

# General Library Tutorial

## General Stacks

The general stacks area contains books that library users can select and borrow from the library. Books located in this section include non-fiction material on most subjects. Material found in the general stacks provides comprehensive coverage and background information on a variety of topics.

Books in the general stacks may contain information about:

- Business
- Resume Writing
- Health and Science
- Human Behavior
- Technology

## Reference Collection

The CVTC Library has an extensive general reference collection that contains encyclopedias, directories, manuals, maps, and other items. This material is for use in the library only.

Reference books are non-fiction and examine almost every subject matter. Unlike other material in the library, reference books are not intended to be read in their entirety. Reference books are used primarily to obtain quick, factual information.

Reference books may include:

- Statistics about state, national, and international corporations
- Maps of the world
- Information on writing a research paper
- Brands and their companies
- A register of grant support
- A list of foundations

The general Reference collection is located on the East wall of the library, separated from the "stacks" collection.

The library also has a legal Reference collection, which is housed separately from the general Reference collection. The legal Reference collection contains only legal material. This collection is housed near the back of the library in the first shelving unit, preceding the periodical collection.

## Using the CVTC Online Catalog

The online catalog at CVTC is a key resource for locating materials in the library.

The CVTC Online Catalog can be used to find a variety of resources for research related purposes and general leisure. The catalog can be used to find:

- Books
- Journals and magazines
- Newspapers
- Audiovisual materials

Searching for materials in the catalog can be accomplished by:

- Author
- Title
- Subject
- Keyword
- ISBN

**Keyword** searches can be especially useful because of their versatility.

- They allow you to conduct broad searches that look for your search words in author, title, and subject information
- Several words can be used at once to locate information
- Exact subject terms don't have to be used

The online catalog is accessible on all computers in the library, campus labs, and from other CVTC campus locations. The catalog is available at home using your Internet browser.

## Interpreting Library of Congress (LC) Call Numbers

The CVTC Library uses the Library of Congress Classification System as do most academic institutions. Call numbers are arranged in alphanumeric order, using decimals as appropriate.

EXAMPLE: The Corsini Encyclopedia of Psychology and Behavioral Science

BF  
31  
.E56  
2001  
v.1

Line one contains either a single, double, or triple letter. (Hint: Most triple letter call numbers at CVTC are in the legal reference section.) In this section you will locate books that begin with B, then BA, BB, BC, etc.

Line two is a whole number from 1 to 9999. Examples include: BA 1, BA 2, BA 3...BA 31 to BA 9999.

Line three consists of a decimal point followed by a letter and number. Books are arranged on the shelf alphabetically according to the letter to the right of the decimal point. If two books possess the same letter on line three, then decimal numbers need to be followed. Example: .B223 will be shelved before B3 since .223 is a smaller decimal number than 3.

Line four may contain the date. In the above example, 2001 represents the date of publication.

Line five will be included if there is more than one volume.

## Library of Congress Classification Outline

### **A General Works**

- AE** Encyclopedias
- AG** Dictionaries
- AI** Indexes
- AY** Almanacs

### **B Philosophy/Psychology/Religion**

- B-BD** Philosophy
- BF** Psychology
- BL-BX** Religion

### **C History: Related Fields**

- CC** Archaeology
- CT** Biography

### **D History: (except America)**

### **E History: America (General) & U.S. (General)**

### **F History: U.S. (Local) & North American (except U.S.), Central America, South America**

### **G Geography/Anthropology/Recreation**

- G-GF** Geography
- GN** Anthropology
- GR** Folklore
- GV** Recreation

### **H Social Sciences**

- HA** Statistics
- HB-HC** Economics
- HD** Labor (Professions)
- HF** Commerce, Accounting, Advertising
- HG** Finance
- HM** Sociology
- HQ** Family, Marriage, Women's Studies
- HV** Social Pathology, Welfare & Criminology

### **J Political Science**

- JK** United States

### **K Law**

- KF** United States
- KFW** Wisconsin

### **L Education**

- LA** History of Education
- LB** Theory & Practice of Education
- LC** Special Aspects of Education

- M Music**
- N Fine Arts**
- NA** Architecture
  - ND** Painting
  - NK** Decorative Arts
- P Languages and Literature**
- PE** English Language
  - PN** Literary History & Collections
  - PR** English Literature
  - PS** American Literature
- Q Science**
- QA** Mathematics (including Computer Sciences)
  - QC** Physics
  - QD** Chemistry
  - QM** Human Anatomy
  - QP** Physiology
  - QR** Microbiology
- R Medicine**
- RA** Public Aspects of Medicine
  - RB** Pathology
  - RC** Internal Medicine & Practice of Medicine
  - RD** Surgery
  - RG** Gynecology and Obstetrics
  - RK** Dentistry
  - RM** Therapeutics/Pharmacology
  - RT** Nursing
- S Agriculture**
- SB** Plant Culture
  - SF** Animal Culture
- T Technology**
- TA** Engineering (General)/Civil Engineering
  - TH** Building Construction
  - TJ** Mechanical Engineering & Machinery
  - TK** Electrical Engineering / Electronics / Nuclear Engineering
  - TL** Motor Vehicles/Aeronautics/Astronautics
  - TS** Manufactures
- U Military Science**
- V Naval Science**
- Z Bibliography and Library Science**
- ZA** Information Resources (General)

## Searching Online Databases

A database is an organized collection of information usually pertaining to a particular subject. There are many kinds of databases; the most common type in the library is an online electronic periodical database. These databases cover a variety of periodical titles and identify articles published in magazines, journals and newspapers. They provide citation information, may contain an abstract, and many also contain full text articles.

Choosing the appropriate database is an essential part of research. Most library databases specialize in a particular subject. There are databases for business, nursing, education, sciences, etc. Knowing what type of information you are looking for will make your selection easier. The CVTC Library offers many databases, and a description of each database is given to help aid in your selection.

### Keyword Searching

Keyword searching is the most flexible type of search that can be performed on an electronic database. The search term can appear anywhere in the record, including author, title, subject, and content fields. Keyword searches can be as simple as a single word or very complex using Boolean operators, searchable fields and truncation.

### Combining Terms using Boolean Operators

Use Boolean operators AND, OR, NOT to tell search engines which keywords you want your results to include or exclude. When you want to find articles containing two or more ideas, use the word AND between the keywords. This means that all terms must appear somewhere in the record. The term AND is used to narrow a search. Example: travel and Europe. Use OR to broaden the search by combining search terms so that result contains at least one of the terms. Example: college or university. Using NOT restricts the search by excluding terms so the search result does not contain any of the terms that follow it. Example: television not cable.

Truncation or wildcard symbols may be used to create searches where there are unknown characters, multiple spellings, or various endings. Replace an unknown character with a question mark (?). Using wom?n will bring results that include the term woman or women. Replace the end of a word with an asterisk (\*) to locate all forms of that term. Using educat\* will bring results that include the term education, educating, or any other variation