FINDING BOOKS

ONLINE PUBLIC ACCESS CATALOG

You may search for books, eBooks, and audiovisuals (DVDs CDs, Videos, Sound Recordings, etc.) located in the SAU Tech Library/Learning Resource Center by using Tech's Online Public Access Catalog (OPAC) located at http://library.sautech.edu. You will not find articles nor magazines or journal titles in the OPAC. You can access the online catalog from any library computer, any computer on-campus or off-campus through any computer that has Internet access.

CALL NUMBERS

Each book in the library has a unique call number. A call number is a like an address: it tells you where the book is located in the library. The call number is usually placed on the spine of the book and also appears in the online catalog.

Note: The call number is not the ISBN (International Standard Book Number). An ISBN is used by book publishers to identify books; it is not used to organize books in a library.

THE BASIC SEARCH

Basic search uses a single search box where you can enter keywords (words or phrases), and/or select one of the following fields to search: Author, Title, Subject or Series.

AUTHOR SEARCH

When entering the name of an author, put the last name first.

Hawthorne Nathaniel

Nightingale Florence

Poe Edgar Allan

TITLE SEARCH

When searching for a title, do not use the preceding articles ("A", "An", or "The").

Grapes of Wrath	not	The Grapes of Wrath
Rocking Horse Winner	not	The Rocking Horse Winner
Rose for Emily	not	A Rose for Emily

KEYWORD SEARCH

Words or Phrases

When searching for books on a topic try keywords or phrases. For the research question: How has the war against terrorism affected the rights of American citizens? Try the words "Terrorsim" AND "Rights" AND "Citizens."

Because so much information is available, a keyword search using only one word can return too much information. To narrow or focus your search, try using several keywords separated by the word "AND."

In our example, we can get highly relevant results to our search and eliminate many other results by entering:

     Rights   AND   Terrorism   AND   Citizens

If your search is returning too many unrelated results and you want to increase the percentage of pertinent results, consider adding more search terms and separate them with the "AND" Boolean Operator.

Since more than one word can be used to describe a subject, the use of "OR" is especially helpful with synonyms. You can expand your search results using several keywords separated by the "OR" Boolean Operator.

         Rights   OR   Freedoms

         Rights   OR   Privileges

         Rights   OR   Liberties

If your search is not producing enough results, look for words with similar meanings and add them to your search using "OR" between each synonym.

Using "AND" will narrow or focus your search. Using "OR" will expand or broaden your search. The special words "AND" and "OR" are called Boolean Operators.

Another strategy that can help you get a higher percentage of relevant results is to use phrases. You can search with phrases of two or more words. Remember to enclose phrases in quotation marks (i.e. "animal rights"). Two or more words together as a phrase provide a more precise meaning than a word alone and will focus or narrow your search.

It is important to be flexible as you proceed with your search strategy.

SUBJECT SEARCHES

While keyword searching uses words or phrases that come naturally to mind – subject searching requires you choose the same words that the classification experts have assigned to categorize and locate that book.

If you pick the right word(s) a subject search will produce good results. However, a subject search may miss articles. This can happen because the classification headings created by librarians may differ from the first search words you might try. For example:

> You may look for stamp collecting
> They may have it classified as Numismatics
>
> You may look for cooking
> Librarians may have it classified as Cookery
>
> You may look for furniture
> It may be found under Home Furnishings

THE ADVANCED SEARCH - i.e. THE POWER SEARCH

To obtain more focused results, you can look for books by subject, title, author or series all at once. This option is usually found in the advanced search or POWER SEARCH screen. You can enter words or phrases in more than one field to quickly narrow your search.

An advanced search may provide other options to focus your search. Look for a search limits or similar options that you can click to narrow your search. Some search interfaces will enable you to limit your search to information published:
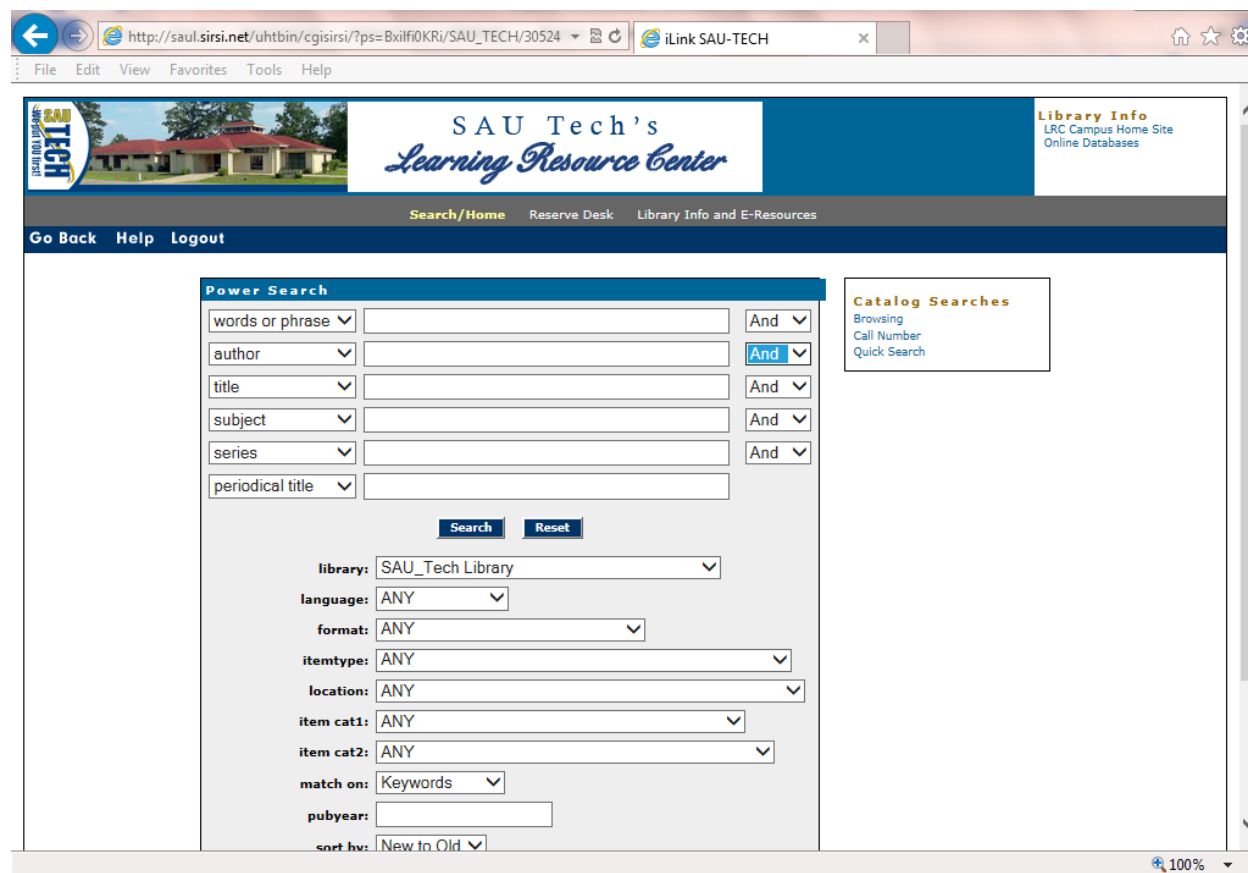
Within a certain date range

About events within a geographic area

In a specific format (e.g. books, journals, audiovisuals, or microform)

In a foreign language

Below is a screenshot of the POWER SEARCH SCREEN with LIMITERS

CLASSIFICATION SYSTEMS

SAU Tech, like many other academic libraries in the U.S., uses the Library of Congress Classification to assign call numbers. This system uses a combination of letters and numbers to arrange materials by subject. For more information on reading call numbers see the publication entitled Understanding LC Call Numbers.

Once you find a book on your topic, check what the OPAC shows for the subject heading. You can click on the subject heading link to find more books in the library classified under that subject heading.

After you have gone to the book shelves and located the book you want, check other books that are shelved nearby. Since classification systems provide similar call numbers for books with related subject matter, you may find more books adjacent to your book that will be useful.

Also, remember to "pearl grow" by checking the bibliographies in the back of these books. The citations presented here may reveal other good sources.

Make a citation for all books you locate and may want to use in your paper. The basic parts of a citation for a book are the author, the title, the publisher, the place of publication and the copyright date. Record that information because you will need it later. Alternatively, you may photocopy the front and verso of the title page of the books you are going to use in your bibliography for writing the citations later.

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Books are arranged alphanumerically using letter and numbers in The Library of Congress Classification System. For more information on reading LC call numbers see the publication entitled [Understanding LC Call Numbers](#).

The Gale Encyclopedia of Fitness	REF RA 781.15 .G35 2012
Lasting Lessons from the Corner Office	HC 102.5 A2 B77 2007
Spiritual Dimensions of Nursing Practice	RT 85.2 .C37 2008

LOCATION CODES

Location codes exist in front of the call numbers to help you ascertain where the book is located in the library. Some of the location codes used in the SAU Tech LRC are shown below:

REF	REFERENCE	Located on the tall Reference Shelves
RES	RESERVE	Located behind the Circulation Desk
OVR	OVERSIZED	Located at the beginning of the A's in the NON-FICTION section
JUVFIC	Juvenile Fiction	Located in the East Wing Lounge Area of the LRC
FIC	FICTION	Located along the North wall in the East Wing of the LRC
DVD	DVD	Located along the South Wall in the East Wing of the LRC

NOTE: If there is no location code prefix in front of the call number, then consider the book is located in the non-fiction main section of the Library in the East wing.

LIBRARY OF CONGRESS CLASSIFICATION

A   **GENERAL WORKS** includes AE Encyclopedias, AN Newspapers, AP Periodicals

B   **PHILOSOPHY, PSYCHOLOGY, RELIGION**

C   **AUXILIARY SCIENCES OF HISTORY**

D   **HISTORY (GENERAL) AND HISTORY OF EUROPE**

E -F   **HISTORY: AMERICAS** includes E11-143 America and E151-889 United States

G   **GEOGRAPHY, ANTHROPOLOGY, RECREATION**

H   **SOCIAL SCIENCES**

J   **POLITICAL SCIENCE**

K   **LAW**

L   **EDUCATION**

M   **MUSIC**

N   **FINE ARTS** includes NC Illustration, Design, Drawing

P   **LANGUAGE & LITERATURE**

Q   **SCIENCE**

R   **MEDICINE** includes RT Nursing

S   **AGRICULTURE**

T   **TECHNOLOGY** includes TH Firefighting, Fire Prevention and TL Aeronautics

U   **MILITARY SCIENCE**

V   **NAVAL SCIENCE**

Z   **BIBLIOGRAPHY, LIBRARY SCIENCE, INFORMATION RESOURCES**

REVIEW QUESTIONS

1. The Catalog that enables you to find books, eBooks, and audiovisuals in the library is called the OPAC or

    _____

2. You can search for books, eBooks, and audiovisuals by

    ❑ Subject
    ❑ Author
    ❑ Title
    ❑ All of these
    ❑ None of these

3. In the _____ you use a single search box where you can enter search keywords.

4. When searching by title you must first list the word

    ❑ A
    ❑ An
    ❑ The
    ❑ All of these
    ❑ None of these

5. You will usally find a book's call number on the _____ of the book.

6. The search word "AND" is a Boolean Operator that can be used to focus or narrow your search.

    ❑ True
    ❑ False

7. The search word "OR" is a Boolean Operator that can be used to widen your search.

❑ True
❑ False

8. When searching for information by author you should first type the author's

❑ First name
❑ Last name

9. What is the first word of the title to be entered when searching for the book "The Ethics of Capital Punishment."

❑ The
❑ Ethics
❑ Capital
❑ Punishment

10. The POWER SEARCH allows you to enter words or phrases in multiple boxes at the same time in fields such as Author, Title, or Subject

❑ True
❑ False

11. What are REF, RES, OVR, DVD, JUVFIC, and FIC?

❑ Location codes
❑ Call number prefixes
❑ All of the above
❑ None of the above

12. If there is no location code prefix then the book is more than likely shelved in
    - ❑ Reference
    - ❑ Reserve
    - ❑ Non-fiction
    - ❑ Fiction

13. In the Library of Congress Classification, look for books on the topic of Literature under the letter

    - ❑ L
    - ❑ M
    - ❑ P
    - ❑ Q

14. In the Library of Congress Classification, look for books on the topic of Nursing under the letter

    - ❑ H
    - ❑ R
    - ❑ T
    - ❑ Z

15. In the Library of Congress Classification, look for books on the topic of Fire Prevention under the letter

    - ❑ H
    - ❑ R
    - ❑ T
    - ❑ Z

Research in the 21st Century. *Chapter Four: Finding Books.* Miles Multimedia.

http://www.milesmultimedia.com.