Doing Library Research

Access
Your Harvard email and Harvard Key will give you access to Harvard University e-resources from home.

Two Main Web Access Points
- www.gse.harvard.edu/library the web page for the Gutman Library of the Harvard Graduate School of Education.
- library.harvard.edu Harvard University Library’s web site.

About the Gutman Library site
- Provides links to resources and information about the library and librarians who can be very helpful as education is their area of expertise.
- In the center of the page is the Research Quick Start section, and it has so many great things:
  - Using Citation Linker, which will help you find articles when you have a citation.
  - “Finding Books” which has links to both forms of HOLLIS as well as an explanation of when to use which version of HOLLIS.
  - “Find Education Articles” searches 3 important databases (this is the same as the “3-in-1 Education Articles Search” link to the right).
    - Academic Search Premiere, the university’s most general, multi-disciplinary article database.
    - ERIC: one of the two authoritative databases for research in education (bias towards the US and Western Europe).
    - Education Abstracts: the other authoritative database for research in education (same bias as above).
  - “Find Guides for your Research” link
    - Clicking this link will take you to the libguides site, and there are several guides that may be of particular interest to this class
    - Education Statistics: some are links to info on Higher Ed, some are for preK-12; the write-ups are very helpful.

Using 3-in-1: things to remember when using the these databases
You will have to provide your Harvard Key to access these databases. Unlike google, where it is always best to begin by being as specific as possible, it is often better to search using general terms and limit from there.
- When you get results remember to figure out why you got the results you did. Was the search term in the abstract, the title, the subject?
- Determining what subject terms get the most precise results can help you avoid getting too many hits or results sets with irrelevant results.
- Keep track (keep notes) of the all the terms you think might be useful and what you have tried; it’s easy to forget what you have or haven’t tried.
- Language matters.
  - If a particular term does not get adequate results, try a similar term (non-profit vs. not-for-profit, but remember to search for-profit as well).
  - Keep track of words/terms that work better (or worse) for different types of information.
- Limiting a search.
  - On the left side of the screen are boxes that allow for a variety of limits, such as dates, more specific subject terms, geographic area, publication types, and even gender and age groups.
  - Limiting a search is often necessary, but be careful and examine several items to make sure choose the best one.
  - If the narrowing works unexpectedly, use the previous searches to go back to the unlimited search, or cancel the limit.
- If no pdf to an article is visible, use the purple “Find it @ Harvard” button to see if the article might be available through a different subscription. Warning: while book chapters are often in the database, they are only infrequently available full text; you will be taken to a HOLLIS session if you use the “Find it @ Harvard” button for a book.
Articles of interest can be put in a folder and then you can view the folder contents. This will allow you to:
- E-mail the citations (and articles, if there are pdfs in the databases) to yourself.
- Export the citation to a citation management tool such as RefWorks (available through the lib.harvard.edu web site—email Mary Frances for more info angelini@fas.harvard.edu) or EndNote.

About the library.harvard.edu web site
The “3-in-1 Education Articles Search” links to databases that are kept behind this site. While there one box to search most of Harvard’s resources, it does not search them all. To access the overwhelming majority of the tools behind this site, you will need to provide your Harvard Key (although you will only be asked once a session).

Finding databases in your field:
- In the black nav bar at the top, click on “databases” (fourth from the left).
- To find education resources, click on the “Subject” tab above the gray search box
- Scroll down in the first box to the Social Sciences section, and select “Education” from under this heading.
- In the second box, the Resource Type box, select “Indexes to journal articles” and then click the orange “Go” button.
- Please remember that all the resources on this site are for personal education and use in course work.

HOLLIS+
The Harvard Library rolled out their new way to search for both books and articles this past fall. It is a fine way to search for books by keyword. It can also search many of the article databases at the same time. This is a great tool if you are just starting out in a discipline or are looking for general articles on a topic.

RefWorks
RefWorks is a citation management system you can use to manage citations to books, articles, whatever that you have found in your research, and can format them to produce footnotes and bibliographies.
- The link is on the front page of lib.harvard.edu

Creating an account is the first step; it might be easiest to do this from a Harvard Library computer, as this will automatically manage the group id information.

User guides (PDF Quick Guide, Video Tutorials) are available within RefWorks: Harvard and HOLLIS specific help can be found in the Portal under Research Guides>Guides to Research Tools, see this especially for help with getting HOLLIS records into RefWorks

RefWorks’ Write-N-Cite plug-in works with MS Word to format citations and bibliographies, although you should double-check the format before you hand in your paper.

Help Using Sources Properly
The Career & Academic Resource Center has a section devoted to plagiarism and the proper use of sources: http://www.extension.harvard.edu/resources/career-academic-resource-center/plagiarism-proper-use-sources that includes links to the Harvard Guide to Using Sources and online tutorials.