

## 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 music are keyword, subject, author, and title.

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. You will find Keyword search after linking to the Library's online catalog. For a successful keyword search for improvisation, you need to identify

Main Concepts- For example, " what is the impact of improvisation on the music industry?" The main concepts can be impact, improvisation, and music/recording industry.

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  
improvisation: creativity, innovation  
music industry: commercial music, record(ing) industry,  
music manufacturing and manufacturers, or music sales

Subject Search is a method of searching by using subject headings. The online catalog automatically does it for you. Subject headings describe items; all have one or more subject headings assigned to them. The TSU Library uses Library of Congress Subject Headings. You may want to consult the Library Of Congress Subject Headings located at the Circulation and Reference desks to make sure that you are using the correct words for a subject search.

For example, if you use the subject heading Improvisation (Music), one of the retrieved items is a book titled "Charlie Parker and Thematic Improvisation". Additional books in related areas can be located by using the suggested subject headings in the record, including "Jazz-Analysis and Appreciation" and "Parker, Charlie 1920-1955, Criticism and Interpretation".

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. For example, if you do an author search under Ellington, Duke,

you will find two (2) books located in the TSU Library. They are The Duke Ellington Reader and Music Is My Mistress. You can search the online catalog under Author Search by typing the author's last name first and first name last. If you need to find

information about the author, in this case, Duke (Edward Kennedy) Ellington, you can do a subject search using his last name, then first name and locate 10 other books about his life and music.

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

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:

#### BOOLEAN OPERATORS

AND is used when you want the records to include both search terms to narrow a search. For example, Music AND Improvisation. In this case you are limiting your search to items that include both concepts.

OR is used to find records in which one or both search terms appear, thus broadening the search. For example, Music OR Improvisation. In this case you are broadening your search to include all items with either concept.

NOT is used find those records that contain the first search term but not the second search term. In this case, the items containing both terms are not retrieved. For example, Improvisation NOT Music. You will find items about improvisation, but not in relation to music.

\* Truncation is used to retrieve variant endings of a word.

For example, improv<sup>\*</sup> will retrieve any words starting with these letters, including improvise, improviser, improvisation, etc.

( ) Parentheses will signal priority and order. For example, (music<sup>\*</sup> OR improvisation<sup>\*</sup>) AND recording industry<sup>\*</sup> will first find records containing words that start with music or words that start with improvisation or both, then those records that also mention words that start with recording industry.

# Pound Sign represents a single character. For example, music# will retrieve music and musics.

? Question Mark represents characters at the end of a search term. For example, Music? may retrieve records about Music, Musics, and Musicians. Improvisation? may retrieve Improvisation, Improvisational, and Improvisations.

## 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 music not improvisation will retrieve all records on the subject of music that do not contain the word improvisation anywhere in the record.

ti music and au Young will retrieve all records with the word music in the title field and Young in the

author field

## TIPS:

1. 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 will retrieve 4,972 resources:

(music\* or improvisation\*)

2. While searching in online library catalogs may differ, some of the features of the TSU Online Catalog are as follows:

- \* Searching by Author, Title and Subject

- \* Searching for keyword(s) in Author, Title and Subject

- \* Limiting Searches by

- Dates: from 1900-

- Language: All languages, English, French, German, Italian and Spanish

- Material Type: All materials, books, Serials, AV materials, Music Recordings, etc.

- \* Numeric 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; earliest first)

- Date (Descending; most recent first)



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MT

Musical Instruction/Study

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#### 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

ML  
200  
.T67  
2002

gives us the following information:

The first line (ML) defines the class or subclass. It defines the broad subject area within class M for Music and ML represents the subclass for literature on music.

The second line (200) 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, ML200 represents literature on music in America, a subdivision of ML- literature on music, which in turn is in the broader subject field of M for Music.

The third line of the call number is called the Cutter Number. It is a combination of letters and numbers that usually indicates 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 .T67 should be read as .67 . Therefore, ML200 .T67 2002 should be shelved before ML200 .T7 2002.

The year of publication of the item, in this case 2002, may also be present. The items are shelved in chronological order, which also distinguishes earlier and later editions of a particular work.

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

HF	LB	QP	T
5382.5	1028.3 144		56.23
U5H355	F52H36	C32	H36
2001	2002	2001	2003

5. Electronic Books- Your library provides access to electronic books via its web page at the following URLs:

<http://www.tnstate.edu/library/Catalogs.html>

[http://www.tnstate.edu/library/\\_ebooks1.htm](http://www.tnstate.edu/library/_ebooks1.htm)

Currently you can read general interest electronic books from netLibrary, reference items from Books 24x7, and technical electronic books via Safari. In addition, you will find electronic books listed in the Library's online catalog. The icon for an electronic book is a computer disk.