

Glendale College Library Information Competency Workshops

Introduction to the Library for New Students

Welcome to the Library

- **Different types of Information Resources**

- PRINT/PHYSICAL

- Books
 - Reference books
 - Articles
 - Journals
 - Magazines
 - Newspapers
 - CDs
 - Audio cassettes
 - ----

- ELECTRONIC

- E-books
 - E-Ref books
 - Article databases
 - Journals
 - Magazines
 - Newspapers
 - ----
 - ----
 - World Wide Web

- **Borrowing privileges for print resources**

- Circulating Books: 2 weeks, renewable 3 times
 - Reference Books: Library Use Only
 - Reserve Books [Textbooks]: 2-Hour Library Use only, Overnight, 3-day, One-week

- **Dewey Decimal Classification**

- 000 Generalities

- 100 Philosophy & psychology

- 200 Religion

- 300 Social sciences

- 400 Language

- 500 Natural sciences & mathematics

- 600 Technology (Applied sciences)

- 700 The arts

- 800 Literature & rhetoric

- 900 Geography & history

- **Useful Links on the Library Homepage**

- Catalog or "Find Books and more"
 - Article Databases or "Find Articles in Databases"
 - Find Books in Other Libraries
 - Citing Sources
 - Borrowing & Circulation
 - Workshops
 - Sign up for Workshops
 - Library Credit Courses
 - Tutorials & Guides
 - Evaluating Web Pages
 - Database search guides
 - GCC Research Guides
 - General Info and Policies

Glossary of Library Research Terms

Abstract - A brief summary of an article or book.

Browsers - Software programs that enable you to view World Wide Web documents. They "translate" coded files into text, images, and sounds. (Examples: *Netscape, Internet Explorer*).

Call Number - A unique identifying number given to each book in the library. This number organizes books by subject, making it easier to locate them. (Example: *812.54 G146j*).

Circulating Books - Books which can be checked out (as opposed to reference books which are for library use only).

Citation - The information that identifies a book, journal article, web page, etc. Usually, the citation includes the author, title, and publication information such as date, page numbers, etc. (Example: *Grassian, Esther S. and Joan R. Kaplowitz. Information Literacy Instruction: Theory and Practice. Neal-Schuman: New York, 2001.*)

Database - A collection of organized records with a standardized format. **Online Databases** are usually available via the Web and contain either full-text documents or citations/abstracts for articles. (Examples: *a phone book; ProQuest*).

Encyclopedia - A reference source containing information on a variety of topics, usually organized alphabetically. An encyclopedia entry may be in short paragraphs or in lengthy articles. Encyclopedias can be general (covering all topics) or specialized (focusing on a particular discipline such as art or philosophy). (Examples: *Encyclopaedia Britannica, World Encyclopedia of Comics*). **Note the two different spellings of encyclopaedia/encyclopedia.**

Full-text - refers to the complete (unabridged) text of an item. In a full text periodical resource, both the bibliographic descriptions and the complete articles themselves are available.

Index - 1) A list of citations for journal articles and/or books (arranged by subject, author, or title). Indexes may be in print, electronic format, or both. 2) A list of subjects covered in a book, usually found at the end of the book.

Interlibrary Loan (ILL) - A library service which allows you to request books or copies of articles from other libraries and have those copies sent to GCC Library for you to pick up.

Journal - A type of periodical. The name "journal" is often reserved for scholarly periodicals, as opposed to popular magazines or newspapers. Articles found in journals are often peer-reviewed (experts in the discipline evaluate articles before acceptance for publication). They

also usually have lengthy references detailing the author's research. (Example: *American Journal of Sociology*).

Keyword Searching - Using a main word (or combination of words) to search an online catalog or online database. Keyword searching looks for words in titles, names, subject headings, and contents notes. (Example: *alcohol abuse AND teenagers*).

Magazine - A type of periodical that is intended for a general reading audience and contains articles of popular interest. (Examples: *Rolling Stone, People, Vogue*).

Online Catalog - An online list (usually accessible via the Web) of a library's books and other library resources organized by author, title, subject, and call number. Each library (or library system) has its own catalog.

Reciprocal Borrowing - whereby faculty, staff and students of academic libraries participating in a formal agreement are able to borrow material from other libraries participating in the group.

Record - The information in an online catalog or database that identifies a specific item. It includes data such as author, title, date, publisher, and subject headings.

Reference - 1) A service provided by librarians to assist patrons in using library resources to find information. 2) A separate collection in the library of encyclopedias, handbooks, dictionaries, etc. These items are for use in the library only; they cannot be checked out.

Reserve(s) - A collection of library materials that are set aside for particular classes. Reserve materials are loaned for shorter time periods than circulating materials.

Subject Headings (also called **Subjects**)- Words or phrases assigned to a book or article to describe the main subject(s) of that source. Subject headings or subjects are used in catalogs and databases to make it easier to locate all the books or articles on a particular subject.

URL - Uniform Resource Locator. The unique address of any Web document. (Example: <http://www.cnn.com>).

Works Cited List - A listing of the sources used in a paper, article, or book for the purpose of crediting the origin of the information used. (Similar to a bibliography, but not the same thing.) Works Cited Lists are described in the *MLA Handbook for Writers of Research Papers*, the writing style handbook most often required in English classes.

Exercise 1: Search the GCC Online Catalog for Books

1. On the Glendale College Library home page click on the link for **Find Books & More** to open the online catalog.
2. Type the word **Obama** in the text box. Then click on the **search** button.
3. How many entries did your search retrieve? _____
4. Read through the list of titles. How many of them seem to be about Barack Obama? _____
5. Click on the word **Search** at the top of the screen to go back to the search screen.



6. Do another search for books about Barack Obama, but this time make it more specific by using the **Type of Search** feature. In the **Type of Search** menu, click on **Subject Keyword**, then type the word **Obama** in the search box and click on **Search**. How many entries did your new search retrieve? _____
7. Finally, if we want to know how many books the GCC Library has that are **written by** Barack Obama, we can do an **author search**. Click on the word **Search** at the top of the screen to go back to the search screen.
8. In the **Type of Search** menu, click on **Author Keyword**, then type the word **Obama** in the search box; click on **Search**.
9. How many books does the GCC Library have that are written by Barack Obama? _____
10. Click on the title, **Audacity of Hope**, in order to see a longer more detailed record for that book. It includes information about the publisher, the description of the book and even the table of contents. Scroll down to the bottom of this record and you will see information about the location and status of this book in the GCC Library.
11. Write down the call number of this book _____
12. Where in the library is this book located? _____
13. Is this book currently available? _____

Exercise 2: Search ProQuest Database for Articles



1. On the Glendale College Library home page click on the link for **Article Databases**.
2. Scroll down the alphabetical list to the link, **ProQuest**, and click on it to open the database. The **ProQuest** database provides articles from thousands of newspapers, magazines, and journals.
3. Type the word **dolphins** into the first text box. Then click on Search. How many results did your search retrieve? _____
4. Without opening any of the articles, read the titles on the first screen of results. How many of the first 20 articles seem to be about the marine mammals, dolphins? _____
5. Look at the **Suggested Topics** at the top of your results screen. Click on "**Dolphins & Porpoises**" in order to search for this term as the main subject of articles. How many results did this search retrieve? _____
6. Without opening any of the articles, read through the citations on the first screen of results. How many of the first 20 articles seem to be about the marine mammals, dolphins? _____
7. Scroll down to the bottom of your results page. Look for the box called "**full-text documents only**". Check it. Then search again. How many results did this new search retrieve? _____
8. Choose one of the articles from your search results that interests you. Open that article by clicking on the "**full text**" link below the title. Read the article's abstract (summary). Based on the title of the article, is this what you thought the article would be about? _____
9. Can you find a way to print this article? _____
10. Can you find a way to email this article? _____
11. Can you find help to cite this article in your **Works Cited** list? _____