To find circulating books, as well as electronic books and U.S. government online documents, on wide-ranging topics using your key words or ideas:

- Go to the Kean University Library’s home page located at http://library.kean.edu.
- Click Books, E-books, Videos, & More to access the Kean Catalog.
- Type your key words in the search box underneath Find This:
- Limit your search results to particular types of records (such as, Main Collection books, Reference Collection books, or U.S. Government Online Document) by selecting an option from the Limit Your Search menu.
- Click Search.
- Evaluate your search results.
- Make note of the Library Location designation for any titles of interest. A designation of Main Collection means that the book is a circulating title, while Reference Collection means that the book does not circulate. A designation of U.S. Government Online Document or Electronic Resource means that the item is available online; you may access the material online by clicking the title, then clicking the hyperlink next to the words Linked Resource.
- Make note of the call number and status for any Main Collection titles of interest. When a Main Collection book’s Status is Available, this means that the book is not checked out. Circulating titles are located in the Main Collection on the second and third floors of the Kean University Library.

### Reference Books

Listed below are select reference titles provided for quick look-up by call number in the Reference Collection (located on the first floor of the Library) or in the Reference Collection Annex (located on the second floor of the Library). The first column displays the reference call number. The second column displays the corresponding title.

<table>
<thead>
<tr>
<th>Call Numbers</th>
<th>Reference Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref BL 65 .H78 H8595 2005</td>
<td>Human Rights and the World’s Major Religions</td>
</tr>
<tr>
<td>Ref BL 80.3 .W67 2006</td>
<td>Worldmark Encyclopedia of Religious Practices</td>
</tr>
<tr>
<td>Ref E 184 .S75 E59 2004</td>
<td>Encyclopedia of Latino Popular Culture</td>
</tr>
<tr>
<td>Ref F 1406 .E53 2008</td>
<td>Encyclopedia of Latin American History and Culture</td>
</tr>
<tr>
<td>Ref HN 57 .S624 2006</td>
<td>Social Issues in America: An Encyclopedia</td>
</tr>
<tr>
<td>Ref HQ 9 .S49 2004</td>
<td>Sexuality</td>
</tr>
<tr>
<td>Ref HQ 16 .E52 2007</td>
<td>Encyclopedia of Sex and Gender</td>
</tr>
<tr>
<td>Ref HQ 75.5 .L4395 2000</td>
<td>Lesbian Histories and Cultures: An Encyclopedia</td>
</tr>
<tr>
<td>Ref HQ 75.13 .G37 2000</td>
<td>Gay Histories and Cultures: An Encyclopedia</td>
</tr>
<tr>
<td>Ref HQ 75.15 .R43 2000</td>
<td>Reader’s Guide to Lesbian and Gay Studies</td>
</tr>
<tr>
<td>Ref ML 100 .N48 2001</td>
<td>New Grove Dictionary of Music and Musicians</td>
</tr>
</tbody>
</table>
Research Databases

To start using the Library’s electronic databases to search for articles on certain topics using your key words, go to the Library’s home page (http://library.kean.edu). Click Articles & More to access the Databases. The databases are organized in two different lists. In one list the databases are listed alphabetically, and in the other list the databases are listed by subject or format. Brief directions are provided on the next pages to help you navigate these electronic databases.

Note: When you are off-campus, you will need to log in with your Kean Google username and password after you click on a database name.

Gale Virtual Reference Library

To search Gale Virtual Reference Library for encyclopedia and other reference book articles using your key terms:

✓ Click the letter G on the Jump to menu.
✓ Click Gale Virtual Reference Library (Gale Cengage Learning).
✓ Type your key terms in the basic search box.
✓ Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use double quotes (""") to retrieve items that contain specific phrases. Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For example, type: Cuba* and relig*
✓ Click the magnifying glass icon to run the search.
✓ Result: The first 20 retrieved article titles will be displayed. Examine retrieved items. Click either the View Text or PDF link immediately below the item to view the full-text article.
✓ E-mail an article from the View Text option by clicking E-mail toward the top-left corner of the screen.

Sage Knowledge

To search Sage Knowledge for encyclopedia and other reference book articles using your key terms:

✓ Click the letter S on the Jump to menu.
✓ Click Sage Knowledge.
✓ Type your key terms in the search box. For example, type: cognitive dissonance friendship
✓ Click the magnifying glass icon to run the search.
✓ The results list will include links to reference books (labeled as Encyclopedia, Handbook, or Dictionary) and to articles (labeled as Encyclopedia Entry or Handbook Chapter). Click an article title to view a full-text encyclopedia entry or handbook chapter. Click a link to an encyclopedia or handbook to browse the entire e-book.
✓ E-mail an article by clicking the share icon toward the top right corner of the screen.

Modern World History Online

To search Modern World History Online for encyclopedia and biographical articles, primary sources, images, maps, and charts:

✓ Click the letter M on the Jump to menu.
✓ Click Modern World History Online (Facts on File).
✓ Type search terms in the Search box. For instance, type: Guevara and Cuba
✓ Click Search.
✓ Browse the article titles listed under Search Results, or select one of the result categories (such as, Biographies, Events & Topics, Primary Sources, Images, or Maps & Charts) to browse a more focused set of results. Click an article title to access the full-text article.
✓ E-mail the article you are currently viewing by clicking Email located on the right-hand side of the screen.
Biography Reference Bank (H.W. Wilson)

Biography Reference Bank provides approximately 500,000 biographies.

To search Biography Reference Bank for biographical information:

- Click the letter B on the Jump to menu.
- Click Biography Reference Bank (H.W. Wilson) (EBSCOhost).
- Type a person’s name in the first search box. For instance, type: Batista, Fulgencio
  Castro, Fidel
  Guevara, Ernesto (Che)

- Click Search.
- Result: The first 10 results will be displayed. Results may include links to the person’s name and/or article titles. Click the person’s name to access links to biographies. Click article titles to access articles about the person.
- If the full-text article is available online for a specific item, you will see one or more of the following links immediately below the item: HTML Full Text, PDF Full Text, or Linked Full Text. Click one of these links to view the full-text article.
- E-mail the article you are currently viewing by clicking E-mail located on the right-hand side of your screen.

- If full-text link options are not present, click Full Text Finder (when present) to check the availability of full-text for the article in other Kean University Library databases.

CountryWatch

To search CountryWatch for information, including historical, cultural, and political information, about the countries of the world:

- Click the letter C on the Jump to menu.
- Click CountryWatch.
- Select a country from the drop-down menu located under the heading Quick Links: Select a country on the left-hand side of your screen and proceed.

EBSCOhost Research Databases

To search the EBSCOhost Research Databases for scholarly articles using your key terms:

- Click the letter E on the Jump to menu.
- Click EBSCOhost Research Databases (EBSCOhost).
- Click EBSCOhost Web.
- Select databases pertinent to your research topic, such as Academic Search Premier, America: History and Life, Biography Reference Bank, Fuente Académica, Historical Abstracts, Humanities International Complete, PsycINFO, and/or SocINDEX with Full Text.
- Click Continue.
- Type your key terms in the search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type: cognitive dissonance and (relationship* or friend*)
- Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Scholarly (Peer Reviewed) Journals under the Limit your results heading, then click Search.
- Result: The first 10 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see one or more of the following links immediately below the item: HTML Full Text, PDF Full Text, or Linked Full Text. Click one of these links to view the full-text article.
- E-mail the article you are currently viewing by clicking E-mail (envelope icon).
- If full-text link options are not present, click Full Text Finder (when present) to check the availability of full-text for the article in other Kean University Library databases.
To search Ethnic NewsWatch for scholarly articles using your key terms:

- Click the letter E on the Jump to menu.
- Click Ethnic NewsWatch (ProQuest).
- Type your key terms in the search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type:

  machismo* and (Cuba* or Latin America*)

- Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Scholarly journals.
- Click the search button.
- Result: The first 20 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see a Full text link, a Full text - PDF link, or both immediately below the item. Click one of these links to view the full-text article.
- E-mail the article you are viewing by clicking Email located at the top left-hand side of your screen.
- If full-text link options are not present, click Email (when present) to check the availability of full-text for the article in other Kean University Library databases.

To search GenderWatch for scholarly articles using your key terms:

- Click the letter G on the Jump to menu.
- Click GenderWatch (ProQuest).
- Type your key terms in the search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type:

  (machismo or masculin*) and Cuba*

- Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Scholarly journals.
- Click the search button.
- Result: The first 20 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see a Full text link, a Full text - PDF link, or both immediately below the item. Click one of these links to view the full-text article.
- E-mail the article you are viewing by clicking Email located at the top left-hand side of your screen.
- If full-text link options are not present, click Email (when present) to check the availability of full-text for the article in other Kean University Library databases.
To search ProQuest Research Databases for scholarly articles from multidisciplinary journals:

- Click the letter P on the Jump to menu.
- Click ProQuest Research Databases.
- Type your key terms in the search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type: cognitive dissonance and social
- Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Scholarly journals.
- Click the search button.
- Result: The first 20 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see a Full text link, a Full text - PDF link, or both immediately below the item. Click one of these links to view the full-text article.
- E-mail the article you are viewing by clicking Email located at the top left-hand side of your screen.
- If full-text link options are not present, click (when present) to check the availability of full-text for the article in other Kean University Library databases.

To search Fuente Académica for scholarly articles published in Spanish-language journals:

- Click Spanish-Language Resources on the Databases Listed by Subject and Format menu.
- Click Fuente Académica (EBSCOhost).
- Type your key terms in the search box.
- Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For instance, type: amistad* or amig* and cuba*
- Limit your results to articles reviewed or judged by scholars in the field (in other words, scholarly or peer reviewed articles) by selecting Peer Reviewed under the Limit your results heading.
- Click Search.
- Result: The first 10 retrieved article titles will be displayed. If the full-text article is available online for a specific item, you will see one or more of the following links immediately below the item: HTML Full Text, PDF Full Text, or Linked Full Text. Click one of these links to view the full-text article.
- E-mail the article you are currently viewing by clicking E-mail (envelope icon) located on the right-hand side of your screen.
- If full-text link options are not present, click Full Text Finder (when present) to check the availability of full-text for the article in other Kean University Library databases.
**Project MUSE**

To search Project MUSE for scholarly articles:
- Click the letter P on the Jump to menu.
- Click Project MUSE.
- Type your key terms in the Article Search box.
- Use double quotes (") to retrieve items that contain specific phrases. Use the “and” operator to combine terms and retrieve items that contain all of the terms. Use the “or” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For example, type: 
  
  “cognitive consistency” or “cognitive dissonance”

- Click Search.
- Result: The first 10 retrieved citations will be displayed. If the full-text article is available online for a specific item, you will see an HTML Version link or a PDF Version link immediately below the article citation. Click one of these links to view the full-text article.
- E-mail the article you are currently viewing by going back to the results page and clicking the checkbox to the left of the article’s citation. Click Saved Marked Results, click Close Window, then click View Saved Results toward the top right-hand corner of the screen. Select E-mail next to the heading Export marked results to. Click Export and proceed.

**JSTOR**

To search JSTOR for scholarly articles:
- Click the letter J on the Jump to menu.
- Click JSTOR.
- Click Search to access the Advanced Search form.
- Type your key terms in the first and second search boxes.
- Use the “AND” operator to combine terms and retrieve items that contain all of the terms. Use the “OR” operator to retrieve one or more of the grouped terms (not necessarily all of the grouped terms). Use double quotes (”) to retrieve items that contain specific phrases. Use the asterisk (*) as a truncation symbol after a word root to retrieve articles with the word root and all of its possible word endings. For example, type:
  
  “cognitive dissonance” AND cultiv*

- Click Search.
- Result: the first 25 retrieved citations will be displayed. Click PDF to view the full-text article.
- E-mail selected article citations by clicking Email Citations at the top of the results list. From the Citation Format drop-down menu select printer-friendly, fill out the rest of the email form, and click Send.

**Oxford Music Online**

- Click the letter O on the Jump to menu.
- Click Oxford Music Online.
- Type your keywords in the Search by title box.
- Select the title(s) you want to search from the menu below the search box.
- Use the “AND” operator to combine terms and retrieve items that contain all of the terms. For example, type: Roig AND Cecilia Valdes
- Click Search.
- Result: Article titles will be displayed. Click an article title to view the full-text article.
- E-mail the article you are currently viewing by clicking Email located above the article at the top right-hand corner of the screen.
To search Naxos Music Library for music recordings:

- Click the letter N on the Jump to menu.
- Click Naxos Music Library.
- Type your key terms in the Keyword Search box.
- Click Search.
- Alternatively, select Genres from the toolbar, then click World or Folk and proceed.
- Result: Artist names with compact disc (CD) titles will be displayed. Click an artist’s name and CD title to view a list of song titles from the CD.
- Select one or more song titles by clicking the checkboxes to the left of the title(s), then click Play Selections on the right-hand side of the screen to hear the audio recording(s).
- Click Log Out at the top right corner of your screen when finished with the database.

Please note:
This database allows only a few simultaneous users.

Click the Research Guides button on the Library’s home page (http://library.kean.edu/) to access a collection of subject-specific guides, including:

http://libguides.kean.edu/countrystudies
http://libguides.kean.edu/ethnicstudies
http://libguides.kean.edu/hispanicheritage
http://libguides.kean.edu/music
http://libguides.kean.edu/psychology

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