Do you ever feel confused about where to start once you get to the library? : A catalog user manual

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Do you ever feel confused about where to start once you get to the library?

Start with us indexes!

Start right here!

May I help you?

Don't forget me, I'm first!

Hey! Use me first!
In the competition to get the best materials for your course work or independent research, the UNL Libraries will be one of your most valuable resources. We have a wide variety of materials and services to offer, but we can't grab you and shove them under your nose. It would cause talk.

We do suggest, however, that you read this pamphlet. By applying what it tells you to your own library needs, you can quickly become a more effective and confident library user, one who can efficiently determine whether we have the materials you need and how to find them on the shelf.

But remember, if you are confused by the catalog or if you don't find what you want, the staff at the Information Desk will be delighted to help you. Don't hesitate to interrupt them if they are reading—it's just something they do while they are waiting for you to ask a question.
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The Main Catalogue is the Comprehensive Catalog for the UNL Library System. Each branch library has a purely local catalog.

**BUT I ALREADY KNOW HOW TO USE A CARD CATALOG**

Fine, but all card catalogs have their local idiosyncrasies, and you may find that the UNL Main Catalog differs considerably from other library catalogs you have used before. For one thing, it’s huge. It indexes well over a million books, periodical subscriptions, microforms, sound discs, cassettes, kits, and various other kinds of media. The enormous number and variety of cards makes it complex, and this complexity can lead to frustration or, even worse, to a false impression of what the UNL Libraries own.

Don’t short-change yourself. The time you invest in reading this pamphlet will be returned about 10,000 times over.

**WHAT THE CARD CATALOG HELPS YOU FIND—AND WHAT IT DOESN’T**

**THE MAIN CATALOG INCLUDES ALL LOCATIONS...**

UNL library materials are housed in several libraries. The largest collection is kept in Love Library on City Campus. Eleven branch libraries house the other more specialized materials. Of these, Architecture, Chemistry, Engineering, Geology, Life Sciences, Music, Math, and Physics are on City Campus. Dentistry, Law, and C. Y. Thompson (agriculture and home economics) are on East Campus.

Each branch library has its own catalog which indexes only the materials located within that branch. It does not necessarily index all of the materials available in the subject specialty of that branch. For example, a book on architecture may be kept in C. Y. Thompson Library. A card for it will appear in the C. Y. Thompson branch catalog, but not in the catalog in the Architecture Library.

There is only one place to go to find listings for all cataloged items for all the branch libraries: the Main Catalog. The Main Catalog not only catalogs the materials in Love Library, it contains a duplicate of every card in the branch library catalogs.

The Main Catalog is located in the “Link.” This is the second floor of Love Library, the part forming a bridge over the walkways between the north and south halves of the building.

**...BUT NOT ALL KINDS OF MATERIALS**

Although it catalogs all collections within the entire UNL library system, the Main Catalog does not contain a record for every item we own. For the most part it just catalogs books, sets of books, and periodical subscriptions.
WHAT DO THE LIBRARIES HAVE THAT YOU CAN'T FIND THROUGH THE CATALOG?

ARTICLES IN PERIODICALS
You can find a listing for the periodical as a whole, such as *Time*, *Newsweek*, *Communications News*, or *Japan Economic Review*. You can not find listings for the authors or titles of articles appearing in their individual issues. To find an article or its author you need to consult one of our many periodicals indexes. These are like *Reader's Guide*, which you probably used in high school, but are more attuned to your university-level subject interests and needs.* You may already be familiar with some of the more popular ones—*Social Sciences Index*, *Business Periodicals Index*, *Education Index*, *Humanities Index*, etc., etc., etc. Please don't hesitate to ask the people at the Information Desk for tips on good indexes in your particular field. It's what they live for.

MANY MICROFORMS
You may really be surprised at what is available in microformat these days. It's a rapidly expanding publication media. Many of our microfiche, microfilms, and micro-opaques are cataloged. Many, however, are not.

The Educational Resources Information Clearinghouse (ERIC) publications, for example, must be searched via their own index volumes, not the catalog. Our collections of college course bulletins and of telephone directories are also on microfiche, uncataloged. See the Guide Sheet “Introduction to Microforms.” It's available in the Information Guide Rack in Love Link.**

MANY GOVERNMENT PUBLICATIONS
Lots of really meaty stuff here—research reports, statistics, NASA documents, and many things you might not even imagine a government would be into publishing. As with microforms, some of these are fully cataloged and others are not cataloged at all. The latter are indexed by special printed and online indexes.

Guides to the various government documents collections (U.S. and other) are available in the Information Guide Rack in Love Link.

VERTICAL FILE MATERIALS
These consist of folders of pamphlets, leaflets, clippings, and other timely and/or easily overlooked material. Some of the branch libraries maintain these. They are not cataloged. If you are interested, just ask about them at the branch library in your subject area.

* We have *Reader's Guide*, too, of course.
**If you don't know what a microfiche is, you really better take a look at that Guide.

MAPS
A large collection of maps is now housed in big grey cabinets in Love Link. These, too, are explained in a Guide, “Maps and Atlases,” in the Information Guide Rack.

PRIMARY RESOURCES AND SPECIAL COLLECTIONS
Much of the material housed in the Archives/Special Collections Library on the third floor of Love South is cataloged, but much of it is not. See the Guide “Special Collections” to find out what you might be missing.

A CONFIDENTIAL PLACE TO GO FOR SOME STRAIGHT ANSWERS

Available now in Love Link!
THE WHITE PAGES—THE AUTHOR/TITLE CATALOG

When you want to look up the name of a specific person to get the right telephone number to call, you use the white pages of the telephone book. Or maybe you want to look up a specific business, association, agency or institution.

When you are looking for a specific book, one for which you know the name of the author, the title or the series, you use the Author Title Catalog. What you expect to find, of course, is the call number by which to locate that item on the shelf.

Sometimes you have trouble finding a listing in the phone book the first time you look it up. There may be several listings for Smith, M. A., but none for Mary Ann. Do you look for J. C. Penney's under J or under P for Penney's? And if you don't know about the blue-page section, you may fail to find a listing for a county agency altogether.

Well, you may have even more trouble finding a particular listing in the Author Title Catalog. Authors—both the human and the corporate body kind—are notorious for using a variety of names, and after all, the UNL card catalog, in book form, would come in several very fat volumes.

But don't let that discourage you. We work a lot harder than the phone company to make our "book" easier to use. There are two basic ways we do this. One is to provide cross-references. These are cards filed under variant names which direct you to the one we use in the catalog. The other way we try to make it easier is by providing several different listings you can look under to find the book you want. You don't have to depend on just one listing for each. Being able to take more than one approach to finding the material you need is especially important if the information you bring to the catalog is less than complete or accurate. This can easily be the case with verbal citations or those casually scrawled on a blackboard. Even typos in printed sources can cause disproportionate problems. There are more than 800 cards separating "Commission for" from "Commission on." And "Paterson" files two drawers away from "Patterson"!

***The "generic" term for organizations and agencies of all kinds is "corporate body." It's a handy category name you will see a lot of in this pamphlet.

DIVIDED CATALOG

Many of the public or school library catalogs you have perhaps used in the past have been "dictionary catalogs." That is, author cards, title cards, and subject term cards have all been filed together in one catalog.

The UNL Main Catalog is a "divided catalog." It is really two catalogs: one for author cards and title cards, one for subject term cards. Be sure that you understand how to choose the right catalog for your particular needs.
HOW MANY CHANCES DO YOU GET?

In general, if a work has THREE OR FEWER AUTHORS, there will be a separate card for each of them. So you can look for All the President's Men under either Bob Woodward or Carl Bernstein and still find your card.

If there are more than three authors, as in an anthology of poems or essays, there will not be a listing for each. In this case, it would be better to look under the EDITOR or COMPILER. Yes, “author” in catalog usage includes both editors and compilers.

Listings are also made for important ILLUSTRATORS and TRANSLATORS. The latter can come in handy if you want one particular translation of a much translated classic, such as the Odyssey. Look under the translator instead of the title.

For sound recordings, there will be additional listings for the DIRECTOR or CONDUCTOR as well as for the PRINCIPAL PERFORMERS.

The TITLE will have its own listing, unless it is a “generic” title, such as Selected Writings or Collected Works. Listings are also made for IMPORTANT SUBTITLES and for the TITLES OF PREVIOUS EDITIONS that are different from the one the Libraries own. Neville Shute's The Legacy might have a separate listing under A Town Like Alice, which is the more widely-known version of the title.

Some books are published in series with books on similar subjects such as those in the Marketing Research Techniques Series, the Educational Bibliographies Series or the series Political Participation in Latin America. There may or may not be a SERIES listing for each individual book. The more scholarly the series, the more likely that listings will be made under it. (We don't have staff or drawer space to list every single series entry, so we have to be a bit choosy about them).

Got all that? Well, the main thing is to remember that you can look in more than one place for what you want.

RECOGNIZING THE BASIC CARD AND ITS CUSTOMIZED CLONES

How are all these listings made? First we create the basic record describing the work. This is known as the MAIN ENTRY CARD because its top line, the one it files by, is the principal listing for the work, either its main author or its title. Then we print a whole set of exact duplicates.

One of these duplicates is filed just as it is in the Shelf Catalog by its retrieval number. All of the other duplicates are customized. On each of them we print a new author name, title, series title, or subject heading in the top margin. This turns them into ADDED ENTRY CARDS, since they now file by the listings we added at the top.

Since there isn't enough room on the cards to label what's what, the information is identified by its position in the record. If you familiarize yourself with the two basic formats given below, you will always know what part of the card gives you the information you need.

**TYPE ONE : AUTHOR MAIN ENTRY CARD**

Notice that the title is indicated by its position on the card, not by being underlined, as it would be in a footnote or bibliography. It is on the line following the author's name and slightly indented.

**TYPE TWO : TITLE MAIN ENTRY CARD**

Notice that when the main listing is made under the title, it appears on the top line, hanging out over the left margin.
A TYPICAL CARD SET

Each of the added entries are listed at the end of the card in the tracings area. The ones with Arabic numbers are subject headings. The ones with Roman numerals are authors or titles. When only the word "title" is used in the tracings, it means there is an added entry (in this case, an author card).

The ones with Roman numerals are authors or titles. When only the word "series" is used in the tracings, it means there is an added entry under the title as it appears on the second line of the card. When the word "series" is used in the tracings, it means there is an added entry under the series as it appears in parentheses in the middle of the card.

The ones with Roman numerals are authors or titles. When only the word "title" is used in the tracings, it means there is an added entry (in this case, an author card).

<table>
<thead>
<tr>
<th>LOVE</th>
<th>QA</th>
<th>78.6</th>
<th>W326</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| COMPUTER PROGRAMMING MANAGEMENT |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| COMPUTER PROGRAMS—RELIABILITY |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| MANAGING SOFTWARE RELIABILITY |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| NORTH-HOLLAND SERIES IN SYSTEMS AND SOFTWARE DEVELOPMENT |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| TTTLE CARD |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| SERIES CARD |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| SUBJECT CARDS |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| MAIN ENTRY CARD |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

| SHELF CARD |
| LOVE | QA | 78.6 | W326 |
|      |    |      |      |

NOT ALL PARTS OF THE CARD CATALOG ARE ALPHABETIZED EQUALLY

Ever since you were first old enough to reach the drawers you have probably been told that card catalogs are filed in alphabetical order. For the most part this is true. To be more specific, the UNL card catalog is filed by the top lines of the cards, word by word, rather than letter by letter, as is done in some dictionaries.

That sounds like a rather trivial bit of information, but when translated into real life situations, using the wrong system can put you drawers away from the cards you need.

In the word by word system, blank spaces file before A. In the letter by letter system, blank spaces are ignored and the whole listing is filed as if it were one long word:

**WORD BY WORD**
- Term
- Term and term
- Term with term
- Termination
- Terms

**NOT LETTER BY LETTER**
- Term
- Term and term
- Termination
- Terms
- Term with term

THERE IS, HOWEVER, ONE MAJOR EXCEPTION TO THIS RULE. Some cards are arranged first by category and then by alphabetical order. Stated in its simplest form the exception is this: Names file before titles which start with the same word.

Actually, there can be three separate sub-files under any given word, each with its own alphabetical sequence. These subfiles are arranged in the following order: (1) forename listings, (2) single-surname listings, and (3) a mixed sub-file of listings under compound surnames, corporate body names and titles.

Cards starting with the same word are arranged by category, and then alphabetized within each category.
CATEGORY 1: FORENAME LISTINGS
These can be tricky since they are sometimes followed by something that looks like a surname but isn't. Most of them are for royalty, from Olden Days, or from countries, like Iceland, where surnames are not commonly used.

Da Vinci is not a surname, so the listing "Leonardo da Vinci, 1452-1519" files before the title card "Leonardo" even though it is longer. IT'S THE CATEGORY THAT COUNTS.

CATEGORY 2: SINGLE SURNAME LISTINGS
This is the most common type of name—a one-word last name like Smith, Jones, or Skywalker. Single surnames also include those which are preceded by articles or prepositions. Such names are filed as if they were written as a single word:

De la Rosa, José FILES AS Delarosa, José
Von Braun, Werner FILES AS Vonbraun, Werner

As a category, all single-surname listings file after the category of forenames beginning with the same word and before all the other cards beginning with that word.

CATEGORY 3: ALL THE OTHERS—COMPOUND SURNAMES, CORPORATE BODIES, AND TITLES
Compound surnames are composed of two or more name words, such as Federico García Lorca or Pierre Teilhard de Chardin. In some catalogs these form a separate category by themselves, but in the UNL catalog they are interfiled with the listings for corporate bodies and titles.

MacNAMES
Some people spell their names with "Mc." Some use "Mac." Others apparently can't decide and use either spelling as the whim takes them. To save everyone time and extra work, we simply file them all as if they were spelled "Mac." So if your citation reads "McName" just mentally insert an "a" to make it "MacName."

SPELLED
McBride FILES AS Macbride
Machado, Antonio FILES AS Machado...
McHenry (Ill.). Dept. of FILES AS Machenry...
Machine-readable data bases FILES AS Machine...
HOW TO FIND A CORPORATE BODY AUTHOR

Some people don't realize they can look for publications put together by a corporate body under the corporate body's name. (If the courts can consider them legal persons why can't we?) There are a few basic things you need to know to find several kinds of corporate bodies:

GOVERNMENT AGENCIES are usually grouped together under listings that start with the name of the government:

- United States. Energy Information Administration.
- Nebraska. State Office of Planning and Programming.
- Lincoln (Neb.). Auditor's Office.

FOREIGN COUNTRIES AND MAJOR FOREIGN CITIES are usually given in the English form:

- Sweden. (not Sverige)
- Cologne (Germany) (not Köln (Deutschland))

But the names of FOREIGN CORPORATE BODIES are listed in their own languages:

- Musée du Louvre (not Louvre Museum)
- Munazzamat al-Taḥrīr al-Filastīniyah (not P.L.O. or Palestine Liberation Organization)**

Many listings for EDUCATIONAL AND CULTURAL INSTITUTIONS have been made under the name of the place where the institution is located. If you do not find what you want listed under the name itself, try the place-name-first approach. It should at least yield a cross-reference directing you to the Correct Version.

- Paris (France). Louvre Museum.
  search under
  Musée du Louvre.

CONFERENCES, CONVENTIONS, AND MEETINGS. When looking for the proceedings of some kind of meeting, look under its official name, but omit words of numeration (first, second, etc.) and of periodicity (annual, biennial, etc.)

For:
- The Tenth Annual Conference on Earth Sheltered Homes

Look under:
- Conference on Earth Sheltered Homes

ACRONYMS AND INITIALISMS. Most corporate body names are used in their full form, National Rifle Association rather than NRA. In those cases where the short form is used, the letters are generally filed as if they were all one word.

- U.N.E.S.C.O. files as Unesco

**Don't panic. If you look under the English name, you'll surely find a cross reference you can copy the spelling down from.

HOW TO FIND A TITLE CARD

IGNORE INITIAL ARTICLES (a, an, the, as well as their foreign equivalents. You probably knew that)

Red apples and yellow pears.
The red balloon.
Un red de dedos.
Red sky in the morning.

REMEMBER THAT TITLES FILE IN THE THIRD CATEGORY. Titles, along with compound surnames and corporate body names, file after all single surnames that start with the same word

Category 2:
  (single surname) Church, James, 1932–

Category 3:
  (title) The church.
  (compound surname) Church-Smythe, Ella, 1946–
  (corporate body) Church, Taylor, and Jones, Inc.
  (title) Church without steeple.

NUMBERS are filed as if they were spelled out in the same language as the rest of the title. Notice that there may be more than one way to express a number.

- 101 cats files as One hundred one cats (not a hundred and one)
- 1500 ways to . . . files as Fifteen hundred
- Europe since 1812 files as Europe since eighteen twelve.
- 4 dikter files as Fyra dikter.

ACRONYMS AND INITIALISMS are generally filed as a single word.

- Faulkner's plots and imagery.
- The F.B.I. story (files as Fbi)
- February is a foolish month.

SKIP THE MAIN AUTHOR ON ADDED AUTHOR CARDS

Works by the same author are subarranged by their titles. This is true even for those cards where an additional author listing has been printed at the top of an author main entry card. Omit the author in the basic record when you read these. (If you need to review what a basic record is, it's back on page 11).
UNIFORM TITLES. Some works may be published in numerous editions under a variety of titles. This is often the case with literary classics, religious documents, musical works, and works published in translations or adaptations. A single, consistent form of the title may be chosen to represent the work in all its forms: a uniform title. When this uniform title is used, it appears on the card in brackets between the author’s name and the title of the particular edition of the work. If there is no author, the uniform title appears on the first line and the brackets are not used.

LOVE
PR
2878
K4T3
Shakespeare, William, 1564-1616.
[King Lear]
The history of King Lear

A classic published under different titles. Without the uniform title, this edition would file under “H”. With uniform titles, all editions file under “King Lear”.

LOVE
DISC
3251
Ibsen, Henrik, 1828-1906.
[Folkfriende, English]
Arthur Miller’s adaptation of Henrik Ibsen’s An enemy of the people.

A literary translation. “Folkfriende” is the original Norwegian title. The word “English” indicates this is a translation into English.

LOVE
BS
2615.3
H82
The Gospel according to John.
Commentary by A. M. Hunter.

“Authorless” classic. Note that the uniform title appears in the author position and is not enclosed in brackets.

YELLOW PAGES: THE SUBJECT CATALOG

You use the telephone yellow pages when you know what kind of product, service, or information you need but not the name of a particular source for it. The yellow pages let you look under names for categories of businesses so you can browse for a specific business number to call. There is a partial index at the front of the yellow-page section which helps you match your name for that category (cloth, material, textiles, sewing supplies, yard goods, or whatever) with whichever term the telephone company chose for it. (Fabric shops)

Similarly, you use the Subject Catalog when you have a particular topic area in mind but don’t know of any particular works on it. The Subject Catalog sets up certain categories of subjects where you can browse for some likely-looking titles. There are two indexing systems, one built into the catalog itself and the other a two-volume subject guide. More about these in a moment.

WHAT KINDS OF SUBJECTS CAN YOU EXPECT TO FIND?

PERSONS: legendary as well as real.

PROPER NAMES: corporate bodies, football teams, tv shows, political movements, church buildings, missile systems, computer languages, etc.

WORKS ABOUT OTHER WORKS: Histories and critiques of books, plays, poems, philosophical works, etc.

GEOGRAPHIC AREAS AND FEATURES: Natural areas such as mountain ranges, river valleys, watersheds, as well as political jurisdictions such as cities, countries, provinces, international regions.

TOPICS: Things, methods, concepts, events—anything you can write about that is not listed under the first four kinds of subjects.

The above distinctions are important primarily because the first four categories are indexed within the catalog itself. The last one, topics, is indexed in a separate source, the Red Books.
DOES THE SUBJECT CATALOG GIVE ME THE KIND OF COVERAGE I NEED?

This is an important question to ask yourself before rushing off to the first drawer. You do have other options—subject bibliographies and various printed and online indexes. To be able to judge whether the Subject Catalog is the right tool for the job on hand, you need to be aware of the following basic facts:

1. ONLY BOOK-LENGTH CONTENT IS DESCRIBED.
   
   The overall subject of the book or periodical is indexed. Chapters or parts of a book and individual issues or articles of a periodical are not indexed in the subject catalog.

   For example, in the proceedings of a folklore society conference, there may be an excellent paper on Pennsylvania Dutch hex symbols that would be perfect for a paper you are writing for a folklore class. But you could not find this paper via the Subject Catalog since the subject heading assigned to the work it appears in is “Folklore, American—Addresses, essays, lectures.” It will not be indexed under “Hex signs” since that is not what the book as a whole is about.

2. SUBJECT HEADINGS ARE AS SPECIFIC AND AS FEW PER BOOK AS POSSIBLE.

   While the number of subject headings assigned per book is more generous currently than it was when our oldest cards were first filed, the basic idea is still economy. The fewest possible headings to describe the contents and each as specific as possible.

   The rest of this chapter will help you hone your skills at finding the subject headings you need, at the level of specificity you want.

3. THE MATERIALS INDEXED ARE IMMEDIATELY AVAILABLE (Unless someone beat you to the Circulation Desk, of course)

   This is an advantage if you are working on a short-term project and speed is a big factor. If you are working on a more serious project, you may consider it more to your advantage to consult a bibliography, which is more comprehensive and gives you an evaluation of the works it cites. Interlibrary Loan can help you borrow any that we did not happen to buy.

4. WORKS TOO NEW TO BE LISTED IN BIBLIOGRAPHIES MAY BE INDEXED

   Most books that UNL buys are processed and indexed in the catalog within weeks of being received. It can take months or years for them to be cited in a bibliography.

WHERE TO START

Your best starting place usually depends on the kind of subject search you want to do:

1. PERSONS, CORPORATE BODIES AND OTHER PROPER NAMES

   These are easy. Just look under the name the way you would in the Author-Title Catalog. If you have a somewhat different version of the name, you will still probably find a cross-reference card directing you to the exact wording you need.

2. CRITIQUES OF LITERARY OR OTHER WRITTEN WORKS

   You must look under the author if there is one. You can find books that discuss the anonymous epic Chanson de Roland by looking under that title. But if you want a book about the Canterbury Tales, you have to look under its author: Chaucer, Geoffrey. There probably isn’t even a cross-reference under the title alone in the Subject Catalog.

3. GEOGRAPHIC NAMES

   There are cross-reference cards in the Subject Catalog for geographic areas and features, so even if you look under a variant name you have a good chance of finding your way to the exact version we use. The tricky part comes if you are combining a geographic name with another topic.

   Say you are interested in Kenyan environmental policies or in Havana’s crime rate. In both these cases you have to start not with the place name but with the other aspect:

   CRIMINAL STATISTICS—CUBA—HAVANA
   ENVIRONMENTAL POLICY—KENYA

   In other cases, the place name will come first:

   MEXICO—ECONOMIC CONDITIONS—MAPS
   CAMBRIDGE (MASS.)—PARKS

   So if you need to look up a subject that involves both a place name and a topical subject, the next section will help you organize your approach.

4. TOPICAL SUBJECT HEADINGS

   There are some cross-references in the Subject Catalog that lead you from synonyms of a topical subject heading to the one we use, but frankly they won’t always be enough help. If you have a simple topic in mind, go ahead and try it. But if you don’t find anything there or if what you find seems inadequate or not quite what you were looking for, come back and read the next section.
YOUR OWN PRECONCEPTIONS
MAY BE YOUR BIGGEST OBSTACLES
TO EFFECTIVE SUBJECT SEARCHING

A WARMING-UP EXERCISE

Before you reach for that first drawer, take a few minutes. Relax. Analyze your topic and plan your approach. Warm up your brain.

One good way to begin is to see if you can break your topic down into component parts. Say you are interested in finding out about Japanese management techniques, particularly those in the area of handling employees. One way to break this down is to list the key words: management, employees, Japan. If you are looking for material about course content in Christian schools, you might break your subject down into: course content, schools, Christian religion.

The next step is to flex your vocabulary, limber up your phrasing. In the first example, you might choose "personnel management" as an alternative to "management" and "employees." In the second, "curriculum" would be an alternative to "course content." "Schools" and "Christian religion" could be expressed as "denominational schools," "church-supported education," "sectarian schools," "parochial schools," etc.

This process allows you to clarify exactly what you want before you begin the search process and helps you overcome one of the most common obstacles to good subject searching: a too narrow view of the terminology needed.

WHAT DO YOU WANT ???

ORGANIZING A SUBJECT SEARCH

In order to keep from scattering material on the same subject all over the catalog under different listings, one word or phrase is chosen as the subject heading to stand for all its synonyms. In the situation illustrated above, the subject heading would be "Pancakes, waffles, etc." So whether a book is called Cool Recipes for Hotcakes or The Real Men Eat Flapjacks Cookbook, it would still be indexed under the standardized phrase, "Pancakes, waffles, etc."

If more specific terminology is needed to describe a subject, other standardized words or phrases are added at the end of the subject heading. These subheadings are arranged in a predetermined order, and double hyphens are used to separate them:

Subject heading—Subheading—Subheading

The standardized subject terminology used in the UNL Subject Catalog (and in most other university library catalogs in this country) is based on the approved terms issued by the Library of Congress in a two-volume list. The real title of these books is Library of Congress Subject Headings, but they are more popularly known as the Red Books.**

**In other libraries they are often called "Big Red," but at UNL that phrase is already used for the You Know Who.
What all this means to you is that subject headings are systematic, but that you have to take the initiative to match the vocabulary you bring with you to the vocabulary which is used in the catalog. You need both the words that are used to describe your subject and the order in which those words appear. Not just any old wording will do.

The Red Books can help you in this process. They list valid subject headings and their valid subheadings. They also display other valid terms that are closely related to these terms. The Red Books are easy to use once you understand a few basic symbols and one rather strange coding device. After that it is simply a matter of sharpening your skills through practice.

There are three copies of the Red Books in the Link. One copy is on a table next to the Subject Catalog. A second is on a case behind the Information Desk. The third copy is a microfiche edition and can be used with the microfiche reader on the Information Desk. It has the advantage of being more up-to-date than the printed version.

READING IN THE RED BOOKS

Valid subject headings are printed in darker type. Other terms may be listed below them. Those that are preceded by a single “x” are not valid. They are variants of the valid term, and much like dictionary synonyms, they can help clarify the scope and meaning of the subject heading that is used for them.

**Nonverbal communication**
- Body language
- Kinesics

If you had looked up one of these single-x terms, you would have found a cross-reference listing directing you to the valid form.

**Body language**

See Nonverbal communication

Other terms listed under a valid subject heading may be preceded by a double “xx” or by “sa.” These terms are also valid subject headings. They are related to the subject heading under which they appear. Those preceded by “xx” either have a different focus or a broader meaning. Those preceded by “sa” either have a different focus or a more specific meaning.

**Marketing research**
- Consumer panels
  - Interviewing in marketing research
  - Market surveys
  - Motivation research (Marketing)
  - Retail trade—Research
  - Sales forecasting
- Research, Industrial

Note that the symbol “sa” is written only once for the whole column of “sa” terms, from “Consumer panels” through “Sales forecasting.”

Looking at the “xx” and “sa” terms can come in handy if you are having problems finding just the right terms for your search. Find some term that is related to the one you want and examine the “xx” and “sa” terms listed under it. You might find a way of expressing your topic that you had not thought of before.

NARROWING YOUR FOCUS

Once you have found a subject heading, you may want to make it more specific. You can do this by qualifying it with a second term, a subheading. Specific subheadings are listed under the subject heading. They are preceded by hyphens.

**Regional planning**
- Citizen participation
- Law and legislation
- Cases

The double hyphen in the last example shows that the word “cases” is subordinated to the preceding term with a single hyphen. When these subheadings are printed on the cards, they are written on a line with the main term, separated by hyphens:

REGIONAL PLANNING—CITIZEN PARTICIPATION
REGIONAL PLANNING—LAWS AND LEGISLATION
REGIONAL PLANNING—LAWS AND LEGISLATION—CASES

In addition to these specific subheadings, there are more general subheadings that can be used with any heading where they would be appropriate, such as “Economic conditions,” “History,” or “Bibliographies.” A list of these is available in Library of Congress Subject Headings: A Guide to Subdivision Practice along with a lot of other information. It is a thin volume kept with the Red Books on the table in the Subject Catalog area.

A SPECIAL CODE FOR GEOGRAPHIC SUBHEADINGS

Subject headings and subheadings which can be subdivided by a geographic name are coded in a rather strange manner. The term is followed either by the word “Direct” or “Indirect” in parentheses. If neither word appears, a geographic subdivision is not used after that term.

**Pollution (Indirect)**
- Economic aspects (Indirect)
- Environmental aspects
As headings on subject cards, these would appear as follows when subdivided by "Nebraska."

POLLUTION—NEBRASKA
POLLUTION—ECONOMIC ASPECTS—NEBRASKA
POLLUTION—ENVIRONMENTAL ASPECTS—NEBRASKA

In the last example, "Nebraska" must be used after the main term, which can be subdivided geographically, and before "Environmental aspects" which cannot.

In some cases the geographic element will be the subject heading, rather than a subheading to another term. Geographic subject headings can also be made more specific by adding subheadings. If the file under that place name is small it is faster just to thumb through all the cards to see if there is something that interests you. If it is a large file you may want to check the list of subheadings that can be used under a place name. Actually there are two lists, one for large geographic areas such as countries and one for cities and towns. They are in the Library of Congress Subject Headings: A Guide to Subdivision Practice on the table with the Red Books in the Subject Catalog area.

SPONTANEITY VS. PLANNING

Obviously not every search you conduct in the Subject Catalog will require elaborate planning. With a simple subject there is nothing wrong with choosing to try your terms without checking them out first. Just don’t give up after the first attempt if you don’t find what you want.

When there are several component parts to your topic, however, it may actually be faster to get an idea of what subject categories are available by flipping through a few pages in the Red Books than by tracking around from one drawer to another. And looking up your terms first can also protect you from overlooking closely related terms, especially if you find something under one of them. Having found a few items under “Drunken driving,” would it even occur to you to look under “Drinking and traffic accidents?”

One final word of caution. The Red Books do not include the most recently approved terms. You can find cards in the catalog under headings likeComputer crimes, Embassy takeovers, City planning, Afro-Americans, Housewives, and Trucking, but they are too new to be found in the Red Books. Some may not even be in the microfiche version yet. So don’t give up on a “new” term just because you don’t find it in the Red Books. They can help you find most of the terms used in the Subject Catalog, but they are not a final authority on all of them.

SOME OF OUR MOST IMPORTANT CARDS

As you may have noticed, cross-reference cards have been mentioned rather frequently up to now as an aid in getting from an unused name variant to the name form that is used in the catalog. Well, that’s just one type of cross-reference. There are others.

Actually if you just take the three or four seconds needed to read them, they are pretty much self-explanatory. The difference in the wording of the two basic types is fairly subtle, however, and its significance easily overlooked. So here is a brief explanation of what to watch for and why.

ONE-WAY CROSS-REFERENCES

<table>
<thead>
<tr>
<th>Card 1</th>
<th>Card 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braun, Werner von</td>
<td>United States, Civil Rights Commission</td>
</tr>
<tr>
<td></td>
<td>search under</td>
</tr>
<tr>
<td>Von Braun, Werner</td>
<td>United States Commission on Civil Rights</td>
</tr>
</tbody>
</table>

Cards that lead you from an unused name form to the form that is used contain the words “see” or “search under.” Only the term at the bottom of the card is a valid heading in the catalog.

TWO-WAY CROSS-REFERENCES

These cross-reference cards connect two valid names or name forms which are related to one another. The most common case is when a corporate body changes its name.

Works by a corporate body are always cataloged under the name it was using at the time it published the work. In order to find all the publications by a corporate body, therefore, you must look under all the names it has used. The two-way cross-reference cards help you find all these names.

The key word in these cross-references is “also.” If the card says “see also” or “search also under,” then both name headings are used in the catalog.

<table>
<thead>
<tr>
<th>Card 1</th>
<th>Card 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>California, Dept. of Water Conservation.</td>
<td>United States, Dept. of Health, Education and Welfare</td>
</tr>
<tr>
<td>see also</td>
<td>SEARCH ALSO UNDER LATER HEADING</td>
</tr>
<tr>
<td>California, Dept. of Water and Mineral Resources.</td>
<td>United States, Dept. of Health and Human Services.</td>
</tr>
</tbody>
</table>
CAUTION—UNDER RECONSTRUCTION

Libraries across the country are currently making some major improvements in their catalogs, UNL included. With the adoption of a new national cataloging code, antiquated forms of names and subject terminology are being converted to more realistic forms: Mark Twain rather than Samuel Langhorne Clemens, Computer programming instead of Programming (Electronic computers), and University of Nebraska–Lincoln will replace Nebraska University. The final result will be a tool that is much more natural and logical to use.

In the meantime, however, with thousands of records to alter, it may seem as inconvenient to you at times as any road improvement project. Sometimes there are so many cards under the old form that changing all the cards is not immediately feasible. When this happens, a split file is temporarily created. A split file is one that is split between two places in the catalog, the new cards under the new form and the old cards still under the old form. To get all of the cards for that author, you must look under both forms. To warn you that this will be necessary, we alert you with cross-references of the "search also under" variety.

Some of these cross-references are made on special cards. They are slightly taller than the regular cards and have a green stripe across the top. They are used mainly with the larger split files. Other cross-references for temporarily split files are made on regular cards like the other cross-references. Be sure to watch out for them. They are filed at the end of all the cards using that heading.

Of course we avoid splitting files whenever it is feasible. We do this mainly by lining off the parts no longer included in the heading or by typing or stamping on additions. It may make the cards look a bit messy, but it does let them file together. Here are some examples so you can recognize what is happening when you run across them in the catalog.

1. The new heading is: Library of Congress.

2. The new heading is: Wells, H. G. (Herbert George).

3. There isn't room on the card to put the uniform title between the author and the title-page title, so it is typed in the upper right corner with an arrow.
DECIPHERING THE CODES AND NUMBERS

A lot of people who find the right card for the book they want still blow it when they go to write down its address. They are used to using a single library not a library system, and they may not realize they have shortchanged themselves by copying down incomplete and therefore inaccurate information. The material was there but they looked on the wrong shelf.

You can protect yourself against doing this by getting a clear idea of exactly what information you have to get from a UNL retrieval number. Then you can check to see that you have it all before you leave the Link.

Since we have so many types of materials shelved in so many locations, we have to use an expanded call number, a retrieval number, in order to provide a complete address for each item. There are THREE MAJOR PIECES OF INFORMATION you need to locate your book.

1. Which library has the book.
2. If it is kept in a special shelving area in that library.
3. The complete shelf address (or call number)

Let’s look at each of these in turn.

1. WHICH LIBRARY

There’s good news and there’s bad news.

The bad news is that you can not always get the first and most important of those three pieces of information from the card catalog.

The good news is that if you can not get it from the card catalog, you can get it only a few feet away, in the Green Location Card File. More about these incomplete retrieval numbers in a moment.

Fortunately most cards do indicate which library has a copy of the work. This is done very concisely on the top line with the name or abbreviation for the library.

Agriculture  LOVE  Undergrad  BIB
332.71    LOVE    DC     LB452
qUn3f     FOLIO    NA     T825x
2500      575      1972   657
C734x

The Guide, ‘Location Codes & Media Designators’ deciphers all of these and tells you in which building or in which part of Love Library these libraries are located. Copies of the Guide are taped to the table tops in the catalog area as well as being available in the Information Guide Rack in the Link.

Now, the exceptions:

<table>
<thead>
<tr>
<th>PS3511</th>
<th>843.89</th>
<th>BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I744D3</td>
<td>L93a</td>
<td>657</td>
</tr>
<tr>
<td></td>
<td>1972</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Z6R2x</td>
<td></td>
</tr>
</tbody>
</table>

If, as in the examples above, the library location is not indicated on the first line, you will need to step across the aisle from the catalog to the Green Location Card File. It is the large cabinet that looks like another catalog case at the north end of the Information Desk.

You will need to take the call number that is written on the card with you, just as it appears on the card. The cards in the Green Location Card File are arranged by call number in the same order that the books are arranged on the shelf.

Each green card has a list of locations. A check mark in front of one or more of these locations shows which library or libraries have copies of the item. Some of the locations no longer exist. No matter. There is a key to tell you the current locations for each. It is taped to the table next to the file.

If there is no green card in the file that matches your call number, then (and only then) can you be sure that your book is shelved in Love Library rather than one of the branch libraries.

2. WHICH SHELVING AREA?

Once you know which library has the book, you need to note whether or not it is shelved in a special area in that library. There are three types of special shelving: a) special formats, b) specialized collections, and c) special sizes. If a work is in such a special shelving area, there will be one of the codes described below in the retrieval number to indicate this. If there is no such code, then it is kept in the general shelving area, the stacks.
A. SPECIAL FORMATS

These include microformats and media materials, such as microfiche, microfilms, cassettes, sound discs, and slide-tape kits.

If the top line indicates that it is kept in a branch library, ask for the item at that branch. If the top line is LOVE or AUDIO, consult the Guide, “Location Codes & Media Designators.” On the back it explains how to find the item. Copies are available in the Information Guide Rack.

B. SPECIALIZED COLLECTIONS

These are mini-libraries within a library. The two most common are the reference and documents collections in the branches, indicated by BIB and DOCS respectively. (If these codes appear on the first line rather than the second, they mean the BIB and DOCS “libraries” in Love.)

The rest of these codes indicate special gift collections in the Special Collections Library on third floor of Love South. Each named gift collection is kept in a separate call number sequence, so you need to identify which collection your item belongs to.

C. SPECIAL SIZE

These items are too big to fit on a normal shelf. There are only two: folio and oversize. Folio books are too big to put in your day pack, and Oversize books would make adequate coffee table tops.

The Big Clues to Size:

On all of the newer cards, the code for special size materials is printed in full caps as it is for the other special shelving area codes:

The Tiny, Tiny Big Clues:

It’s so easy to miss this! On the older cards one of three lower case letters at the first of a line was used to indicate special size. These three letters are “q,” “f,” and “x.” (short for quarto, folio, and extra large, if you want to know) They are the only possible lower case letters at the beginning of any line. (Little “x” is sometimes used at the end of a call number, but in that position it doesn’t mean anything).

When you are looking for a FOLIO or OVERSIZE book in Love Stacks, notice on the stacks directory sheets where the special-sized books in that call number range will be kept.

3. WHICH SHELF ADDRESS?

Once you know the library and shelving area, all you need is the call number proper. That is simply all the rest of what is written in the upper left corner of the card. Some of these do get rather long, but you will need all of what is there.

Take special notice of the first element in the call number proper. Why? Because it tells you which system has been used to classify that item.

Most of the libraries in the United States use one of two classification systems: the Library of Congress system and the Dewey Decimal system. You have doubtless used at least one of these in other libraries. UNL uses both. All of the newer cards have Library of Congress (LC) class letters, but a large number of works published before 1964 still have their old Dewey numbers. You will need to be able to tell them apart since they are shelved in different parts of the building.

**BIB in any form, by the way, also means that the item can not be checked out of the library.**
HOW TO TELL LC FROM DEWEY

The LC class code always starts with capital letters.
The Dewey class code always starts with a three-digit number. There are no capital letters between the Dewey number and any preceding parts of the retrieval number.

<table>
<thead>
<tr>
<th>Library of Congress</th>
<th>Dewey Decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOVE</td>
<td>Agriculture</td>
</tr>
<tr>
<td>ARCH</td>
<td>ZOOLOGY</td>
</tr>
<tr>
<td>HG</td>
<td>332.71</td>
</tr>
<tr>
<td>BIB</td>
<td>613.01</td>
</tr>
<tr>
<td>74</td>
<td>qUn3f</td>
</tr>
<tr>
<td>NA</td>
<td>V32a</td>
</tr>
<tr>
<td>M3E54</td>
<td>200</td>
</tr>
<tr>
<td>P372x</td>
<td>726</td>
</tr>
<tr>
<td></td>
<td>H65</td>
</tr>
</tbody>
</table>

To find out which floor or stacks level is used to house that call number in Love, consult the “Stacks Directories”. Copies of these are attached to walls and tables all over the building. There are also copies available in the Information Guide Rack in Love Link.

SUMMARY

You need three pieces of information from the retrieval number: the name of the library, the name of the special shelving area if there is one, and the call number proper. You may have to get the name of the library from the green card file. Once you have the complete retrieval number, you need to identify whether the call number portion is a Library of Congress or a Dewey Decimal number. You can then find the correct location by consulting a stacks directory.

WHAT'S DIFFERENT ABOUT SETS?

Mainly that the Author>Title Catalog is not always the source that tells you if we have the particular volume you want.

Sets are works published in several volumes. If the complete set has been published and UNL has acquired all of the volumes, the total number of volumes is printed in the format area of the card. There is no notation on the card indicating that you must check another source.

If, however, we do not have all the volumes, we warn you about it. There is a note, either handwritten or in capital letters, in the contents area of the card. It specifically directs you where to go to find out which volumes we have. Often, but not always, the total number of volumes will not be given on the card.
In the first example, when you check the next card you will find something that looks like a form with check marks to indicate which volumes the library owns.


In the second example, the information is not available in the Author/Title Catalog. Now you may prefer to just go check the shelf first anyway. On the other hand, if the work is in one of the branches or way down in South Love basement, you may very well prefer to stroll over to the Shelf Catalog. Just because you've never used it before doesn't mean you can't. If you can find a book on the shelf, you can find a card in the Shelf Catalog. The cards are arranged just like the books are on the shelves, in call number order. In the left margin of the card you will find the information on which volumes and how many copies we have.

UNL has two copies of volume one and one copy of volume two.

**WHAT'S DIFFERENT ABOUT PERIODICALS?**

Choose one or more of the following:

a) The call number of a periodical subscription I can get from the card catalog, but to find an individual author or title, I have to look in a periodicals index.

b) There is a special time-saving device for finding the call number and location of current periodicals in Love Library.

c) A lot of them have been cancelled in recent years, but there is still a way for the library to get me a copy of an article in a current periodical, if I'm willing to wait a week or so and pay a small fee to the library which owns it.

d) More and more of them are being collected in long-lasting, space-saving, vandal-resistant microformat—journals as well as newspapers.

Periodical is a catch-all word meaning magazines, newspapers, journals, reviews, or anything that comes out under the same title at least a couple of times a year. They are becoming more and more important as sources for the latest happenings in any given subject field. Books may be meatier, but journal articles are the latest word, the state-of-the-art papers.

a) If you answered “a” to the above, congratulations! Whether you remembered this from page 6 or whether you already knew it, you have clearly mastered a point that confuses many library users. But read on.

b) “B” is also right. The Main Catalog is the only source for records of all periodicals, Love and branch, old and new. But there is a device called the Flexolines that lists only the current periodicals shelved in Love. That means you don’t have to finger your way through all the book cards to find the far rarer periodicals cards. A great time saver and absurdly easy to use.

c) Sadly enough “c” is also true. If there is a journal article, or book for that matter, that UNL does not own and you need it, we can try to get it for you via interlibrary loan. The time and the cost depend pretty much on the library we have to get it from. The InterLibrary Loan Office is located on second floor of Love South. Please bring a complete citation for what you want and the name of the source of that citation.

d) It was an entirely stacked deck. “D” is also true. And the current subscriptions to several microform periodicals are listed on the Flexolines.
Where are these Flexolines? When you are facing the Information Desk in Love Link, as if you were going to ask a question, they are off to the side on several tables. They are those strange, metal, carousel-like objects.

There are only three parts to the Flexoline record: the call number, the title or author/title, and the holdings information, that is, where it is kept and with what volume or year we started our subscription.

Some sample records and a few comments:

<table>
<thead>
<tr>
<th>CALL NUMBER COLUMN</th>
<th>TITLE COLUMN</th>
<th>HOLDINGS COLUMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>HF1 B775x</td>
<td>BUSINESS PERIODICALS INDEX</td>
<td>1958-59—BIB</td>
</tr>
<tr>
<td>HF1 Q327x</td>
<td>BUSINESS QUARTERLY</td>
<td>Latest issues: Periodicals v.31(1966)—Stacks</td>
</tr>
<tr>
<td>HC107 A12A2</td>
<td>BUSINESS REVIEW</td>
<td>Latest issues: Periodicals 1920-Incl/ Stacks</td>
</tr>
</tbody>
</table>

1. If you look hard you will recognize this as a Library of Congress call number without the preceding codes for location. That’s because the location is given in the right-hand column. It’s the same kind of number as on a book, just flattened out. BE SURE YOU COPY DOWN BOTH LINES OF IT. Our periodicals are arranged on the periodicals shelves in call number order, not by title.

2. This shows that the location for this periodical is the Bibliographic Collection behind the Information Desk, all issues of it.

3. The top line tells you the current issues are in the Periodicals shelving areas, in either the Link or in Love South, second floor. The bottom line tells you that this subscription began with volume 31 in 1966. The bound volumes of older issues are shelved with the books in the stacks.

Below, the second sample shows a periodical for which we have a backup copy on microfilm. If you can’t find the paper copy of a journal issue you need, check the flexolines to see if there is a microformat version. The word “MICRO” on the far right of the flexoline record shows that it is kept in the Microforms Room on second floor Love South, just down the hall from the elevator.

<table>
<thead>
<tr>
<th>CALL NUMBER COLUMN</th>
<th>TITLE COLUMN</th>
<th>HOLDINGS COLUMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>HF5001</td>
<td>BUSINESS HORIZONS</td>
<td>Latest issues: Periodicals v.1(1958)—Stacks</td>
</tr>
<tr>
<td>MFILM HF5001</td>
<td>BUSINESS HORIZONS (Microfilm) v.5(1962)—MICRO</td>
<td></td>
</tr>
</tbody>
</table>

If you look hard you will recognize this as a Library of Congress call number without the preceding codes for location. That’s because the location is given in the right-hand column. It’s the same kind of number as on a book, just flattened out. BE SURE YOU COPY DOWN BOTH LINES OF IT. Our periodicals are arranged on the periodicals shelves in call number order, not by title.
MATERIALS NOT LOCATED

If you’ve searched well and are confident that UNL does not own something you need, you may want to consider trying to borrow it or to get a photocopy of it via InterLibrary Loan.** UNL has agreements with other libraries that give you access to works in their collections. It takes some time and there is a fee, but if you need something, it is an option.

The InterLibrary Loan Office is on the second floor of Love South, right by the elevator.

If you’ve found the catalog record for what you want but it is not where the retrieval number says it should be, it may, of course, be checked out. Or it may be lying on a table somewhere. Or, if you are lucky, it may be on the sorting shelves waiting to be reshelved.

The Love South sorting area is on level 3 of the stacks, the side towards Kimball Hall on the same floor as the Circulation Desk. The Love North sorting area is in Love North basement.

SEARCH STRATEGIES AND ASSORTED INSIDE HINTS

If you need a specific work, try to bring complete information about it with you, preferably in written form. Missing letters or transposed words can cause you a lot of problems!

To find a listing for your work quickly, it’s usually best to start with the simplest or least common element. For a publication by a government agency, it may be easier to find the title card than to find the correct heading for the agency. On the other hand, if the title begins with a common phrase like “A history of” but the author’s name is Ziendich, you’d best look for the author card first.

If you need material on a certain subject but have no particular works in mind, the first step is to decide what kind of material you need. The type of material often determines the type of reference tool you will need to find it with—indexes for a few recent journal articles, critiques of plays, etc.; encyclopedias for a quick overview of a subject; bibliographies or the subject catalog for book-length material; etc., etc., etc. The more familiar you become with what is available, the more skillful you will become at finding the best reference tool for the job. In the meantime, the Information Desk staff will be happy to advise you free of charge.

You can find bibliographies, indexes, biographical dictionaries, directories to organizations, sources for statistics, and handbooks via the subject catalog. Find the correct subject heading for the area in which you are interested and then look for the cards that include the appropriate subheading:

- SOLAR HOUSES—BIBLIOGRAPHIES
- CHILDREN’S PLAYS—INDEXES
- PAINTERS, ENGLISH—BIOGRAPHIES

If you don’t find anything under the specific term that you chose, try looking under a related or more general heading. (This is where the “xx” and “sa” terms in the Red Books can come in handy) A bibliography on a more general topic may include several sections that are right on target for your more specialized focus.

If you don’t find anything under:
- MYTHOLOGY, WELSH—BIBLIOGRAPHIES
You might try:
- MYTHOLOGY, BRITISH—BIBLIOGRAPHIES

If there is only one rather old book under
- WATER, UNDERGROUND—POLLUTION—STATISTICS
You might find some more recent material in works indexed under:
- WATER—POLLUTION—STATISTICS

**If you aren’t all that confident, please ask someone at the Information Desk for advice. They can also help you make sure that you have all the information that Inter Library Loan will have to give to the other library for you.
One approach to the catalog that users often overlook is the series search. A series is a group of separate books of similar subject focus to which the publisher has given a collective series title. A book in such a series has its own title and, in addition, shares the series title with the other books in that series. Often each separate book in the series is given a series volume number. For example, a book entitled Urban Migration and Food Production in Peru might be volume seven in the Nutritional Policy in Latin America series. If the series is judged useful enough to be traced, the book would be listed in the Author/Title Catalog under both titles: "Urban migration and food production in Peru" and "Nutritional policy of Latin America; v. 7."

How can you use series? If the word "Series" appears in the list of search words at the bottom of the card for a book you like, it means you can search under the series listing for similar books. The title of the series generally appears in parentheses in the middle of the card. (In the format area). Sometimes it is written out after the word "series" at the bottom of the card.

Call numbers are not so complex just to make it difficult for you to find your books on the shelf. They are that way because they group books together by subject on the shelf just as subject headings group them in the Subject Catalog. When you go to the stacks to retrieve a book that you know you want, you can browse around in that shelving area for other works that might interest you.

Browsing in the Shelf Catalog can be even more effective than browsing an actual shelf. For one thing, it is a composite "shelf." It contains cards for all the material classified in that subject area, not just those items that are shelved in one location in one library. And it lets you see the record for a work whether the physical item itself is currently on the shelf, checked out, lying on a table somewhere nearby, or in one of the sorting areas.

By considering the title, date of publication, the contents notes, number of pages, and the combination of subject terms used for each book, you can get a fairly good idea just from the card whether or not it will interest you.

Two good sources of call numbers to browse:
1. A book you've already found on that subject.
2. If you've looked your subject terms up in the Red Books, you may have noticed one or more sets of letters and numbers listed in parentheses after the subject heading. These are Library of Congress classification numbers, and they stand for that subject area.

Workshop models for family life education: v. 3
——New York, N.Y. : Family Service Association of America, c1982. xii, 124 p. ; 24 cm.——(Workshop models for family life education; v. 3)
Bibliography: p. 121-124.
ISBN 0-87304-188-7 : $12.95

1. Family life education — Teacher training — United States. I. Apgar, Kathryn. II. Fallon, Beth Creager. III. Series

If you know that several of the works that you plan to look up in the catalog are volumes in the same series, it is worth checking to see if the series is listed in the catalog. You can find the call numbers faster by looking up the series cards all in one place than by their various individual author or title cards.
Sometimes you find quite a few books on a subject and they are shelved in several different places—some are classed in Dewey and some in LC while others are in branch libraries or specialized collections. While the titles may give you some idea of what each one is like, you can also narrow down the choice by using the information given in the middle of the cards.

The middle of the card is often ignored as being irrelevant and/or unintelligible. Well, the abbreviations and strange punctuation can be rather forbidding at first, but it isn't all that hard. And it can be useful to know, as the following "typical" example shows:

For average needs, the book by Smith is subject overkill. According to the format area, it comes in seven volumes and stands about two feet high. It does have maps and pictures, which you might like, but the publication data area tells you that it was published in 1921. You may prefer something more up-to-date.

The book by Jones is only 14 pages long and is mostly pictures. Doesn't sound too meaty.

The book by Adams shows definite possibilities. It is one volume of normal size (345 pages), fairly recent, and includes maps and pictures. It also includes a bibliography, which might help you find or evaluate other books on this subject. And it has an index. The latter can be very important if you want to go right to the facts you need without having to plough through the whole text.

That's it. You have most of the basics. You can get the rest with a little practice and persistence—and maybe a little help from your friends at the Information Desk.

COMMON ABBREVIATIONS AND TERMS

Publication data area:

n.d. : Date of publication unknown.
n.p. : Place of publication unknown.
S.I. : Place of publication unknown.
S.n. : Publisher unknown.

Format area:
p. : Page or pages.
I. or leaves : Pages printed only on one side.
v. : Volume or volumes.
col. : color
ill. or illus. : Illustrations, including diagrams and photos.
plates : Pictures printed on glossy paper or other fancy illustrations.

cm. : centimeters. This shows the height of the book.
BIB-MAN

The exciting game
of Library skills:

Push buttons for:

- Info Desk Advice
- Check Out

Joy Stick

Do not deposit coin.
This game is free!