

## IV. *Searching the TSU Library Online Catalog*

### A. *How is TSU's Online Catalog Used?*

The main access points in locating a book concerning *Nursing Care of Cancer Patients* are **keyword, subject, author, and title.**

**Keyword Searching** is the most commonly used method for locating information on research topics. This type of searching allows you to retrieve individual words in the title, subject, and other fields in the bibliographic record. Searching via keyword is generally the easiest type of search to perform, but it also produces the largest number of hits. To avoid retrieving a large number of hits and possibly false drops, you might want to limit the number of items retrieved by using operators and qualifiers discussed in the **Search Commands** section. The **Keyword Search** button may be found in the Library's online catalog search screen. In order to perform a successful keyword search concerning **Nursing care** and **Cancer**, you need to identify:

**Main Concepts** – For example, “What is the nurse’s role in caring for the terminally ill cancer patient?” The main concepts could be nurse, cancer, patient, and terminal illness.

**Choice of Words** – You might want to use the key terms that could be used to describe your main concept. For example:

*Role: Responsibilities, caregiving, attitudes*

*Nurse: Nursing, nursing care, nurses, medical personnel*

*Cancer: Oncology, neoplasms, tumors, terminal illness, end-of-life*

*Patient: Patients, patient care, patient’s rights, patient advocacy*

**Subject Searching** is the method in which you look for resources by using subject headings. Fortunately, the online catalog does that for you. Subject headings describe the items in question, and have one or more headings assigned to them. The classification scheme your library uses is the **Library of Congress Classification System**. To get acquainted with how the Library of Congress classifies subjects, you might want to consult the **Library of Congress Subject Headings** located at the Reference Desk on the second floor of the Library. Knowing how the Library of Congress

classifies subject areas will enable you to use the correct terms for a subject search. For example, if you use the subject heading **Cancer—Nursing**, you might retrieve a book entitled *Advanced and Critical Care Oncology Nursing: Managing Primary Complications*. You can look for additional books related to your topic by using the suggested subject headings including **Cancer—Complications**.

**Author Searching** is used when you are looking for books by a particular writer. For example, if you perform a search under **Yarbro, Connie Henke**, and click on the author button, you would find six (6) books located in the TSU Library that she either had co-written or edited. These titles are as follows: *Cancer Nursing: Principles and Practice*; *Cancer Pain Management*; *Cancer Symptom Management*; *Clinical Guide to Cancer Nursing*; and *Oncology Nursing Review*. When performing an author search, you need to type last name first, and first name last. Should you need to find some information about the author Connie Henke Yarbro, for example, you would type her last name first, followed by her first name, and then click on the **subject** button.

**Title Search** is the method used when you know the title of an item. However, when a title begins with the articles **A, An, or The**; do not include them in your search. In these cases you need to begin the title **with the second word of the title**. Furthermore, when an **A, an, or, the**, is between words, include them in your title search. Keep in mind that when you perform this type of search, you need to know the exact title. If you don't know the title of the book, or are unsure about the title, a subject search would be more beneficial.

**Search Commands** are tools used in searching databases. Although the command labels and their uses may differ with varying databases, the following commands may be used in most databases for performing successful searches:

### **BOOLEAN OPERATORS**

**AND:** Used when both terms have to appear in the records you retrieve in order to narrow your search. For example, when you enter the search string *Nursing and Cancer*, you limit the number of records you retrieve to those that include only the terms *Nursing and Cancer*.

**OR**: Used when only one or both terms used in the search string can appear in the records retrieved, which broadens your search and increases the number of records retrieved. For example, *Nursing or Patient Care*. In this case you are expanding your search to include *Nursing and Patient Care* in general.

**NOT**: Use to find records containing the first term used in your search, but not the second one. In this case, articles containing both terms in your string are not retrieved. For example, *Cancer NOT Tumors* will pull only those articles about Cancer. Articles about tumors in general will not be retrieved.

***Remember:*** **AND** narrows your search.

**OR** broadens your search.

**NOT** eliminates records with words you don't want in your search. (Hint: Be careful when using the "not" operator, because using it may eliminate records useful to your research).

***\*Truncation*** is used to pull up various endings of a word. For instance, the word ***Patient\**** will pull up words or phrases such as *patients, patient care, patient rights, etc.*

***Caution:*** Be careful where you truncate in the word, because truncating too soon may retrieve articles with words that have nothing to do with your research topic. For example, if you use an asterisk following the letters ***pat\****, you will not only pull up variant endings of the word ***patient***, you will also pull up words such as ***patent, patty, patina, patience***, and so forth.

***() Parentheses*** signify priorities and the order in which records are found and retrieved from the database. For example, the search string ***(Nurse OR Nursing) AND Cancer*** will first retrieve those records which mention either the word ***Nurse OR Nursing*** or both words, and then find the records that mention ***Cancer*** as well.

***# Pound Sign*** is used in place of a single letter or character. For instance, ***Patient#*** retrieves both patient and patients.

***? Question Mark*** is used in place of letters coming at the end of a term. For example, ***Patient?*** may retrieve words such patient's, patients, and so forth. The word ***Terminal?***

could retrieve not only *terminal*, but also *terminally*, *terminate*, *terminating*, etc.

## **SEARCH QUALIFIERS**

**Search Qualifiers** allow you to restrict your search to particular fields in the records. These qualifiers include **author (au), title (ti), and subject (su)**. By using these qualifiers in your searches, you can help the databases decrease the response time in retrieving your records, plus narrow your search strategy to access results which are the most related to your topic. For example:

**Su cancer not carcinogens** would pull up all the records concerning the subject of cancer, but do not contain the word carcinogens anywhere in the record.

**Ti cancer and yarbro** would retrieve those records which were authored and/or edited by **Connie Henke Yarbro** and contain the word **cancer** in the title.

### **TIPS:**

1. When you perform a search in the Library's online catalog, start with a **keyword (Word/Phrase)** search, or what's known as a "**quick and dirty**" search, just to see what comes up. After those records are retrieved, locate subject headings which are related to your topic, and use those to refine your search.

For example, a **Keyword Search** in your library's online catalog using the search phrase **cancer or tumors** would retrieve **1302** records.

2. Although library online catalogs may differ, most systems will allow you to perform searches via **author, title, subject, and keyword**. However, most differences lie in the amount and variety of searches available to the user. While you are affiliated with Tennessee State University, you will find that the TSU Library Catalog offers the following features:

- **Basic Searching:**  
**Author:** Sommers, Marilyn  
**Title:** *Davis's Manual of Nursing Therapeutics For Diseases and Disorders*  
**Subject:** Nursing--Handbooks
- **Keyword Searching:**

**Author:** Sommers  
**Title:** Nursing Therapeutics  
**Subject:** Nursing and Disease  
**Keyword:** Diseases and nursing (Most commonly used method of searching)

- **Limit Searches by:**
  - Dates:** From 1900-Present
  - Languages:**
    - All languages*
    - English*
    - French*
    - German*
    - Italian*
    - Spanish*
- **Material Type:**
  - All materials*
  - Books*
  - Computer Files*
  - Serials*
  - Audio-Visual*
  - Music Materials*
  - Other*
- **Numeric Searching:** (Used mostly by library staff and faculty)
  - Call Number:** RT51 .S66
  - OCLC Number:** 34878848
  - LC Card Number:** 96-24491
  - Reference Number:** ABA-3568
  - ISBN (International Standard Book Number):** 0803600186
  - ISSN (International Standard Serial Number):** *American Journal of Nursing – 0002-936x*
- **Sorting features:**

You may sort your hits in the Library Online Catalog via the following categories:

  - Unsorted (Default)*
  - Author*
  - Title*
  - Subject*
  - Material*
  - Date (Ascending)*

***Date (Descending):*** Most current materials are pulled up first. (Recommended if you are looking for the most current books and materials we house).

- ***Help Window:***

Assists you with using the Library Catalog properly. Information contained in the ***Help Window*** consists of the following:

***About the system***

***Easy Search***

***Numeric Search***

***Advanced Search***

***Reserve Room***

***Local Information***

***Your Account***

***List of Topics/Links***

## ***B. Locating Materials***

Books and materials are primarily arranged by the ***Library of Congress Classification (LC) System*** in the Brown-Daniel Library as follows:

***First Floor: A-LD***

***Second Floor: Reference Department***

***Reference Books*** (Shelved by LC Classification; do not circulate)

***Journals*** (Shelved alphabetically by Journal title; do not circulate)

***Microform Collections*** (Do not circulate)

***Third Floor: M-Z***

***Oversize Books***

***Youth Collection***

***Special Collections*** (Use in Special Collections Room Only)

***Dewey Collection*** (In process of being converted to LC Classification)

## ***C. Library of Congress Classification System***

This system is used in order to identify books and some periodicals in this library by their subject, and in so doing be able to group books together according to a particular subject area. Each book is assigned a call number which is a combination of letters and numbers, and then placed on the shelf with other books of the same or similar subjects. This method allows for easy access and

browsing. Major classification headings used in or related to the area of Nursing and/or Medicine is as follows:

<b>Q</b>	Science (General)
<b>QA</b>	Mathematics
<b>QC</b>	Physics
<b>QD</b>	Chemistry
1-999	Chemistry
1-65	General
71-142	Analytical Chemistry
146-197	Inorganic chemistry
241-441	
241-442	
241-443	Organic chemistry
415-436	Biochemistry
450-801	Physical and theoretical chemistry
625-655	Radiation chemistry
701-731	Photochemistry
<b>QH</b>	Natural history – Biology
301-705.5	Biology (General)
471-489	Reproduction
501-531	Life
<b>QM</b>	Human anatomy
1-695	Human anatomy
1-511	General
531-549	Reproduction
550-577.8	Human and comparative histology
601-695	Human embryology
<b>QP</b>	Physiology

1-(981) 1-345 351-495	Physiology General Neurophysiology and neuropsychology
501-801 (901)-(981)	Animal biochemistry Experimental pharmacology

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<b>QR</b>	Microbiology
1-502	Microbiology
1-74.5	General
75-99.5	Bacteria
99.6-99.8	Cyanobacteria
100-130	Microbial ecology
171	Microorganisms in the animal body
180-189.5	Immunology
355-502	Virology

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<b>R</b>	Medicine
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<b>RA</b>	Public Aspects of Medicine
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<b>RC</b>	Internal Medicine
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<b>RD</b>	Surgery
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<b>RE</b>	Ophthalmology
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<b>RF</b>	Otorhinolaryngology
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<b>RG</b>	Gynecology and Obstetrics
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<b>RJ</b>	Pediatrics
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<b>RK</b>	Dentistry
<b>RL</b>	Dermatology
<b>RM</b>	Therapeutics. Pharmacology
<b>RS</b>	Pharmacy and material medica
<b>RT</b> 1-120 89-120	Nursing Specialties in nursing
<b>RV</b>	Botanic, Thomsonian, and eclectic medicine
<b>RZ</b>	Other systems of medicine

- For complete list of medical subdivisions related to the nursing and/or medical field, please look at the Library of Congress Classification system outline at the following link:  
<http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html>.

#### ***D. What is a Call Number?***

As mentioned earlier, books and some periodicals in this letter are grouped together by subject via the Library of Congress Classification system. In this classification scheme, each book or periodical is assigned an alphanumeric call number based on the book or periodical's subject content. The specific call number identifies the item, and places it on the shelves with works on the same subject.

### *E. Reading Call Numbers*

Each call number has several parts. For example the following call number:

***RC***  
***266***  
***.Q35***  
***2003***

supplies the patron with the following data:

- The first line ***RC*** defines the class or subclass that the book has been placed in. The letter ***R*** represents medical works, while the two letters ***RC*** represent works in the subclass of internal medicine.
- The second line ***266*** is the classification number to which the book has been assigned. When browsing the shelves for this book, you need to read this number as a whole number with a decimal component in order to determine its location on the shelf. Combined with the class and subclass, the classification number defines the subject matter in a more precise manner. In the above example, ***RC266*** represents ***Cancer and Nursing***, which is a subdivision of ***RC*** – Internal Medicine, which in turn comes under the broader class of ***R*** for medicine.
- A third line of the call number is what is known as the ***Cutter Number***. The cutter number consists of a combination of letters and numbers which usually represent a particular author. However, if a book has multiple writers, the cutter number may represent the title of the book. In some cases, the cutter number may represent subject divisions. In these cases, you will see two cutter numbers on the book. When trying to locate a book on the shelves, always read the numeric part of the cutter number like a decimal number. For example, the numeric part of ***.Q35*** should be read as .35. Therefore, ***RC266 .Q347 2003*** would come before ***RC266 .Q35 2003***.
- The publication year of the item may also be present in the call number, in this case, ***2003***.

When publication years are present, the books are shelved in chronological order which often distinguishes items by varying editions.

- Items with the following call numbers should be found on the shelves in the following order:

<b>HF</b>	<b>KF</b>	<b>LC</b>	<b>QE</b>	<b>RT</b>
<b>5804</b>	<b>285</b>	<b>4704.5</b>	<b>26.3</b>	<b>51</b>
<b>.O24</b>	<b>.Z9</b>	<b>.T86</b>	<b>.L36</b>	<b>.S66</b>
<b>1984</b>	<b>R63</b>	<b>2002</b>	<b>2002</b>	<b>1997</b>
	<b>2003</b>			

(Note: These are actual books found in the Reference Department.)

#### ***F. Electronic Books***

- The library web page supplies access to electronic books via the following link:  
<http://www.tnstate.edu/library/Catalogs.html>. At the present time there are three electronic book sites available for your use: *netLibrary*, *Books 24/7*, and *Safari eBooks*. Currently, *netLibrary* is the only electronic book source available which offers reference sources concerning medicine and nursing. *Books 24/7* feature works dealing with information technology, and *Safari eBooks* specialize in works relating to programmers and information technology professionals. However, all three resources could be valuable to you, especially if you are considering going into management and/or supervision at some point in time.
- Electronic books may also be found in the library's online catalog. The icon or symbol for an electronic book is a floppy disk.