

# Finding College of St. Catherine Masters Theses & Research Papers

## What is cataloged?

The library catalogs all bound masters theses and research papers written by students of the CSC St. Paul & Minneapolis campuses. They can be identified using CLICnet, the online catalog. Instructions for locating them are below.

The following departments have submitted **theses** to the library: education, nursing, occupational therapy, organizational leadership, and theology. The following departments have submitted **research papers** to the library: physical therapy and social work.

## Where are theses and research papers located?

As a rule, theses and research papers are shelved at the institution that grants the degree. As such, all physical therapy research papers are at the CSC Minneapolis campus library, and the remainder are at the St. Paul campus library. Most of the theses and research papers are located in the circulating collection and can be checked out.

They are not shelved all together, but in their **subject**, or call number, areas. Check CLICnet for the status of an item (instructions below).

Some theses and research papers may be on **reserve**, for use only in the library. CLICnet will indicate this.

## How can I find a thesis or research paper?

### 1. To locate by a known author or title

If you know the author or title of a thesis or research paper, search CLICnet by selecting the **Author** or **Title** buttons from the CLICnet menu.

### 2. To locate theses and research papers by department

From the CLICnet menu, select **Subject**. Type one of the following:

- education theses
- nursing theses
- occupational therapy theses
- organizational leadership theses
- physical therapy research papers
- social work research papers
- theology theses

You will have a list of all the theses for the department, alphabetical by thesis title.

Use CLICnet's **Limit or Sort** feature to sort this list by year (in date order, newest to oldest) or to limit to a word in the title or contents fields.

### 3. To locate theses and research papers by topic

From the CLICnet menu, select **SuperKeyword**. Enter the department name and type of paper (from above) and a subject term. See some examples below:

<u>To find:</u>	<u>Enter:</u>
a nursing thesis on pediatric medicine.....	nursing theses and pediatric
a social work research paper on women clients.....	social work research papers and women
a theology thesis on Mary.....	theology theses and mary

*(Note: remember that **Keyword** searches all fields for words and terms. While it will find the department name and paper type by searching for a phrase, additional words may be less useful. For example, adding “and paul” to theology theses finds all that are published in St. Paul. The preferred search is by Subject, as described on the previous page.)*

### 4. To locate all of the masters theses or research papers

There are several ways this can be done:

**a.** From the CLICnet menu, select **Author**. Type the phrase: college of st catherine. You will see a list of authors; select the first item in this list. You will see the items listed in alphabetical order by their title. Some of these will be CSC yearbooks and other historical documents. You may wish to use the **Limit and Sort** feature on CLICnet that allows you to, for instance, sort your list from newest to oldest.

**b.** From the CLICnet menu, select **SuperKeyword**. Type the phrase: college st catherine thesis or college st catherine research papers (see above for which department uses each term).

As with the first option, you may wish to use the **Limit and Sort** feature to change the order of the records.

### 5. To locate a thesis or dissertation written by a CSC faculty member

If CSC has received a copy of a thesis written by a faculty member, it is cataloged and may be found on CLICnet, entering the person’s name as author. If just one copy of the thesis was received, it is stored in Archives and does not circulate. You may call Archives at 651-690-6553 to arrange to see it.

If a second copy of the thesis was received, it is in the circulating collection and may be checked out.

If there is no thesis on CLICnet for the faculty person, your options are 1) ask the professor if s/he will let you see it, or 2) try to obtain a copy through interlibrary loan. See the CSC Libraries Guide to Interlibrary Loan.

**Please ask the Reference Librarian for assistance or call 651-690-6652.**