Library Guide

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The library has migrated from its former DOS-based INNOPAC software provided by Innovative Interfaces, Inc. of Emeryville, CA to that company’s JAVA-platform known as “Millennium;” a state-of-the-art system. One of the immediate benefits is that the library catalog now supports a license with unlimited user access from any computer on or off-campus. “Millennium” software also allows connectivity to virtually any other computer system known, thus “Millennium” is a basic tool which will be more and more utilized as each module is enabled and the system’s many functions “go live.” With this in mind the present updated Library Guide must be considered only a draft until the full potential of “Millennium” is reached. However, given that the “Millennium” software itself undergoes a major update at least once per year the ultimate potential will never actually be achieved. For our users, however, the public face of the “Millennium” software is the library’s online catalog which we have named the Tower. The Tower is in tribute to an early campus structure that was lost to fire some years ago. It was at “the tower” that everyone could be sure to meet at an agreed time; it was a landmark for the village as well. Let us all “meet” at the Tower again even if only metaphorically. Please click onto “The Tower as Our Symbol” under About the Library for a remarkable lecture on this topic given in 1950 by Daniel W. Terry, former Dean of the College and Library Director.

The purpose of this guide is to help you master the use of the library and discover its place in your years here at Cazenovia College. The Tower will become your main research tool and it will act as a portal to what resources, both print and electronic, which are available to you. Access this guide during your studies here at the College and refer to it when doing your research for term papers, presentations and assignments. There are worksheets at the end of the guide that the library encourages you to administer to yourself at your own pace; you will need to consult library material to answer them. It is important that you answer these questions carefully, since the way to understand the library's resources is by actually using them. The library reference staff is always ready to assist you with your research individually; likewise, group bibliographic instruction by the reference librarians will also be provided within some of your classes. Either way, never hesitate to ask questions.

Remember, it is the Tower that allows you access to the library’s many online databases and e-books on or off-campus (see section 11). The guide also directs how to use correct search strategies for the Internet; how to locate and make full use of traditional print based materials; how to find and utilize microfilm and digitize them as needed; and how to locate and request an interlibrary loan item among other things. The library building itself supports wireless connectivity; and has 8 research and 17 lab computers available for use. It is our hope that you will feel comfortable within the building with its several attractive small group meeting clusters and many individual quiet study locations along with some very inviting leather seating arrangements.

Have a great research day or night,
The Director of Library Services
About the Library and Making Suggestions

There is an interesting essay written by Daniel W. Terry, Dean Emeritus, who served in many academic capacities, including that of library director, over his 50-year tenure at Cazenovia College (1900-1950). The essay is called “Our Bell-Tower as a Symbol.” The piece is reproduced in full and helps explain why the name Tower was chosen as the online library catalog; it includes a stylized image of a tower which is also part of the official College seal. Simply click onto “About the Library,” then onto the essay itself for this interesting link to Cazenovia’s past.

Although primarily designed for faculty, there is also a “Suggest a Purchase” feature. The feature is a carry-over from the original DOS-based INNOPAC with the exception that the Millennium software allows functionality beyond the four walls of the library. The snapshot bellows illustrates the format. Student submissions will be considered.

Suggest a Title for Purchase

Additional items library should acquire

<table>
<thead>
<tr>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Publisher &amp; where &amp; when published</td>
</tr>
<tr>
<td>Where you saw this item mentioned.</td>
</tr>
<tr>
<td>Other Information</td>
</tr>
</tbody>
</table>

For example, type "Jane Smith" and then press the RETURN key.

Your Name:

Submit this suggestion

The library also has a suggestion box! To access the box go to “My Library” and then choose “Make a suggestion.” The system allows you six lines to say whatever you feel is important for the library to know. It is anonymous unless you care to leave your name in which case there will be a response.
Exporting Bibliographic Records

As an aid to you when you need to create a bibliography for your term papers, or as an aid to you in your general bibliographic research, the TOWER is capable of exporting citations into your own email account.

The process is as follows:

1. Search the catalog using one of the optional search strategies, for example by Keyword

2. Click on Go

---

**Search Local Catalog**

Search the library's holdings for books, eBooks, digital records, images, periodicals, and more.

Keyword: new york railroads

1. Travel By Train: The American Railroad Poster, 1870-1950
   Zaga, Michael E., 1955-
   1 copy available at FOLIO

The results show 10 titles found using the keywords "New York Railroads."
Between one and ten results can be selected. Click on and the records will be saved. Click on

**Saved Records**

- View and Export your saved records
You have three different selections for the Format of List. Usually, “Brief Display” is sufficient. “Full Display” will include Library of Congress Subject Headings, etc. making the result longer. Next, enter your full Cazenovia College email address. You also have the option to select whatever wording you would like for the subject box or use the default; then click on submit.
Computer Usage Policy

1. Cazenovia College Library recognizes that its computer workstations in conjunction with the reference staff, exist to provide access to and instruction in the use of the Library’s online catalog and databases. As such, this resource will be restricted to that usage.

2. The College Library prohibits any other use of its workstations for other purposes including word processing, surfing of the net, video games, chat rooms, and instant messenger. Library staff will require a user to leave the workstation in favor of another who requires access for authorized purposes.

3. Using Library workstations to view material that is offensive to others will result in the individual being told to desist or to leave the Library. Violation of this clause may result in formal disciplinary action including, but not limited to, loss of all Library privileges.

4. User access to pornographic sites for legitimate academic research purposes requires notification to appropriate library staff members from the immediate faculty member and the reference librarian in order to construct an appropriate reference interview with the student.

5. All users must abide by all applicable college rules and policies, as well as local, state, and federal laws. This includes, but is not limited to, the Cazenovia College Student Conduct Code; the Cazenovia College Sexual Harassment Policy; and laws of libel, copyright, privacy, and obscenity. This also includes the Computer Fraud and Abuse Act, which prohibits “hacking”, “cracking”, and similar activities.

Failure to abide by these rules and policies may result in formal disciplinary action including the loss of computer and/or network privileges, and/or other College or legal action.

Connecting to Another Library Catalog

If you wish to connect to another college library catalog you may do so from the main menu of the TOWER. This is done by locating “Find Information” and then clicking onto “Other libraries.” The academic libraries selected are those which are part of the CLRC consortium within the four counties of Madison, Onondaga, Oneida, and Herkimer. Libraries included are LeMoyne College and Colgate University both of which utilize Millennium software. Also included are Hamilton College, Utica College, and Onondaga Community College.
ConnectNY Handbook

ConnectNY is a consortium of 13 academic libraries within New York State which have agreed to pool their aggregate collection of over 5 million volumes in order to freely loan their resources among themselves. If you are a student, faculty member, administrator or staff member at Cazenovia College, you may take advantage of this powerful academic resource. Simply go to http://webopac.cazenovia.edu/ which is our library online catalog. Access a search strategy via the drop-down box, e.g. by author, title, subject or keyword and click ”go.“ A result or results will appear as it normally does of materials within our library and this may be sufficient for you. Also appearing at this time will be the ConnectNY logo as illustrated above. If your search results are not entirely to your satisfaction please click onto this logo. Your original search strategy is saved and will then search the libraries of Bard College, Colgate University, Vassar College, Pace University, Rochester Institute of Technology, Rensselaer Polytechnic Institute, Sienna College, LeMoyne College, the United States Military Academy at West Point, St. Lawrence University, Canisius College and Union College. Cazenovia College is “Lucky 13”! Check the results and choose the item you need. There will be a statement indicating how many schools hold the item; and also a statement below that which will say “REQUEST THIS ITEM.” Click that statement. You will be asked: “With which institution are you affiliated?” In the drop-down box below, scroll to Cazenovia. Then, “Submit above information.” In the next window fill in your last name first, then your first name. Next, input your social security number without dashes. Submit this. If all goes well you will receive a notice that the request was successful, and the phrase: YOUR REQUEST WILL BE DELIVERED TO THE CIRCULATION DESK AT CAZENOVIA. Delivery to the library will be between 24 and 48 hours.
# Dewey Decimal System Chart

## Summary Table Illustrating the Sub-divisions of the Ten Main Classes

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Generalities</td>
<td>Bibliography</td>
</tr>
<tr>
<td>020</td>
<td>Library Information Sciences</td>
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</tr>
<tr>
<td>030</td>
<td>General Encyclopedic Works</td>
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</tr>
<tr>
<td>050</td>
<td>General Serial Publications</td>
<td></td>
</tr>
<tr>
<td>060</td>
<td>General Organizations &amp; Museology</td>
<td></td>
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<tr>
<td>070</td>
<td>News Media, Journalism &amp; Publishing</td>
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</tr>
<tr>
<td>080</td>
<td>General Collections</td>
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</tr>
<tr>
<td>090</td>
<td>Manuscripts &amp; Rare Books</td>
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<tr>
<td>100</td>
<td>Philosophy</td>
<td>Psychology</td>
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<tr>
<td>110</td>
<td>Metaphysics</td>
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<tr>
<td>120</td>
<td>Epistemology, Causation, Humankind</td>
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<tr>
<td>130</td>
<td>Paranormal Phenomena</td>
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<tr>
<td>140</td>
<td>Specific Philosophical Viewpoints</td>
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<tr>
<td>150</td>
<td>Psychology</td>
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<tr>
<td>160</td>
<td>Logic</td>
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<tr>
<td>170</td>
<td>Ethics (Moral philosophy)</td>
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<tr>
<td>180</td>
<td>Ancient Medieval Oriental</td>
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<tr>
<td>190</td>
<td>Modern Western Philosophy</td>
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<tr>
<td>200</td>
<td>Religion</td>
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<tr>
<td>210</td>
<td>Philosophy &amp; Theory of Religion</td>
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<td>220</td>
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<td>230</td>
<td>Christianity Christian Theology</td>
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<tr>
<td>240</td>
<td>Christian Moral &amp; Devotional</td>
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<tr>
<td>250</td>
<td>Christian Orders &amp; Local Church</td>
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<tr>
<td>260</td>
<td>Social &amp; Ecclesiastical Theology</td>
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<td>270</td>
<td>History &amp; Geography of Church</td>
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<td>280</td>
<td>Christian Denominations &amp; Sects</td>
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<td>Other Religions &amp; Comparative Religion</td>
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<td>The Social Sciences</td>
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<tr>
<td>310</td>
<td>Collections of General Statistics</td>
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<tr>
<td>320</td>
<td>Political Science</td>
<td></td>
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<tr>
<td>330</td>
<td>Economics</td>
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</tr>
<tr>
<td>340</td>
<td>Law</td>
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<tr>
<td>350</td>
<td>Public Administration &amp; Military</td>
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<tr>
<td>360</td>
<td>Social Problems &amp; Services; Assoc.</td>
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</tr>
<tr>
<td>370</td>
<td>Education</td>
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<tr>
<td>400</td>
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<tr>
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<td>420</td>
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<td>460</td>
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<td>Physical Geography</td>
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<td>520</td>
<td>Astronomy &amp; Allied Sciences</td>
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<tr>
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<td>Physics</td>
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<tr>
<td>540</td>
<td>Chemistry &amp; Allied Sciences</td>
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<tr>
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<td>Earth Sciences</td>
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<tr>
<td>560</td>
<td>Paleontology &amp; Paleozoology</td>
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<tr>
<td>570</td>
<td>Life Sciences Biology</td>
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<td>590</td>
<td>Animals</td>
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<td>600</td>
<td>Technology (Applied Sciences)</td>
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<td>Medical Sciences</td>
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<td>780</td>
<td>Music</td>
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<td>790</td>
<td>Recreational &amp; Performing Arts</td>
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## Dewey Decimal Classification 21st Edition

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<td>The Social Sciences</td>
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<td>310</td>
<td>Collections of General Statistics</td>
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<td>Law</td>
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<td>350</td>
<td>Public Administration &amp; Military</td>
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<tr>
<td>360</td>
<td>Social Problems &amp; Services; Assoc.</td>
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<tr>
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<td>810</td>
<td>American Literature in English</td>
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<tr>
<td>820</td>
<td>English &amp; Old English Literatures</td>
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<td>Literatures of Germanic Languages</td>
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<td>840</td>
<td>Literatures of Romance Languages</td>
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<td>850</td>
<td>Italian, Romanian, Rhaeto-Romantic</td>
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<tr>
<td>860</td>
<td>Spanish &amp; Portuguese Literatures</td>
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<tr>
<td>870</td>
<td>Italic Literatures Latin</td>
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<tr>
<td>380 Commerce, Communications</td>
<td>880 Hellenic Literature Classical Greek</td>
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<table>
<thead>
<tr>
<th>400 Language</th>
<th>900 Geography &amp; History</th>
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<tr>
<td>410 Linguistics</td>
<td>910 Geography &amp; Travel</td>
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<td>420 English &amp; Old English</td>
<td>920 Biography, Genealogy Insignia</td>
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<td>430 Germanic Languages German</td>
<td>930 History of Ancient World to ca. 499</td>
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<tr>
<td>440 Romance Languages French</td>
<td>940 General History of Europe</td>
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<td>450 Italian, Romanian, Rhaeto-Romantic</td>
<td>950 General History of Asia Far East</td>
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<tr>
<td>460 Spanish &amp; Portuguese Languages</td>
<td>960 General History of Africa</td>
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<td>470 Italic Languages Latin</td>
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<td>480 Hellenic Classical Greek</td>
<td>980 General History of South America</td>
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<tr>
<td>490 Other Languages</td>
<td>990 General History of Other Areas</td>
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</tbody>
</table>
The library was constructed in 1964 and has approximately 12,000 square feet of space on three levels which includes the first (F) floor, the second (S) floor, and the basement (B). Please see the floor plans for the actual locations of the collections and areas referred to in the listing below.

The library uses the familiar Dewey Decimal Classification System for book arrangement on its 2 1/2 miles of shelving throughout the building. Users are also directed to the **Cazenovia College Library Guide and Handbook** which is available on this web page or in hard copy (see Ref 025.567 709 64.C386). Likewise, a unit devoted to library policies can be found in the **Cazenovia College Student Handbook** which is available on the college web page.

<table>
<thead>
<tr>
<th>Location</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Archives (College)</td>
<td>B</td>
</tr>
<tr>
<td>Archives (Library)</td>
<td>F</td>
</tr>
<tr>
<td>Atlas Stand</td>
<td>F</td>
</tr>
<tr>
<td>Bound Periodicals</td>
<td>B</td>
</tr>
<tr>
<td>Cazenovia Room</td>
<td>S</td>
</tr>
<tr>
<td>Computer Databases/Labs</td>
<td>F</td>
</tr>
<tr>
<td>Folios</td>
<td>S</td>
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<tr>
<td>Index Shelf</td>
<td>B</td>
</tr>
<tr>
<td>Journals/Periodicals (Current)</td>
<td>F</td>
</tr>
<tr>
<td>Juvenile</td>
<td>F</td>
</tr>
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<td>Main Dewey: 000-899</td>
<td>S</td>
</tr>
<tr>
<td>Main Dewey: 900-999</td>
<td>B</td>
</tr>
<tr>
<td>Microfilm</td>
<td>B</td>
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<tr>
<td>Periodicals/Journals (Current)</td>
<td>F</td>
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<td>Photocopy Machines</td>
<td>F</td>
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<td>Rare Books (Cazenovia)</td>
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<td>Reference</td>
<td>F</td>
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<tr>
<td>Reference Folio</td>
<td>F</td>
</tr>
<tr>
<td>Reserve (Charge Desk)</td>
<td>F</td>
</tr>
<tr>
<td>Seminar Rooms</td>
<td>S</td>
</tr>
<tr>
<td>Video (Charge Desk)</td>
<td>F</td>
</tr>
<tr>
<td>Young Adult</td>
<td>F</td>
</tr>
</tbody>
</table>
Floor Plan - First Floor

Cazenovia College Library – First Floor
Reference and Reference Folio; Juvenile and Young Adult; Atlas Stand; Reserve; Video; DVD; Current Journals;
Photo Copy Machines; Computer Lab and Database Workstations.
Floor Plan - Second Floor
Basement Level

College Archives; Bound Periodicals; Paper Indexes; Microfilm; Phonographic Discs; and 900 Dewey Decimal Collections
Finding Materials in the Collection

The Cazenovia College Library uses a JAVA-platform software created by Innovative Interfaces, Inc. called *Millennium* for its local system. The library, in turn, has given the name *Tower* to the online public access catalog portion of *Millennium*. The *Tower* honors a campus structure that has since been lost to fire but was considered a central place for students and faculty to meet; which even townspeople used as a handy rendezvous. Every book, e-book, journal and magazine, bound periodical, microfilm, video, DVD, or database that the library owns can be found by accessing the *Tower*. *Tower* catalogs are located on each floor of the library or can be accessed remotely from any computer connected to the internet. By searching the *Tower* online system you can find call numbers for materials within a specific location. The call number indicates where the book or other item is located in the library via a unique number and location system; please read on below. In brief the *Tower* and the library itself, can also be considered a rendezvous physically or a portal virtually for campus intellectual life and general well being. Be assured, you will always be welcomed here.

**Call Numbers**

Cazenovia College Library uses the Dewey Decimal Classification System as the first part of its call number. The entire call number sequence consists of a series of numbers followed by a Cutter-Sanborn number on the next line. The “Cutter“ number begins with a decimal point followed by a capital letter with two or three additional numbers after it. These are all located on a white label on the cover or spine of each book. If you go to a different library, such as Syracuse University, you will see the other major classification scheme known as the Library of Congress Classification System (LC). In fact, Syracuse actually uses both Dewey and LC.

**How to Read the Call Numbers**

The call number is broken up into three major parts: the location (i.e. “Ref“ or none at all if it is located in the Main collection); a whole number (i.e. 301); and the decimal part, for example: Ref / 301.49. There are also instances where only the first three main Dewey numbers are used. The first three numbers refer to the broad subject class to which the book is assigned. A summary table illustrating the Ten Main subdivisions of the Dewey Decimal System is included in this workbook in unit 16.

The call number is read just as you would read it in a math class. So 301.49 is larger than 301.395 but smaller than 301.5. Books in the library are shelved in order from the smallest to the largest numbers. The example below is of such numbers in proper order:

001.06   001.075   001.101   001.3   002.1   100   103

**The Structure of Call Numbers**

The second half of the Dewey number is called a “Cutter-Sanborn Number“ which is always a
decimal point followed by a capital letter between A and Z, which is in turn followed by a series of 2, 3 or 4 numbers which can also be followed by lower case letters. Examples of call numbers with the Cutter numbers are:

100 111 116 131.309 700.711 967.9
.J62g .B274 .L253g 73 756.88 .A969p
   .R562m .H315a

To distinguish between different editions, the year of the edition will be added to the end of the call number. Books with otherwise the same call number are shelved in chronological order:

109 109 700.1 700.103
.T441h .T441h .L639l .D814a
1914 1957 1962 1994

**Putting it all together:**

<table>
<thead>
<tr>
<th>Ref</th>
<th>FOLIO</th>
<th>Juvenile</th>
</tr>
</thead>
<tbody>
<tr>
<td>301.451</td>
<td>301.452</td>
<td>323.4</td>
</tr>
<tr>
<td>.M511n</td>
<td>2</td>
<td>.L831n</td>
</tr>
<tr>
<td></td>
<td>1969</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Some Dewey numbers can be quite lengthy. When they are the spine label on the book breaks the number into units of three numbers to relieve eye strain!

However, the online catalog shows only one long string of characters on one line: 301.4522 .W317n 1969. The location will be given separately.
A Snapshot Screen of a Typical Bibliographic Record

<table>
<thead>
<tr>
<th>Author</th>
<th>Ambrose, Stephen E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Nothing like it in the world: the men who built the transcontinental railroad, 1863-1869 / Stephen E. Ambrose.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Collection</td>
<td>335.0973_A496n</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

- **Biblog.**: Includes bibliographical references (p. 407-411) and index.
- **Subject**: Railroads -- United States -- History -- 19th century.
  - Central Pacific Railroad Company -- History.
  - Union Pacific Railroad Company -- History.
  - Railroad construction workers -- United States -- History -- 19th century.

- **ISBN**: 0684846098
Help for Searching the Cazenovia College Library Catalog:
Included in the catalog are bibliographic records for books, periodicals, microfilm, videos and DVDs owned by the Cazenovia College Library.

There are different ways to search the catalog for material. This section will help you decide what method to use when you begin searching for information.

Search options are offered via the drop screen in the upper left of the main menu:

- Keyword
- Author
- Title
- Subject
- Call Number

Author Search

Type the author you want to find, then press the Enter key or click Submit.

Capitalization is not required in an author search. Also, when searching for an author, artist or composer (that is, an item that is written or created by an author, artist or composer) please use the name order: last name, first name

Example: Shakespeare, William
Franklin, Benjamin
Picasso, Pablo
NOTE: Do not use an author search when looking for something *about* an author, artist or composer; a keyword or subject search will achieve the results you need.

**Simple Keyword Search**

Type the keyword(s) in the box below then click the Search button to perform the search.

**Search Tips**

<table>
<thead>
<tr>
<th>Multiple Words</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>When searching multiple words the system will automatically supply the Boolean &quot;and&quot; operator between each word; multiple words entered for the search will all occur somewhere in the retrieved records though not necessarily in the order entered. Both examples on the right will retrieve the same results.</td>
<td>world health organization, world and health and organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phrase Searches</th>
<th>&quot;world health organization&quot;</th>
</tr>
</thead>
</table>

Search for complete phrases by enclosing them in quotation marks. Words enclosed in double quotes will appear together in all results exactly as typed.
Subject Search

Type the subject you want to find, then press the Enter key or click Submit.

Type as much or as little of the subject as you want. For example:

- children's rights
- motion pictures
- United States History Civil War, 1861-1865

The subject search uses a specific, controlled vocabulary for describing Library material. If you do not find what you are looking for in the subject index, try a keyword search or ask a Librarian for assistance.

Title Search

Type the title you want to find, then press the Enter key or click Submit.

Type as much or as little of the title as you want. For example:

- merchant of Venice
- merchant of v
- merchant

Please note: Capitalization and punctuation are not required in searching by title.

Call Number Search

Type the call number you want to find, then press the Enter key or click Submit.
Type as much or as little of the call number as you want. For example:

- 641
- 641 .c321h

The Cazenovia College Library uses the Dewey Decimal Classification System. When entering a call number search be sure to include all decimal points; capital letters, however, are not required as lower case works just as well.

To start a new search, click on the Home button.
How to Locate Older Issues

Back files of scholarly journals and popular magazines are preserved in bound and microfilm formats. The information below will describe how they can be located.

The library converts loose issues of its periodicals either by binding them into a book-like format or discarding them in favor of microfilm. As a researcher you need to know not only the volume and issue number and/or date of an article, but also in what format it is kept in the library’s collection. The library’s online catalog, Tower, will provide this information. In the case of journal holdings the researcher will choose to search by Title from the drop down menu on the main screen.

Type in the journal name and then press Go.
The next screen will provide the bibliographic record which includes information as to when the journal began; how often it is published; where it is indexed; its subject categories; etc. Below is the bibliographic record for the search for Journal of Business Ethics:

**Title**: Journal of business ethics : JBE.

**Location**
**Latest Received**: Journal
February 2006 v.63 no.3

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilm</td>
<td>v.1 (Feb-Nov 1982)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Microfilm</td>
<td>v.2 (Feb-Nov 1983)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Microfilm</td>
<td>v.3 (Feb-Nov 1984)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Microfilm</td>
<td>v.4 (Feb-Dec 1985)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Microfilm</td>
<td>v.5 (Feb-Dec 1986)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Microfilm</td>
<td>v.6 (Jan-Nov 1987)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Microfilm</td>
<td>v.7 (Jan-Dec 1988)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Bound Periodical</td>
<td>v.8 (Jan-Jun 1989)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Bound Periodical</td>
<td>v.8 (Jul-Dec 1989)</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>Bound Periodical</td>
<td>v.9 (Jan-Jun 1990)</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

Add title
J. bus. ethics
JBE
J.B.E.
JoBE

**Descript**
v. ; 28 cm.

**Frequency**
Monthly, <1988->
Quarterly, Feb. 1982-
Bimonthly, <Dec. 1985->

**Pub date**
Vol. 1, no. 1 (Feb. 1982)-

**Note**
Title from cover.
Published by: Kluwer Academic Publishers, <Jan. 1992->
Management contents 1982-
Social sciences index 0994-4920
Accountants' index. Supplement 0748-7975 1986-
Management and marketing abstracts 0308-2172
Philosopher's index 0031-7993
Public Affairs Information Service bulletin 0033-3409 1984-

**Subject**
Business ethics -- Periodicals.

**Lib. has**
8-
1989-

**Marc**
ZGZ

**ISSN**
0167-4544
In the example above a search was made by title for the periodical the *Journal of Business Ethics*. As indicated the title was found with the location and the latest issue received given in the box above. The LOCATION makes the format clear. In this case the format for the first few items is on Microfilm and later issues are located within the Bound Periodical section. The CALL # in this case only represents the volume number and year of the issues collected in the format given. Please note that the STATUS is “AVAILABLE,” but that they cannot leave the library per se. To reiterate, the library has the *Journal of Business Ethics* from 1982 to the present. To appreciate the large back files the library has on this title and other periodical titles, press the long grey button that reads: **View additional copies or search for a specific volume/copy.**

The **bound periodical and microfilm** collections are located in the basement level of the library. There are photocopiers to make copies of articles from the bound periodicals, and special microfilm reader/printers to make copies of articles from microfilm. The **microfilm scanner** is an additional option in using the microfilm collection where any frame of film can be digitized and then delivered to your email account. The Canon 300 Scanner is located in the Microfilm Room. To use this technology please ask for the assistance of a librarian. Once familiar with the technology the user may access this resource at will. When through please turn off the scanner but do not turn off the computer that is attached to the scanner.

Both the **microfilm and bound periodical** collections are substantial for a library the size of Cazenovia College. They are off-line resources that are often neglected in favor of more convenient online databases, etc. However, it is a mistake to ignore them as they often represent the only access to certain information and images and text that are stable, and identical to the originals. They are also more cost effective. To repeat, the rich resources in back holdings should not be overlooked.

**Interlibrary Loan Policy**

Cazenovia College students can obtain research material in the form of books or articles from other libraries through our Interlibrary Loan service. This service is for obtaining material that we do not have in our library collection; therefore, first check the Tower catalog for the book or periodical that you are looking for before filling out a request form. Students may request a total of five interlibrary loan books. However, up to five articles per day may be requested through Interlibrary Loan. This service is almost always free. Please note: We cannot borrow videos, DVDs or CDs.

**ILL methods to use to locate materials from other libraries:**

There are three convenient ways in which a researcher at Cazenovia College can access the collections at other libraries via the Library Web Page and the Cazenovia College Library Online Catalog.

**CLRC Site Search**

CLRC Site Search can be found among the databases offered on the Cazenovia College Library Web Page. Click onto “Sal,” the friendly Erie Canal mule, and select from among a series of individual academic, public, medical, school, or corporate libraries within the four-county region.
of Madison, Onondaga, Oneida, and Herkimer. A selection also exists that allows the user to access all academic libraries at one time; in fact, the user can create a specific list of academic libraries or any other combination. In any case, the system then allows you to search by title, author, keyword, etc. The service includes a weekday delivery van. CLRC (Central New York Library Resources Council) represents the local library consortium which is headquartered in Syracuse, NY.

**OCLC First Search/World Cat**

On a national basis, OCLC First Search database via its "World Cat" database of millions of bibliographic records offers a greater selection of material but is dependant on mail delivery with some institutions charging for lending. Please keep in mind the turn-around time required.

**TOWER (the Library's Online Catalog) and ConnectNY:**

If after a search is made on the TOWER and the item is not found within Cazenovia’s collection, the system will present a ConnectNY icon at the top of the screen. If this icon is clicked, the system will then automatically search the holdings of the other member libraries of the ConnectNY consortium for the original item. If the item is found, a request can be made by the student directly for the item. The item will then be delivered (ideally) within a 2 or 3 day period at the circulation desk. Please see the section on "ConnectNY" within this guide for more details.

**ILL Procedure:**

Request forms are available in the Reference Office only. Interlibrary Loan request forms should be submitted to a Reference Librarian. Articles, when received, are sent to your mailbox and need not be returned. Books are picked up and returned to the Reference Office only.

**ILL Required Information:**

A complete bibliographic citation is needed to complete an Interlibrary Loan transaction. When ordering a journal article, the title and author of the article; the name of the journal; the volume; page numbers and date must be included on the order form. Ask a librarian for help in verifying the citation. If the book or article you are requesting was found on one of our online databases, please include the name of the database; then print the page of the citation and attached it to the ILL request form.

**ILL Delivery Time:**

It may take 1 to 3 weeks to receive a requested Interlibrary Loan item. During busy times of the semester, the time may be longer.

**ILL Renewals:**

A renewal request must be submitted three days before due date and renewal requests must be made in person. Please see a Reference Librarian if materials need to be renewed. The patron may keep the book while renewal of the item is being processed. If the renewal request is denied a Reference Librarian will notify the patron and the book must be returned immediately.

**ILL Fines:**

There is a $10.00 late fee for overdue ILL books. After 30 days, books will be considered lost and the patron will be responsible for the cost of the book. Charges for the book plus a service
charge will be the responsibility of the patron. If there is abuse of this service on your part, we will negate your Interlibrary Loan borrowing privileges.

**Copyright Restrictions:** We can only order five articles from the same periodical within a calendar year if the articles were published in the last five years.

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**Journal vs. Magazine - What's the Difference?**

**Scholarly Journal:**
A scholarly journal contains original research articles by people who are experts in a particular field and who share their research with other professionals in order to stimulate discussion and debate. The articles are first “peer reviewed,” that is, there is always an editorial board which will critique each article for professional content and integrity. The articles are based on research done by the author and usually contain an abstract (a summary of the article) and a bibliography. The scholarly journal is published by professional organizations such as the American Psychological Association, the American Association for the Advancement of Science, the International Reading Association, the American Society of Animal Science, the Modern Language Association, or by leading scholarly publishing houses such as Haworth Press, Sage Publications, Pergamon Press, Elsevier, etc. Scholarly journals are usually published monthly or quarterly.

**Examples of Scholarly Journals:**
- Journal of Early Adolescence
- Social Problems
- Animal Behavior
- Early Childhood Research Quarterly
- Journal of American History
- Families in Society
- Journal of Equine Veterinary Science
- Nature

**Popular Magazines:**
A popular magazine, such as *Time* and *Newsweek*, contain articles of current events or general interest and are geared to the reading public as being informative or recreational. Abstracts and bibliographies are usually not included. Popular magazines are often published weekly or monthly.

**Examples of Popular Magazines:**
- Ebony
- Essence
- Time
- Sports Illustrated
- Rolling Stone
Glossary of Library Terms

Offered below is a glossy of library terms that help define words indicated in italics within the text of this guide. In fact, italicized words appear within the glossary in an effort to guide users to the correct definitions.

Abstract - An abstract is a brief summary of a book or article.

Almanac - An almanac is an annual publication containing general and statistical information and/or events from the previous year.

Annotated bibliography - An annotated bibliography is a bibliography with an explanation of what the each work cited is about. In this way it helps the researcher discover whether the material can be of use to him if he is not familiar with the work listed.

Archives - An archive is an organized collection most often of unique historical documents, or of public records. Note: For access to archival material held by Cazenovia College, contact the College Archivist.

Archivist - The archivist is the individual who maintains and seeks out new materials for an archive.


Bibliographic Record - A bibliographic record represents the “book-in-hand” as the cataloger would describe it in order to identify that item as a unique entity, thus allowing that item to be precisely identified. In this way students and scholars can use this information as a “citation” to intellectually describe the resource used. Each item in the library online catalog represents a bibliographic record of a book, periodical, video tape, DVD, etc.

Bibliography - A bibliography lists citations of books or articles collected on a particular author, or compiled upon a particular theme that serves as an aid to a researcher working on that subject.

Bound Periodical - A collection of magazines or journals, usually of a common title, that have been bound together permanently between hard covers. The final appearance is that of a book-like format. This allows protection of the journal and a very convenient method of storage until a researcher requires it.

Call Number - A call number consists of numbers and letters assigned to a book by a cataloger to indicate its numerical address within the library where “each item is related in some manner to the item beside it.” Here at Cazenovia College Library call numbers are assigned based on the Dewey Decimal Classification System.

Cataloger - The cataloger is a library professional who assigns call numbers, subject headings,
and otherwise constructs the entire bibliographic record of an item.

**Check out/Check in** - Check-out is the process used when a book is borrowed from the library by a user who will present his ID card at the circulation desk. Once “checked out” the online record will give the status of the books as “due” in two weeks from that time. In the meantime the circulation system keeps track of the item and will issue an overdue notice to the patron if necessary. When the book is returned to the library it is “checked in” and the item status changes to “pre-shelving” until it can physically be returned to the collection.

**Circulating/Non-circulating** - Materials that can be borrowed by a student and taken out of the library are circulating items. Library materials, such as reference books and periodicals, which can be used by students but not taken out of the library, are non-circulating items. Locations such as: “Reference,” “Ref Folio,” “Reserve,” “Video,” “DVD,” “Bound Periodical,” “Microfilm” are some examples of non-circulating materials.

**Citation (Bibliographic)** - A citation includes all of the information that is necessary to identify a book or journal article. A book citation includes the title, author, place of publication, publisher and date. A bibliographic record will allow a citation to be constructed. A journal article citation will have the author, title, journal name, date, volume, and issue and page numbers.

**CLRC (Central New York Library Resources Council)** - The CLRC represents one of seven state-mandated 3Rs councils which act as a consortium of academic, public, school, medical, and corporate libraries throughout New York State. Their headquarters is in Syracuse, NY

**Dewey Decimal Classification System** - The Dewey Decimal Classification System is one of the two main classification schemes in the world used to designate a logical, numerical location for a book on a library shelf between 000 and 999. Briefly, any book located on the shelf is related in subject matter to the one on either side of it within its class. A Dewey number must be at least three digits long, but can be expanded to 26 digits or more to the right of the decimal point. Be sure to examine the summary table of the ten main classes and ten subclasses with its corresponding subject terms to grasp the structure of this remarkable system created in 1876 by Melvil Dewey. It continues to be updated and revised by OCLC, the Online Computer Library Center, Inc.

**Electronic Database (Online Database)** - An electronic database is a comprehensive collection of information in electronic form and organized for quick retrieval. The Cazenovia College Library subscribes to a number of electronic databases that are accessed via the library web page.

**Folios** - Books too large to fit easily on the library’s regular shelving are located in their own area called the FOLIO section. The folio section can be found on the second floor. A folio often contains large illustrations on particular subjects especially art.

**Full Text** - The complete article obtained from journals, magazines, or newspapers, which can be accessed by using one of the databases to which the library subscribes.

**Glossary** - A glossary is a specialized vocabulary that offers definitions for words and phases
used with a document.

**Holdings** - The term holdings refer to the years of a journal title that the library owns. A journal itself may have begun in 1900 but the library may have only begun subscribing to it in 1941, so the holdings begin with the year of the library’s subscription. Whenever accessing journal holdings on the **Tower** be sure to examine the listing below the bibliographic record to determine its format; that is, whether it is in a bound periodical or a microfilm. Broadly speaking, holdings can also refer to everything within a library’s collection.

**I.S.B.N.** - The I.S.B.N. (International Standard Book Number) is the “social security number” of each book published in the United States and the world. It is a unique ten-digit code that definitively identifies a book. It is used in book requests, book ordering, and cataloging. It is included in all current bibliographic records.

**Index** - An index is an alphabetical list of topics and page numbers usually found in the back of a book. This is not to be confused with a periodical index.

**Innovative Interfaces, Inc.** - Innovative Interfaces, Inc., also known as “triple I” to those in the library world, is the premier library software company in the United States if not the world. Headquartered in Emeryville, CA, it has been used by Cazenovia College since 1996. Our neighboring institutions of Colgate University and LeMoyne College both utilize the product.

**Internet** - The Internet can be defined as a worldwide network of computers sharing information.

**Journal** - A journal is a periodical usually published for a specific group, learned society or profession. It will have an abstract and bibliography and be published by a professional organization. More importantly, it would be “peer reviewed,” that is, given first to other experts of that professional organization who would review it and recommend changes if necessary before it is published.

**Juvenile Literature** - Juvenile literature is any materials that are written for children including picture and chapter books, biographies and non-fiction books.

**Magazine** - A magazine is a publication that is issued periodically, usually bound in a paper cover and containing works by many writers and frequently specializing in a particular subject area, i.e., news, fashion, sport, etc.

**Microfilm** - Photography is used to reduce journals, newspapers, books, etc. onto reels of 35mm microfilm stock. A microfilm reader is then required to read the articles. A reader/printer allows you to make paper copies of microfilm images; and a microfilm scanner can used to email microfilm frames into a word document.

**“Millennium”** - “Millennium” is the name of the library software produced by **Innovative Interfaces, Inc.** which powers the online catalog which the library has named the **Tower**.

**Network** - A network is a group of computers that share information within a specific locale.
Online - To be online is to be connected to a computer network.

Online Catalog - See OPAC.

OCLC - Founded in 1967, OCLC Online Computer Library Center is a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs. More than 53,548 libraries in 96 countries and territories around the world use OCLC services to locate, acquire, catalog, lend and preserve library materials. OCLC and its member libraries cooperatively produce and maintain World Cat the OCLC Online Union Catalog.

OPAC - OPAC is an acronym for Online Public Access Catalog. It can also be known as an electronic catalog or online catalog. It is used to access the entire holdings of a library from books and videos to microfilm and journals.

Overdue - An “overdue” is a book or item not returned by its due date for which one can be charged a fine.

Periodical - A periodical is a anything that is published at regularly recurring intervals.

Periodical Index - A periodical index is guide to the contents of newspapers, magazines and journal articles. The Readers’ Guide to Periodical Literature indexes the contents of magazines of a more popular nature. Most subject areas have specialized indexes, such as the Art Index, Education Index, Social Sciences Index and the Business Periodicals Index, etc. The format can be online or paper.

Primary Sources - A primary source is an original document, which contains first hand accounts. Examples of primary sources are statistical information, historical documents or newspaper articles of eyewitness accounts.

Reference Books - A reference book contains material that a user can access facts quickly and is often in demand. Organized materials such as encyclopedias, dictionaries, atlases, yearbooks, almanacs, etc. come to mind immediately and generally do not leave the library.

Renew - To “renew” is to extend the due date of a book.

Reserve - Reserve items are materials such as books or articles that are located behind the circulation desk. These items are shelved there at the request of an instructor for use by an entire class. Reserve material is part of the library’s non-circulating collection.

Secondary Sources - Secondary sources represent analysis of primary sources. Examples of secondary sources are books and articles that review and interpret primary sources.

Tertiary Sources - Tertiary sources are third hand accounts of issues. Abstracts, indexes and bibliographies are tertiary sources.

Thesaurus - A thesaurus is a dictionary of synonyms and antonyms; they are very useful in
writing term papers when just the “right word” is needed.

**Tower** - The **Tower** is a local acronym for the library’s online public access **catalog** which translates into “**The Online Window for Everyone’s Reference.**” The Tower reference is to a structure that was a beloved campus landmark that has been lost to fire. The Tower was an agreed meeting place because of its uniqueness and was even used by local village residents as a convenient rendezvous.

**URL** - URL is an acronym for Uniform Resource Locator. The URL is a World Wide Web address. The URL for Cazenovia College is [http://www.cazenovia.edu](http://www.cazenovia.edu).

**Web Site** - A web site is a World Wide Web page for a company, college, government agency or search engine found on the Internet. It can even be a person’s individual creation.

**World Cat** - OCLC and its member libraries cooperatively produce and maintain [WorldCat](http://www.oclc.org)—the OCLC Online Union Catalog.

**Works Cited Page** - A list of sources, placed at the end of a research paper that were used to complete the study of the topic written about.
Library Skills Worksheet

Finding a book we have in the library:

1. Go to The TOWER
2. Using the navigation arrow select searching by Author
3. Search by Author (Remember when searching for author, type in last name first)
4. Type in Hemingway, Ernest
5. How many entries are there on the author Ernest Hemingway__________?
6. Scroll down to entry six and double click on the title of the book.
7. Write down the call number____________________.
8. Where is the location of the book in the library_____________?
9. What is the status of the book____________________?

Limiting your search on The TOWER to material type:

Example: videos

At the main screen:

1. Select Advanced Searching
2. Type in the words children in the first "Any Field" search box
3. Then find “Limit” by material type
4. Click on navigation arrow and select "video"
5. Point and click on “Submit”
6. How many videos do you find on the subject_____________?

Using Microfilm:

Go to the microfilm room and locate the collection of the New York Times. Choose the one that includes your birth date. Make a copy of the first page (attach the copy to the worksheet).

***Microfilm copies cost 5-cents; change can be made at the circulation desk.

Finding a Journal Article:

Using the library’s research computers, examine the library web page (it should default to that address). Click onto Research Database and select one of them; locate an article dealing with a subject related to your major.

Please answer the following questions concerning the selected article:

1. Database selected: ______________________________________________
2. Title of article: ________________________________________________
3. Source, i.e. the name of the journal, magazine or newspaper: ______________________
4. Date of the article _______________________________________________
5. Author or byline ________________________________________________
6. Web address of the database ________________________________

**Requesting an article through Interlibrary Loan:**

Using one of the research databases, search for an article using the keywords *violence in schools*. Pick one that is not available in full text or in the library’s collection. Fill-out an interlibrary form below:

<table>
<thead>
<tr>
<th>INTERLIBRARY LOAN –REQUEST FOR ARTICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill out completely, with NO ABBREVIATIONS</td>
</tr>
<tr>
<td>Incomplete/illegible forms will not be processed</td>
</tr>
<tr>
<td>RETURN THIS FORM TO THE REFERENCE LIBRARIAN</td>
</tr>
<tr>
<td>Today’s date: <strong>/</strong>/____</td>
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<tr>
<td>Your name: ____________________________ Your box# ________________</td>
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<tr>
<td>Title of Magazine/Journal: ________________________________________________</td>
</tr>
<tr>
<td>ISSN: _______ - __________ (will be an eight digit number)</td>
</tr>
<tr>
<td>On computer printouts, it will be near the journal title</td>
</tr>
<tr>
<td>Volume #: ______ Issue #: ______ Pages: ________</td>
</tr>
<tr>
<td>Complete date of article: ________________________________________________</td>
</tr>
<tr>
<td>Author(s): ________________________________________________________________</td>
</tr>
<tr>
<td>Title of article: __________________________________________________________</td>
</tr>
</tbody>
</table>

**Meet the Librarian:**

1. Go to the Reference Module Kiosk or the Reference Office behind it.
2. Say “hello” and have the Reference Librarian autograph your workbook.
3. If you have any concerns or problems using the library, ask the librarian for help. We are here to answer any questions.

**Equine Area:**

Using the TOWER search for the subject *horse* and follow the directions for limiting your search to journal. Find how many
equine magazines the college subscribes to. Name three of them:

1. __________________________________________________
2. __________________________________________________
3. __________________________________________________

**Juvenile Literature:**

Using The TOWER, search under title. Type: *In the Night Kitchen* and answer the following questions:

1. Who is the author? _________________________________________
2. Are there illustrations? _______________________________________
3. What is the location of the book? _____________________________
4. On what floor is the Juvenile section located in the library? _________
5. By looking at the bibliographic record for this title, explain what the book is about ____________________________________________________________

***If you find yourself having trouble please ask a librarian for assistance.***

**Using the Limiting Capabilities of "The Tower"**

1. In the "Any Field" box type in a subject that you find interesting
2. Limit the search to year of publication.
3. Type in After 1993 and Before 2003
4. Point and click on submit
5. Give the title of one of the books published after 1993
Another exercise for using the *Limit Your Search* feature of the TOWER:

Search for a *bible* that the library has in its collection that was published before the year 1600. NOTE: Search by subject and follow above directions for limiting your search. Please answer the following questions:

1. What year was this book published? _________________________________
2. What language was the book written in? ____________________________
3. Where is the location of the book? _________________________________
4. Where in the library would you actually have a chance to see this item on display? Circle the correct answer:
   
   A. Main floor  
   B. Basement level  
   C. Cazenoviana Room  
   D. Circulation desk

Try limiting your search in other ways to see what results you can obtain. The advanced search option lets you limit by location, language, year, publisher, and material type. The TOWER contains a wealth of information and will be a great asset when locating material in the library.
Using Online Databases

The list of databases on our Library Research Database page represents legitimate resources which are selected both for a very broad academic audience, and for more specific, targeted programs. They can be accessed in the library at its research computers and otherwise on campus via CazNET. Most can be accessed off-campus via http://webopac.cazenovia.edu/ which is the library’s official online catalog.

From the Millennium homepage, click on “Other Resources” on the left-hand side under Find Information. A list of our database will display; click onto a database of your choice. The message “Web Access Management Login” will appear.

![Web Access Management Login](image)

Please input your first and last name (in that order) in the box provided. Next, click in the next box below and input your social security number (without dashes). Press the Submit key. This should authenticate you if you have an email account. Once into the first database one may arrow back to the database list and click what is wanted without the need to authenticate again.

**NOTE:** if you wish to access the databases on campus using the online catalog, please click onto the short-cut provided above as it will speed things up as authentication is not required.
Summary of Databases

1. UMI ProQuest Direct (WALDO)

UMI ProQuest is made up of a number of general although very powerful database components with many full-text publications:

ABI INFORM Global Edition: Includes periodical titles in accounting, finance, marketing, management, international business, economics, and real estate taxation. Abstracting and indexing from 1971 forward for over 1,300 titles, including 200+ English language foreign publications. Also includes full text for over 600 journals and full image for over 575 titles, both from 1992 forward.

Periodical Abstracts Research II Edition: Covers general reference, business, health, social sciences, humanities, education, and general science. Citations and abstracts for over 1,800 journals from 1986 forward; ASCII full text for over 700, plus full image for 675 from 1992 forward; and full text graphics for 400 titles from 1996 forward.


2. OCLC First Search (via CLRC and Nylink)

OCLC First Search is made up of a number of bibliographic, internet, and periodical, and conference indexing; plus full text of the more popular journals and magazines from H.W. Wilson’s Guide to Periodical Literature. First Search is also important for research in education and government documents.

World Cat: Bibliographic citations to books in libraries worldwide; and is especially useful for interlibrary loan purposes.

Article 1st: Index of articles from nearly 12,500 journals.

Contents First: Table of Contents of nearly 12,500 journals.

Net-First: OCLC database of Internet Resources.

OCLC Union Lists of Periodicals.

ERIC: Journal articles and reports in education.

3. CLRC Site Search (via CLRC):

“Site Search” allows a user via the World Wide Web to access the Cazenovia College Library online catalog using Z239.50 protocol software.

The newest version of this software gives the call number of the item searched for as well as its due date if the book is out. The service also allows access to the catalogs of 45 academic, public, school and corporate libraries within the four-county consortium (Onondaga, Madison, Oneida, and Herkimer) of the Central New York Library Resources Council (CLRC). As such, it is an ideal tool for locating materials that can be acquired via interlibrary loan from the reference librarian. Site search is administered by the CLRC, Syracuse, NY via funding from LSCA and RBDB grant money.

4. Grolier’s Online (Direct):

Includes the familiar reference Encyclopedia Americana; and the Grolier Multimedia Encyclopedia Online for “quick reference.”

5. Encyclopedia Britannica Online (via CLRC):

This database includes the highly respected Encyclopedia Britannica and the Merriam-Webster Collegiate Dictionary; as well as an internet directory of over 130,000 web site links that are selected, rated and reviewed by Britannica editors.

6. Lexis-Nexis (via NYLINK):

As the main menu header reads: “Lexis-Nexis Academic Universe provides access to a wide range of news, business, legal, and reference information.” Some twenty topics are listed ranging from Company News; News Transcripts; Legal News; Country Profiles; State Profiles; Federal Case Laws; Accounting, Auditing and Tax; Biographical Information; etc. Lexis-Nexis has always been a command driven tool designed for the legal and business professional; however, the new world-wide-web format and undergraduate/graduate design has made it a user-friendly reference tool.

7. America: History and Life Online (WALDO)

This database serves as a complete bibliographic reference to the history of the United States
and Canada from prehistory to the present. Published since 1964 the database covers over 2,000 journals published worldwide. All abstracts are written in English. Each year approximately 16,000 new entries are added.

8. Historical Abstracts (WALDO)

Historical Abstracts is a complete reference guide to the history of the world from 1450 to the present (excluding the United States and Canada). Published since 1954 the database covers over 2,000 journals with abstracts in English from 75 to 100 words in length. Each year over 20,000 new citations are added.

9. Hoover’s Online (WALDO):

Hoover’s Online “is a business directory offering information on companies, industries, people and products. The “Business Network” also features a host of related channels focusing on business news, career development, personal finance, and business travel...”

10. A.P.A. PsycNET (WALDO):

This is an official site of the American Psychological Association (A.P.A.) and is divided into two distinct, though databases: PsycINFO, and PsycARTICLES.

PsycINFO®
The PsycINFO database is a collection of electronically stored bibliographic references—most with abstracts or content summaries—to psychological literature from 1800s to the present. Although the references themselves are all written in English, the covered journal literature includes material published in 50 countries and written in more than 25 languages – see the coverage list for more information. English-language books and chapters published worldwide are also covered in the database, as well as technical reports and dissertations from the last several decades.

PsycARTICLES®
The APA Full-Text Article Database contains the full text of articles from APA journals and EPF (Educational Publishing Foundation) journals, most from 1985 to the present – see the coverage list for a complete list of journals and start dates. The articles are provided in HTML and PDF format.

11. Mergent Online (formerly: FISonline) (WALDO):

Mergent Online is a database devoted exclusively to business:

U.S. Company Data – Continues the spirit of the seminal Moody’s Manual of Industrial and Miscellaneous Securities and extends that tradition for quality, in-depth company information to the Internet. Mergent’s company files also provide real-time access to EDGAR filings, dating back to 1993 and updated daily.

International Company Data – the industry’s most detailed and comprehensive collection of
non-U.S. public companies.

**U.S. Annuals Reports** – more than 40,000 U.S. annual reports.

**International Annual Reports** – more than 75,000 annual reports from more than 100 non-U.S. countries.

**Fact Sheets** – presentation-quality, one-page reports on over 1,500 NYSE, AMEX, and NASDAQ companies.

**Fact Sheet Express** – available on 10,000 U.S. and Canadian companies, these presentation-quality, summary equity reports are posted in Adobe Acrobat PDF format and updated with weekly closing prices.

**Company Archives** – over 4,000 companies that were acquired, went bankrupt or merged out of existence from 1995 onward.

**Institutional Holdings** – quickly and simply research the 15 largest institutional holders for U.S. companies as well as determine the aggregate institutional buyers and sellers.

**Insider Trading** – a complete, up-to-date record of stock purchases and sales by U.S. corporate officers and directors for the past three and six month’s periods.

**Experian National Business Database** – high-quality private business information containing valuable and critical on over 4 million top U.S. private businesses such as business address, SIC Industry Codes, estimated number of employees, key executive names, and estimated revenue.

**12. EBSCO HOST (via CLRC and WALDO):**

A general all-purpose database which complements ProQuest in its range of subject material but with its own unique offerings:

**Clinical Reference Systems** – provides over 7,000 reports, in every day language, describing symptoms, treatments, risks and after effects of a vast array of medical topics and conditions.

**Health Source: Consumer Edition** – contains information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health; and features searchable full text for 16 journals including the *British Medical Journal* and *The Lancet*, as well as abstracts and indexing for over 170 general health, nutrition and professional health care publications.

**USP DI Volume II, Advice for the Patient** – provides patient-oriented drug information in lay language. Monographs are organized into the following sections: “Brand Names” commonly used in both the United States and Canada; “Description Before Using This Medicine,” “Proper Use of This Medicine,” “Precautions,” and “Side Effects.”
**Newspaper Source** - provides full text for 139 regional U.S. newspapers, eighteen international newspapers, six newswires, and nine newspaper columns, *The Christian Science Monitor* and *The Los Angeles Times*, for a total of 174 full text newspapers and other sources.

**Business Source Elite** – provides full text for nearly 1,040 journals covering business, management, economics, finance, banking, accounting, and much more.

**Academic Search Elite** – provides full text for over 1,530 journals covering the social sciences, humanities, general science, multi-cultural studies, education and much more.

**Health Source: Nursing/Academic Edition** – provides nearly 520 scholarly full text journals focusing on many medical disciplines. Also featured are abstracts and indexing for over 550 journals.

**ERIC** – the U.S. Department of Education Educational Resource Information Center database, contains citations and abstracts from over 980 educational and education-related journals, as well as full text of more than 2,200 digests.

Comprehensive **MEDLINE with FullTEXT with MeSH** – provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, MEDLINE uses (MeSH) indexing with tree numbers, tree hierarchy and explosion capabilities to search abstracts from over 4,000 current biomedical journals.

### 13. SBR/Sports Management Program (Direct)

SBR/Sports Management is a database “focusing on the sporting goods and sports marketing industry. Its mission is to provide a continuously updated resource featuring market research and industry news covering all facets of the industry... sports equipment sales, sports participation, sports broadcasting, sports sponsorship and sports marketing”.

### 14. CLRC Regional Newspaper Archives (CLRC)

Acquired via a State grant and administered by the Central New York Library Resources Council (Syracuse), the project provides access to past, full-text articles from the issues of the region’s newspapers including those of the *Syracuse Newspapers* from 1986; the *Rochester Democrat and Chronicle* from 1999, and the *Utica Observer-Dispatch* from 1999.

### 15. Wilson’s Art Index (WALDO)

A fundamental Wilson index that covers 378 journals in the field of art with this online version starting in 1984 (print version available from 1929).


This database represents Wilson’s original index, dating back to 1900 and covers hundreds of leading, popular magazines. This online version includes material beginning in 1983 (print
version available from 1900).

17. NOVEL: Gale Databases (Direct)

This database is acquired from the New York State Library through LSTA (Library Services and Technology Act) funding. Currently the database consists of 5 categories:

Health Reference Center Academic: Coverage begins in 1980 and covers topics on fitness, pregnancy, medicine, nutrition, diseases, public health, occupational health and safety, alcohol and drug abuse, HMO’s, prescription drugs, etc.

Business and Company Resource Center: A fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals.

Junior Edition – K12: Formerly SuperTOM Junior, this periodical database is designed for students in Junior high and middle school with magazines, newspapers and reference books for information on current events, the arts, science, popular culture, health, people, government, history, sports, and more. This database could be especially useful for the early childhood education programs at the College.

Reference Link: Useful to search magazines, news wire services and general reference databases from around the world for full-text articles and indexing on a wide range of topics such as business, local and world news, science and technology, medicine, education, patents, and more.

The Twayne Author Series – Twayne World, English and U.S. Authors: A total of 600 full-text books in this well respected series.

18. NOVEL: EBSCO MasterFILE (Direct)

This database is acquired via the New York State Library through LSTA (Library Services and Technology Act) funding. Currently the database consists of five categories:

MasterFILE Select

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 800 general reference publications with coverage dating as far back as 1984. Covering virtually every subject area of general interest, it also includes 37 full text reference books and an image Collection of 116,000 photos, maps and flags. This data-base is updated daily via NOVEL EBSCOhost.

Primary Search

Primary Search provides full text for more than 60 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990. This database is updated daily on EBSCOhost. Primary Search is especially useful for the early childhood program at Cazenovia
College. The side includes a delightful "Searchasaurus Map" with prehistoric creatures offering word balloons as guides, etc.

**Funk & Wagnalls New World Encyclopedia**

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

**EBSCO Animals**

EBSCO Animals provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full text records describing the nature and habitat of familiar animals.

**TOPICsearch**

This current events database allows researchers to explore social, political & economic issues, scientific discoveries and other popular topics discussed in today's classrooms. TOPICsearch contains full text for over 64,000 articles from more than 3,000 diverse sources, including nearly 1,600 full text periodicals. There is also Spanish language interface for EBSCOhost.

**19. Cazenovia e-Book Collection (via OCLC)**

Currently there are approximately 6,000 full-text e-Books available in two categories: those items that are copyrighted, and those in the public domain. The collection is expected to increase in size. Most academic subjects are represented and even the mystery novel is now included. The easiest way into a category is to search via the “support” or “keyword” search fields unless the user already knows the author or title. Online instructions are given on how to become “a member”, although anyone can browse without logging in. Please click onto “Learn More about e-Books” for further information about this technology and policies. NOTE: For more ease of use the copyrighted collection representing 2,640 titles are now integrated within the library online catalog. Thus, if a subject search is used, for example, a collection of titles will appear in various locations including “e-book.” A user has only to click onto that resource and the book will appear as if in the same format as the original.

**20. Design and Applied Arts Index**

Design and Applied Arts Index is the online version of the print title published since 1987. The online version has been expanded to include material back to 1972. Presently there are 130,000 annotated references, with 10,000-15,000 references added annually. Users must keep in mind that British terminologies are used. Thus, use "Railway", not “Railroad”. Using “Railway” for example will call up articles on station design and architecture, etc.

**21. Women’s Wear Daily (WWD) / Archive Edition**

Published since 1892, “this weekday newspaper provides insights and extensive coverage into the women’s apparel and high fashion industry with reports of related social events. Designers are profiled, their shows are featured, and the designs themselves are described and pictured along with reports on new season colors, styles, and fabrics. Manufacturing and distribution
problems, marketing and distribution channels, and retail issues are all reported in a timely way. Advertising sections are extensive.” The archive edition offers full text and indexing from January 1994 to present. The microfilm collection, which is an exact reproduction of the actual newspaper, goes back to January 1950 and should not be neglected. The library microfilm scanner can easily digitize any of these back issues for delivery to a user’s account.

22. Communication Abstracts

This database covers communication-related articles, reports, papers and books from a variety of publishers, research institutions, and information sources. Coverage includes not only communication literature but also literature in other disciplines that is relevant to communication researchers”. Some of the subjects covered include: general communication; mass communication, advertising, marketing, broadcasting, communication theory, interpersonal and intrapersonal communication; small group communication; organizational communication; journalism, public relations, radio, public opinion, speech and television. Coverage begins in 1977.

23. JSTOR: Ecology & Botany Collection

The Ecology & Botany Collection contains twenty-nine titles in the biological sciences. Founded with the assistance of the Ecological Society of America, it includes this society's premier research journals alongside a range of titles broadly focused on ecosystems. Topics covered by the ecology journals are wide-ranging, from biodiversity and climate change to conservation and experimental biology. The botany titles — including the oldest botanical journal in the Americas — encompass a range of subjects such as plant biology, systematic botany, and taxonomy. Six of the Ecology & Botany titles are also available in the Arts & Sciences I Collection. All twenty-nine journals are also available in the Biological Sciences Collection.

Title List - Detailed List - Delimited List (.csv file)
Reference Sources

A REFERENCE BOOK can be a dictionary, encyclopedia, almanac, atlas, or handbook etc. which, by its nature, is designed to find a specific piece of information quickly. It is not generally intended for extended reading.

These resources can be arranged in a number of ways:

- Alphabetically (dictionaries and encyclopedias)
- Chronologically (historical outlines)
- Tabular (statistical abstracts)
- Regional (atlases and other geographic sources)
- By class or system (bibliographies and handbooks)

Because reference books are so important in doing research, a separate location in the library has been set aside for them. The first floor of the library is designated for reference materials and each item has been marked with a reference label. The online catalog will clearly mark the location as Reference with its status as AVAILABLE. Please note: a reference item does not leave the building.

Dictionaries
A dictionary is a reference that gives information on a particular subject under alphabetically arranged headings. Generally, a dictionary is a single volume.

We usually associate the word dictionary with general language dictionaries. In addition to giving the definition of words, language dictionaries also give information on pronunciation, parts of speech, word origin, and synonyms.

There are two types of word dictionaries. Unabridged dictionaries try to include every word in the language. By necessity, these are very large and the library has the unabridged Oxford English Dictionary (OED), which has 20 volumes. The OED is famous for documenting the first appearance of an English word in print and gives the example of the sentence.

Abridged dictionaries include only the more commonly used words in a language with usually between 100,000 to 200,000 word entries.

Examples of unabridged English language dictionaries are:

- Funk and Wagnall’s New College Standard Dictionary – Ref 423 .F982n
- Webster’s New Collegiate Dictionary – Ref 423 .W382c

Examples of abridged English language dictionaries are:

- New Cassell’s French Dictionary – Ref 443.2 .C344

The library has many dictionaries that focus on a specialized subject:
- **The Dictionary of Art** – Ref 703 .T948d in 34 volumes.
- **The New Grove’s Dictionary of Music and Musicians** in 20 volumes – Ref 780.3 .G883

**ENCYCLOPEDIAS**

Encyclopedias cover a variety of topics arranged alphabetically. Encyclopedias can range in size from one volume to multi-volume sets of books. Authorities usually write the articles in an encyclopedia on a particular subject with bibliographies. Several are available via the library’s databases.

Examples of general print encyclopedias are:

- **Academic American Encyclopedia**
- **Collier’s Encyclopedia**
- **Encyclopedia Britannica**

The library also has a large number of specialized encyclopedias, which focus on a particular subject. Examples of specialized encyclopedias are:

- **West’s Encyclopedia of American Law** – Ref 348.7303 .W519w

**SPECIAL SERIES**

The library has many on-going series of books about current issues that should not be overlooked. These usually consist of a collection of articles on a topic taken from magazines, journals, newspapers and position papers and then published together. These series are very helpful in writing persuasive reports or speeches. Examples of Special Series are:

1. **Opposing Viewpoints Sources** – This is a series that presents opposing points of view on complex, controversial and timely issues. Some of the topics covered include:
   - Abortion
   - Drug Abuse
   - AIDS
   - Environment
   - Child Abuse
   - Family in America

2. **Taking Sides** – This series has opposing views on various topics. Examples of topics within **Taking Sides** are:
   - Clashing views on controversial educational issues
   - Clashing views on controversial issues in crime and criminology

3. **Information plus**: The information series on current issues.

This series publishes annual editions or updates on such topics as abortion, AIDS, capital punishment, domestic violence and gun control. The volumes in this series are not shelved together as a set. Each edition, is, instead shelved individually according to subject in the reference section. These are a good place to start when searching for information on a controversial or timely topic. The current edition of these books are in the reference collection and the older versions are in the main collection and available for circulation.
The Gale Literary Criticism Series

In the area of literary criticism the library has a very thorough collection of reference tools. The **Gale Literary Criticism Series** is particularly helpful when you must find criticisms of short stories, novels, poetry, drama, and children’s literature, etc. originally contained in literary and scholarly journals. The Gale Literary Criticism Series listed below include significant excerpts from published criticisms of works of various authors. These excerpts may be from books, or articles in journals, magazines and newspapers. For example, the New York Times Book Review, The Nation, Women’s Review of Books, or the Los Angeles Times.

*CMLC – Classical and Medieval Literature Criticism* (Ref 809.04 .G151a) The CMLC includes criticisms on writers of the Classical and Medieval periods.

*LC – Literary Criticism from 1400-1800* (Ref 809.04 .G151b) The LC contains excerpts from criticism of the works of fifteenth, sixteenth, seventeenth, and eighteenth century novelists, poets, dramatists and others.

*NCLC – Nineteenth Century Literary Criticism* (Ref 809. 04 .G151c) The NCLC covers criticism of authors who died between 1800 and 1899.

*TCLC – Twentieth Century Literary Criticism* (Ref 809. 04 .G151d) The TCLC contains critical essays by the most significant commentators on poets, novelists, short story writers, dramatists, and philosophers who died between 1900 and 1960.

*CLC – Contemporary Literary Criticism* (Ref 809. 04 .G151e) The CLC presents excerpts of criticism on the works of novelists, poets, dramatists, short story writers, scriptwriters and other creative writers who are now living or who have died since 1960.

*SC – Shakespearean Criticism* (Ref 822.33 .G151c) The SC contains criticisms and interpretations of Shakespeare’s work. Later volumes of this series include the history of stage and film productions through the reviews of these productions.

*SSC – Short Story Criticism* (Ref 809.31 .G151s) The SSC includes excerpts of criticism of the works of short story writers.

*DC – Drama Criticism* (Ref 809.2005 .G152d) The DC contains criticisms of the most important and widely read world drama.

*PC – Poetry Criticism* (Ref 809.1005 .G152p) The PC includes excerpts taken from criticism of the works of the most important poets around the world.

Often, the lengthy excerpts given in the Gale Criticisms listed above can be enough for research purposes. However, if the full article is necessary please contact the Reference Librarian where an interlibrary loan request can be made for the item, or where a thorough search may locate the item within the library’s own collection. If the information in the abridged Gale criticism is sufficient the item excerpt can be cited as it appears in the example given below:

**The Gale Series of Authors**

*DLB – Dictionary of Literary Biography* (Ref 810. 9 .G151) The DLB covers authors’ lives and works. DLB traces the development of the authors’ styles and careers. Each volume is organized by topic, period or genre, rather than alphabetically. An important writer such as Ernest Hemingway is represented in American Writers in Paris, 1920-1939 and in American Novelists, 1910-1945. Drawings, paintings, and photographs of the authors, their families and places where they lived are included.

*CA – Contemporary Authors* (Ref 920 .G152c) The CA provides biographies and bibliographical information on more than 96,000 writers of fiction, nonfictions, poetry, journalism, drama, motion pictures, and other fields. Each new volume contains sketches of authors not previously covered in the series.

*CAAS – Contemporary Authors Autobiography Series* (Ref 920 .G152ca) The CAAS is a collection of autobiographical essays.

*CLR – Children’s Literature Review* (Ref 028.52 .G151e) The CLR includes reviews, criticism, and commentary on works of authors and illustrators who write books for children. Cumulative indexes are included in each volume.

*SATA –Something about the Author* (Ref 920 .G152s). The SATA includes illustrated biographical sketches on juvenile and young adult authors and illustrators from all eras.

*SAAS – Something About the Author Autobiography Series* (Ref 920 .G152sa). The SAAS is an “in person” account of the lives of those authors who write for children and young adults.

*YABC – Yesterday’s Authors of Books for Children* (Ref 920 .G151sy). The YABC is a two volume set that contains illustrated entries on children’s writers who died before 1961.

**INDEXES (PRINT FORMAT)**

Indexes are arranged alphabetically by subject and sometimes by author and title. The library has indexes to periodicals, book reviews, newspapers, plays, short stories, etc. Periodicals can be published weekly, monthly, quarterly, or annually. The frequency of publication allows for the information in the periodicals to be up to date to focus on contemporary issues. Periodical indexes use subject headings that reflect up to date language and are of great help in selecting a topic for a research paper.

Some of the periodical indexes that the library subscribes to in print format include:

- Architectural Index
- Architectural Publications Index
- Internet and Personal Computing Index
Computer Literature Index

**Note:** Some of these indexes are also available in an online format and can be accessed from the research computers.

The library does not own every periodical listed in these indexes, so you must check the **Tower** to see if we own a particular periodical and that particular issue. If you find an article from a periodical that we do not own, and is not available on our electronic databases, please feel free to use our interlibrary loan service.

Each paper index may be slightly different, but in general they are set up in the same manner. The example below is of a citation that you might find if you looked up the subject “school violence” in the Social Science Index:

**Subject Heading:** School Violence  
**See also:** School Shootings  
**See Also Reference:** This reference leads to related or more specific subjects.

**Article Title**


**Author(s)**

This article also includes a bibliography.

**Magazine Citation:** This article appears in *Criminality* volume 37, number 1, pages 73-115, in the February 1999 issue.

**Example from: Social Science Index**

Use the following when using a periodical index in print format:

1. Locate the subject in the index.
2. Write down the entire citation: title of article, magazine title, volume, number, page numbers, month and year of the magazine issue.
3. Check the TOWER to see if we have this periodical in our library.
4. Find the location (paper, bound or microfilm) of the magazine that contains your article.
Library Scavenger Hunt Questions

- Locate the circulation desk and find out what you need to check out a book.
- Locate the current issue of *Time Magazine*. What is the cover story?
- Find the bound periodical form of *The Journal of the Freshman Year Experience*. What year is on the spine?
- Find a dictionary in the library. Write down the second meaning for “humdrum.”
- Where are the atlases located; write down titles of two of them.
- Locate a thesaurus and find another meaning for “education.” Write it down.
- Make a copy of the first page of the *New York Times* on the day you were born.
- Using the Cazenovia College Library Online Catalog find any book written by Ernest Hemingway. Print out the citation.
- Locating the juvenile section, find a Dr. Seuss book. Write down the complete call number.
- Find a book by Judy Blume. Where is it located and is it available?
- Where would you go to get help with a reference question? Get a signature from that person in your workbook.
- Who would you see about fines and bills? Where is that office located?
- Where in the library is the Dewey 900s located?
- Find a book about the artist Picasso in the folio section. Write down the call number.
- Using the TOWER, find your own circulation record and print it out.
- There are several other academic library catalogs you can access from the TOWER, what are their names? Write them down.
- Who do you see if you need to use the College archives? Write down the name.
- Does Professor Ritter have any items on reserve? How would you know?
- Does the library have online encyclopedias? What are the names?
- What are the library hours? Write down Friday’s hours.
- Find where the current newspapers are kept.
- Using the TOWER, find a book in your discipline; and then locate it on the shelf and bring it to a staff member. This is to test your Dewey Decimal Classification skills.
- What is the library’s AV policy?
- Using the college research computers find a database and print off the search page.
- What is the library’s research computer usage policy? Where would you find this information?
- Who do you see to order an interlibrary loan item? What information do you need to order an interlibrary loan item?
- There are two places to return your library books; locate them and write your answer down. Which location is “safer”?
- How many volumes are there to the “Dictionary of Art?”
Using the Internet

The Internet is a great source for current up to date information on a variety of subjects and is a huge database of information that is growing every day. However, the source of that information may or may not be reliable so you must learn to find and evaluate information that is of value for your research. For the most part a web site that is a .com is less reliable than a .org, .edu or .gov. Beware of opinionated and biased sources as they offer only their own point of view. Certainly, be very wary of individuals who establish their own web site, which can be simply hate-based or extremely simplistic and may not provide reliable information. Always, keep in mind, that the database resources found on the Cazenovia College Library Web Page, which provide a variety of resources that are subscribed to and supported by the library are legitimate resources. When using any online resource, it is important to check the date of the web page to verify whether the information is current or not. Usually on the bottom of the Internet page you can find when the page was updated. If the site is more than year or two old it is likely the information is not current or reliable.

The Cazenovia College Library is both wireless for the connivance of its users and also utilizes two separate facilities for research (8 workstations) and for lab purposes (14 PCs and 3 MACs) using Microsoft Internet Explorer for its web browser. A browser allows you access to the Internet. An Internet Search Engine is software that allows you to find information on the Worldwide Web. By typing a subject or keyword the user can find information stored on a particular Web page.

There are a variety of search engines and each access different parts of the Web. Try a few different ones to see which one you like the best. Everyone has his or her favorite. If you are a beginner at web searching here are some recommend search engines: Alta Vista (http://www.altavista.com), Google (http://www.google.com, Hotbot (http://www.hotbot.com, MSN (www.msn.com), or Yahoo (http://www.yahoo.com).

When you arrive at a search engine’s home page you will have two options. You may select one of the standard subject hypertext links (usually underlined and in blue) or you may enter a subject of your choosing in the search text box and click on the command box or press the Return the keyboard.

Many search engines will allow you to do a custom or advanced search. These searched allow you to search using more than one keyword.

Note: You may go directly to a web page if you know its Uniform Resource Locator (URL), commonly called the web address. A URL starts with http://www...... If you know the URL you want to locate from the Cazenovia Library Web Page click your mouse in the box with the library URL and delete the content, then type the URL of the web page that you want to access and press the Return key.

You can enhance a search by employing Boolean logic principles. Boolean logic helps to narrow or expand searches by using connecting terms called Boolean operators. Boolean logic uses the three logical operators:
• OR (Expands your search) Example: Aids or HIV  
• AND (Narrows your search) Example: Aids and Women  
• NOT (Narrows your search) Example: Aids not Children

Each search engine has its own set of search options. It is wise to make use of their help menu and become familiar with the strong points of each directory to increase your chances of finding information that is reliable and accurate.

**Documenting Styles for Research Papers**
When doing a research paper you will need to show in detail the information sources you used and where they were found. It is important to show that there is a basis for your paper and if the sources you used are reliable. Different areas of study have developed special ways to show that the sources used in their research are scholarly. When quoting from a source or referring to a particular idea from another source the writer lets the reader know that this is not the opinion of the writer but from an outside source. A short description of the source is given in the text part of the paper while the full citation of the source is given in the bibliography or work cited page.

Below are the three different documentation styles that your instructor may ask you to use when doing a research project:

The **APA Style (American Psychological Association)** is used for psychology, education and other social sciences.

The **MLA Style (Modern Language Association)** is used for literature, arts and humanities.

The **CHICAGO Style** is used for business, history and political science.

Here is a list of books that can be used to help you to document your paper according to the style you have been assigned:

- **MLA Handbook for Writers of Research Papers** – Ref 808.023 .G446m  
- **A Guide to the New MLA Documentation Style** – Reserve 808. 023 .T831g  
- **Publication Manual of the APA** – Ref 808.066 .P976  
- **Mastering APA Style** – Ref 808.06615 .G316m  
- **Chicago Manual of Style** – Ref 808.0270973 .U58e  
- **Handbook for Scholars** – Ref 808.027 .V259h  
- **Form and Style** – Ref 808.02 .S631f