

Name: _____

Due: Monday September 3

Library Project #1: Library Orientation

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

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

Use the Library FAQ to find the answer:



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

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

Major: _____ Call letter(s): _____

3. Where (the physical location in Crumb Library) do you find materials beginning with Library of Congress call letter AP and how do you get there?

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

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

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

Title: _____ Call number: _____

5. Where would you find materials beginning with "REF QC" and what subject area would you expect them to cover?

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

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

Use the library FAQ as you did for question 1

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

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

8. Can you find **titles of magazines** in BearCat (SUNY Potsdam's online catalogue)?

9. Can you find **titles of magazine articles** in BearCat (SUNY Potsdam's online catalogue)?

Question 8 & 9 go together. Read both questions; what is the difference between them? HINT: think about the example of books rather than magazines. A library catalog tells you what is on the shelves in the library. It will certainly tell you if we own a particular book. Will it tell you what's IN the book? That is, for every book, will it tell you what all the chapters are? How do these questions relate to questions 6 & 7?

10. Determine if we have access to *Newsweek*. (HINT: start at the FIND tab and note that magazines can also be called journals.)

If you only wanted to see if we had *Newsweek* in paper, you could use the library catalogue. But to see what access we have to *Newsweek* **electronically** as well, go to the **Articles and Journals** page linked under the **Find** menu, and then click on the link "[Search for Journals by Title](#)" to get to the tool that will tell you about our electronic access to magazines, journals, and newspapers. (see screen shot snips on next page)

Quick Search

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

Use the HINT above (look at your choices under the **FIND** menu on the library page.)

12. Locate a book-length biography on a notable American who died before 2001. List **ALL the sources you used to find the book**; list title, author and call letter and number; and then give a brief description of the book’s physical appearance. How would you go about checking out the book? (Actually checking out the book is not required.)

Remember that the library catalogue is **BearCat**. There is a direct link on the library home page in the **Quick Links** box.

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

You're given the call number in this question and in question 3 you described how to get to the AP call number area. Go to!

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

This question follows 13 for reasons of proximity...

15. Find the October 10 1974 issue of *The Racquette*. What is one item from the news summary on page 5? (HINT: begin at CHOOSE DATABASES BY SUBJECT/TYPE and select the appropriate type from the dropdown menu.)

The HINT refers to the library home page. Just above the drop-down box for the A-Z list of library indexes and databases is a blue link labeled:

Choose Databases by Subject & Type.

On that page there are three ways to limit the list: by Subject, by Type, or by Vendor. Look for the best Type match for *The Racquette* which is the SUNY Potsdam student newspaper.