

Quick Guide to online resources

Remember that not everything on the internet is reputable to use for research projects.

Wikipedia—is a FREE online encyclopedia that allows various authors (some unknown) to write entries on various topics. BE CAREFUL & use only if the source is referenced and reputable.

Be mindful of domains. Most safe sources online end in an .edu (educational sources) or .gov (government sources). Don't be afraid to use them.

Is the source up to date? A source may seem great, but if it was written during a different era, it might not be very useful for today (unless it is a

Citations:

<http://www.answers.com/school%20library>

<http://www-navigator.utah.edu/module3/findingbooks.htm>

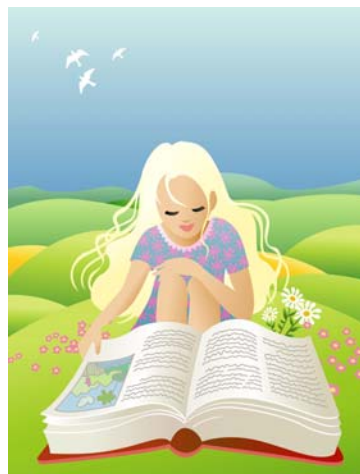
http://web4j1.lane.edu/libraryservices/guide/02_location/images/books1.gif (Dewey call number image)

http://images.google.com/imgres?imgurl=http://www.gwu.edu/gelman/service/offcampus/diy/images/bookscallno.jpg&imgrefurl=http://libguides.gwu.edu/content.php%3Fpid%3D14853%26sid%3D99704&usg=__wMbSSuH_cdqwxmvDBivLBaZBKAU=&h=263&w=379&sz=39&hl=en&start=21&tbnid=dwflQknXv6RL3M:&tbnh=85&tbnw=123&prev=/images%3Fq%3Dcall%2Bnumber%26start%3D18%26gbv%3D2%26ndsp%3D18%26hl%3Den%26client%3Dfirefox-a%26rls%3Dorg.mozilla:en-US:official%26sa%3DN (Library of Congress image)

<http://www.lib.monash.edu.au/vl/callno/callprin.htm>

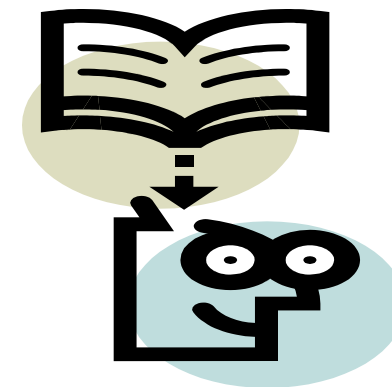
<http://geography.about.com/library/congress/blhowto.htm>

Knowing the basics is the beginning to a great relationship with the library of choice.



Instructional Tool for Library Users

Knowing the basics is the beginning to a great relationship with the library of choice.



*Library 204
Final Project*

Created by Vanessa Lucero

Know your surroundings

For starters, it is important to know what the types of libraries available in our communities. Let us discover the types of libraries available and what specific needs they satisfy.

Academic – Academic libraries are libraries that serve (primarily) institutions for higher learning. These libraries are usually located within a college campus.

Academic libraries are great for compiling various forms of sources for research projects. Also, most academic libraries have extensive subscriptions to multiple online reference sources. Some academic libraries require the user to be an active student, however, some allow in-house users to search their library catalogs.

School — School libraries specialize their collection to support a school's curriculum, meet students' needs and interests, and to help assist in ensuring young people develop information literacy skills within the school's curriculum.

Public— Public libraries are noncommercial libraries that are often supported with public funds, intended for use by the general public. These libraries are usually a “city” or “county” library (it will state so in their name). Public libraries are great resources for free computer/internet access, free materials to check-out or loan and also host many fun community oriented events. Story times are also usually offered at Public Libraries for kids of all ages.

Library Catalogs

For sake of this instructional tool, we are going to solely focus on the basic, public library catalog search.

A library catalog is a database (different depending on what the library subscribes to or has purchased) that contains a record for every book, journal, magazine, newspaper, DVD, audio (some have CDs or MP3 CDs, audio books, etc.) , document and/or other items owned by a library (local documents, for instance; City Council minutes). The online catalog is used to find out which items are available, on various subjects, and where to locate those items in a particular library. A lot of public libraries have their catalog accessible via the World Wide Web. Librarians work hard at creating records and maintaining up to date information on their particular library's catalog for ease of patron searching.

Remember, every library has its own catalog.

There are various searches when it comes to locating an item of choice at a library. However, let us stick with the basics.

If you already have an item of interest, say biology, you can simply type “biology” in the search box on the catalog. This type of search is considered a keyword search. Some catalogs will need the type of search to be specified or selected.

Another basic search can be done by searching for a particular title of the book (or CD, DVD, etc.), by doing a basic title browse.

Or, of course, if you are looking for particular works written by a particular person, an author browse would be the best option .

Call numbers

A call number is more or less the “address” of a book, or other item, on the shelf. The call number identifies a specific location of an item within the library. Books and other library materials are usually arranged by subject using either a Library of Congress or Dewey Decimal classification system of call numbers.

Each item in a library has a designated place and therefore a designated call number. The best way to describe a call number is; the sticker on the spine of the book.

In both classification systems, there are fiction and non-fiction items. A novel, for instance, is make believe, thus a fictional work. Therefore, the call number will be located in the fiction section and will most likely be in alphabetical order by author's last names.

Conversely, non-fiction items, are true and give you information about all kinds of things. For instance, an encyclopedia would be non-fiction or a history book of facts on WWII. Non-fiction books are also sorted by the first letters of the author's last name. But, they are also organized by their subject or what the book is about.

Dewey Decimal

The Dewey Decimal system is a way of cataloging via numeric's and then alpha.

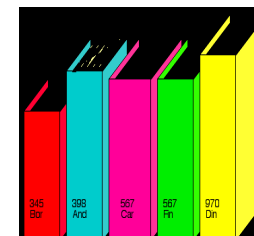
What? Exactly...Well,

Non-fiction books are a little like fiction items, as they are also sorted by the first letters of the author's last name. However, they are also organized by their subject or what the book is about. The Dewey system is set up in 10 categories and the call numbers range from 00's to 990's. For a broken down list of the Dewey call num-

bers, please visit this link provided by Middle Tennessee State University:

<http://frank.mtsu.edu/~vvesper/dewey.htm>

Example of Dewey Call numbers



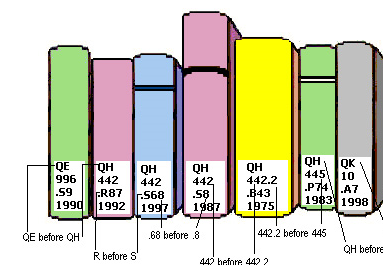
Library of Congress

Library of Congress (LC) classification systems are a tad bit more complex and for that reason a little harder to understand, and perhaps locate in a library that classifies their items as such.

For non-fiction items, there are 21 (alpha) categories followed by a set of numbers, that signify the books subject. The call numbers are then divided even more via additional “sub-categories”. For sanity sake, we will stick only to the basics. Just now, that if you are looking for books on science, “Q” will be the general category and all other general science books will be in the same area. However, if you are looking for specifics, type in your subject via the library catalog, write down the entire call number, and if you are brave, search the library stacks, or even better, ask a librarian for assistance.

To view a chart of LC Classifications, please visit the following link from Honolulu Community College:

<http://honolulu.hawaii.edu/legacylib/lcclass.html>



Sample of Library of Congress Call Numbers