

IV. Search TSU Online Catalog for Print and Electronic Books and other resources

1. How to use the TSU Online Catalog

The access points in finding a book in the area of rainforests are keyword, subject, author and title.

a. Keyword Search is a primary method for searching for a topic. It allows you to search for individual words in the title, subject and other fields in the bibliographic record. This is generally the easiest type of search to do, but it also produces the largest hit list. You may limit the number of items retrieved by using operators and qualifiers discussed under Search Commands. For a successful keyword search for rainforests, you need to identify:

Main concepts—For example, if you were interested in finding out The impact of deforestation on the rainforests, your main concepts would be impact, deforestation, and rainforest.

Choice of words—you may try to use those key terms that may be used to Describe your main concept. For example,

Impact: impacting, influence, resulting

Deforestation: depletion of forests, clearing of land, depletion of Forests, disforestation

Rainforests: rain forests, rain forest ecology

b. Subject Search is a method of searching by using subject headings. The online catalog automatically does it for you. Subject headings describe the items and there are one or more subject headings assigned to them. The TSU library uses the Library of congress Subject Headings. You may want to consult the LC Subject heading volumes, which are located at the Reference Desk to make sure that you are using the correct words for a subject search. For example, if you use the subject heading Rain forests, you will find that the library owns 13 titles under this subject heading.

c. Author Search is used when you have the name of an author and would like to retrieve a list of items written by that author. This is particularly helpful when you have an author who is an expert in the subject of your research topic. When you search by author, put in the last name first, followed by the first name. If you would like to find information about the author, search the author's name as a subject.

d. Title Search is used when you know the title of an item. One point to remember is that if the title begins with an A, An, or The, disregard them and search under the second word of the title. Do not discard the articles in between

words. The title search works best if you are looking for a specific item and know the exact title. If you do not know the title, a subject search will yield better results.

e. Search Commands—the following commands may be used in searching most databases. Some may be titled and used somewhat differently. You may use the following search commands for a successful search:

1. Boolean Operators

AND is used when you want the records to include both search terms to narrow a search. For example, rain forests and economic aspects.

OR is used to find records in which one or both search terms appear thus broadening the search. For example, rain forests, OR tropical rain forests.

NOT is used to find those records that contain the first search term but not the second search term. Articles containing both terms are not retrieved. For example, rain forests NOT ecology

Truncation is used to retrieve variant endings of a word. For example, ecolog* will retrieve ecology, ecological, etc.

() Parentheses will signal priority and order. For example, (rain forests or rainforests) and ecology will first find records containing words that start with Rainforests or words that start with rain forests or both, then those records that also mention words that start with ecology.

pound sign represents a single character. For example Rain forest# will retrieve rain forest and rain forests.

? question mark represents characters at the end of a search term. For example, ecolog? finds ecology, ecological, ecologically, etc.

2. Search Qualifiers

Search qualifiers include author (au), title (ti) and subject (su). They will allow you to limit your search to specific fields. By using the search qualifiers you can speed up response time and narrow the search to the more relevant records. For example, Su rain forests and economic policy will retrieve all records on the subject of rain forests and economic policy. Ti rain forests and Brown will retrieve all records with the word rain forests in the title field and Brown in the author field.

3. Tips:

When you search the library's online catalog, you should start with a keyword (Word/Phrase) search. For a successful search, find relevant subject headings and use them for your search.

For example, a keyword search in the library's online catalog in the order below yields 71 sources:
(rainforest* or rain forest*)

Some of the features of the TSU online catalog:

Searching by author, title and subject

Searching for keyword(s) in author, title and subject

Limiting the searches by:

- Call Number
- OCLC Number
- LC Card Number
- Reference Number
- ISBN-International Standard Book Number
- ISSN-International Standard Serial Number

Sorting your findings by:

- Unsorted
- Author
- Title
- Subject
- Material
- Date (Ascending) or (Descending)

The help window will assist you in using the library's online catalog. You will find information about the system, easy search, numeric search, advanced search, reserve room, local information, your account and list of topics/links.

2. Location of materials

The first floor houses books with the Library of Classification scheme A-LD. The third floor contains books with the classification M to Z. In addition, on this floor, you will have access to the books in the Dewey Classification, over sized books and the Youth Collection. A few journal titles are also housed on the third floor. On the second floor you will find reference books, journals and microform collections. Reference books are

arranged by the Library of Congress classification, and journals are alphabetized by their title.

3. Library of Congress Classification System

This system is used so that each book and journal are identified by their subject, assigned an alphanumeric call number and placed on the shelves according to that number with the similar resources for easy access and browsing. Major classification headings used in the area of Biological Sciences are as follows:

Q – (General)

QH Natural History

QK Botany

QL Zoology

QM Human Anatomy

QP Physiology

QR Microbiology

4. What is a call number?

As mentioned before, books and some periodicals are arranged on the shelves according to the Library of Congress Classification system. According to this system, each book or periodical is assigned an alphanumeric call number based on its subject content. This specific call number identifies the item and places it on the shelves with the items on the same subject.

5. How to read a call number

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

QH
308.2
C66
1991

gives us the following information:

The first line, QH defines the class or subclass. It defines the broad subject area within class Q for Science and QH represents the subclass natural history.

The second line, 308.2, is the classification number. When browsing the shelves for this book, you need to read this number as a whole number with a decimal component to determine its location on the shelf. Combined with class and subclass, the classification number defines the subject matter more precisely. In the above example, QH308.2 represents biology which is a subdivision of QH which in turn is in the broader subject field of Q for science.

The third line of the call number is the Cutter number. It is a combination of letters and numbers that usually indicates the author. However, sometimes it may represent a subject division. Some items may have double cutter numbers. Always interpret the numeric part of the cutter number as a decimal number when you browse the shelves. Thus the numeric component of .C66 should be read as .66. Therefore, QH308.2 .C66 1991 should be shelved before QH308.2 .C7 1991.

The year of publication of the item, in this case 1991, may also be present. The items are shelved in chronological order which often distinguishes items by varying editions of that item.

The items with the following call numbers should be on the shelves in the order below:

HF 5382.5	LB	QP	T
5382.5	1028.3	144	56.23
U5	H355	F52	H36
C32	2001	H36	2001
2002		2001	

6. Electronic Books

The library provides access to electronic books via its web page. Choose the online catalogs link and then you may choose NetLibrary, Books 24/7, or Safari Ebooks. The online catalog will also give you access to electronic books. A floppy disk icon will indicate that the book is in electronic form.