

DEPARTMENT OF HISTORY

Finding Course Materials

The coursepack

- For almost every week's seminar, essential reading is included in the coursepack. These readings are provided for convenience and are not intended to be the last word on a subject. Items on the lists of 'additional reading' will provide further information and you should not be afraid to browse the library shelves, using material not on the reading list, particularly when compiling a bibliography for your essay.

The History Department Library

- Some key textbooks and additional readings for courses are available in the History Department Library. Check the notice on the door for details of opening times.

The Albert Sloman Library

- The A.S.L. is your most important resource. All items on the reading list are available here. You will also be expected to find your own information on certain topics, in preparation for some seminars and for your essay. For this reason it is essential that you learn to locate books and periodicals. For further information please see the History web-site www.essex.ac.uk/history
- **You are strongly recommended** to take advantage of the Library tours, held at the beginning of the autumn term, in weeks 0, 1 and 2. Please book yourself onto a tour and check the tour times with the Library.
- The following notes are supplementary to the 'Guide to the Albert Sloman Library', issued to all new students. The section in the guide entitled 'Catalogues' contains general information essential for successful use of the Library, and a breakdown of the classification scheme. There is also a diagram showing what books are on what floors.
- Many subjects of interest to historians are of interest to other specialists also. A book on the Industrial Revolution may be wanted by economists, a book on the rise of Trade Unions by a sociologist, and one on the decline of the Liberals by a student of government. Moreover, advances in history as in other subjects are often the result of crossings of traditional boundaries between disciplines. Resulting publications will therefore have a bearing on two or more traditional subjects. One book can only go in one place, and it would be expensive and inconvenient to duplicate copies in different parts of the Library, so you may find that what you need is not always in the main History section. However, this should not cause trouble provided a proper use is made of the Library catalogue.
- Books can be searched for individually, by author or title. The online catalogue also contains lists of books for most courses taught in the university; retrievable by lecturer name, course title and code. These lists relate closely to those issued by the course lecturers, except that items in each list are arranged alphabetically, rather than thematically. This option allows you to see at a glance where the relevant books for a particular course are and whether they are in the library or on loan at any given time. Remember when using the computerised catalogue (OPAC) that you can locate materials by subject, by performing a keyword search, which allows you to gather material for essays supplementary to specific titles on course lists. Many catalogue entries now also include Library of Congress controlled subject headings which are also searchable. Almost all books in the Library are searchable on the computer catalogue but some pre-1982 imprints are still only listed in the old author slip catalogue. So remember to check this if you can not find an older book that you require. (By the end of 2002 it is anticipated that all books will be in the computer catalogue.)

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- The main sequence of works on history is under the letters C, D, E and F and can be found on Floor 4.
- The following are the chief additional classmarks that contain much historical material:

Floor 5: L Education

Floor 4: BR Ecclesiastical history (general). BX Particular churches and denominations.

Floor 3:

HA Statistics; census reports

HC Economic history: universal and individual countries.

HD Economic history: particular topics, eg

HD 101-2206 Land; agriculture

HD4801-8999 Labour; trade unions

HD9000-9999 Particular industries and trades.

HE Transport and communications.

HF Commerce.

HG Finance; money, banking.

HJ Public finance; taxation.

HN Social history and conditions. (Many books on social history are in fact with 'ordinary' history in D-F. The more sociologically orientated are in HN.)

HQ-HX Particular social questions.

HQ Sex, family, marriage, women's issues

HT Social groups, communities, classes, races

HV Social problems and reforms.

HX Socialism and communism.

JS Local Government

JV Colonies. Emigration and immigration.

JX Foreign relations.

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- As in the case of social history, there is an overlap with 'straight' history here. Broadly speaking, narratives of political history are in D-F, while theoretical, constitutional, and institutional studies are in J. For example, a work on politics in the reign of Queen Victoria would be in DA, but a history of the Conservative Party in the same period would be in JN; British colonial policy would be in JV, but a history of Nigeria under British rule would be in DT. But a lot of books are not clear-cut; always check the online catalogue for the location of a particular item.
- There is not space for a detailed breakdown of the classification in particular areas, but details are given on the ends of the shelves in the Library and in the Library Basics leaflets, available opposite the Enquiry Desk, which cover particular subject areas in more detail than the general guide. However, in D-F the pattern for individual countries is roughly constant. For example, under France we have:
 - *DC 1-59 Generalia: special topics not restricted to particular period.*
 - *DC 60-410 History of particular periods in chronological sequence.*
 - *DC 600-989 History and description of particular regions and cities.*
- Specific topics relating to particular periods are classed with the period; eg the block of numbers for the reign of Louis XIV (DC 124-130) includes Foreign relations, DC 127.3; Military history, DC 127.6; Social life, DC 128. Biographies of historical figures are grouped together in the proper period of the history of the subject's country.
- Journals appear in the online catalogue, and can be searched for by title there. The most recent journal issues are kept in the current periodicals area of the reference room on the Floor 1. Older issues are kept on the other floors, arranged alphabetically at the beginning of the relevant section, so that journals of general history are at D 1, English history at DA 1 and so on.
- Bibliographies and general reference books including encyclopaedias, language dictionaries and biographical dictionaries are in the reference room on Floor 1. There are extra copies of some reference works (not usually the latest editions) on Floor 4.
- The Albert Sloman Library web pages offer a lot of information over and above access to the Library holdings. Use of the subject resources section of the site, under the 'History' subject setting, (http://libwww.essex.ac.uk/Subject_Guides/hist.htm) is particularly recommended. This includes further information on periodicals and databases relevant to History, and also links to internet resources useful to History students. Students can access a number of helpful sites, including the online index of the National Register of Archives. This can be searched by organisation or individual name, and can be a very useful starting point for researchers seeking primary sources on (predominantly) British history.

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- An ATHENS password is necessary in order to access many of the Library databases including:
 - Art abstracts
 - Arts and humanities citation index (via Web of Science)
 - International Bibliography of the Social Sciences
 - Social science citation index (via Web of Science)
- These **on-line resources** enable you to search and browse thousands of journals and in some cases, lead you to the full text of an article. To use these resources **on campus**, there is a general ATHENS password, which all students can use. Details of this can be found by following the link on the Library home page (libwww.essex.ac.uk) which reads 'ATHENS campus password' (under the section 'Using the Library'). You will then be prompted to enter your university login and password, before the ATHENS password is revealed to you. To use selected databases and online journals off campus you need to register for your own ATHENS password by following the link from the home page which reads 'register for a personal ATHENS password'.
- Other databases include Palmer's full-text online, which provides searchable access to the Times newspaper from 1785-1870, and PCI Full Text, which indexes the contents of over 3,000 journals in the humanities and social sciences and also provides some full-text access to the back runs of selected journals. Full details of all Library databases can be found on the Library web pages.

Finally...

- Read the Library guide
- Use the catalogues
- Ask the Library staff if you are in doubt or difficulties. The Enquiry desk on Floor 1 is staffed from 11am-10pm during the week in term-time, and for the duration of the opening hours at weekends. You can also contact the subject librarian for History directly (Emma Wisher – ewisher@essex.ac.uk).

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Course Tutors

- More generally, if you are finding it difficult to locate information, you should talk to your seminar tutor.

The Course Materials Repository

- The CMR aims to create a central repository to provide easy access to online course resources. It offers lecturers a dedicated area in which course materials (eg reading lists, essay lists, and other handouts) may be stored, organised by department and by course. Information is also held about course materials located elsewhere online. It is 'user-friendly' and easily searchable. Course materials for some history courses may be found on the Repository.

The World Wide Web

- The World Wide Web is a valuable resource to the discriminating user. There are a great many sites available, which contain material of value to an historian. For example finding aids and catalogues, which can reduce or eliminate wasted time in archives. Some web sites may contain the text of primary documents, or extracts from them. It is, however, important to discriminate between those sites that are reliable, and those that may provide dubious or heavily biased material

Some sources which can help you to validate a Website

- There is a helpful website on basic IT skills which includes information and guidance on using the internet. It will provide a useful starting point if you need any help on validating a website. It can be accessed [here](#)
- There is a very helpful tutorial web site for Historians on using the internet and web-based sources. It has been produced by the RDN training suite service and you can access it [here](#).
- Students who have problems using a P.C. can get help from the University of Essex Key-skills online website. Go to IT skills on the main menu and click on the sub-topic 'Building Confidence in IT'. The Key Skills Online website can be accessed [here](#)
- Students who have problems accessing documents on the Internet can also get help from the Key-skills website. Go to IT skills on the main menu and then click on the sub-topic: 'Gathering information from the web'