

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

### Research Progress Report - No. 1

#### New Grove II

- 1) On a separate sheet, start a "Citation List 1" and type out a correct bibliographic citation and annotation for the print edition of *The New Grove Dictionary of Music and Musicians*; attach the list to this Report. (Treat its citation as a multi-author, multi-volume anthology.)
- 2) Which articles (entries in the *New Grove*) did you consult? (give Titles and Volume Numbers)
- 3) Make a complete photocopy of all the *New Grove* articles you found useful (*including their bibliographies*), write the volume number on each photocopy, and attach the photocopy to this Progress Report. [If no articles helped, write N/A; if an article is *very* long, then photocopy the relevant section(s), but include the full bibliography]
- 4) Examine the bibliography of your article(s) to see if any items you might need are in Kennedy's collection (check Polycat for books; Serials Solutions and Polycat for journal titles). Check out items that circulate and attach a copy of your library record; attach prints or copies of articles.
- 5) On your "Citation List 1," type out bibliographic citations *and* annotations for each item you've checked out or printed for this project.
- 6) If an 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 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. (Attach a copy of your library record, marking any newly ordered items. )

#### Other Music Reference Sources

- 8) Using pp. 12-13 of this Reader, go through any other items in Kennedy's Reference collection (besides the *New Grove* and *The Music Index*) that might help you with your topic. (Briefly list the titles of all items you examine; attach another sheet if necessary.) If any of these sources prove useful, put a citation and annotation for the item in your Citation List 1.

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- 9) What search term(s) did you use when checking the other “Reference Room” items?
- 10) Did these sources lead you to any other sources at Kennedy? If so, check them out 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 absent 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 library record, marking any newly ordered items.)

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

### 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
  - 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+	Melvyl	Worldcat
<b>Date(s) consulted:</b>				
<b>Keywords searched:</b>				

- 2) Check out any relevant item(s) found at Kennedy and attach a copy of your library record, 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 another catalog looks useful, order the item through Link+ or Interlibrary Loan. (Attach a copy of your library record, marking any newly ordered items.

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- 6) If you ordered items for the previous Progress Report and they have arrived, add them to your Citation List 2.



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

### **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 look at 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, 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 questions #4 and 5 above to guide your searching, fill out the chart below completely.

	<b>Polycat</b>	<b>Link+</b>	<b>Melvyl</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, 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 step 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. 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 library record, marking any newly ordered items.

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11) If you ordered items for the previous Progress Reports and they have arrived, add them 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 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 1975 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	1956	1963	1970
1950	1957	1964	1971
1951	1958	1965	1972
1952	1959	1966	1973
1953	1960	1967	1974
1954	1961	1968	1975
1955	1962	1969	

- 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.

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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). If it is an article and it still appears to be useful, photocopy or print out the article. 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.

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

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

### 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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<b>Search Engine Used:</b>	<b>Google</b>	_____	_____
<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 them 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 1975, 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 the 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 the review strikes you as very important—if it contains information you have found nowhere else—then you should include the review 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.)