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## ABSTRACT

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)

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## GUIDE TO SOURCES:

## SOCIAL WORK

### SCOPE

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

HM	Sociology (General and theoretical)
HN	Social history. Social problems. Social reform.
HQ	Social groups. Women studies.
HS	Societies: Secret, Benevolent, etc. Clubs.
HT	Communities. Classes. Races.
HV	Social Pathology. Social and Public Welfare.
	Criminology.
40-696	Charities.
697-4959	Protection, assistance, and relief
	Arranged by special classes of persons, as
	determined by age, defects, occupation,
	race, economic status, etc.
5001-5720	Alcoholism. Intemperance. Temperance reform.
5725-5770	Tobacco habit.
5800-5840	Drug habit. Drug abuse.
6001-9920	Criminology.
HX	Socialism. Communism. Anarchism.

### 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 the Library.

### SUBJECT HEADINGS

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.

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LIBRARY

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Libby P. Soifer

**CALL NUMBERS  
AND  
CLASSIFICATION**

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.

**ABSTRACTS  
AND  
INDEXES**

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.

**ABSTRACTS  
AND  
INDEXES  
(cont.)**

| 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.

| Sci Index 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, PAIS 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. These titles are found in the Reference Area. For assistance in locating additional sources ask a Reference Librarian.

Ref HM 68 B5. 1986

Bart, Pauline. The Student Sociologist's Handbook. 1986.

Includes an overview of the field, library resources, section on writing papers, etc.

**BIBLIOGRAPHIES  
AND  
GUIDES  
(cont.)**

Ref HV 40 C66 1982  
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.

Ref Z 7164 N17 D75  
Drug Abuse Bibliography. 1971+ (Annual).  
Books, monographs and pamphlets by Author. Periodical Literature by title and subject with author index.

Ref Z7164 M2 A48  
Aldous, Joan and Hill, Ruben. International Bibliography of Research in Marriage and the Family. 1900-1964. (V. 2, 1965-1972)  
A computer-produced bibliography of books and articles. KWIC index, subject index and author list. Continued by Inventory of Marriage and the Family Literature. Ref Z 7164 M2 I5 V. 3+ Annual.

Ref Z 7164 S42 D4 1985  
DeYoung, Mary. Incest: an Annotated Bibliography. 1985.  
"...focuses on references published in professional journals and in books..." - Introduction. Topical arrangement. Author and subject indexes.

Kemmer, Elizabeth J. Violence in The Family: an Annotated Bibliography. 1984.  
Lists 1,055 English language publications, 1960-1982. Main-entry arrangement; subject and author indexes.

Ref Z 7963 F44 L63 1987  
Loeb, Catharine R. Women's Studies: A Recommended Core Bibliography, 1980-1985. 1987.  
A major revision of E. Steinman's 1979 ed. 1,211 English language or translated works with additional titles mentioned within annotations. Author, title and subject indexes.

Ref Z 7961 S42 1985  
Searing, Susan E. Introduction to Library Research in Women's Studies. 1985.  
A selective guide intended primarily for undergraduates. Includes mostly English language reference sources published early 1970's-1980's. Author, title and subject indexes.



**BIBLIOGRAPHIES  
AND  
GUIDES  
(cont.)**

Ref Z 7164 S66 S6 1984

Social Reform and Reaction in America: an Annotated Bibliography. 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

Social Welfare in America: an Annotated Bibliography. 1983.  
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.

**DICTIONARIES**

Ref KF 156 B53 1979

Black's Law Dictionary: Definitions of Terms and Phrases of American and English Jurisprudence, Ancient and Modern.

Ref HV 12 B37 1987

Barker, Robert L. The Social Work Dictionary. 1987.

Ref HQ 1115 K73 1985

Kramarae, Cheris and Treichler, Paula A. Feminist Dictionary. 1985.

Ref HV 12 T54

Timms, Noel and Rita. Dictionary of Social Welfare. 1982.  
British in orientation but still useful to the American social worker.

Ref HV 27 B57 1986

Trattner, Walter I. Biographical Dictionary of Social Welfare in America. 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.

**DIRECTORIES**

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)  
United States Government Manual. Annual.  
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)  
Congressional Quarterly's Washington Information Directory. Annual.  
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)  
Maine State Government: Annual Report.  
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  
Directory of Information Resources for the Handicapped. 1980.  
Listing and description of organizations, schools, clinics, government services and information/data banks serving the handicapped.
- Ref HV 9463 J8 1984  
Directory of Juvenile and Adult Correctional Departments, Institutions, Agencies, and Paroling Authorities - U.S. and Canada. 1984.  
Entries include personnel, addresses, telephone numbers, capacity and character of institutions. Crime and prison statistics and activities of the American Correctional Association are also included.



## DIRECTORIES

Ref HV 1790 A4 22nd ed. 1984  
American Foundation for the Blind. Directory of Agencies Serving the Visually Handicapped in the U.S. 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  
The Complete Social Security Handbook.  
Helpful guide to services and how to obtain them. 1983.

Ref HQ 1061 E53 1987  
Encyclopedia of Aging. 1987.  
Alphabetical arrangement by subject. Includes index and 128p. bibliography.

Ref HV 35 S6 1987  
Encyclopedia of Social Work. 1987.  
Topical essays, state-of-the-art reviews, biography, statistics, etc. Many entries include bibliographical references.

## GOVERNMENT AND LEGAL PUBLICATIONS

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.

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 to U.S. Government Periodicals. \* 1970+ (1980+ online)  
Quarterly subject index to more than 185 periodicals published by the U.S. federal government.

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.

**U.S.  
GOVERNMENT  
PUBLICATIONS  
(cont.)**

Index Z 1223 29 C66  
CIS Index: Congressional Information Service/Index to Publications of the United States Congress. 1974+  
An excellent indexing and abstracting service for the working papers of Congress, i.e. hearings, committee prints, House and Senate documents, etc. Detailed indexes.

**LEGAL  
PUBLICATIONS**

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  
(cont.)**

Ref KF 101.6 S9

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.

**MAINE  
STATE  
PUBLICATIONS**

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

Ref KFM 30 A24 1964 or St.Docs. L 38.23/1:

Maine Revised Statutes Annotated.

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

Legislative Documents. (St.Docs. L40.14:)

Bills in their printed form as submitted by legislators.

JUDICIAL LAW

Atlantic Reporter - Maine edition. (St.Docs. J90.28/2)

Regional Reporter that contains Maine Supreme Court decisions. Cited as A.2d.

**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  
(cont.)**

Ref HA 12.5 U63  
United Nations. Statistical Yearbook. Annual.  
Summaries of international statistics. References to sources are given.

Ref HA 17 D45  
United Nations. Demographic Yearbook. Annual.  
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  
World Guide to Social Work Education. 1984.  
Describes overseas programs. Includes data for national comparisons.

**STYLE  
MANUALS**

Ref LB 2369 T82  
Turabian, Kate. Student's Guide for Writing College Papers. 3rd ed., 1976.  
Most popular style manual. Contains sections on numbers and punctuation which did not appear in earlier editions. Companion volume: A Manual for Writers of Term Papers, Thesis and Dissertations. Ref LB 2369 T8 1987 (Information Desk)

Ref LB 2369 C3 1974  
Campbell, William G. and Stephen V. Ballou. Form and Style; Theses, Reports, Term Papers. 5th ed., 1978.  
A standard guide.

Ref Z 253 C57 (Information Desk)  
University of Chicago. A Manual of Style. 13th ed. 1982.  
A gen. ral 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  
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