SOCIAL WORK
An Overview of Sources

USING REFERENCE SOURCES
The library has subject-related encyclopedias, dictionaries, directories, handbooks, and other resources that will provide you with historical and biographical information, overviews of topics within the field of social work, vocabulary, and statistics. You will find these in the Reference Area of the library. Books about social and public welfare in general are found in the HV call number area. Because of the interdisciplinary nature of social work, however, relevant books and other materials will be found in a variety of call number locations.

A short list of representative titles from the Reference Collection at Dobbs Ferry:

General Social Work Resources:
The basic reference work in the field, this encyclopedia provides a good overview of issues and activities in social work and social welfare and serves as an excellent starting point for background information or a literature search.

Terms defined are used in social work administration, research, policy development, community organization, clinical theory and practice, and other areas of social work.

Social Work Almanac (Ref HV90.G53 1995)
This source provides statistical data related to social work.

Social Workers’ Desk Reference (Ref HV40.S6464 2002)
Written by scholars and practitioners in the field, this sourcebook covers 146 topics relevant to social work practice, providing up to date information, practice guidelines, and treatment plans.

The Handbook of Social Work Direct Practice (Ref HV40.H2827 2000)
This handbook provides extensive coverage of all major topics relevant to Clinical Social Work.

Directories:
Westchester Health and Human Services Directory
(Ref HV86.N7 I53 1997x)
This directory contains information on Westchester County agencies, including service offices, sites, hours of service, eligibility requirements, fee structures, languages spoken, and application procedures. It can be searched by agency name and type of service. Hospitals are included in a separate section of the directory.

CARES Directory: Social and Health Services in the Greater New York Area (Ref HV99.N59 C37)
Formerly, the Source Book; “people’s version” (an abridged version) of this database is available at http://www.unitedwaynyc.org/?id=65 (select “Agency Search” or “Alphabetical List” from the menu on the left side of the page.)
This directory includes profiles of over 2400 agencies and 15,000 programs in the Greater New York City area. Searches can be performed on program type, target group, borough, zip code, and language.

Specialized Topics:
DSM-IV-TR (Ref RC455.2.C4D76 2004)
The current standard diagnostic manual for classification of mental disorders, this resource includes references, a glossary of technical terms, a symptom index, and a diagnostic index. The library also has the DSM-IV Casebook and Sourcebook.

WAIMH Handbook of Infant Mental Health (Ref RJ502.5.H362 2000)
This four volume set focuses on the psychological development of infants and their families and applies research findings to social policy and developmental psychopathology.

This resource includes brief information on the history of U.S. social welfare programs, key participants, facts and statistics, and lists of recommended sources for research.
Statistics:
**Statistical Abstract of the United States** (Ref HA202.U5)
Also available at [http://www.census.gov/compendia/statab/](http://www.census.gov/compendia/statab/)
The standard work for locating social, political, and economic statistics from both private and government sources.

**New York State Statistical Yearbook** (Ref HA541.N48)

**Statistical Handbook on the American Family** (Ref HQ536.S727 1999)

Legal:

**United States Code Annotated, Title 42, Public Health and Welfare** (Law Reference)

Style Manual:
**Publication Manual of the American Psychological Association** (Ref BF76.7P83 2010)
The authoritative source for style and format for the preparation of manuscripts in psychology and several other social science disciplines. Information on citing Internet sources can be found at several sites, including the APA’s site [http://www.apastyle.org/elecref.html](http://www.apastyle.org/elecref.html). Also check the library web site’s online **WRITING AND CITATION GUIDES** section for citation examples.

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SEARCHING FOR BOOKS AND AUDIOVISUAL MATERIALS
Books are good sources for comprehensive coverage of subjects.

The Mercy College libraries’ catalog provides listings and locations for the books, government publications, audiovisual materials, and serials available in the Mercy libraries. The catalog can be accessed from the BOOKS AND MEDIA CATALOG category on the Mercy College Libraries web page at http://www.mercy.edu/libraries.

Searches can be limited to materials at a particular campus library and/or by type of material (books, videos and DVDs, government documents, etc.)

You can search the catalog for materials on particular topics in two main ways: by keyword and by subject heading. **Keyword** searches—the search default in the catalog’s “Basic” and “Advanced Search” modes-- allow you to enter any word or combination of words that you hope will appear in a book’s title, author, subject headings, contents notes, or series title. **Subject** searches require you to use standardized subject headings taken from the *Library of Congress Subject Headings*. Some examples of LC subject headings:

Afro-Americans—social work with
Alcoholism counseling
Communication in social work
Community organization
Group homes
Psychiatric social work
Public welfare
Social case work
Social group work
Social service
Social work administration
Social work with children
Social workers
United States social policy
Women—services for

When you find a useful item in the catalog, be sure to note the subject headings under which it is listed (see the “Subject” lines at the end of a record). Use these specific subject headings for subsequent searches in order to find related materials.
The catalog includes materials in all the Mercy College libraries, and each item’s call number is preceded by the name of the campus (es) where the material is housed. Items at one campus can be transferred to another (“system loan”) at your request for pickup and use.

To locate a book in the Dobbs Ferry campus library, first obtain the call number from the catalog screen; then consult the call number location signs posted near the Reference Collection and in other areas of the library. If you need assistance in locating a book, please ask for assistance at the Circulation Desk.

**WorldCat** is an online database that contains over 57 million records describing items owned in libraries around the world and includes books, audiovisuals, and other resources. It is accessible from **OTHER LIBRARIES** on the Mercy College Libraries web page. The library’s Interlibrary Loan service can obtain books not available at Mercy. Loan materials are generally received within 10 days of request and often sooner, and loans are free to Mercy College students and faculty.

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**SEARCHING FOR PERIODICAL ARTICLES**

*Periodicals are often the best source for current information on a topic. This is especially important if an area of study is new, currently being investigated, or subject to frequent changes.*

**Identifying Articles**

If you would like to browse through journals of potential interest, a printed list of selected Social Work and Sociology periodicals at Mercy is available in the literature handout rack. Current Periodical Subscriptions by Subject are also online at [http://www.mercy.edu/libraries/currentperiodicals.cfm](http://www.mercy.edu/libraries/currentperiodicals.cfm).

The Mercy College Libraries subscribe to a variety of **print** and **electronic** indexes to articles in professional journals, popular magazines, newspapers, and other sources. These can be used to search (by key terms, subjects, article titles, authors, etc.) for articles of interest. The available print indexes—most of which have now been discontinued-- are in the Reference collection at the Dobbs Ferry campus. The online indexes—several of which are enhanced versions of recent years of the print indexes--can be accessed from the
DATABASES BY SUBJECT (find articles) section of the Mercy College Libraries web page.

Instructions for logging on and accessing the indexes from an off-campus location are available on the library’s main page by clicking the WORKING FROM OFF-CAMPUS link.

Social Work Abstracts in print format:
(available at Bronx campus only)
Social Work Abstracts, 1971-present
This source, published quarterly by the National Association of Social Workers, is a subject and author index to English-language journal articles on social work, social welfare, and other topics of interest to social workers. More than 450 journals are indexed.

In the back of each quarterly print issue you will find a subject index and an author index. A table of contents is located in the front of each quarterly issue. The December issue features an annual subject and author index.

When searching for articles by topic, look in the subject index for your topic. Under each subject you will find a phrase or list of keywords, which further describes the article. The number after each phrase or list of keywords refers to the abstract number. Turn to that abstract number to find complete information about the article, including the summary. If you do not find your topic listed, try thinking of other synonyms or keywords which describe your topic, then look each of them up in the subject index. You might also try looking at the table of contents in the front of each quarterly issue to determine broader terms for your topic.

A selection of online indexes relevant to social work:
(For descriptions of these databases, check DATABASES A-Z on the library web page)

Multidisciplinary Indexes:
ProQuest (all collections)
Wilson OmniFile Full Text Mega

Social Issues:
CQ Researcher
Issues and Controversies @ FACTS.com
SIRS Researcher
Specialized Subject Indexes: Social Sciences/Social Work

Social Work Abstracts
Social Sciences Abstracts
This database provides citations and abstracts to periodical articles in all fields of the social sciences, including social work and public welfare, sociology, law and criminology, public administration, psychology, economics, and related subjects. LC Subject Headings are utilized.

Specialized Subject Indexes: Education/Psychology
ERIC
PsycINFO
PsycARTICLES

Specialized Subject Indexes: Health/Medicine
Health and Wellness Resource Center
CINAHL
MEDLINE/PubMed
ProQuest Health Management

Specialized Subject Indexes: Law
Loislaw

Obtaining Periodical Articles

Once you find a potentially useful article, look up the periodical title (not the article title) in the PERIODICALS LOCATOR on the libraries’ web page to see whether Mercy carries the periodical and in which format(s)—paper, microfilm, and/or electronic-- the periodical issues are available.

If Mercy subscribes to the periodical, you will find paper copies for the current year in the Current Periodicals display stands. Older issues of periodicals in paper or microfilm format are stored in adjoining areas near the Reference area. Electronic editions of available journals are accessible through one or more of the library’s full-text databases or from the publisher’s site.

In many of the databases you will now see “ArticleLinker” icons below each article citation. If Mercy subscribes to a periodical in either print/microfilm or online formats, ArticleLinker will indicate this and
will provide a direct link to the full text of an article if Mercy has online access to it.

Photocopy machines and microform reader/printers are available on the main floor of the Dobbs campus library as well as printers for the PCs and laptops.

If the library does not have the periodical, we encourage you to request a copy of the article you need by filling out an Interlibrary Loan form, available at the Reference Desk or on the library web page at http://www.mercy.edu/libraries/Interlibraryloans.cfm. It can take up to two weeks (but it usually is closer to a week) to obtain an article from a participating library, so try to start your research early!

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USING INTERNET RESOURCES

The Internet, especially the World Wide Web, can be an excellent source of information for social work students and professionals. Be sure to check the authority, accuracy, and currency of the information you find there, however, because no one else is doing that for you!

The WEBSITES BY SUBJECT and INTERNET GUIDES AND TOOLS sections of the library web page provide links to a number of helpful Internet resources, including lists of quality web sites and recommended web searching tutorials.

A sampling of social work web sources:

"Mega” Sites:

Social Work Access Network (SWAN)
http://www.sc.edu/swan/ (also accessible from the Mercy College Library web page under WEBSITES BY SUBJECT)
One of the premier gateways to social work Internet resources. It includes links to online resources, organizations, and schools.

Social Work and Social Services Web Sites
http://gwbweb.wustl.edu/websites.html
A highly regarded gateway site from the George Warren Brown School of Social Work, with an extensive topical index.
Information for Practice

http://www.nyu.edu/socialwork/wwwrsrw/ (also accessible from the library’s web page under WEBSITES BY SUBJECT)
Dr. Gary Holden of New York University developed this useful gateway site, which includes numerous links to government and university resources of interest to researchers in the field of social work. The site can be searched or browsed.

Topical Sites:

American Public Human Services Association
http://www.aphsa.org/
This site provides updated information about welfare reform and an excellent collection of links to human services related web sites and resources at the state and federal levels.

Association for Community Organization and Social Administration
http://www.acosa.org
Provides links to resources on advocacy.

Census Bureau
http://www.census.gov/
Social, demographic, and economic information and statistics for the U.S.

Center for Law and Social Policy
http://www.clasp.org
A national non-profit organization “with expertise in law and policy affecting the poor.”

Council on Social Work Education (CSWE)
http://www.cswe.org
Includes a list of social work programs organized by state and by institution name.

FEDSTATS
http://www.fedstats.gov
A gateway to statistics from over 100 Federal government agencies.

HandsNet
http://www.handsnet.org/
A national, nonprofit organization that provides information on human services and public welfare, including a news digest, detailed articles and analyses, and links to related sites.
Influencing State Policy
http://www.statepolicy.org/
This site was developed to assist social work faculty and students “in learning to influence effectively the formation, implementation, and evaluation of state-level policy and legislation.” It includes news reports and links to a variety of policy-related resources.

NASW Online: National Association of Social Workers
http://www.naswdc.org/
This professional organization provides the Code of Ethics as well as membership and advocacy information and links to sites of interest to social workers.

National Coalition for the Homeless
http://www.nationalhomeless.org
This site offers fact sheets, tracking of legislative initiatives, directories, and links to other Internet sources concerning the homeless.

New Social Worker
http://www.socialworker.com/
Includes an online national magazine devoted to social work students and recent graduates as well as information for social workers on social work careers, jobs, and practice.

New York State Division of Criminal Justice Services
http://criminaljustice.state.ny.us

New York State Department of Family Assistance
http://www.dfa.state.ny.us

New York State Department of Health
http://www.health.state.ny.us

New York State Education Department
http://www.nysed.gov/

New York State Office for the Aging
http://www.aging.state.ny.us/nysofa/

New York State Office of Alcoholism and Substance Abuse Services
http://www.oasas.state.ny.us

New York State Office of Mental Health
http://www.omh.state.ny.us
Partnerships Against Violence Network (PAVNET)
http://www.pavnet.org/
This resource is a “virtual library” of information about violence and youth-at-risk, representing data from seven different federal agencies.

Thomas
http://thomas.loc.gov/home/thomas2.html
A searchable database of federal legislative information, including the texts of bills and the Congressional Record.

Westchester County Government
http://www.westchestergov.com
This site includes links to a variety of community and government resources concerning health, safety, family services, etc.

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