, workbooks, and teacher’s editions that are used in the classroom. They are arranged by subject area and grade level.

Videos: These are available to you for a loan period of 4 days. They can be renewed online or by phone if necessary.
Special Services: Interlibrary Loan and InfoPass

Medaille Library offers some special services to assure that you have access to the information resources that you need.

**Interlibrary Loan:** ILL for short. When you identify journal articles and books that are not available at the Medaille College Library, you may request them using ILL. There is an online form, or you can ask for a printed version at the reference desk. Just complete the form and the librarians at Medaille will find a library that has the item, and request it for you. **Books must be picked up at the Main Campus.** Occasionally we are unable to obtain an item, and we let you know as quickly as possible. ILL’s usually take about 1 to 2 weeks to arrive.

- **InfoPass:** Infopass is a library card that allows you to take out books from any of the area libraries. University of Buffalo, Canisius, Buff State and all of the other academic and public libraries in the area honor the InfoPass. In addition to borrowing books, you may use the databases of the various libraries on their premises. You may obtain an InfoPass from the reference desk at the Main Campus Library.
Full-text Online Books and Periodicals:

These information resources will help you identify books and periodicals that are available to you in full-text format via your computer.

**Ebrary**: Ebrary is a database of about 25,000 full-text books. With Ebrary you have access to books on a wide variety of subjects, without having to physically go to a library. You can search the Ebrary alone, by clicking on the link for “Find full-text books online”. All Ebrary books are also integrated into the Medaille Library Catalog.

The Ebrary requires that you install a small program to utilize it. This is easy to do. Directions will appear on your computer screen and it is just a matter of clicking on a few buttons. The whole process takes a minute or so.

**Serials Solutions**: Serials Solutions is a valuable tool for locating full-text periodical (newspaper, magazines, journals etc.) articles. After clicking on the Search full-text journal titles link, you can enter the title of any periodical. Serials Solutions will then let you know whether any of our databases have full-text coverage of that title. If full-text is available, the date range of full-text coverage will be indicated, and a link to the corresponding database will be provided. Serials Solutions will also indicate if Medaille Library has print copies of the periodical in question.

For your convenience, after you perform a search in the Proquest and Ebsco-Host databases, you will find links to Serials Solutions in the lists of results.
Questions

Medaille Library offers a variety of innovative ways to address your questions. They are outlined under the “AskUs 24/7” link on the main web page. Of course, you are always welcome to stop in at the Medaille Library to ask questions, and we encourage you to do that. However, we know that this is not always feasible. You may also ask questions in these ways:

- **AskUs 24/7**: This service allows you to communicate with a live librarian anytime, 24 hours a day 7 days a week. It uses the "chat" concept that is wide-spread on the Internet. There are also other features that allow the librarian and you to search databases together. Because this is done through a consortium, you may not be assisted by a Medaille librarian. You will however, have an academic librarian that will lead you to appropriate information.

- **Phone**: When the Medaille Library is open, there is always a librarian on duty. Because of this, there will be an information professional there to address your questions via the phone. Often, we will assist Accel students who are calling us on their cell phone and sitting in front of their computer. We will bring up the same screen on our computers and guide you step-by-step so that you can retrieve the information that you need.
  - Main Campus: (716) 880-2283
  - Toll free: (800) 292-1582 x2283

- **Email**: The email link on the “Contact us” webpage will direct your question into a special account. We check these questions periodically during the day Monday through Friday. You will normally get a response within 24 hours.
When describing techniques and strategies used to search for information, it is necessary to use some specialized terminology. This glossary attempts to define those terms in understandable language.

**Browser**: The software that allows you to surf the Internet. Internet Explorer (IE), Netscape, and Mozilla’s Firefox are some well-known browsers.

**Catalog**: For those of you over, let’s say 33, think of a card catalog. It is the tool used to locate books, videos, journal titles, etc. owned by a library. Most library catalogs are online now, and are searched with a computer. Note: you cannot search for specific periodical articles in the catalog. You must consult a periodical database for that.

**Citation**: The pertinent information that identifies a book or periodical article. Author, publication date, and title are a few of the key elements in a citation. When searching a database some results are “citation only”, meaning the full-text is not available through that database.

**Database**: A collection of information that is organized so that it can be searched to locate specific pieces of information. These days, a database usually refers to a collection of electronic (computer based) information. A “periodical database” allows you to search for newspaper, magazine, and journal articles. Other databases may organize things like financial information or statistics.

**Electronic information**: Any information that you can view from your computer screen.

**Full-text**: Usually refers to online information that can be viewed in its entirety, on your computer screen.

**Google**: The most widely known search engine. It is used to search for websites on the Internet. Google will produce thousands of websites for most searches, these must be evaluated for quality of information.
**Keyword:** A word used when searching databases, indexes, or the World Wide Web for information. Several keywords can usually be searched simultaneously to produce specific results. A keyword should describe a substantial part of your research topic. For example, if you were researching the effect of coal power plants on the environment, some keywords would be “coal”, “power,” and “environment.”

**Login:** Enter a username and password for access to proprietary information or services. Subscription databases require a login.

**PDF:** A format for displaying information on the Internet. When a document is displayed in PDF format, it is a scanned version, and looks just like the original document.

**Peer-reviewed journal:** Also known as a “peer-refereed”, or “scholarly” journal. A publication in which articles are examined by an editorial board of experts prior to being accepted for publication.

**Periodical:** Generally, a magazine, journal, or newspaper.

**Print information:** Old-fashioned things like books and magazines that you can hold in your hands.

**Search engine:** A web-based tool that allows you to search for information on the Internet by entering keywords. Google is by far the most widely known search engine.