

English 110

Session 1

- ◆ **Major Reference Resources in Print**
- ◆ **Using the OPAC**
- ◆ **Library of Congress Classification**
- ◆ **Library of Congress Subject Headings**



Major Reference Resources

◆ Encyclopedias

- Excellent starting point, good overview
- Often include bibliography
- Always start with the index
- Some are general reference, some subject specific



Major Reference Resources

◆ Using Reference Books

– What is the scope?

- What is the subject?
- Is it a collection of articles?
- Statistics?
- A field guide?
- A directory?



Major Reference Resources

◆ Using Reference Books

– How does it work?

- Is there a section on how to use this book?
- Where is the index?
- Do the numbers in the index indicate page numbers? Tables? Illustrations?



Using the OPAC

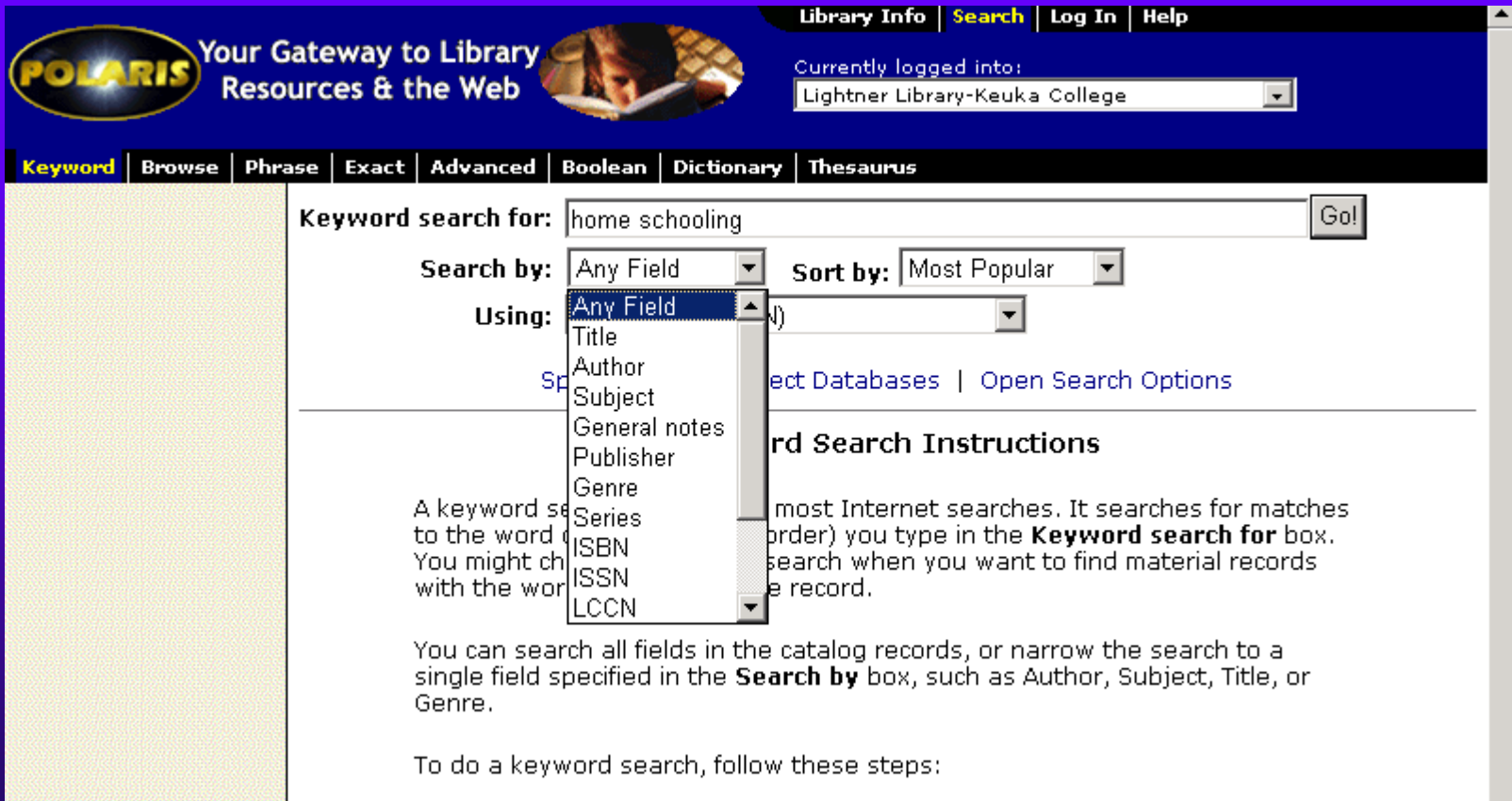

- ◆ **Online Public Access Catalog (Library Catalog)**
- ◆ **Includes holdings of both Lightner Library and the Penn Yan Public Library**
- ◆ **Includes books, videos and audiocassettes, NOT journals**



Using the OPAC

- ◆ **You can access it from the Library webpage**
 - www.keuka.edu/library
- ◆ **You can search by author, title, subject or keyword**

Using the OPAC



POLARIS Your Gateway to Library Resources & the Web

Library Info | Search | Log In | Help

Currently logged into:
Lightner Library-Keuka College

Keyword | Browse | Phrase | Exact | Advanced | Boolean | Dictionary | Thesaurus

Keyword search for: home schooling

Search by: Any Field Sort by: Most Popular

Using: Any Field
Title
Author
Subject
General notes
Publisher
Genre
Series
ISBN
ISSN
LCCN

[Select Databases](#) | [Open Search Options](#)

Keyword Search Instructions

A keyword search is the most common type of search. It searches for matches to the word (or words) you type in the **Keyword search for** box. You might choose to search by a specific field (such as Author, Subject, or Genre) when you want to find material records with the word in that field.

You can search all fields in the catalog records, or narrow the search to a single field specified in the **Search by** box, such as Author, Subject, Title, or Genre.

To do a keyword search, follow these steps:

Using the OPAC



Keyword search for: home schooling

Search by: Any Field **Sort by:** Most Popular

Using: POLARIS (PYLON)

[Save Search](#) | [Spelling Help](#) | [Select Databases](#) | [Open Search Options](#)

Polaris found **32** titles for: **home schooling**
<< [Previous 10 Titles](#) | [Viewing: 11 - 20](#) | [Next 10 Titles](#)>>

Family matters : why homeschooling makes sense 

Author: Guterman, David.
Publisher, Date: New York : Harcourt Brace Jovanovich, c1992. - Edition: 1st ed.
ISBN: 015193097X - Description: 245 p. ; 24 cm.

System Availability: 1 (of 1)

[Availability](#) | [Add to Title List](#)

The future of home schooling : a new direction for Christian home education 

Author: Farris, Michael P., 1951-
Publisher, Date: Washington, D.C. : Regnery Pub. ; Lanham, MD : Distributed in trade by National Book Network, c1997.
ISBN: 0895267004 (alk. paper) - Description: xxxi, 224 p. : ill., map ; 23 cm.

Local Availability: 1 (of 1) - System Availability: 1 (of 1)

[Availability](#) | [Add to Title List](#)

At Penn Yan

At Keuka

Click here

Using the OPAC



Use **Exact** **Advanced** **Boolean** **Dictionary** **Thesaurus**

Keyword search for:

Search by: Sort by:

Using:

[Save Search](#) | [Spelling Help](#) | [Select Databases](#) | [Open Search Options](#)

Title: [The future of home schooling : a new direction for Christian home education / Michael Farris.](#)

Author: Farris, Michael P., 1951-
Publisher, Date: Washington, D.C. : Regnery Pub. ; Lanham, MD : Distributed to the trade by National Book Network, c1997.
ISBN: 0895267004 (alk. paper) - Description: xxxi, 224 p. : ill., map ; 23 cm.

[<< Previous Title](#) | [Add to Title List](#) | [Next Title >>](#)

Local Availability **System Availability** **Detailed Information** Viewing: 12 (of 32)

Call Number	Shelf Location	Status	Circ Date	Type
Lightner Library-Keuka College				
General				
LC40 .F37 1997		In	12/06/02	Book

Call number indicates shelf location



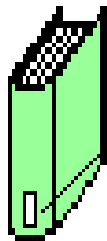
Library of Congress Classification

- ◆ Arranges materials on shelves by subject
 - A General works (general encyclopedias, almanacs and directories)
 - B Philosophy, Psychology and Religion
 - C Biography and History
 - D History: general and old world
 - E-F History: American
 - G Geography, Anthropology, Folklore
 - H Social Sciences
 - HF Accounting and Marketing
 - HM Sociology
 - HV2350-2990 Deaf and Sign Language
 - HV6001-9920 Criminology
- ◆ Allows you to browse the shelves by subject.

Library of Congress Classification

◆ What a call number looks like

on the spines of books

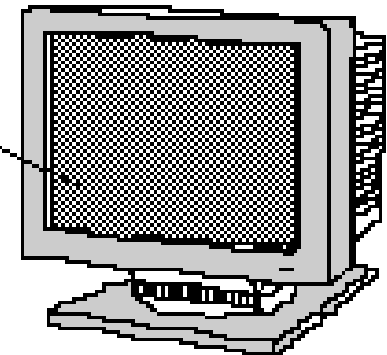


LB
2395
.C65
1991

and

in the online catalog.

LB2395 .C65 1991



Library of Congress Classification

◆ How to read it

Read call numbers line by line:

LB
2395
.C65
1991

Read the first line in alphabetical order:
A, B, BF, C, D ... L, LA, LB, LC, M, ML ...

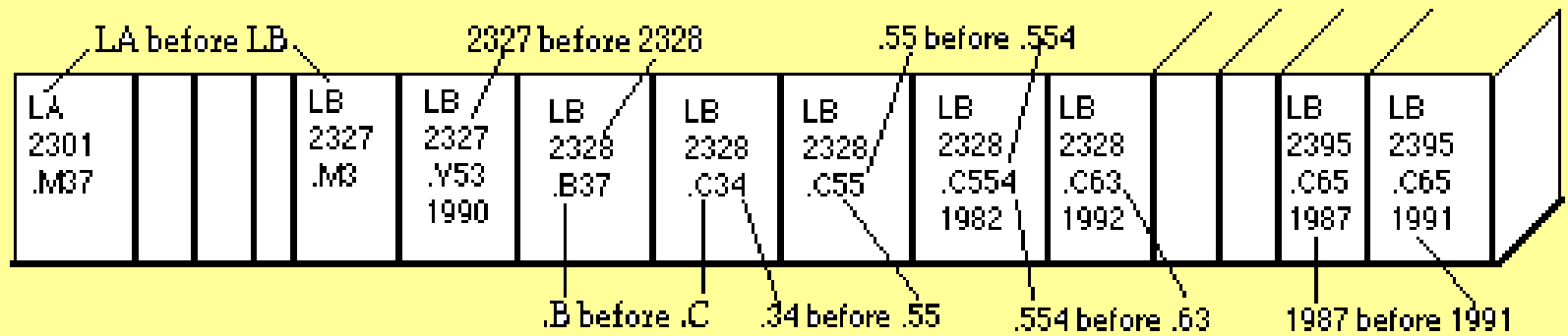
Read the second line as a whole number:
1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ...

The third line is a combination of a letter and numbers.
Read the letter alphabetically.
Read the number as a decimal, e.g. .C65 = .65 .C724 = .724
(Some call numbers have more than one combination
letter-number line.)

This is the year the book was published.
Chronological order: 1985, 1987, 1991, 1992 ...

Library of Congress Classification

◆ Shelf order





Library of Congress Classification

◆ Special Collections

- **Ref = Reference**
- **Index Ref = Indexes and abstracts**
 - to the South of the Reference Computers
- **OVR = Oversize**
 - upstairs across from the stair well
- **Juv = Juvenile (downstairs)**
- **Curr = Curriculum Collection (downstairs)**



Library of Congress Subject Headings

- ◆ Use to find subject headings in use
- ◆ Helps to identify subjects for searching the OPAC, print indexes and some online databases
- ◆ Helps with alternative search words when you're stuck
- ◆ Gives a call number that could help with browsing shelves
- ◆ It is a system of controlled vocabulary



Library of Congress Subject Headings

◆ Controlled Vocabulary

- Standardization of words used to search an index, abstract or information database.
- It is a subset of natural language.
- It's use is designed to help locate items that might be described in similar, but different terms.
- There is usually a published listing or thesaurus of terms identifying the system's vocabulary.



Library of Congress Subject Headings

- ◆ **Ethnicity (May Subd Geog)**
- ◆ **Here are entered works on the subjective sense of belonging to an individual ethnic group...**
- ◆ **UF Ethnic identity**
- ◆ **Group identity, Ethnic**
- ◆ **BT Group identity**
- ◆ **RT Multiculturalism**
- ◆ **Pluralism (Social sciences)**
- ◆ **SA subdivisions Race identity or Ethnic identity under individual races or ethnic groups, e.g. Afro-Americans—Race identity; Japanese Americans—Ethnic identity; Australian aborigines—Ethnic identity**
- ◆ **NT Blacks—Race identity**
- ◆ **Ethnicity in children**
- ◆ **--Religious aspects**



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

may be subdivided geographically

- e.g. In the OPAC under subject search you would type in “ethnicity united states”.



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

Here are entered works on the subjective sense of belonging to an individual ethnic group...

- **Scope note that clarifies the meaning of the heading**



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

Here are entered works on the subjective sense of belonging to an individual ethnic group...

UF Ethnic identity

Group identity, Ethnic

➤ **UF stands for "Used For."**



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

Here are entered works on the subjective sense of belonging to an individual ethnic group...

UF Ethnic identity

Group identity, Ethnic

BT Group identity

➤ **BT stands for "Broader Topic."**



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

Here are entered works on the subjective sense of belonging to an individual ethnic group...

UF Ethnic identity

Group identity, Ethnic

BT Group identity

RT Multiculturalism

Pluralism (Social sciences)

➤ **RT stands for "Related Topic."**



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

Here are entered works on the subjective sense of belonging to an individual ethnic group...

UF Ethnic identity

Group identity, Ethnic

BT Group identity

RT Multiculturalism

Pluralism (Social sciences)

SA subdivisions Race identity or Ethnic identity under individual races or ethnic groups, e.g. Afro-Americans—Race identity; Japanese Americans—Ethnic identity; Australian aborigines—Ethnic identity

➤ SA stands for "See Also."



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

Here are entered works on the subjective sense of belonging to an individual ethnic group...

UF Ethnic identity

Group identity, Ethnic

BT Group identity

RT Multiculturalism

Pluralism (Social sciences)

SA subdivisions Race identity or Ethnic identity under individual races or ethnic groups, e.g. Afro-Americans—Race identity; Japanese Americans—Ethnic identity; Australian aborigines—Ethnic identity

NT Blacks—Race identity

Ethnicity in children

➤ **NT stands for "Narrower Topic."**



Library of Congress Subject Headings

Ethnicity (May Subd Geog)

UF Ethnic identity

Group identity, Ethnic

BT Group identity

RT Multiculturalism

Pluralism (Social sciences)

NT Blacks—Race identity

Ethnicity in children

--Religious aspects

- **other terms can be tagged on the subject headings to narrow your subject search.**

English 110

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- *Thanks to Honolulu Community College for the graphics used to illustrate call numbers.*