This guide and annotated bibliography is designed to introduce students taking social work courses to the basic research tools in their field that are available in the Fogler Library at the University of Maine. Brief explanations and examples are provided of the relevant Library of Congress subject headings and call numbers used in Fogler Library, as well as the card catalog and computer search services available. The guide then provides an annotated listing of materials in nine categories: (1) abstracts and indexes; (2) bibliographies and guides (both general and specialized); (3) dictionaries; (4) directories; (5) encyclopedias; (6) federal and state government and legal publications; (7) statistical sources; (8) study guides; and (9) style manuals. (EW)
This guide is designed to introduce the student of SOCIAL WORK to some of the major sources of information available in the Fogler Library. The bibliographies, dictionaries, encyclopedias, handbooks, indexes, and other specialized tools in the Reference Area can supply needed information or direct you to sources that contain it.

**SELECTIONS FROM THE LC CLASSIFICATION SYSTEM FOR SOCIAL WORK**

<table>
<thead>
<tr>
<th>LC Classifications</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM</td>
<td>Sociology (general and theoretical)</td>
</tr>
<tr>
<td>HQ</td>
<td>Social groups. Women studies.</td>
</tr>
<tr>
<td>HS</td>
<td>Societies: Secret, Benevolent, etc. Clubs.</td>
</tr>
<tr>
<td>HT</td>
<td>Communities. Classes. Races.</td>
</tr>
<tr>
<td></td>
<td>Criminology.</td>
</tr>
<tr>
<td>40-696</td>
<td>Charities.</td>
</tr>
<tr>
<td>697-4959</td>
<td>Protection, assistance, and relief</td>
</tr>
<tr>
<td></td>
<td>Arranged by special classes of persons, as determined by age, defects, occupation, race, economic status, etc.</td>
</tr>
<tr>
<td>5725-5770</td>
<td>Tobacco habit.</td>
</tr>
<tr>
<td>5800-5840</td>
<td>Drug habit. Drug abuse.</td>
</tr>
<tr>
<td>6001-9920</td>
<td>Criminology.</td>
</tr>
</tbody>
</table>

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 the 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 related to the study of Social Work. A few examples are listed below.

- **CHILD ABUSE**
- **MINORITIES**
- **PUBLIC WELFARE**
- **SOCIAL POLICY**
- **SOCIAL SERVICE, RURAL**
- **SOCIAL WORK WITH YOUTH**
- **SOCIAL WORKERS**
- **WOMEN - LEGAL STATUS, LAWS, ETC.**

Library of Congress Subject Headings is a two volume guide to the headings used in the card catalog. It can lead you from an incorrect subject heading to a correct one. Knowledge of this tool will save time and may also open new avenues of approach to your subject. Copies are located at the card catalog and near the Information Desk. A Reference Librarian will be glad to show you how to use it.

"Permission to reproduce this material has been granted by Libby P. Soifer"

**RAYMOND H. FOGLER LIBRARY**
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
HV Class - Social and Public Welfare
89 Subclass - Directories
A55 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. Examples:

361.6 Class - Public Welfare Work
F33 Derived from 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. The chart near the card catalog gives the stack location of books bearing these numbers.

Located in the Index stacks of the Information Services Department (unless otherwise noted).

Topics of current interest, preliminary reports of field work and other research are found in journals and other serial publications. 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.

The following abstracts and indexes are of particular interest to the social worker:

Index HQ 750 A1 C47
Child Development Abstracts and Bibliography.
Publishes abstracts relating to the growth and development of children. Author, subject indexes.

Index HB 5 C8 (Index Table - Reference Area)
Current Index to Journals in Education. (CIJE)* 1969+
The primary emphasis is on education journals but it is useful for topics related to social service.
Index HD 4802 H85

**Human Resources Abstracts.** 1966+

Interdisciplinary index to journals, books, documents, reports dealing with the problems of manpower, poverty, and human resources. Subject index.

Index SCI R 5 I52 (Science and Engineering Center)

**Index Medicus.** * 1960+

Monthly index to journals in the medical and health sciences. Representative public health journals are included. Fogler Library holds few of the medical journals cited.

Index K 9 N4

**Index to Legal Periodicals.** * 1970+

Subject index to articles appearing in the leading law journals. Fogler Library holds few of the titles cited.

Index BF 1 P65 (Index Table - Reference Area)

**Psychological Abstracts.** * 1929+

The basic index to literature in the field. Lists books, periodicals, official documents and dissertations.

Index AI P8 (Index Table - Reference Area)

**Public Affairs Information Service Bulletin (P.A.I.S.).** * 1915+

In addition to selective indexing of the over 800 journals, PALS also includes documents, reports, and pamphlets in the social sciences.

Index Z 5813 R4 (Index Table - Reference Area)

**Resources in Education (RIE).** * 1966+

May be used in conjunction with Current Journals in Education. Abstracts reports, government funded studies, convention proceedings and papers. Does not abstract journals. Most of the material in RIE is available on microfiche in the Microforms Area.

Index H1 S64

**Social Sciences Citation Index.** * 1979+

A simple yet sophisticated tool with subject (permuterm), source and citation indexes.

Index AI 3 S62 (Index Table - Reference Area)

**Social Sciences Index.** * 1974+ Formerly Social Sciences and Humanities Index. 1907-1974 (Index AI 3 S61)

Quarterly. Interdisciplinary author and subject index to journals in the social sciences. Book reviews listed at the end of each issue.

Index HV 1 A2

**Social Work Research and Abstracts.** * 1970+

Quarterly publication containing articles in addition to abstracting around 200 journals. Abstracts arranged in broad areas. Subject index. Indexed by several other indexes which are available online.
ABSTRACTS AND INDEXES (cont.)

Index HM 1 S7
Sociological Abstracts. * 1953+
Bimonthly classified arrangement. Comprehensively indexes 200 U.S. and foreign journals. Selective coverage of journals in related fields. Also indexes book reviews and professional papers. Author and subject indexes.

Index HQ 1101 W6
Women Studies Abstracts. 1972+
Quarterly index to books and journals dealing with literature on women. Subject index.

Index HD 1401 W6
World Agricultural Economics and Rural Sociology Abstracts. * 1965+
Comprehensive index to about 800 serials dealing with agricultural economics and rural sociology. Annual subject index.

* Can be searched by computer.

COMPUTERIZED SEARCHING

Computerized 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. (In addition to these sources, there are many databases for which Fogler Library has no printed equivalent e.g. Child Abuse and Neglect and the National Institute of Mental Health databases.) Check at the Information Desk for information on procedures and costs.

DO-IT-YOURSELF COMPUTER SEARCHING

In addition to computer searches performed by Librarians, a user friendly, menu-driven system is available at reduced rates during the evening and weekends. Do your own searches! Inquire at the Information Desk. Also the Library continues to test and acquire CD-ROM and laser disk products which allow limited searching at no cost to you.

JOURNALS

Fogler Library has over 100 journals relating to Social Work. The Master Periodical List is a computer print-out listing the titles of journals, newspapers, and indexes held by Fogler, the University College and the Darling Center Libraries. Copies of this list may be found in the Reference Area, the Science and Engineering Center, and throughout the Periodical stacks. Consult this print-out when you have found the citations that you need in the indexes and abstracts.

BIBLIOGRAPHIES AND GUIDES

There are numerous bibliographies which function as guides to the literature. Critical or annotated guides are frequently useful in selection and evaluating material on a particular topic. The broad scope of social welfare prohibits any single bibliography from providing total coverage. A few of the more useful bibliographic guides are identified below. Those titles are found in the Reference Area. For assistance in locating additional sources ask a Reference Librarian.

Ref HM 68 B1: 1986
Includes an overview of the field, library resources, section on writing papers, etc.
Conrad, James H. Reference Sources in Social Work: an Annotated Bibliography. Helpful for finding sources on concepts, legislation, services, programs, etc.

Specialized:

The following is a highly selective list of bibliographies to illustrate the types of information available to you in the Library. To locate specific bibliographies check the card catalog under headings such as "Marriage-Bibliography", "Family-Bibliography", "Public Welfare-[Country]-Bibliography", "Women-Bibliography", or use LC Subject Headings for help in selecting the correct heading.


DeYoung, Mary. Incest: an Annotated Bibliography. 1985. "...focuses on references published in professional journals and in books..." - Introduction. Topical arrangement. Author and subject indexes.


Ref Z 7164 S66 S6 1984
A compendium of abstracts of articles published 1973-1982. The six chapters focus on major chronological periods, each subdivided by particular topics. Author and subject indexes.

Ref HV 91 S622
Includes citations to general surveys, major monographs, scholarly articles, (cont.) and dissertations written 1945-early 1980's, as well as some documentaries and older works from the early 1600's to early 1980's. Author and subject indexes.

Ref KF 156 B53 1979

Ref HV 12 B37 1987

Ref HQ 1115 K73 1985

Ref HV 12 T54
British in orientation but still useful to the American social worker.

Ref HV 27 B57 1986
"...compiled to provide a convenient source of information on some of the people who have been important in American social welfare from Colonial times to the recent period." --Preface.

Ref HV 89 N27
National Directory of Private Social Agencies.
Lists 10,000 agencies, homes, etc. that give direct help to individuals. Updated monthly.

Ref HV 89 A55
Public Welfare Directory.
Major guide to programs and personnel for Federal, State, and local human service agencies. Annual.

Government Documents Department - Open stacks (Pr Ex 2.20)
Catalog of Federal Domestic Assistance.
Identifies assistance available, eligibility requirements, application information.

Ref HV 89 N223
National Association of Social Workers. NASW Register of Clinical Social Workers Directory.
Listing, alphabetically and by state, of nearly 9,000 qualified practitioners.
DIRECTORIES (cont.)

Ref JK 421 A3 (Information Desk)
Official handbook for the federal government. Indicates addresses, purposes, organization, programs, and personnel of most government agencies.

Ref JK 1011 U5 (Information Desk)
Official Congressional Directory.
Valuable organizational data on Congress and the federal government. Biographical sketches and addresses of members of Congress, executive agencies, and the judiciary.

Ref F 192.3 W33 (Information Desk)
Convenient subject directory of Congress, agencies of the executive branch, and non-governmental agencies in Washington. Useful for names, addresses, and telephone numbers.

Ref JK 2835 B87 (Information Desk)
Subtitle: "A compilation of annual reports of state departments and agencies." Each department, agency, etc. is identified together with an explanation of its purpose, organization, background, program, address, publications, and chief personnel.

Ref HS 17 G344 (Information Desk)
Encyclopedia of Associations.
Basic directory for nonprofit American organizations. Encompasses special interest groups, labor unions, ethnic organizations, etc. Includes names, addresses, telephone numbers, and publications.

Ref HV 741 N3137 1986-1987
National Directory of Children and Youth Services.
Listing of agencies and services by state, county, and major city. Also includes a listing of Senate and House committees and subcommittees, federal clearinghouses and resource centers, and national organizations serving children and youth.

Ref HV 1553 R4
Listing and description of organizations, schools, clinics, government services and information/data banks serving the handicapped.

Ref HV 9463 J8 1984
Enteries include personnel, addresses, telephone numbers, capacity and character of institutions. Crime and prison statisti.s and activities of the American Correctional Association are also included.
DIRECTORIES
Ref HV 1790 A4 22nd ed. 1984
Directory of educational, library, and rehabilitation state services. Also lists associations, services for the deaf-blind, guide dog schools, federal agencies, low vision services. Entries are descriptive, give eligibility requirements and activities.

ENCYCLOPEDIAS/HANDBOOKS
Ref HD 7125 W43
Ref HQ 1061 E53 1987
Ref HV 35 S6 1987
Ref H 40 A2 I5
International Encyclopedia of the Social Sciences. 1968. 17v. The articles and bibliographies emphasize analytical and comparative aspects of topics covered. Its predecessor, Encyclopedia of the Social Sciences (Ref H 40 E5) is still useful for historical material.

GOVERNMENT AND LEGAL PUBLICATIONS
Publications issued by Federal, State, and local agencies contain a wealth of authoritative and official information. The Fogler Library holds publications from the U.S., Canadian, and State of Maine governments, and as a student of social work you should familiarize yourself with the location, policies, catalog, indexes and other finding aids of the collections.

U.S. GOVERNMENT PUBLICATIONS
Fogler Library is a regional depository for U.S. government publications. Most government publications circulate overnight. Questions concerning government documents should be directed to the librarians at the Information Desk. The following titles may be helpful when consulting U.S. federal documents.

Index AI 3 I6 (Index Table - Reference Area)

Index Table (Index Table - Reference Area)
Monthly Catalog of United States Government Publications. * 1895+ The basic bibliography and finding aid. Subject, author, title, series, and report indexes. Familiarity with the Monthly Catalog and the Cumulative Subject Index to the Monthly Catalog ... 1900-1971 will make the location of documents an easier task.
Legal publications with which you should become familiar include:

**STATUTORY LAW**

Ref KF 62 1927 W45

**United States Code Annotated**
A commercial publication which provides subject arrangement of the statutory laws of the U.S. Annotations interpret the statutes, usually including points from judicial decisions.

Government Documents Department - Open Stacks

**U.S. Statutes at Large.**
Chronological arrangement of "slip laws" which are the first official publication of a Law after its receipt from Congress.

**ADMINISTRATIVE LAW**

Government Documents Department - Open Stacks (AE 2.106:5-)

**The Federal Register.**
An important source of current rules, regulations, standards, etc. Published daily except Sunday and Monday. Monthly, quarterly, annual indexes. Cited as F.R.

Government Documents Department - Open Stacks (AE 2.106:3-)

**Code of Federal Regulations.**
Codification of the daily issues of the Federal Register. Cited as C.F.R.

**JUDICIAL LAW**

Ref KF 154 C6 1936

**Corpus Juris Secundum.**
A general legal encyclopedia, arranged alphabetically by topic, which provides citations to cases and legal decisions. A useful starting point in a legal search. Cited as C.J.S.

Government Documents Department

**United States Reports.**
Bound volumes contain cases reported, statutes cited, subject or topical index. Official publication. Cited as U.S.
LEGAL PUBLICATIONS

Supreme Court Reporter. Commercial publication which provides full text of decisions plus West’s key number references. Cited as S.Ct.

These are just a few of the legal tools available. Please ask a reference librarian for assistance or advice if needed.

Publications of agencies of the Maine state government are located in the Special Collections Department of Level 3. Special Collections maintains its own card catalog which includes reference to state documents. There are no reference to state publications in the card catalog.

Maine legal publications with which you should become familiar include:

STATUTORY LAW

Maine Revised Statutes Annotated. Consolidation of the general and permanent laws of Maine. Subject index. Cited as M.R.S.A.

Legislative Documents. Bills in their printed form as submitted by legislators.

JUDICIAL LAW


STATISTICAL SOURCES

Current facts and figures often can be found in the following statistical publications. (Statistical publications of the Census Bureau, Social Security Administration or other social agencies can best be located by using the Monthly Catalog). If you cannot locate the information you need, please ask a librarian for assistance.

Index HA 202 A6
American Statistics Index. Comprehensive index to statistics published by government agencies. Descriptive abstracts included.

Ref HA 202 A3 (Information Desk)
Statistical Abstracts of the United States. Annual. Summary statistical data on the political, social, and economic organization of the United States. Includes references to other statistical publications or sources.

Ref HA 202 A36
County and City Data Book. Assorted data for counties, standard metropolitan statistical areas, cities, urbanized areas, and un-incorporated areas.
STATISTICAL SOURCES

Ref HA 12.5 U63
Summaries of international statistics. References to sources are given.

Ref HA 17 D45
Covers vital statistics and characteristics of population on an international basis.

STUDY GUIDES

Ref HV 11 C772
*Summary Information on Master of Social Work Programs*. Describes programs accredited by the Council of Social Work Education.

Ref HV 11 W76
Describes overseas programs. Includes data for national comparisons.

STYLE MANUALS

Ref LB 2369 T82

Ref LB 2369 C3 1974
A standard guide.

Ref Z 253 C57 (Information Desk)
A general guide. Clear format, easy to use.

FOR HELP USING SOURCES DESCRIBED IN THIS GUIDE AND WITH ANY OTHER QUESTIONS YOU MAY HAVE ABOUT THE LIBRARY, PLEASE ASK AT THE INFORMATION DESK.

Revised by Libby P. Soifer
Fogler Library, Information Services
January 1988