

Name: \_\_\_\_\_

Due: Monday, September 2

### Library Project #1: Library Orientation

The purpose of this exercise is to have you gain a basic familiarity with some of the physical spaces and general electronic tools of the library and to understand that there are many specialized search tools available. You will have several other library exercises that will build upon this. So if in another exercise, it says, "use xxx library tool" or "go get xxx from the xxx part of the library", you will be able to do that.

1. What is Library of Congress classification? (Google)

Use the Library FAQ to find the answer:



2. The Library of Congress call letter(s) for your major or probable major is:

See the chart for the library of congress call letters linked in the FAQ for question 1. Pick the one that is the closest match for your major.

Major: \_\_\_\_\_ Call letter(s): \_\_\_\_\_

3. Where (the physical location in Crumb Library/Lougheed Learning Commons) would you find materials beginning with "REF QC"? Be specific – give more than just the floor. What subject area would you expect them to cover?

The library has shelved most of the books in the "Crumb Stacks" section under the low ceilings on the 2<sup>nd</sup> floor. But there are some smaller collections, such as the Juvenile collection which have a three letter prefix (e.g. JUV) in front of the main call number. The REF section is on the first floor to the right of the stairs. What does REF stand for (look at the end of the book stacks there). QC is the beginning of the library of congress call number for a certain subject. What is it? You can figure this out by looking at that part of the REF stacks.

4. Where do you find materials beginning with Library of Congress call letter AP (without the prefix REF)?

On the second floor, call letters are arranged from A-Z in a clockwise direction underneath the low ceilings. To answer this question, go upstairs and describe where the AP call letters are.

5. Locate a physical (paper) volume with an AP call number.

Call numbers are the whole long collection of letters and numbers on the white label on the spine of the volumes. Go to the AP section and write down a title and its call number (for example, the call number for a recent reprint of Shakespeare's Hamlet is PR2807.A2 M69 2000)

Title: \_\_\_\_\_ Call number: \_\_\_\_\_

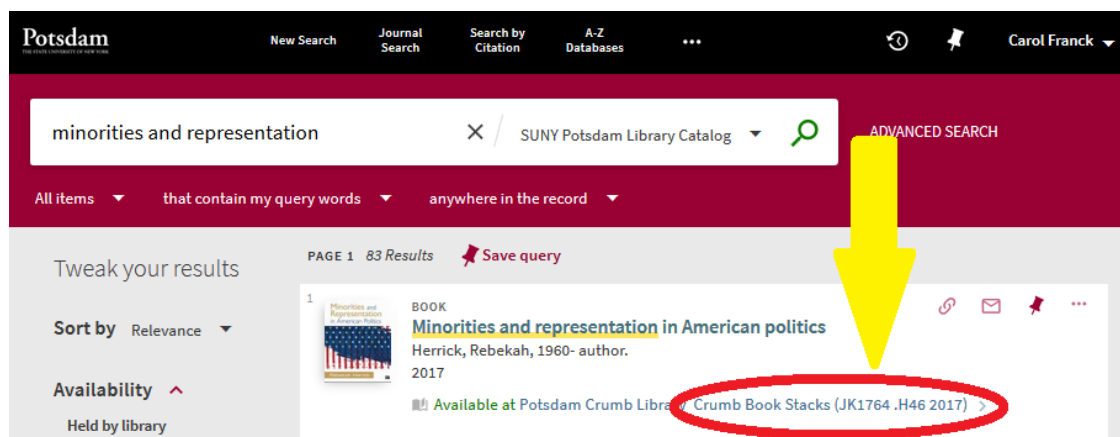
6. In library jargon, "Index" means two things. One is the list of pages at the end of a book that lists which topics are found on which pages. What is the other meaning? (HINT: ask at the Help Desk—not the Circulation Desk, or check the online FAQs)

Use the library FAQ as you did for question 1

7. Name an INDEX to periodical (magazine) articles (in paper or as an electronic database):

There is an alphabetical drop-down list of our indexes and databases on the library home page.

8. The general name of the tool used to find books on the shelves at any library is a Catalog. SUNY Potsdam's library catalog is called "BearCat" and is linked on the library home page. Use BearCat to find the call number for the magazine *Newsweek*.



Newsweek call number: \_\_\_\_\_

9. Using that same search tool, change the drop-down menu to the right of the search box from “SUNY Potsdam Library Catalog” to “Everything”. Find the result for the title *Newsweek (International, Atlantic ed.)*. Click on the title and look at the record. Skim the section of the record for Online Availability. How far back to we have access to *Newsweek* electronically?

Example for Ebony Magazine:

The screenshot shows the SUNY Potsdam Library Catalog interface. On the left is a navigation sidebar with the 'Potsdam' logo and a search box containing the word 'ebony'. Below the search box are options for 'All items', 'Tweak', 'Sort by', 'Availability', 'Field by', 'Publication', 'Format', 'Subject', 'Library', 'Location', 'Author', and 'Language'. The main content area is titled 'View Online' and shows a 'Full text availability' section. This section lists several digital collections with their respective availability dates:

Collection Name	Availability Dates
Diversity Studies Collection	Available from 1989 until 2008.
EBSCOhost MasterFILE Premier	Available from 1945.
EBSCOhost OmniFile Full Text Select	Available from 1999 until 2009.
Gale Cengage Academic OneFile	Available from 1989 until 2008.
Gale Cengage Expanded Academic ASAP	Available from 1989 until 2008.
Gale Cengage General OneFile	Available from 1989 until 2008.
Gale Cengage General Reference Center Gold	Available from 1989 until 2008.
Gale Cengage Hospitality Tourism and Leisure Collection	Available from 1989 until 2008.
Gale Cengage Pop Culture eCollection	Available from 1989 until 2008.
Gale Cengage Popular Magazines	Available from 1989 until 2008.
Research In Context	Available from 1989 until 2008.

Year: \_\_\_\_\_

10. Putting questions 4, 5, 6, 7, 8, and 9 together, when you have to find articles from *Newsweek* from the 1950's for a midsemester project, what will you do?

Describe the process of EXACTLY how you will find them. Include all the steps.

13. Find a physical (paper) copy of the August 19, 1974 issue of *Time Magazine*. What is the topic of the cover story? Who is on the cover? (HINT: *Time Magazine's* call letter/number is AP2 .T37.)

You know where the AP2 section is from question 4. Go To!

14. Where in the library would you find a physical copy of the **most current** issue of *The Atlantic Monthly*? What is the call number? What is the date of the issue? What is the cover story?

Hint: This goes with the previous question for reasons of proximity...

11. What does it mean for something to be “on reserve”? How do you find materials on reserve and where are they located in the library? How about the Textbook collection? (HINT: Start at the FIND menu on the library website.)

HINT: look at your choices under the **FIND** menu on the library website

12. Locate a book-length biography in print on the library shelves on a notable American who died before 2001. List **ALL the steps you used to find the book, including brainstorming a topic and what search tools you chose**. List title, author and call letter and number; and then give a brief description of the book's physical appearance. Has anyone checked this book out before you? How can you tell? How would you go about checking out the book? (Actually checking out the book is not required.)

Use BearCat. You will need to find a physical copy on the shelves and go look at it to tell whether anyone has checked it out before you.