An informal handbook for both the undergraduate and graduate student in education, this guide begins by briefly describing and explaining the card catalog, Library of Congress Subject Headings, Library of Congress Classification System, and the Dewey Decimal System. It then lists some of the more useful materials and reference works basic to general research and gives their location in Fogler Library at the University of Maine. The 14 categories of information described in the guide include: (1) abstracts and indexes; (2) audiovisual sources; (3) computerized searching; (4) directories; (5) dissertations; (6) encyclopedias and dictionaries; (7) free materials; (8) guides; (9) handbooks; (10) journals; (11) statistical sources; (12) style manuals; (13) tests; and (14) yearbooks. Brief annotations accompany the majority of examples cited, and the various collections of print and nonprint materials available in the learning materials center are briefly described. (CGD)
This library guide is an informal handbook for both the undergraduate and graduate student in Education. It lists some of the more useful materials and reference works basic to general research and gives their location in Fogler Library.

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstracts and Indexes</td>
<td>3</td>
</tr>
<tr>
<td>Audio-Visual Sources</td>
<td>5</td>
</tr>
<tr>
<td>Call Numbers and Classification</td>
<td>3</td>
</tr>
<tr>
<td>Card Catalog</td>
<td>1</td>
</tr>
<tr>
<td>Computerized Searching</td>
<td>5</td>
</tr>
<tr>
<td>Dissertations</td>
<td>7</td>
</tr>
<tr>
<td>Encyclopedias &amp; Dictionaries</td>
<td>8</td>
</tr>
<tr>
<td>Free Materials</td>
<td>8</td>
</tr>
<tr>
<td>Guides</td>
<td>6</td>
</tr>
<tr>
<td>Handbooks</td>
<td>9</td>
</tr>
<tr>
<td>Journals</td>
<td>5</td>
</tr>
<tr>
<td>Learning Materials Center</td>
<td>11</td>
</tr>
<tr>
<td>Style Manuals</td>
<td>10</td>
</tr>
<tr>
<td>Subject Headings</td>
<td>1</td>
</tr>
<tr>
<td>Tests</td>
<td>10</td>
</tr>
<tr>
<td>Yearbooks</td>
<td>11</td>
</tr>
</tbody>
</table>

**CARD CATALOG**

The card catalog is the key to books and other library materials. It functions as an index to a major portion of the resources found in Fogler Library.

Each book or item included in the card catalog has an author card, a title card, and one or more subject cards. There are many subject headings relating to education. Examples are listed below.

- Adult Education
- Children's Literature
- Curriculum Planning
- Education, Bilingual
- Education Accountability
- Learning, Psychology of
- Physical Education and Children
- Science - Study and Teaching

Ref Z 695 U4759 1986 (Information Desk)
Library of Congress Subject Headings.
Lists the subject headings found in the card catalog. Refers from words and phrases not used to official subject headings. Leads from a broad concept to a narrower one and vice versa. A Reference Librarian will explain its use.

RAYMOND H. FOGLER LIBRARY  
UNIVERSITY OF MAINE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY Bryan Goodwin TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."
SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR SUBJECTS RELATED TO EDUCATION

L
Education (General)
For periodicals, congresses, directories, etc.

LA
History of education

LB
Theory and practice of education
Systems of individual educators and writers
Teaching (Principles and practice)
Educational psychology
Preschool education
Kindergarten
Primary education
Elementary or public school education
Secondary education. High schools
Education and training of teachers
Higher education
School administration and organization
School architecture and equipment
School hygiene
Special days. School life. Student customs.

LC
Special aspects of education
Forms of education
Including self, home; and private school education
Social aspects of education
Moral and religious education. Education under church control
Types of education
Including humanistic, vocational, and professional education
Education of special classes of persons
Including women, Blacks, gifted and handicapped children, orphans, middle class
Adult education. Education extension
Individual institutions: universities, colleges

LD
United States

LE
America, except United States

LF
Europe

LG
Asia. Africa. Oceania

LH
College and school magazines and papers

LJ
Student fraternities and societies, United States
For other countries, see LA, LE - LG

LT
Textbooks
Most of the books in Fogler Library are classified in the Library of Congress Classification System (LC) which is based upon letter and number combinations. The call number of a book classified in this system is shown below.

- Ref Location symbol - Indicates the book is in Reference
- LB Classification - Theory and practice of education
- 1051 Subclass - Educational psychology
- D56 Derived from author's name

There are still volumes in the Library classified in the Dewey Decimal System (DDC) which was used prior to 1967. These books, though older, may still be useful. Example:

- 374.8 Classification - Adult education - Continuation schools
- EV16 Derived for author's name

All call numbers, LC or Dewey, are found in the upper left hand corner of the catalog card. Copy the entire number.

Topics of current interest, preliminary reports of field work and other research are found in journals and other serial publications. Such publications are generally inaccessible through the card catalog. Periodical indexes and abstracts are the keys to this type of literature.

An Index is usually arranged alphabetically by subject and supplies bibliographic citations to articles in magazines, books, pamphlets, etc. The citation for a periodical article contains the following elements:

- Name of author(s)
- Title of article
- Name of Journal
- Volume number and date
- Inclusive page numbers

An abstract supplies all of the above, plus a summary or description of the article.

All of the Abstracts and Indexes described below are located in the Reference Area.

Index HA 202 A6
American Statistics Index.
See Statistical Sources

Index HQ 750 A1 C47 Index Stacks
Child Development Abstracts and Bibliography. 1927+
Publishes abstracts relating to the growth and development of children. Sections on cognition, learning, perception and educational processes.
ABSTRACTS AND INDEXES

ABSTRACTS AND MIXES (cont.)

Index LB 5 C8 Index Table
Current Index to Journals in Education. (CIJE) 1969+
This index is part of the Educational Resources Information center (ERIC),
a government sponsored bibliographic network. ERIC clearinghouses review
and index articles from over 700 education and education-related journals.
In four sections: Subject Index, Author Index, Journal Contents Index and
Main Entry section. Use the Thesaurus of ERIC Descriptors (on Index
Table) for easy access to this index. Searchable by computer from 1969.

Index Z 5813 R4 Index Table
Resources in Education (RIE). 1966+
Part of the ERIC system. Abstracts reports, government funded studies,
convention proceedings and papers. Does not abstract journals. Most of
the material in RIE is available on microfiche in Fogler Library. Use
Thesaurus of ERIC Descriptors (on Index Table) for subject access and the
study sheet entitled "Using the ERIC system" for additional help with this
important bibliographic tool. Searchable by computer from 1966.

Index L 11 E3 Index Table
Education Index. 1929+
A basic and current index in the field of education. Primarily an index to
English Language periodicals but selected yearbooks are also
included. Authors and subject categories have been combined in a single
index since 1969. Book review section added recently follows main body of
index. Fogler Library holds about 60% of periodicals indexes.

Index LB 7 E415 Index Stacks
Education Literature. 1907-1932
An index of Early Periodical Literature, Government Documents books, and
other material in the field of education. A general author & subject index
can be found in the last volume.

Index LB 2805 E32 Index Stacks
Educational Administration Abstracts. 1966+
Contains sections "Tasks of Administration," "Administrative Processes,"
"Programs for Educational Administrators," among others. Published three
times a year.

Index LC 3951 E9 Index Table
Exceptional Child Education Resources. 1970+
Provides coverage of important publications in the field of special
education. Format is similar to Resources in Education. About 50% of the
citations are included in the ERIC database. May be searched by computer.

Index LB 1043 Z9 M4 Index Stacks
Media Review Digest. 1970+
An annual index of reviews, evaluations and descriptions of all forms of
non-book media. Contains a classified subject index and an alphabetical
subject index. Lists film awards for each year.
INDEX TABLE

Monthly Catalog of U.S. Government Publications. 1985+
A monthly listing of publications, books, periodicals, pamphlets, maps
issued by all branches of the government. Publications are listed by
agency with title, date, paging and price for each. Many publications are
available in Fogler Library as Depository items, and can be obtained by
asking a librarian at the Information Desk. Searchable by computer form
1976.

Index GV 341 P49

Physical Education Index. 1978+
An annual index of periodical literature in the fields of dance, health,
physical therapy, recreation, sports & sports-medicine.

Index BF 1 P65

Psychological Abstracts. 1927+
Lists books, periodicals, official documents and dissertations (before
1980). Educational psychology is a major content classification. It
includes sections on academic learning and achievement, special and
remedial education, counseling and measurement, others. Cumulative author
and subject indexes shelved nearby. Use the Thesaurus of Psychological
Index Terms (on Index Table) for subject access to this index. May be
searched by computer from 1967.

COMPUTERIZED SEARCHING

Computerized searching (often called database searching) is an automated
method of scanning indexes of journal articles and other literature in
order to compile a list of references on a particular subject. Those
abstracts and indexes which may be accessed by computer are described in
the previous section. Check at the Information Desk for information on
procedures and costs.

JOURNALS

Fogler Library holds approximately 250 journals in education. For complete
information on Fogler's holdings in education and its related fields
consult the Master Periodicals List and Periodicals Listed by Subject.
These computer print-outs contain all titles, current and retrospective, of
journals, newspapers and indexes held by Fogler. They may be found at the
Information Desk and the Periodicals Desk.

AUDIO VISUAL SOURCES

Ref TS 2301 A7 A8
The Equipment Directory of Audio-Visual, Computer and Video Products.
Annual.
Designed to assist media users in the purchase of A-V equipment. Includes
specifications, prices, and photographs for more than 2000 equipment items.

Ref LB 1043 A817
A standard reference work of the AV industry. Divided into three major
areas: Audio-visual software, audio-visual hardware, reference.
Educational Film Locator of Consortium of University Film Centers and R.R. Bowker. 1986 ed. on shelf. Comprehensive union list of the holdings of film libraries and their lending policies. Cross indexes 37,000 film titles. Permits educators to locate titles and topics in a single source. University of Maine is a member of this consortium.

Information Desk

Ref PN 1992.95 V53
Video Sourcebook. 8th ed. 1986. A listing of more than 50,000 programs which are available on videotape, including education.

Berry, Dorothea M. A Bibliographic Guide to Educational Research. 2nd ed. 1980. A comprehensive coverage of the major tools in education likely to be held by most college and university libraries. Clear, descriptive annotations. Easy to use.

Ref Z 5811 A59 1985

Ref LB 2369 G83 1986
Berry, Ralph. How to Write a Research Paper.

LB 2369 M32 1983
Madsen, David. Successful Dissertations and Theses: A Guide to Graduate Student Research from Proposal to Completion.

Ref LB 17 W6 1982

Burk, Mary P. Requirements for Certification for Elementary Schools, Secondary Schools, Junior Colleges. Annual. Information on certification requirements given in outline for each state. For teachers, counselors, librarians and administrators.
### DIRECTORIES (cont.)

| Ref L 901 N34 |
| National Faculty Directory. Annual. |
| Provides institutional names, departmental designation, city, state and zip code for faculty members of colleges, universities and junior colleges in the U.S. and Canada. |

| Ref L 901 P3 |
| Patterson's American Education. Annual. |
| A directory of school systems throughout the U.S. and its territories. Superintendents and principals are listed as is the address for each school system. |

| Ref QH 76.5 P3153 |
| Directory of hardware and software specifically produced for young people (preschool to grade 12) and teachers. |

### DISSECTATIONS

| Index AS 30 D6 Index Stacks |
| American Doctoral Dissertations. 1955-56+ |
| An annual index of dissertations arranged by subject. Includes author index. |

| Index AS 30 C6 Microfiche |
| Comprehensive Dissertation Index, 1861-1972. 1973+ |
| More than 100 years of dissertations arranged by discipline and key works. Supplements are issued annually. Services as a subject index for Dissertation Abstracts International. |

| Index AS 30 M5 Index Stacks |
| Dissertation Abstracts International. 1938+ |
| These abstracts of doctoral dissertations are issued monthly in two sections, A and B. Part A (humanities and Social Sciences) includes all dissertations on education. Vol. 1-14, 1938-1954 are on microfilm in Microforms. The dissertations themselves are filmed and may be purchased from University Microfilms. Ask at the Information Desk for order forms. |

| Ref Z 5816 I6 A3 |
| Master's Theses in Education. 1952+ |
| Lists titles reported by graduate institutions in U.S. and Canada. Contains subject, author and institutional index. |

| Ref LB 15 B29 1986 |
Ref B 15 E47
Deighton, Lee C., ed. Encyclopedia of Education. 1952+
Introductory articles on the history, theory and philosophy of education. Few Entries on individuals or institutions. Extensive bibliographies.

Ref LB 1049.98 D53
Harris, Theodore L., ed. A Dictionary of Reading and Related Terms. 1981
Defines terms in reading and in the related fields of study.

Ref KF 4117 G32 1983
Covers lawsuits, legal rights, personal liability for school conduct and other basic laws that affect educators in their professional work.

Ref LB 15 D48 1984
Hills, P.J., ed. A Dictionary of Education.

Ref LB 15 I569 1985
Overview of scholarship on "educational problems, practice, and institutions throughout the world.

Ref LB 15 I57
Covers all areas of higher education—national systems, academic fields of study, research centers, institutes. Emphasis is on international not biographical coverage.

Ref L 901 E57
Includes research on all aspects of education. The Review of Educational Research (a journal) and Review of Research in Education (LB 1028 R43 - Stacks) serve as supplements.

Ref LB 15 P34 1977
Page, G. Terry, ed. International Dictionary of Education.
Includes definitions of specialized terms in such areas as educational psychology and curriculum studies. Covers international organizations and institutions.

Ref LB 104329 F7 1985
The 21st edition contains titles of more than 2600 instructional aids. Materials chosen are evaluated by Division of Surveys and Field Service for timeliness and value.

Ref LB 15 P35 1985
Palmer, James and Anita Colby, eds. Directory of Educational Acronyms.
Educators Progress Service, Inc.

This publisher offers a series of guides containing selected, annotated listings of free materials. Arranged by title under subject headings. Clear directions for ordering. Updated annually.

- Educators Guide to Free Audio and Video Materials
- Educators Guide to Free Film
- Educators Guide to Free Filmstrips
- Educators Guide to Free Guidance Materials
- Educators Guide to Free Health, Physical Education and Recreation Materials
- Educators Guide to Free Science Materials
- Educators Guide to Free Social Studies Materials
- Educators Guide to Free Teaching Aids
- Educators Guide to Free Curriculum Materials

For other sources of free materials check the card catalog under the subject heading FREE MATERIALS.


Karnes, Frances A. and Emily C. Collins, eds. *Handbook of Instructional Resources and References for Teaching the Gifted.* Examines the need of gifted students, details guide lines for selection of materials and lists available instructional materials and resources.

Reynolds, Cecil R., ed. *Handbook of School Psychology.* 1982. Most of the material presented relates to the assessment, identification and treatment of handicapped children. Sections on current therapies, including cognitive and personality assessment, should provide useful background information for all educators.


STATISTICAL SOURCES

Index HA 202 A6 - Index Stacks

American Statistics Index. 1977+
A master guide and index to all the statistical publications of the U.S. Government.

Ref L 111 A5 D5
Provides information covering the field of American education from pre-kindergarten through graduate school. Information is drawn primarily from Office of Education statistical publications.

Ref HA 202 A3 Information Desk
The standard summary of statistics of social, political and economic matters in the U.S. Includes over 1500 tables and charts. Emphasis is on national data but also includes data for regions, states and metropolitan areas.

STYLE MANUALS

Ref PN 147 A28 1985 Information Desk

Ref BF 76.7 A46 Information Desk
A helpful general guide. Good index. Clear format.

Ref LB 2369 C3 1985 Information Desk
A standard guide.

Ref LB 2369 T8 Information Desk
Turabian, Kate. A Manual for Writers of Term Papers, Theses and Dissertations. 5th ed. 1987
One of the more popular manuals.

TESTS

Ref BF 176 T43 1986
A quick reference guide to over 3,000 tests. Included for each test are brief data on its description, time necessary for administering, age range of persons tested, scoring, cost and publisher.

Ref BF 176 T419
A five volume set containing reviews, critiques and references for the most frequently used tests described in the volumes above. The reviews cover reliability and validity along with other aspects of test construction.
Tests (cont.)

Ref Z 5814 E9 E82
An index to commercially available tests and to all publications listed above.

Ref Z 5814 E9 T4b 1983
Mitchell Jr., James V. Tests in Print III.
Successor to Tests in Print II. Refers reader to all original
tests reviewed in the Mental Measurement Yearbook. Contains a
publisher's directory and index.

YEARBOOKS

Yearbooks and annuals consist of material selected from current sources in
a particular field which is then condensed and published on a
annual basis. Many yearbooks have a specific theme or topic
for each volume. Representative titles are listed below.
Those without "Ref" in the call number are in the stacks.

Advances in Child Development and Behavior. BF 721 A45
Association for Supervision and Curriculum Development. Yearbook LB 2884 A8
Claremont Reading Conference. Yearbook BF 456 R2 A14
Educational Media Yearbook. Ref LB 1028.3 E37
National Council of Teachers of Mathematics. Yearbook QA 1 N3
National Reading Conference. Yearbook LB 2365 R4 N3
National Society for the Study of Education. Yearbook LB 5 N25
Yearbook of Adult and Continuing Education. LB 5219 Y43
Yearbook of Higher Education. Ref LB 2310 Y4 Information Desk
Yearbook of School Law. LB 2514 Y4
Yearbook of Special Education. Ref LC 3965 Y43

Learning Materials Center

The Learning Materials Center, located on the 2nd floor of the Fogler
Library, houses several representative collections of educational
materials, print and non-print. Designed primarily to aid the student
teacher corps and faculty of the UM, the Center maintains the following
collections: Juvenile and teen literature, current textbooks for grades K-
12, curriculum guides, a resource (information) file, publisher's catalog
file and non-print media: slides, phonodiscs, audiotape cassettes, film
strips and pictures. Supplemental audio-visual materials for use in
college courses are also shelved in the LMC. A limited number of filmstrip
viewers, cassette players, record players and additional A-V equipment is
maintained for previewing of materials.

A reference librarian will help you with the material
described in this guide and with any other questions you
may have about the library.

Revised by Bryan Goodwin
Fogler Library Information Services
August 1987