

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 Decision Support Systems 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 in The Library's online catalog. For a successful keyword search for Robotics, you need to identify **Main Concepts**- For example, "what is the impact of Decision Support Systems in manufacturing?" The main concepts can be impact, Decision Support Systems and manufacturing.

Choice of Words- You may try use those key terms that may be used to describe your main concept. For example,
impact: impacting, influence, resulting
Decision Support: data mining, databases
manufacturing: industry, manufacturers

Subject Search is a method of searching by using subject headings. The online catalog automatically does it for you. Subject heading describes the items and there are 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 Desk to make sure that you are using the correct words for a subject search. For example, if you use the subject heading **Decision support**, you may retrieve a book titled "VBA for modelers : developing decision support systems with Microsoft Excel". You can look for additional books in the area of **Decision support** by using the suggested subject headings in the record, including Microsoft Visual Basic for applications., Microsoft Excel (Computer file) and Microsoft Visual Basic for Applications.

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 Young, John Frederick, you will find three (3) books located in the TSU Library. They are Cybernetic Engineering, Cybernetics and Robotics. You may 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, John Frederick Young, you may do a subject research using his last name, first name.

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. 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, *Decision AND Support. In this case you are limiting your search to only Robotics and Car Manufacturing.*

OR is used to find records in which one or both search terms appear thus broadening the search. For example, *Decision OR Support. In this case you are broadening your search to include Robotics and automation in general.*

NOT is used to find those records that contain the first search term but not the second search term. *In this case those articles containing both terms are not retrieved. For example, (Decision Support) NOT (Group Decision Support). You will find articles only about Robotics. Articles with Automation will not be retrieved.*

Truncation is used to retrieve variant endings of a word. *For example, Robot* will retrieve any words starting with Robot-Robots, etc.*

() Parentheses will signal priority and order. For example, *(robotics*OR automation*) AND car manufacturing* will first find records containing words that start with Robotics or words that start with Automation or both, then those records that also mention words that start with Car*

Manufacturing.

Pound Sign represents a single character. For example, *Robot#* will retrieve robot and robots.

? Question Mark represents characters at the end of a search term. For example, **Computer?** may retrieve records about **Computer, computers, computerization and business?** may retrieve **Business, Businesses, Businessman.**

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 robotics not manufacturing will retrieve all records on the subject of robotics that do not contain the word manufacturing anywhere in the record.

ti (Decision Support) and au Young will retrieve all records with the words decision support 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 818 resources:
(robots or automation*)*

2. 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 the 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)

Date (Descending)

Help Window will assist you in properly using the

**Library's Online Catalog. You will find information
*about the System, Easy search, Numeric Search,***

Advanced Search, reserve Room, Local Info, Your

Account and List of Topics/Links

2. *Location of Materials*

In the AWC Library, on the first floor of the AWC campus books are arranged according to the Library of Congress Classification from classification A to Z. Journals are also housed there, current ones alphabetically, bound volumes on shelves according to Library of Congress classification. Reference Books are arranged on the shelves by Library of Congress classification.

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 Business Information Systems are as follows:

HD 28-70 Management, Industrial Management

HF 5546-5548.85 Office Management

T 58.5-58.64 Information Technology

T 58.6-58.62 Management Information Systems

TA 7885-7895 Systems Engineering

TK 7885-7895 Computer Engineering and Hardware

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

HD

30.213

.M36

1999

gives us the following information:

The first line **HD** defines the class or subclass. It defines the broad subject area within class **H** for Social Sciences and HD represents the the subclass Industries, Land Use and Labor.

The second line 30.213 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, **HD 30.213** represents **Industrial Management** which is a subdivision of **HD-** Industries, Land Use and Labor, which in turn is in the broader subject field of **H** for Social Sciences.

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 **.M36** should be read as **.36**. Therefore, **HD 30.213 .M36 1999** should be **shelved before HD 30.213 .R707 1999**.

The year of publication of the item, in this case **1999**, 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 LB QP T

5382.5 1028.3 144 56.23

U5 H355 F52 H36

. C32 2001 H36 . 2001

2002 2001

2003

5. **Electronic Books-** Your library provides access to electronic books via its web page at

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

Currently you can read general interest electronic books via *netLibrary* or technical electronic books via *Safari*. In addition you may find electronic books via the Library's online catalog. The icon for an electronic book is a floppy disk