

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

### Research Progress Report - No. 1

#### New Grove Dictionary of Music and Musicians, 2nd edition

- 1) Which article(s) (i.e., entries in the *New Grove*) did you consult? (give Title[s] and Volume Number[s])
  
- 2) On a separate sheet, start a "Citation List 1" and type out a correct bibliographic citation and annotation for each useful encyclopedia article from the print edition of *The New Grove Dictionary of Music and Musicians*; attach the list to this Progress Report. (Please use the citation model shown on p. 30 of this Reader.)
  
- 3) Make a complete photocopy of each *New Grove* article you found useful (*including its bibliography*), write the volume number on each photocopy, and attach the photocopy to this Progress Report. [If an article is *very* long, then photocopy only the relevant section(s), but include the full bibliography]
  
- 4) Go through the *New Grove* article's bibliography to see if any relevant English-language items are available in Kennedy's collection; write "K" in the bibliography next to items that are accessible:
  - a) Use a "Title" search in Polycat to look for **books** (or other "stand-alone" items); check out items that circulate and attach a copy of your Kennedy library record to this Progress Report.
  - b) Use the "Dissertations and Theses (Proquest)" database to look for **dissertations**; print out the title page of any accessible dissertation and attach it to this Progress Report.
  - c) For **periodical articles**, use a "Journal Title" search in Polycat to see if Kennedy carries the journal year you need. If the journal is online or microfilmed, print out the specific article you're seeking; if Kennedy has a print copy of the journal, then photocopy the article.
  
- 5) On your "Citation List 1," type out correct bibliographic citations *and* complete-sentence annotations for each item you've checked out or printed/photocopied in Step 4. (Alphabetize the citations by author's last name.)
  
- 6) If an item held by Kennedy is temporarily unavailable (checked out, missing, etc.), print out the Polycat entry that shows this status information. Order the item through Link+ or Interlibrary Loan, following the instructions of Step 7 below.
  
- 7) If an item in the *New Grove* bibliography looks useful but Cal Poly does not own it, order the item through Link+ or Interlibrary Loan; on the *New Grove* bibliography, write "L+" or "ILL" next to items that you've ordered. (Also attach a copy of your Link+ and/or ILL record, marking any newly ordered items.)
  
- 8) Did the bibliographies of any of these sources lead you to any other items? If so, follow Steps 4–7 to obtain those additional materials.

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### Other Music Reference Sources

- 9) Using pp. 15-16 of this Reader, go through any other items in Kennedy's Reference collection (but NOT *The Music Index*) that might help you with your topic. (Briefly list the titles of all items you examine, even if they aren't useful; attach another sheet if necessary.) If any of these sources do prove useful, put a citation and annotation for the item in your Citation List 1.
  
- 10) What search term(s) did you use when checking the other "Reference Room" items?
  
- 11) Did the bibliographies of any of these sources lead you to any other items at Kennedy? If so, check them out (or print/photocopy them) and add a citation and annotation for each item to your Citation List. (If an item is unavailable, treat it the same way you treated missing items in Step 6 above.)
  
- 11) Did these sources lead you to any other sources you need to order through Link+ or ILL? (Attach a copy of your Link+ and/or ILL record, marking any newly ordered items.)

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**Research Progress Report - No. 2**

- 1) Fill in the following chart, as follows:
  - a) keep track of the date(s) that you consult each catalog or database
  - b) list the keywords you used to search for your topic. (You might think of additional keywords to use, in which case you should revisit each catalog.)

	Polycat	Link+	Worldcat	Dissertations & Theses (Proquest)
<b>Date(s) consulted:</b>				
<b>Keywords searched:</b>				

- 2) Check out any relevant item(s) found in Polycat and attach a copy of your library record to this Report, identifying the items you just checked out.)
- 3) On a new "Citation List 2," type out bibliographic citations and annotations for any new items you've checked out for this step of the project. [You do *not* need to include this list with this report.]
- 4) If a potentially useful item is unavailable (checked out, missing, etc.), print out the Polycat entry that shows this status information. Order the item through Link+ or Interlibrary Loan, following the instructions of Step 5 below.
- 5) If an item in Link+ or Worldcat looks useful, order the item through Link+ or Interlibrary Loan. (If Link+ lists an item but identifies it as "unavailable," order the item through InterLibrary Loan.) Attach a copy of your Link+ and/or ILL record to this Report, marking any newly ordered items.
- 6) Print out the title page of any useful dissertation that is contained in the Proquest database and attach it to this Report. (If a PDF is not available for a dissertation that seems promising, order that dissertation via InterLibrary Loan.)
- 7) Did the bibliographies of any of these sources lead you to any other items? If so, follow Steps 2-6 to obtain those additional materials.

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8) If you ordered items for the previous Progress Report and they have arrived, add their citations and annotations to your Citation List 2.

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### **Research Progress Report - No. 3**

#### **Shelf-Browsing**

- 1) Look at the list of Library of Congress Call Numbers (and the beginning of the call number of any sources you've already checked out) to identify sections of Kennedy's holdings that might have additional material of value. What call number(s) will you check?
- 2) Go to Kennedy and find the locations of your call numbers; browse the adjacent shelves to see if there are other items that might be helpful to you. If you find anything useful, check it out (attach a copy of your library record to this Report, marking any newly checked-out items).
- 3) Type a citation and annotation for any new items on a separate "Citation List 3." [You do *not* need to include this list with this report.]

#### **Library of Congress Subject Headings**

- 4) Look at the appropriate library catalog entries for the items you've checked out (or ordered) so far. What subject headings are used for your items? List them below.
- 5) Check the *Library of Congress Subject Heading Volumes* in the Reference Room [Z695.Z8 L695 (Ref)] to see if you can find any other potentially helpful subject headings. Give the date you checked the volumes, and list any additional subject headings you find below.

6) Using the subject headings cited in Steps #4 and 5 above to guide your searching, fill out the chart below completely.

	<b>Polycat</b>	<b>Link+</b>	<b>Worldcat</b>
<b>Date(s) consulted:</b>			
<b>Additional subject terms searched:</b>			

7) Check out any relevant items found at Kennedy and attach a copy of your library record to this Report, identifying the items you just checked out.)

8) In "Citation List 3," type out bibliographic citations and annotations for any new items you've checked out for this stage of the project. [Again, you do *not* need to include this list with this report.]

9) If a potentially item is unavailable (checked out, missing, etc.), print out the Polycat entry that shows this status information and attach it to this Report. Order the item through Link+ or Interlibrary Loan, following the instructions of Step 10 below.

10) If an item in another catalog looks useful, order the item through Link+ or Interlibrary Loan. (Attach a copy of your Link+ and/or ILL record to this Report, marking any newly ordered items.)

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11) If you ordered items for the previous Progress Reports and they have arrived, add their citations and annotations to your Citation List 3.

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

### Research Progress Report - No. 4

#### Music Index

- 1) Consult the online *Music Index*, using the keywords and subject headings that have been most useful in the previous progress reports.
- 2) Using your results from Step 1 above, make a chart of any additional articles that look helpful (a handwritten version is okay). Use the following format. Attach the chart to this Report.

Author	Title of Article	Journal title	Vol No.	Date	Pages	Available At Kennedy? (specify print or online)	Date of ILL Order (if appl.)

- 3) What search term(s) did you use?
  
- 4) Next, check ALL the print volumes of the *Music Index* up to 1970 unless your project post-dates some of the earlier volumes. (If some volumes *are* too early for your topic, cross off those years in the list below.) Use the same search terms you used above. Otherwise, write the date you consulted each volume next to the year (if a year has more than one volume, you are expected to consult them all).

1949	1955	1961	1967
1950	1956	1962	1968
1951	1957	1963	1969
1952	1958	1964	
1953	1959	1965	
1954	1960	1966	

- 5) Once again, add any potentially helpful articles to your chart; be sure to look up each journal title in the front of the *Music Index* volume to make *sure* you know what any abbreviations mean. Don't assume!
- 6) For any journal at (or via) Kennedy, retrieve the article (via the stacks, microfilm, current periodicals, or online databases). If it appears to be useful, photocopy or print out the article and attach it to this Report.
- 7) For all articles you photocopy or print, prepare a citation and annotation. This is your Citation List 4. [You do not need to include this list with this report.]
- 8) Order all other potentially useful articles through Interlibrary Loan; write the date ordered in the last column of your chart. (Also attach a copy of your ILL record to this Report, marking any newly ordered items.)

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**RILM** - Consult this online index of abstracts, available via the Kennedy Library homepage

7) Give date(s) of search

8) Search terms used:

9) Print out the *RILM* information for any item that looks useful and attach it to this Report.

10) For any book or journal at (or via) Kennedy, retrieve the article (via the stacks, microfilm, current periodicals, or online database). Photocopy or print out any useful articles and attach them to this report. If the item is a book, check it out.

11) For all articles you photocopy or print, and for any books you check out, write a citation and annotation and include them in Citation List 4. [You do not need to include this list with this report.]

12) Order all other potentially useful articles through Interlibrary Loan; write the date ordered on the *RILM* information sheet you printed in Step 9.

13) Order all other potentially useful books through Link+ or Interlibrary Loan. (Attach a copy of your Link+ and/or ILL record to this Report, marking any newly ordered items.)

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14) If you ordered items for the previous Progress Reports and they have arrived, add their citations and annotations to your Citation List 4. [You do not need to include this list with this report.]

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### Research Progress Report - No. 5

#### Online Databases

- 1) Check the *Expanded Academic ASAP*, *Academic Search Elite*, and JSTOR in the "Article Databases" list in the Kennedy Library Website.

Databases consulted:	Expanded Academic ASAP	Academic Search Elite	JSTOR
Date(s) consulted:			
Subject terms searched:			

- 2) Print out the citation information from the index for any item that looks useful and attach it to this report.
- 3) For any journal at (or via) Kennedy, retrieve the article (via the stacks, microfilm, current periodicals, or online database). If it appears to be useful, photocopy or print out the article and attach it to this report.
- 4) For all articles you photocopy or print, write a citation and annotation and include them in your Citation List 5. [You do not need to include this list with this report.]
- 5) Order all other potentially useful articles through Interlibrary Loan; write the date ordered on the citation information you printed in Step 2.

#### Websites

- 6) Using Google and two more search engines of your choice (Altavista, Yahoo, Lycos, etc.), search for more information on your topic. (In your searches, be sure to put double-quotes around any phrases you want to search, and put a plus in front of individual words that *must* appear in the website.) Keep track of your activities on the following chart.

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Search Engine Used:	Google	_____	_____
<b>Date(s) consulted:</b>			
<b>Subject terms searched:</b>			

7) Print out the home page of any useful site and attach it to this report. If the useful item is a PDF document, print it out.

8) Type a citation and annotation for each useful site and add them to "Citation List 5." (You do not need to turn in Citation List 5.)

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9) If you ordered items for the previous Progress Reports and they have arrived, add their citations and annotations to your Citation List 5. (You do not need to turn in Citation List 5.)

## Research Progress Report - No. 6

- 1) Go through your five previous Citation Lists and check the *Music Index* to see if there are any reviews of the books you are planning to include in your final bibliography. (If the book was published before 1970, you will need to check each volume of the *Music Index* for 5-6 years after the book was published, since it usually takes some time for a book to be reviewed—and for the review to be printed—and for it then to be indexed in *The Music Index*.) You may want to use the same kind of chart you crafted in Progress Report 4 to help you keep track of your “finds.”
- 2) Obtain full-text copies of any reviews you find, via Kennedy’s online resources or (as appropriate) via Interlibrary Loan.
- 3) Read each review to see if it affects your views of the usefulness of the book it addresses. Adjust your annotation accordingly.
- 4) If a review strikes you as very important—if it contains information you have found nowhere else—then you should include the review itself within your final bibliography, properly cited and annotated.
- 5) Go through your accumulated Citation Lists and select **two of the items** you plan to include in your research project bibliography. It might be smart to choose two different types of sources, such as a book and an article. Copy the two items onto a separate sheet, including the complete bibliographic citation and the annotation. (Please double-space.) Don't forget to put your name on the sheet, since you will be turning it in.

The formatting of each entry should look something like this:

Author, Famous. *Important Book about Your Topic: A Totalitarian Treatment*. 2nd ed. Balookaville, NY: Really Seedy Press, 1979.

The primary value of this 4,762-page treatise is its bibliography, which fills 4,746 of the book's pages.

The bibliography is sorted by geographical region, which is appropriate for the national issues

embraced by this topic. The author has examined this subject from several contrasting perspectives, .

. . . . [etc., etc., etc.]

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- 6) If you ordered items for the previous Progress Reports and they have arrived, add them to Citation List 6. (You do not need to turn in Citation List 6.)