HOW TO DO RESEARCH IN LIBRARIES AND ARCHIVES

Presented by Stacey Battles, Public Services Librarian, Boston University Theology Library, © 2016.
What We’ll Cover Today…

▪ How to Do Research in Libraries and Archives
  ▪ Getting Started with Library Research
  ▪ Archival Research with Primary Sources

▪ How to Access Resources Beyond BU
  ▪ WorldCat Local, ILL, Consortial Cards, and More

▪ Managing ALL Your Research
  ▪ Organizing with Citation Managers & the Cloud
  ▪ Zotero as Example
IF YOU HAVE ALWAYS DONE IT THAT WAY, IT IS PROBABLY WRONG. – CHARLES KETTERING
Getting Started with Library Research

• Choose your area
  • People, Places, Things, Ideas

• Browse for potential topics
  • Issue or Thought or Practice or Problem

  *OR*

• Choose your topic
  • Issue or Thought or Practice or Problem

• Narrow your area
  • People, Places, Things, Ideas
Research Spirals Down as You Whittle Down Your Topic…

Step 1
- Search BU Libraries Search
- Search Theology Databases
- Search Databases from Related Fields
- Search World Cat Local

Step 2
- Checkout Some Books
- Download Articles
- Request Any Unavailable Resources

Step 3
- Read everything
- Take Copious Notes

Step 4
- Formulate a Question, and Repeat.
… While Building the Foundations for Your Original Ideas.

Step 1: Search BU Libraries Search

Step 2: Checkout Some Books
- Search Theology Databases
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Step 3: Formulate a Question, and Repeat.
Research is relational, so books lead you to more books

- Has this author written anything else?
- What is in the bibliography? What works helped build this author’s argument or topical knowledge?
- What else can be found under this subject heading?
- Are there any synonyms here that I can switch into my keyword searches?
- Is this author influenced by another field or subject? Would it enhance my research to bring those ideas in too?
THE MULTITUDE OF BOOKS IS MAKING US IGNORANT.
- VOLTAIRE
Choosing and Evaluating Your Resources – What do you use?

- Author
  - Who are they? What degrees do they hold? What university, professional association, or denominational affiliations do they have? What arguments or bias do their other works present? Who was their intended audience? Why did they write it?

- Publisher
  - Is it an Academic or Scholarly publisher? Small or large? Are their works peer-reviewed? Are they associated with a specific university, professional association, or denomination?

- Date Published
  - What religious, social, economic, political, or ecological issues were important at that time? Is this outdated? What changes in the field may have occurred since? Is this a foundational work for the field?
Evaluating Online Resources – What do you use?

- The resource itself
  - Where does the information or data come from? Are there citations? Is there information on how the data from the research or study was collected? Were standard procedures and protocols of the field followed? Do other scholars cite this resource? Are you the first?
  - *Can you find this information elsewhere in a more credible place or format?*

- The website hosting the resource
  - Is it a scholarly website? Is it associated with a specific university, professional association, or denomination? What is the quality of the website?
  - Google it. Do other universities, authors, or scholars link to or cite this website.
ARCHIVAL RESEARCH WITH PRIMARY SOURCES
Getting Starting with Archival Research

• What are archives?
• Why do I need them?
• Where do I find them?
• How do I use them?
What are archives?

(also archive), n. ~ 1. Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control; permanent records. - 2. The division within an organization responsible for maintaining the organization's records of enduring value. - 3. An organization that collects the records of individuals, families, or other organizations; a collecting archives. - 4. The professional discipline of administering such collections and organizations. - 5. The building (or portion thereof) housing archival collections. - 6. A published collection of scholarly papers, especially as a periodical.

Why do I need archives?

- Archives have **primary sources**.

- What are **primary sources**?

  **Primary Sources.** n. ~ Material that contains firsthand accounts of events and that was created contemporaneous to those events or later recalled by an eyewitness.

  Notes: Primary sources emphasize the lack of intermediaries between the thing or events being studied and reports of those things or events based on the belief that firsthand accounts are more accurate.

  - from the SAA’s 2005 Glossary of Archival and Records Terminology.

Fun fact: Manuscript collections are preserved in boxes and measured in linear feet. Artifact boxes are measured in cubic feet.
Examples of Primary Sources in Archives

- Sermons, Lectures, and Speeches
- Memoirs and Autobiographies
- Letters and Correspondence
- Private Diaries and Journals
- Early or Discarded Drafts of Later Works
- Signed books or Bibles they owned (and possibly wrote in the margins of)

- Doodles, drawings, concept maps
- Photographs and Scrapbooks
- Audio or Video Recordings of Sermons, Lectures, Speeches, and Interviews
- Other Artifacts (aka personal belongings or memorabilia)
  - Home video collections
  - Shoe collections
  - Stamp Collections
  - Chewed pencils or hair clippings... ok hopefully you won’t encounter these.
Why do I need archives?

This is sometimes as close as you will ever get to a person, organization, event, or historical time period...

...until we invent time travel.
Where do I find archives?

Library Catalogs

- Archives at major universities may often (but not always) be part of library websites or catalogs
- Some independent archives are cataloged like libraries in Worldcat.org

Other Resources

- National Union Catalog of Manuscripts Collections
  http://www.loc.gov/coll/nucmc/

- Other Digital Collections: Museums, Associations, Collaborative Websites
  Examples:
  - American Theol. Library Association
    http://www.atla.com/digitalresources/
  - Making of America
    http://quod.lib.umich.edu/m/moagrp/
What should I do to plan my visit to the archives?

- Most archives charge a fee for any photocopying or scanning.
- While you can ask questions in advance, the archivist is **not** likely to spend hours (or years) researching among the archived items for you.
- In short, you probably need to plan a visit!
Planning Your Visit

Before you visit:

- Look up what materials they have that you would like to use.
- Contact the archives/archivist via email or telephone to let them know:
  - when you will be there
  - what you need to see
  - how many hours/days you plan to spend with the material
  - what your goal is – they may know the collection well enough to help you research more efficiently
  - ASK whether you can photograph, scan, or photocopy the materials while there.
  - ASK about permission to publish – some items are unpublishable per request of donor/copyright owner!

This stuff is complicated and takes work to set up!

Please give the archivist a few days or weeks to prepare, as they have other duties and visitors to attend to.
Planning Your Visit

Once you arrive you will likely need to:

- Register or sign-in as a visitor
- Review the archive’s policies
- Reference consultation with the archivist
  - Restate what you’re looking for
  - Decide where to start and what to focus on
  - Find out if anything else in the archives could be related
  - Check again about copies/scans/publishing rules.
How do I search the archives?

To find archival materials, archives may use catalogs... AND/OR databases, inventories, or finding aids.

For example, BU STH Library archival materials can be found both in the BU Libraries Search catalog and in our special Archon (an open source archival software program from the University of Illinois) website.
Examples of STH Library Archives in BU Libraries Search

Boston Street United Methodist Church (Lynn, Mass.); Boston Street Methodist Episcopal Church (Lynn, Mass.); Boston Street Methodist Church (Lynn, Mass.); 1851

*Available at* Theology Library CAH (CH-MA L8 B6)

Focus
Boston University. School of Theology.
Boston, Mass. : The School

*Available at* Theology Library Archives (ALUMNI PUBLICATIONS).
Examples of STH Library Archives in BU Libraries Search

Order of services at the installation of the Rev. David Fosdick, as minister of the Hollis Street Society: Boston, Tuesday March 3, 1846.
Hollis Street Society (Boston, Mass.); 1846
Boston, Mass.: Evening Gazette Press

Available at Theology Library Archives (STH F-10)

Hebrewisms of West Africa: from Nile to Niger with the Jews
Williams, Joseph J.; 1930
New York: L. MacVeagh, the Dial Press; Toronto: Longmans, Green & Co.

Available at Theology Library Research (01-00034922)
Examples of STH Library Archives in Archon

Search Results for "charles wesley" | Theology Library Archives

You searched for "charles wesley".

- Records and Manuscripts (9 Matches)
- Subject Headings (2 Matches)

11 Hits! Click the links to show each category’s results.
Examples of STH Library Archives in Archon

Records and Manuscripts (9 Matches)

Nutter, Charles S., 1879-1908

- Results Found Within Box List
  - Box 1: Charles Nutter Letters Collection ➔ Folder 11: Photo Album
  - Results Found Within Box List
    - Box 5 ➔ Folder 112: Worship Service Commemorating 250th Anniversary of Charles Wesley's Visit to Boston

Morgan Memorial Inc.

- Results Found Within Box List
  - Box 14: Books and Printing Samples ➔ Item 1: Books and printing samples, 1942-1993

Houghton, James Russell, 1897-1981

- Results Found Within Box List
How may I use the archival materials?

- Bring the call numbers or identifying information from the catalog, database, inventory, or finding aid.

- Usually you will need to use a special reading room. Be prepared to take notes with pencil or on a computer, (NO PENS) and have any camera or scanning tools ready. You may be asked to wear soft cotton gloves to preserve the pages.

- You normally are not allowed to have food or drink near archival materials. Let the archivist know if you need to step out for a short while (food, bathroom, etc.) and come back.
HOW TO ACCESS RESOURCES BEYOND BU
PART I: BU WORLD CAT LOCAL
What is WorldCat.org?

WorldCat is a public database that combines billions of items at libraries all around the world into one easy-to-search catalog.
What is BU WorldCat Local?

http://bu.worldcat.org

- Find: BU call numbers, locations & availability.
- Find: Call numbers, locations, & availability of items at other Boston Library Consortium (BLC) libraries.
- Request: items directly from the search results!
Choose to search BU, BLC, or worldwide.

You can sign in to create lists of items.

Languages, and more sign-in options
Step 1: Basic keyword search or click on “Advanced Search.”

Step 2: The results are sorted to show you what BU and BLC libraries hold first.

Step 3: Expand holdings to see call number, etc.

Step 4: If BU’s copy isn’t available, click on the “Request” button.
Three Tiers of Holdings:
1. BU
2. BLC
3. WorldCat
If BU’s copy is unavailable, you can REQUEST the item from a BLC library.
BLC Requests through BU WorldCat Local

• Your request arrives in 1-2 business days.

• Or, if no BLC copy can be supplied, you will be sent an email with:
  • Citation information from your request,
  • Instructions for using InterLibrary Loan (ILL) to get the same request from another library worldwide.

...It’s that easy!
PART II. INTERLIBRARY LOAN (ILL)
What is interlibrary loan (ILL)?

Libraries across the globe have lending and borrowing agreements with each other.

NEXT UP: Part III: Consortial Cards and Research Visits
Where to Request Interlibrary Loans

“For Students” Drop-Down Menu

Link to Request ILLs

Library Hours
Monday-Thursday
8:00am - 5:00pm
Friday
8:00am - 5:00pm
Saturday
10:00am - 6:00pm
Closed Sundays and Holidays

Visit our Library Hours page for Reference Desk and Archives Hours.

Services
- View Account and Renew Books
- Contact the Theology Library
- E-Resources
Log-in to ILLiad.

Request Interlibrary Loans

Click here to log into ILLiad

Introduction
Registering for ILLiad.

We only need to collect this information once to register you for ILL services. Having your e-mail and local mail address on file with Interlibrary Services enables us to notify you promptly and deliver materials accurately when your request arrives.

Boston University ID number: GLIB38149
If this is not your BU ID number, someone has previously authenticated in this browser. Please close your browser and start again. Thank you

*First Name

*Last Name

*E-Mail Address

*Phone

*Address Line 1
(40 characters maximum. Continue below if necessary)

Address Line 2
(40 characters maximum)

*City
(30 characters maximum)

*State

*Zip Code

Country
USA

*Status
Faculty, Staff, Graduate, Undergraduate student
Place an ILL Request.
…Finally, just wait for your ILL.

- Could be 1-2 weeks, with shipping.
- You’ll get an email!
PART III: CONSORTIAL CARDS AND RESEARCH VISITS

BTI cards, BLC Cards, ATLA Reciprocal Borrowing, and more...
Boston Theological Institute (BTI) cards

- Bring BU ID to the STH Library Circulation Desk each semester for a new BTI card.
- Please set up borrowing accounts at BTI libraries on weekdays from 9-5.
- After that, borrow anytime they are open!

Gordon-Conwell Theological Seminary * Hebrew College
Boston College * Holy Cross Greek Orthodox School of Theology Harvard Divinity School
To return your BTI books, either:

- Return them in person to the BTI library.

  OR, use our BTI Courier Service:
  
  - Return your BTI Books to the STH Library Circulation Desk! In person only, enter it into the transit log.
Boston Library Consortium (BLC) cards

Available from the Mugar Library Circulation Desk.

No courier return; books have to be returned to the home library.

Some BLC Libraries:
- Boston College
- Brandeis University
- MIT
- Northeastern
- Tufts University
- University of Connecticut
- UMass Amherst, Boston, Dartmouth, and Lowell
- University of New Hampshire
- Wellesley College
- Williams College
...and more!
ATLA Reciprocal Borrowing Program

American Theological Library Association (ATLA)

You must show your BU ID and proof of current registration (usually a course registration print-out, transcript, or letter from your school.)

Participating Libraries in:

Alabama, California, Colorado, Iowa, Illinois, Indiana, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, New Jersey, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Washington, Canada
Harvard’s Widener and Other Libraries

Even if a library is not affiliated with us, you may still be able to access materials!

• Many research libraries are open to the public – even non-circulating ones.

• Often public libraries and universities have borrowing privileges for local residents or visiting researchers.

• Call or ask at their circulation desk to find out if there is any way to view or borrow materials.

• Some may require a letter from our school (ie. Harvard Widener), which you can get from BU’s Mugar Library at their reference desk.

• Long-term visiting researcher status may be acquired at a university – be prepared to explain your research.
MANAGING ALL YOUR RESEARCH
ORGANIZING WITH CITATION
MANAGERS & THE CLOUD
ANY MAN WHO AFFLICTS THE HUMAN RACE WITH IDEAS MUST BE PREPARED TO SEE THEM MISUNDERSTOOD.

- HL MENCKEN
Citation Managers: What do they do?

• **Organize** your citations.

• **Import** citations from library catalogs, WorldCat.org (and BU WorldCat), databases, and even websites like Amazon or EBay.

• **Export** citations into bibliographies, following well-known style guides (Chicago, Turabian, MLA, APA, etc.)
What else can Citation Managers do?

- **Store files** attached to your citations (PDFs, word documents).

  e.g. Attach your article to its citation in Zotero, and then add a word document with your notes.

- **Keyword search across** thousands of cited sources AND stored files.
Paper files, floppy disks, USBs, and now… the CLOUD.

- Your research, anywhere you want it.
- Embedded tools to access your research directly within the software you use most.
- Worried about losing the password? Add a backup email or your link your phone number.
- Worried about losing your research? Save it to multiple clouds.
ZOTERO AS AN EXAMPLE
Streamlining with Zotero: Beginner.

- **Importing.** Choose Zotero for Firefox (highly recommended) and/or the Zotero stand-alone client (still fun, but not as streamlined).

- **Organize.** Make folders and add citations to folders.
  - Folders work like tags; citations can be in multiple folders without duplicating citation.

- **Exporting.** Download Zotero’s Word for Windows plug-in.
Streamlining with Zotero: Intermediate.

- Add PDFs of any articles you cite directly into Zotero – drag and drop onto the citation. (300 MB free, unlimited is $10/mo.)
  - Hint: If you use the library book scanners, you can make word-searchable PDFs.
  - Hint: If the PDF you download from a database is not word-searchable, Adobe Acrobat (on the computer by the library’s microfilm scanner) can transform the file with OCR (optical character recognition) so that it is.
  - Bonus Hint: remember that you can highlight and make notes on PDFs, within regular Adobe reader. No need to print and underline.
Streamlining with Zotero: Expert.

- Anytime you use Firefox for non-research needs, if you see something you like, add it to Zotero as you go.

- Anytime you write a paper, create a Zotero folder and add the paper, all the citations you used in the paper, old drafts, your notes, feedback from mentors, even export emails related to it.
Download and Setting Up

- Create an account
- Choose the Firefox Add-On (recommended for streamlining).

  or

- Choose the Standalone and
  - Add browser extensions for Firefox, Chrome, or Safari.
  Open Zotero and log-in to your account in each downloaded program/extension/add-on.
Toggle tabbed view.
Zotero Standalone Client
Zotero with WorldCat
Zotero with the ATLA database

Searching: ATLA Religion Database with ATLASerials

Augustine’s City of God

Imitation and the mediation of Christ in Augustine’s City of God

Authors: Hullspong, Ron


ISBN: 9780429303032

Publication Year: 2013

Language: English

Subjects: Augustine, Saint, Ep of Hippo -- Theology -- Anthropology, Image of God; Imitation, Latin drama, Patristics; God -- Imitation


Tips: St Augustine and his opponents.

Publication Type: Essay
Zotero with Amazon and eBay
Zotero Free Storage: PDFs attached to citations
Zotero Storage

- 300 MB free
- Unlimited only $10/mo.
- Automatic renewals to keep from losing files.
- Credit or Paypal.
- Midyear upgrades prorated.

https://www.zotero.org/settings/purchasestorage
Final Tips: Zotero.

- If you are worried about accidentally saving PDFs without word-searchable content or want to keep track of highlighted articles, add something to the file name like _OCR or _HTD.

- You can easily export everything out of Zotero and back into RefWorks or Endnote if you don’t like Zotero’s free citation manager.

- The first half of the BU Call Number will import if you use our BU Libraries Search catalog; you can copy and paste the rest in if you think you will use the book a lot.
Thanks for coming!

For any questions or comments, please contact Stacey Battles at sbattles@bu.edu or Amy Limpitlaw at ael23@bu.edu