



Learn and Serve America's National Service-Learning Clearinghouse Search Tips

This document was created by the NSLC Librarian to help guide you through the many different ways to search for information at the Clearinghouse and to provide you with some tips on how to do it more effectively.

Library Resources

e-Library:

Find materials related to service-learning that can be viewed and downloaded (full-text) for Learn and Serve America grantees and others. Search by title, author, keyword, and publication date – or just search by 'all fields' to find a word or phrase anywhere in the catalog record.

http://www.servicelearning.org/library/lib_cat/fulltext.php

Tips:

- ✓ Search for an exact phrase by using quotation marks (e.g. "civic education")
- ✓ Try narrowing your search by sector. Put a checkmark in one or more of the sector boxes in the advanced search to get more relevant results. Or if you know you only want beginner or advanced resources, try limiting with the starter, expert, and classic checkboxes at the bottom of the catalog search page.
- ✓ Use * in place of the end of a word to search for words with a range of endings (e.g., searching for "educat*" will find "education" "educator," "educating," and "educators".
- ✓ Use ^ to denote the beginning of a field (e.g. searching for ^theory in title will find all records with titles beginning with "theory")
- ✓ Try using terms in a different order if you're doing a complex search

Library Catalog:

The Library Catalog allows users search the entire NSLC library collection of print and electronic documents. Search this database the same way you would the e-library by title, author, keyword, publication order, or by all fields.

http://www.servicelearning.org/library/lib_cat/default.php

Tips: See e-Library tips

Service-Learning Ideas and Curricular Examples (SLICE)

SLICE is the one-stop-shop for service-learning lesson plans, syllabi, and project ideas from Learn and Serve America's National Service-Learning Clearinghouse. It's easy to use, easy to search, and we've even made it easy to add your own curricular examples to this juicy database.

The easiest way to search SLICE is simply by selecting a sector (CBO, HE, K-12, Tribes/US Territories), and then entering a search term(s). However, you can do a much more refined search in order to get exactly what you're looking for, by clicking on 'more options'. From here, you can search SLICE by grade level or setting, subject area/discipline, and/or area of service.

www.servicelearning.org/slice

Tips:

- ✓ To select more than one Grade Level, Subject Area, or Area of Service, press and hold the <ctrl> key (<command> key on MAC) on your keyboard and select each category.
- ✓ You can also narrow down results by state, or see only those curricular examples produced by Learn and Serve America Grantees. In any search, results that are Learn and Serve America Grantee-produced will have the LSA logo next to them.

Learn and Serve America Program Directory

Search for Learn and Serve America Grantee programs for 2006-2009, as well as our Program Directory archive for the grant periods 2001-2003 and 2003-2006. Search by sector (community-based, school-based, higher education or formula), city, state, or limit by programs based on the type of services to the community they include (e.g. intergenerational focus or civic focus). You can also search for a word or phrase anywhere in the Program Directory.

www.servicelearning.org/resources/program_directory/index.php

Tips:

- ✓ Search for an exact phrase by using quotation marks (e.g. “civic education”)
- ✓ When searching for a word or phrase you can use AND to search for a record with two or more words or phrases

Email Discussion Lists

From the Lyris List Manager you can access email discussion list archives and search for past postings and conversations. Select a forum, either in My Forums or All Forums, select the Search tab and enter the word(s) you'd like to search for.

http://lists.etr.org/read/all_forums/

Tip:

- ✓ For greater accuracy try an advanced search which allows you to search the entire message, body, or header and also allows you to exclude messages containing particular words

Events & Jobs

Browse or search the National Service-Learning Clearinghouse (NSLC) calendar to find the conference or event you've been looking for or to keep informed on what's happening in service-learning. You can search for both current and archived events, by name, date, location, and service focus: k-12, higher education, community-based, or tribal. From this page you can also browse service-learning job opportunities.

www.servicelearning.org/events_jobs/index.php

Boolean-Capable Searches

Boolean is the logic that computers, many databases, and many search engines use to determine if a statement is true or false. For databases that use Boolean logic, knowing how to use the Boolean keywords (called operators in techspeak) can make your searches much easier and more precise.

Links Collection: The Links Collection database allows you to search our collection of over 1,300 service-learning related links. Enter your own search terms or use our handy categories for a listing of links on a particular topic.

www.servicelearning.org/resources/links_collection/index.php

Funding Sources: Track down information and resources on awards, scholarships, funders, and grants
www.servicelearning.org/resources/funding_sources/index.php

Site-wide Search: A site-wide search box appears in the **upper right** area of most pages on the NSLC website, including this page. Type one or more descriptive words into the search box, then click the "search" button. Search results include pages from the NSLC website, library catalog, events calendar, program directory, and links to other sites that contain all of the words you entered.

To conduct Boolean searches:

There are 3 main Boolean operators that will be useful in most searches: AND, OR, and NOT (or “-“).

AND: searches for items with both terms

Example: **Reflection AND Environment** returns only those items that include both terms

Results: 58 articles/web pages, 24 library items

OR: searches for items with either term

Example: **Reflection OR Environment** returns items that include either term

Results: 240 articles/web pages, 735 library items

NOT (or sometimes “-“): searches for items with one term but not the other one

Example: **Reflection -Environment** returns only those items containing the term reflection that do not contain the term environment

Results: 117 articles/web pages, 421 library items

General Search Tips

Not enough results?

- Try using fewer words

Too many results or off-topic results?

- Limit your search using checkboxes, if applicable
- Try adding more keywords to the search box
- Exact phrase: Use quotes to search for an exact phrase. Example: "*civic education*" will find items with the phrase *civic education*

Other Places to Find Service-Learning Information

National Youth Leadership Council (www.nylc.org)

Campus Compact (www.compact.org)

AACC Horizons Service-Learning Project (www.aacc.nche.edu)

And...Google!



e-Library & Library Catalog Search Activity

1. Find an item in the e-Library on the subject of service-learning and promotion and tenure.

Answer:

Strategy:

2. How many items can you find that were authored by our K-12 Program Advisor, Shelley Billig?

Answer:

Strategy:

3. Find a library item that deals with evaluation of an environmental service-learning program(s).

Answer:

Strategy:

4. Find some 'Starter' items on partnerships

Answer:

Strategy:

5. I'm looking for a journal article that came out in 2007 on civic engagement. I know that I read it online, so it's available in full-text.

Answer:

Strategy:

6. I'm embarking on my first service-learning research study. Where can I find resources to help me get started?

Answer:

Strategy:

e-Library & Library Catalog Search Answer Key

1. Find an item in the e-Library on the subject of service-learning and promotion and tenure.

Strategy: search for “promotion” or “tenure” in all-fields.

2. How many items can you find that were authored by our K-12 Program Advisor, Shelley Billig?

Strategy: Enter ‘Billig’ in the library catalog search. Results may be different if using the author field or if using the all fields search. The reason being there are some records where there is an author of a book chapter in a book edited by Billig or Billig is the author of a chapter within a book and is just mentioned in the abstract.

3. Find a library item that deals with evaluation of an environmental service-learning program(s).

Strategy: environment OR environmental AND evaluation
Evaluation and environment

Note the grantee produced materials!!

4. Find some ‘Starter’ items on partnerships

Strategy: partnerships (keyword or all fields) and click on ‘starter’

5. I’m looking for a journal article that came out in 2007 on civic engagement. I know that I read it online, so it’s available in full-text.

Strategy: civic education (keyword), 2007 (publication date), click on full-text, click on journal/journal article.

Note how this could be done in the e-library or regular library catalog.

6. I’m embarking on my first service-learning research study. Where can I find resources to help me?

Strategy: Browse through the Research Capacity Hub



NSLC Scavenger Hunt

Use the information provided in this workshop to navigate your way through the NSLC website and find the answers to these questions. Note your search strategy. The first team to correctly finish gets a prize!

1. I want to find a service-learning syllabus that I can model for my biology course.

Answer:

Strategy:

2. What service-learning conferences are coming up next month that might be of interest to my sector?

Answer:

Strategy:

3. I'm having an event and am looking for some items to give away. Does NSLC have anything like this?

Answer:

Strategy:

4. I'm a HE grantee and I'm going to be visiting Hawaii. Are there any HE institutions doing service-learning that I might be able to connect with?

Answer:

Strategy:

5. I have a colleague who wants to add service-learning to one of her courses. Does NSLC have any comprehensive resources for her?

Answer:

Strategy:

Scavenger Hunt Answer Key

1. I want to find a service-learning syllabus that I can model for my biology course.

Strategy: SLICE database. Check the Higher Ed sector box, select biology for subject area.

2. What service-learning conferences are coming up next month that might be of interest to my sector?

Strategy: Click 'May' on the calendar on any sector page. Or, click 'May' and then limit by sector.

3. I'm having an event and am looking for some items to give away. Does NSLC have anything like this?

Strategy: Go to Order Pubs., either through left nav, or top bar.

4. I'm a HE grantee and I'm going to be visiting Hawaii. Are there any HE institutions doing service-learning that I might be able to connect with?

Strategy: Program Directory. Search by state. Check to see if it is in the higher ed sector.

5. I have a colleague who wants to add service-learning to one of her courses. Does NSLC have any comprehensive resources for her?

Answer: Yes! Faculty Toolkit for Service-Learning in Higher Education

Strategy: Go to Toolkits or Starter Kits in Instant Info in left nav.



Got Questions? Let NSLC Help You Find the Answers!

Clearinghouse staff are ready to assist you with referrals, reference questions, technical assistance, and accessing materials. Please ask us if you need help with program startup, academic research, assessment and evaluation, online documents, or anything else regarding service-learning.

Who to Ask for What?

To...	Contact...	@
Order Publications	Amber Isidro, Administrative Assistant	866-245-7378 ext 130 orders-nslc@servicelearning.org
Check Out Library Materials or Share New Resources	Jason Burrage, Resource Specialist	866-245-7378 ext 272 circulation-nslc@servicelearning.org
Ask Reference Questions	Heather Martin, Librarian	866-245-7378 ext 240 questions@servicelearning.org
Get Help with Email Discussion Lists or with Using the Website	Larry Hardison, Webmaster	866-245-7378 ext 195 nslc-webmaster@servicelearning.org
Explore Collaboration or For Any Other Question	Liberty Smith, Program Manager	866-245-7378 ext 139 libertys@etr.org

Reference and Referral

The National Service-Learning Clearinghouse staff are waiting by the phones and checking their email, ready to answer any and all questions you might have related to service-learning!

Call us toll-free: 1-866-245-SERV (7378)

Email us: info@servicelearning.org

Fill out our online reference form: www.servicelearning.org/library/ref/

Examples of What People are Asking...

I am a K-12 teacher who wants to start service-learning with my developmentally disabled students. Do you have any resources that can help me?

I am looking for service/volunteer programs that focus on nursing.

What research is there on the impact of service-learning on student retention?

I'm a graduate student doing research on public colleges and universities doing faith-based volunteering. Do you have any research or guidelines for doing this?

I need help persuading our school board to mandate service-learning instead of mandating community-service.



Promote Your Program!

Contribute Your Materials to Learn and Serve America's National Service-Learning Clearinghouse

We invite you to help shape Learn and Serve America's National Service-Learning Clearinghouse. If you know about a service-learning story of success, a conference or an event, a book/resource, a job opportunity, a website, or another service-learning resource that is not on the website, please tell us about it.

Contribute Materials to the Library!

The Clearinghouse is YOUR tool to spread the word about service-learning and everything about your program. You must ensure that every publication you produce with even partial support from Learn and Serve America is sent to the Clearinghouse to add to the library and for posting. Here are just a few examples of items you should contribute: handbooks, toolkits, program evaluations and reports, service-learning manuals, dvds/videos, sample forms and documents, lesson plans, syllabi, or curricula, or any other type of material that could be shared with others involved in service-learning. You are a vital link to telling the Learn and Serve America story.

Download a materials contribution form or pick one up at the NSLC booth, to submit resource materials you have developed for inclusion in the NSLC resource collection.

www.servicelearning.org/library/promote/

Add to Service-Learning Ideas and Curricular Examples (SLICE)!

Become a part of this growing collection of quality service-learning lesson plans, syllabi, and project ideas and let others know about the successful approaches used in your program.

http://servicelearning.org/slice/index.php?ep_action=share

Submit Your Success Story

Send us stories and photos of your service-learning successes and we will publicize them on the Clearinghouse website and in our print material.

http://www.servicelearning.org/nslc/success_story_form/

Suggest a Conference or Event

Add your service-learning related conference or event to NSLC's calendar. It is a great way to advertise your event.

<http://www.servicelearning.org/nslc/suggestion/>

Make a Suggestion

At the bottom of most pages of the website, you will find a link titled "Make a Suggestion". This link allows you to fill out a form to suggest an event to add to the Conferences and Events database, suggest a library purchase, or suggest a link to add to the Links Collection (e.g., links to lesson plans and syllabi, service-learning journals and periodicals, funding resources, and service-learning tool kits).

<http://www.servicelearning.org/nslc/suggestion/>

Submit Job Opportunities

Submit your job opportunity to be included in the list.

http://www.servicelearning.org/events_jobs/job_opps/