Work Smarter!
Using the Luther Seminary Library to Conduct Research for Assignments

Dr. Judy Bullock, MDiv DL Cohort 12
This presentation was prepared to help students leverage the powerful resources contained in the Luther Seminary Library, allowing them to work smarter, not harder. The web-based portion of the Library is available 24/7 for students, except for periodic maintenance which is usually done during very early morning hours when the Library is not in use by students.

While using the electronic portion of the Library may seem daunting at first, but knowledge of a few simple procedures can make your life easier while increasing your knowledge and expanding your study of course topics while completing assignments. The skills gained in today’s presentation will serve you for the rest of your seminary experience and into your career.

The presentation starts with assignment strategies as this is the best point from which to launch your work in the library. Next we will cover Library research strategy to prepare you for working on less structured assignments and research projects. Finally, we will explore other Library resources and software many of our students find helpful by making their efforts more efficient, saving time with administrative details so you can focus on what matters: learning!

Turn on your computer and follow along as “hands on” activity, in tandem to viewing the
presentation, will increase information retention and recall.
Assignment Strategy #1

Use the assignment description to create an outline

What is the Chalcedonian Formula and why has it been so significant for later theology? Provide a narrative of the controversies that led up to the Council of Chalcedon, closing with an analysis of the Chalcedonian Formula itself. In your narrative, be sure to discuss the Councils that preceded the Council of Chalcedon, the major figures involved in the debates, and various “heresies” that were rejected. Conclude with a discussion of how you appropriate the Chalcedonian Formula in your own confession of faith.

Assignment descriptions are important because they contain important information that lets you know what is expected in your submission. Approaching assignments purposefully is one of the keys to success as a student. The details indicate all elements expected to be addressed in your final deliverable. Oftentimes, assignment descriptions lend themselves into creating an easy outline of your paper or project by simply copying and pasting the description and separating elements as shown on the next slide. Only taking a minute or two to create, this outline helps make sure you address each assignment requirement, making sure you prepare a complete deliverable. The outline takes the worry out of whether or not you’ve covered everything – especially if you find yourself getting bogged down in the details of a particular element or find yourself running out of time before the assignment is due.
Assignment Outline

1. Chalcedonian Formula
   a. Explanation
   b. Theological significance
2. Controversies leading up to Council of Chalcedon
   a. Preceding Councils
   b. Major figures involved in debates
   c. Heresies that were rejected
3. Analysis of Chalcedonian Formula
4. Application of Chalcedonian Formula in my confession of faith

As you can see, the outline is simply a re-ordering of the assignment description, placing individual elements on separate lines and removing any excess text, leaving each topic or element. Using an outline derived from the assignment description helps focus your work by concentrating your efforts on the essentials, saving time and reducing the chance of omitting something required in your submission.
Assignment Strategy #2

Data mining course eReserves

eReserve listed course syllabus, available in the Library:

- Skarsaune, Oskar. "From the Jewish Messiah to the Creeds of the Church." *Evangelical Review of Theology* 32, no. 3 (July 1, 2008): 224-237. (ATLA)

Another helpful strategy is to “data mine” course eReserves. Course eReserves are articles or excerpts of books that the faculty have purposefully selected for use in the course. Students are expected to read assigned eReserves during the course, remembering that these represent a basic framework provided to launch your exploration of the course subject. Knowing that these items have been carefully selected by faculty to support your learning, it makes sense to try to get as much as possible out of the content contained through “data mining” the references or bibliographic entries provided as many of them will be directly on point. Data mining saves time while helping to ensure your efforts are aligned with course content.
Assignment Data Mining

7 In general, see my two books *Incarnation: Myth or Fact?* (Concordia Scholarship; St. Louis: Concordia, 1991); and *In the Shadow of the Temple: Jewish Influences on Early Christianity* (Downers Grove, 111.: InterVarsity Press, 2002), esp. pp. 35-39 and 301-338.

Skarsaune, Oskar. "From the Jewish Messiah to the Creeds of the Church." *Evangelical Review of Theology* 32, no. 3 (July 1, 2008): 224-237. (ATLA)

A quick review of one of the eReserve articles yields a book directly on point
with the assignment – footnote 7 on page 226:

7 In general, see my two books Incarnation: Myth or Fact? (Concordia Scholarship; St. Louis: Concordia, 1991); and In the Shadow of the Temple: Jewish Influences on Early Christianity (Downers Grove, 111.: InterVarsity Press, 2002), esp. pp. 35-39 and 301-338

You can search specifically for this book in the Library, knowing it is on point with your assignment requirements.
There are two ways to access the Library:

- Through the link at the bottom of the Home page on MyLutherNet, or
- Going to the website directly https://www.luthersem.edu/library/

Both options reach the Library’s landing page allowing you to begin your search.

If you were logged into MyLutherNet and used the link, please know that you will be asked to sign into the Library as the login information does not carry over automatically.
On the Library Home page, simply put the title of the book you are looking for in the search box which is defaulted to “Books/Media.” If you are searching for an article instead, simply click the “Articles” tab in the search area first then enter the name of the article before clicking “Search.”

Since we are looking for Skarsaune’s book, Incarnation: Myth or Fact?, that is the text we place in the search field and then click “Search.”
Log into Luther Seminary

When entering the Library initially, you will be prompted to sign into your Luther Seminary account to validate your student status.

Logging into Luther Seminary is only required the first time you enter the library after clicking “Search” to validate your status as a student who is eligible to access Library Resources. Please note that there will be a separate sign in to the Library if you need to request items held by sources other than the Luther Seminary Library. We will discuss that process in slides that follow.
The first item on the results list is the article we are looking for by Skarsaune. But wait...there are over 1,000 other items in the results list. What are these?

First, since we did not put *Incarnation: Myth or Fact?* in quotations, the search returned every item that has *incarnation, myth or fact* in its keywords.

If we had entered “*Incarnation: Myth or Fact?*” in quotations you would only get two results, the book we are looking for and an article that lists the book in the abstract. Although the article is written in the Norsk language, the English version of the title appears in the abstract.


Sammendrag; Denne artikken drøfter tre sentrale punkter i Oskar Skarsaunes visdomskristologi, slik den er fremstilt i den innflytelsesrike boken Inkarnasjonen - myte eller faktum? (1988): (1) Påstanden om at Jesus taler med en guddommelig jeg-stemme som
gjør en identifikasjon av ham og visdommen uunngåelig. (2) Fremhevingen av at messias-kategorien er utilstrekkelig for å romme Jesu person. (3) Understreken av at visdommen er født - og ikke skapt - i jødiske tekster. Nøkkelord: visdomskristologi, messianisme, Nkenum, Oskar Skarsaune, inkarnasjon. Abstract; This article discusses three key aspects of the wisdom Christology of Oskar Skarsaune, as it is portrayed in his influential book Inkarnasjonen - myte eller faktum? (1988; Incarnation - myth or fact?, 1991): (1) The claim that Jesus through his ‘first-person speech’ speaks with divine authority, which makes an identification with the wisdom figure inevitable. (2) The emphasis that the messiah category is insufficient to describe the person of Jesus. (3) The emphasis that wisdom is begotten - and not created - in Jewish texts. Keywords: wisdom Christology, messianism, Nicene Creed, Oskar Skarsaune, incarnation.

Second, our search pulled items from all libraries worldwide that have electronic access. If we limit the Library under Search Tools to Luther Seminary Library, the results list drops down to just over 400 items. Why leave the search open to all libraries? Because if you find something especially helpful to your research you can request a copy through interlibrary loan! If you go this route, you will need to make sure you Sign In at the top right corner of the page so the Library can confirm that you are a student eligible for this service.
You will need the numbers below the barcode on the back of your student ID card to sign into the Library to identify yourself as a student. This sign in is different from the sign in you use for MyLutherNet or Moodle. The first time you try this, select Set/reset password so you can create a password.
If you click on the title of the book, *Incarnation, myth or fact?*, you’ll note that it is a hyperlink that opens more details, some of which are shown in this screen shot.

Click on the “View Description” link and more information about the book will open, as seen on the next slide.
Unfortunately, we cannot see the Table of Contents or the Index for this book, so we will have to find the relevant content we need another way. Two options for doing this appear on slides that follow.

What is great, however, is that the subjects listed are hyperlinks and we note one that may be relevant to our assignment. Clicking “Incarnation History of Doctrines” will take you to other books held by the Luther Seminary Library that have relevant content. Newer books in the Library often have the Table of Contents available in the View Description area. Although Chapter numbers are included, page numbers are not – something to keep in mind when trying to narrow your request to the portion you need if requesting this information from the Library.

Returning to our quest to locate information on the Skarsaune book, let’s explore other methods to identify the portion we need for our research.
Since the Incarnation: Myth or Fact? View Description information did not include access to the table of contents, we will look at two other ways to try to locate this information. Given that we need the chapter number or page numbers to request a copy of this portion of the book, we will first try using Google Books to attempt to locate more information about the book and hopefully either a Table of Contents or an Index.

Google Books is located at the URL https://books.google.com or by typing Google Books in to the internet browser search bar. Once Google Books opens, type the name of the book in the search field.
Check for “Preview Book” Option

Although Google Books returns the book, Incarnation, myth or fact?, it does not include a photo of the book with a turned page icon or the words “Preview Book.”

If the preview of the book were available, it is easy to search for the Table of Contents or Index using the search feature in Google Books. Although many pages of most books are not available through the preview option, oftentimes you can find what you are looking for this way! The next slide shows an example of one of Skarsaune’s books that do have a preview option on Google Books.
If you enter “contents” in the search box you will find the Table of Contents. It is best to start with “contents” because some books use different phrases for the table of contents.

The next page shows the results of the search for contents.
As you can see, the page numbers for each section are visible in this view, allowing you to limit a request to the Library for the portion you need.

This, however, is another of Skarsaune’s books – not the one we need so we have to try to find the information we are looking for another way.
Amazon can be used for more than shopping. Like Google Books, it can be used to preview books or find content you need to complete a citation (e.g., missing place, publisher, copyright year, etc.) in an excerpt you obtain through other means.

If you search for the book title, *Incarnation: Myth or Fact?*, in your browser search bar, Amazon may be one of the results returned. If so, click on the link.
Locating Book’s Table of Contents

If the Amazon page has the “Look inside ↓” icon, simply click on it to see information about the book. The view will open in either **Kindle** format (if available) or **Print Book** format as seen on the next slide. If the **Print Book** format is available it usually is the easiest to navigate when searching for a Table of Contents or Index – especially since you will need page numbers for your request. The **Kindle** format provides only an electronic location which cannot be used by the Library to process your request.
Narrowing Content Search

In this instance, we are looking at the **Print Book** so we can view the Table of Contents, determining that we could really benefit from getting a copy of a specific section of Chapter Chapter 6, “The Nestorian Controversy.”

Having this information, we head back to the results list in the Luther Library as seen on the next slide.
Clicking on **Request this item** will open a dialogue box for you to enter information needed for the Librarians to locate the resource you need. An example of this appears on the next slide.
Since we do not need to borrow the physical book, only needing copies of an excerpt, select **Special Request**. Knowing that the results indicate the book is held by the Luther Seminary Library, go ahead and select that in the dialogue box “I want to pick up at *” even though you are not planning to pick up the copy since the Librarians will scan the portion and email it to you.

Enter the **Dates I need it**, expecting a few business days for your request to be processed. This is a great reminder to PLAN AHEAD and submit your requests well in advance of an assignment due date!

Finally, enter the specific information to narrow your request to just the portion needed and then click **Submit**.

**Please note that requests are handled in the order received so remember to submit your request as far in advance of your assignment due date as possible.**
Assignment Data Mining

eReserve Article p. 230

14 On the council and its creed-making there is an overwhelming amount of scholarly literature. See, for an authoritative overview, Kelly, *Early Christian Creeds*, chs. VI-VIII. As an introduction to more recent discussions, see Skarsaune, ‘A Neglected Detail in the Creed of Nicaea (325),’ in *Vigiliae Christianae* 41(1987), pp. 34-54.

In the preceding slides we searched for a book we found in one of the eReserve articles for the course. Next, let’s search for an article mentioned in another footnote.

Skarsaune, ‘A Neglected Detail in the Creed of Nicaea (325),’ in *Vigiliae Christianae* 41(1987), pp. 34-54
Click on the Articles tab on the Library Home page and insert the name of the article, or a shortened version using keywords. In this example, I used “Neglected Detail Creed of Nicaea” and then clicked Search.
The results list returned our article, including a PDF of the full text of the article! Had the full text not been available, this would be another opportunity to submit a request using the article information:

Skarsaune, ‘A Neglected Detail in the Creed of Nicaea (325),’ in *Vigiliae Christianae* 41(1987), pp. 34-54

Whenever you download articles or book excerpts from the Library, or receive them from the Librarians following submission of a request, it is a good idea to have a strategy for managing everything as you may find yourself using these resources in other classes so you want to be able to find things quickly. The next slide explains how to set up a personal article database on your computer.
Save PDF – Personal Article Database

• Create an “Articles” Folder on your hard drive
• Download and save all articles you review
• Save files in this format:
  Last Name Title of Article (shortened version)
• This approach allows you to quickly locate articles
  • Sort alphabetically
  • Use search feature

Create an Articles folder on your hard drive and save the articles here. Having everything in one spot, rather than segregated by course or topic, makes searching and finding things much simpler!

Using a standard file naming convention also increases your efficiency and saves time. Since eReserve lists and citations begin with the author’s last name, use the same approach when creating file names for your downloads.

Last Name Title of Article

Using the article we just searched for, the file name would be: Skarsaune Neglected Detail of the Creed

Setting up your Articles folder this way allows you to sort your files alphabetically and quickly locate the one you need! This is important realizing you may easily have over 30 articles in a single semester to add to the folder!

An example of an Article folder set up for easy access appears on the next slide.
You can either click on the **Name** heading at the top of the view pane, sorting alphabetically (numbers come before letters in the field’s logic). The first time you click **Name** it will sort alphabetically, the second time you click **Name** it will appear in reverse alphabetical order. This is helpful if you are searching for a name at the end of the alphabet.

You can also search the specific name you are looking for in the search bar, taking you right to the articles including this author’s name.

Now that we have a strategy for managing the articles we obtain for research and supporting course assignments, we will next look at taking care of the citation at the same time, saving time now since everything we need is available and saving time later since it’s already done.
The Library results list includes a list of helpful Tools, one of which is the Cite tool. Clicking on this tool returns specific information needed to create a citation ready to export to a paper or your bibliographic management software.

Click Cite – the results appear on the next slide.
The results under Citation Format provide several different formats, including Chicago/Turabian that is used in Luther Seminary assignments. There is a scroll bar on the right side of the Citation Format box and all major citation styles are presented. At the bottom you will see the Export to Bibliographic Management Software link. This feature will export the citation to several major bibliographic management software packages.

You can copy and paste the desired citation format into your paper – making it available to you one time – or export the information into your software tool for easy access whenever needed. Although the latter may sound like more work than necessary, it is a real time saver and helps ensure the citations in your paper or project are correct.

The Export to Bibliographic Management Software feature makes exporting the information directly into Zotero easy! See how on the next slide.
The first option under the **Export Manager** uses the format needed for Zotero. It is checked checked by default. Make sure Zotero is open and running on your computer *before* you click **Save**. After you click **Save** the citation will automatically export to Zotero – you don’t have to manually enter or type anything! If Zotero is not open, clicking **Save** will create a file that is downloaded; clicking on the file will open a prompt asking if you want to import the citation into Zotero.

Make sure you have Zotero installed and open on your computer before beginning your work. Zotero and the Library will exchange information by proxy, allowing Zotero to recognize the Library after its first use, making the process streamlined going forward.
This is what the bibliographic entry looks like once exported into Zotero. The great thing is that all information is directly imported into Zotero and you didn’t have to type a thing! Of course, you can create citations for items not available in the Library through manual entry in Zotero. Zotero supports a wide variety of item types, such as books, articles, presentations, blogs, web pages and more.

Using this approach for all your work allows you to create a searchable database that can identify articles already in your files for use in future projects in addition to making automatic generation of footnotes in your papers possible.
Next we turn our attention to Library research strategy designed to allow you to efficiently and effectively research assignments that are written such that they do not lend themselves to creation of an outline or are more generalized in nature. The strategy is having a process that is easy to apply and produces a funnel through which you can quickly and easily pare down results to those that best meet your needs. As a result, the strategy starts broadly and then adds limitations sequentially – in a series of steps, one at a time, to carefully reduce the population of results with your oversight to allow you to capture those items best suited for your work.

Continuing with our example, let’s begin by typing “Chalcedonian Formula” from our assignment in the search box of the Articles tab. The results appear on the next slide.
Step 1 - Broad Topic

Going back to our assignment description, starting at the top, type “Chalcedonian Formula” in the Articles search box. The results appear on the next slide.
Our search found 23 results, a manageable number of items but still likely too many to find the focus you are looking for to support your work. Some of these results may not be available to you in full text, like the first item showing in the results list, meaning you would have to submit a request to the Library and wait to see if the results fit your assignment. Working smart means looking first at full text options since they are immediately available to you.

Click the box beside “Full Text” under the Limit To heading. The results are on the next page.
By checking the box beside “Full Text” we have reduced our results to seven articles that are immediately available. A quick review of the titles indicates the second item is a fit for our assignment. You can check the folder icon just to the right of the article title to add it to your folder while you review the remaining five articles. Afterwards, click on the Folder icon at the top of your screen to see all the articles you’ve selected.

Please note the folder is only present during your current library session. If you close the browser you will clear the folder so please make sure that you use one of the options to save, email, or print your results before closing your Library session.

This was a fairly straightforward example. How would you approach something that is less well defined? Let’s take a look at why having a Library research strategy is important on the next slide.
Why is a Strategy Important?

Suppose you are writing a paper on Moses and are interested in identifying materials that discuss his call and encounter with the burning bush.

**The process:**

1. Start with a broad topic search  
2. Limit search to full text  
3. Review results  
   a. Add relevant terms  
   b. Scan titles of results generated  
5. Repeat steps 4 and 5 as needed  
6. Review and select articles of interest

**Example:**

1. Type “Moses” in the article search box  
2. Check “full text” on the search results  
3. Review the results list to see what types of articles and documents are available  
4. Add “call” in the search field  
5. Scan the titles on the now reduced results list, realizing there are hits that are not related to your work  
6. Add “burning bush” in the search field  
7. Read titles and summary information for results, adding those that appear relevant to the folder

This may seem like a lot of work – why not just type “Moses call narrative burning bush” in the search field? Your results, if any, will be too limited meaning you may miss valuable
resources that discuss the topic using other key words. You want to cast your net broadly to catch as many fish as possible, allowing you to toss out those you don’t want while keeping the good ones.

Let’s look at this example by working through the process in the Library on this and the next few slides.

As you can see, entering Moses in the search box of the Articles tab produced almost 30,000 results! Let’s use the process to get the results to a manageable number of items that are focused on our area of interest.

Our first step is to check “Full Text” to limit results to those items immediately available for our use. The results appear on the next slide.
We pared down the list by almost 2/3, but leaving 11,000 articles! This is still too many to work with in a short period of time - many of which will not even be relevant - so let’s apply the process.

Type in “Call Narrative” on the second search field and click “Search.” The results appear on the next slide.
Our results have been limited to 13 full text articles related to the Moses Call Narrative. What if we find we need more after reviewing the results?

See the next slide.
If you think you may have missed articles, simply uncheck the “Full Text” Box and all items become visible. Remember, some of these may be from books or journals in the Luther Seminary Library that will need to be scanned and sent to you based on your submission of a Request. Give yourself plenty of time and search for items you need as early in the project development process as possible, especially if some of the items you want have to be obtained through Interlibrary Loan, a process by which our Librarians request the items from another library.

Unchecking “Full Text,” your results have been refined to 69 articles that have information on Moses AND Call Narrative, hopefully providing good information for your project.

You can also add “Burning Bush” to the third search field if you want to narrow the results even more.

Next, let’s take a look at other really helpful resources available to you through the Luther Seminary Library.
If you click on LibGuides at the top of the screen you will find many topics to choose from. This slide shows the topic “Bible Study and Research.” The Online Resources tab has been selected so you can see several great resources available to you 24/7 (scroll down the page to see even more items).

Working Preacher is great for courses in Public Worship and Preaching.

MinistryMatters is a great tool for ministry that includes a research library. We will explore this more on the next few slides.

The Jean and Alexander Heard Divinity Library is a free database providing visual images for educational and religious purposes.

The Encyclopedia of the Bible and its Reception is a comprehensive reference that covers a wide array of subjects tangential to theology.
MinistryMatters is a Website that Matters!

MinistryMatters is a website hosted by Luther Seminary for use in ministry that is also available to students.

It is important to note there are two libraries in MinistryMatters, offering different content:
- Legacy Library
- Research Library

From the MinistryMatters.com website:

**ABOUT**
Ministry Matters™ offers practical and immediate inspiration for preachers, teachers, and worship leaders. With thousands of original articles and blogs, unique book reviews, and weekly worship and preaching helps in our This Sunday area, MinistryMatters.com provides both community and inspiration to Christian leaders.

Tens of thousands of pages of full-text research and reference materials are available in our Premium Subscription—everything from The New Interpreter’s Bible and the Abingdon Old and New Testament Commentaries to devotions, prayers, and sermon starters.

But don't get the idea that Ministry Matters™ is only about research! We love a rousing online discussion as much as the next geek. Whether it’s debating theology, insights on a Scripture passage, or the newest church trend, Ministry Matters™ strives to be a safe place for conversation . . . because church isn’t always safe. We hope you’ll join us!
It is important to note there are two Libraries in MinistryMatters, the **Legacy Library** and the **Research Library**.
The **Research Library** is newer and provides access to resources by area of interest ranging from Biblical Commentary to Theology.

The **Legacy Library** includes Biblical commentaries and references, along with lectionary resources, sermon collections, pastoral and teaching resources and more.

Some of the items you can find in these two Libraries you won’t see in the Luther Seminary Library as they are documents other than books or articles.

Next, let’s take a look at helpful software for students.
Software Guides and download information can be accessed from the bottom portion of the main Library page by clicking on the **Research Guides** box.
**Accordance Bible Software** appears at the top of the list of Guides. We will cover accordance a few slides later.

You can either scroll down the list or type **Zotero** in the **Search** box to quickly locate this bibliographic management software.
Zotero is an easy to use, FREE software program available to students. The Download Zotero information appears in the right panel.

A great information guide, a Users Guide of sorts for Zotero, is available on the link HERE in the lower right-hand corner of the page.
Accordance Bible Software

Accordance is accessed from the Research Guides page we viewed earlier.
Accordance Lite is FREE to students – it is the same Accordance software but with some limited capabilities. There are plenty of resources available in the free version to make it worth exploring.
You can get more information and download Accordance Lite on the Accordance website: https://www.accordancebible.com/store

The next slide shows the Accordance Lite screen after clicking on it’s name under the PRODUCTS link.
Information on Accordance Lite explains all the great resources available to you for free, including side-by-side parallel bible resources and free commentaries.

Accordance provides plenty of free resources to teach you how to use Accordance fully to enhance your study and save time. See the next slide.
Accordance provides Podcasts, a Start Here page with links to “how tos”, Documentation and a Help feature. Plenty of information to get you started and answer any questions you may have.
Accordance Student Discount

Accordance is helpful when researching assignments and for working with the biblical texts in their original languages.

Luther Seminary students receive a 50% discount for the Greek and Hebrew Discoverer Collection, available for both Mac and Windows. Go to, http://www.accordancebible.com, set up an account with your Luther Seminary email address and enter coupon code: APP-LuS1819

*All purchases will be verified by Accordance prior to download*

Questions? Call Accordance Toll Free (877)339-5855, or email them at orders@accordancebible.com.

If you want to purchase the full version of Accordance please note that Luther Seminary students are eligible for a 50% discount on the Greek and Hebrew Discoverer Collection, available for iPhone, iPad, Mac and Widows.

You must be a current student to take advantage of this discount. Create an account using your Luther Seminary email address to place your order, using the coupon code appearing in the slide. The order will be placed but in a holding status until Accordance verifies your eligibility. You will receive an email from Accordance when the purchase has been approved.

Accordance also offers payment plans to make things easier to acquire. Students also can register for a 10% discount on most purchases, other than certain sale items which may be excluded.

If you have any questions about ordering Accordance you can call them directly at 877-339-339-5855 or email them at orders@accordancebible.com
Hopefully information in this presentation will help you feel more confident in leveraging the great tools and resources available to you in the Luther Seminary Library. Once you have a strategy and a simple process you can follow, explained in this presentation, you will find it easy and effective to locate and retrieve helpful articles and resources for your assignments and projects.

If you have any questions, remember you can always use the Chat with a Librarian link on the Library Home page, email ask@luthersem.libanswers.com, or call the Library at 651-5212-4041. Our Librarians are very helpful and knowledgeable about information available to you as a student.