Library 1: Introduction to Libraries/Information Resources

Learning Module 1a: Library Arrangement and Online Catalog

Student Learning Outcomes: After completing this chapter, you will know how to:

✓ describe a functional arrangement common to many libraries
✓ perform various kinds of searches to find information in the online catalog
✓ explain what Boolean searching is and compose a search statement using logical operators

Study Guides

➤ Types of Libraries
➤ Library Arrangement and Services
➤ Formats and Types of Library Resources
➤ Online Catalog
➤ Boolean Searches

Types of Libraries

In the beginning of early civilization, people drew pictures on cave walls. These drawings changed into pectoral writing and changed into pictographic writing and developed into symbols for representing ideas. Ancient people wrote these symbols on clay tablets, stone papyrus, and animal skins and some of these ancient records have been well preserved. The great library of Alexandria that was established about 235 B.C.E. and existed until C.E. 391 was known to hold over 700,000 scrolls during its prime. (Britannica Online) Libraries have existed since ancient times in Greece and Rome but by the second half of the 19th century, Western countries had experienced such a proliferation of books that more and more libraries were established and became part of our lives. Now there are libraries found in almost every community in the United States. The following are the types of libraries that can be found today:

❖ **Academic library**: is a library that is attached to academic institutions above the secondary level, serving the teaching and research needs of students and staff. These libraries serve two complementary purposes: to support the school's curriculum, and to support the research of the university faculty and students.

❖ **Research library**: is a library which contains an in-depth collection of material on one or several subjects. A research library will generally include primary sources as well as secondary sources. Large university libraries are considered research libraries, and often contain many specialized branch research libraries.
- **Public library**: is a library which is accessible by the public and is generally funded from public sources (such as tax money) and may be operated by civil servants. Taxing bodies for public libraries may be at any level from local to national central government level. All city and county libraries for the general public are called public libraries.

- **School library**: is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. The goal of the school library is to ensure that all members of the school community have equitable access to books and reading, to information, and to information technology. All libraries in public schools (K-12) are called school libraries.

- **Special Libraries**: include law libraries, news libraries, government libraries, corporate libraries, museum libraries, and medical libraries and are not usually open to the public for use. Special libraries often have a more specific clientele than libraries in traditional educational or public settings, and deal with more specialized kinds of information. They are developed to support the mission of their sponsoring organization and their collections and services are more targeted and specific to the needs of their clientele. Special libraries may be very small or large and wide-ranging in their activities, and they may also cooperate widely with other libraries.

  - **Law library**: is a library designed to assist law students, attorneys, judges, and their law clerks and anyone else who finds it necessary to correctly determine the state of the law. Most law schools around the world will also have a law library, or in some universities, at least a section of the university library devoted to law. Courts and some government agencies also have law libraries.

  - **Medical library** is designed to assist physicians, health professionals, students, patients, consumers and medical researchers in finding health and scientific information to improve, update, assess or evaluate health care. Medical libraries are typically found in hospitals, medical schools, private industry and in medical or health associations.

  - **Corporate libraries**: Most major corporations also maintain their own libraries and information centers. Corporate libraries are also sometimes known as "information centers." Many movie studios have libraries to provide research for films.

  - **Government libraries**:
    - International – Organizations such as the United Nations and UNESCO also have their own libraries.
    - National- Most countries have their own libraries. In the United States, it is the Library of Congress located in Washington, D.C. ([www.loc.gov](http://www.loc.gov)). There are also libraries for each branch of government, such as the National Library of Agriculture, National Library of Medicine, and the National Archives, etc.
- State- Each state also has their own library. In California for example, the state library is located in Sacramento.

- County- County libraries are called public libraries, although their funding comes from Federal tax money.

Some libraries belong to more than one type of library. For example, UCLA libraries are known as academic as well as research, and the Huntington Library may be called a special library as well as a research library.

**Library Arrangement and Services**

The Liberal Arts Campus Library at Long Beach City College, like a majority of academic libraries, is arranged according to function—that is, according to what happens in a particular area.

**Circulation Area**

The Circulation Desk is usually located near the library entrance. Here, the material students want to check out is charged to them. There are a number of systems for such a procedure, but each is designed to assign individual responsibility for charged material. In most libraries, the exit is controlled in order that all users pass a checkpoint to ensure that no library material is being removed without first having been charged out.

**Reserve Room**

Instructors frequently set up a reading assignment for an entire class. If there are limited copies of the assigned material, one copy will often be placed in a reserve collection, where it can be checked out for a limited period of time, usually a couple of hours or overnight, depending on the length of the assignment, availability of the material, and demand by students. In addition to books, instructors may place periodicals, pamphlets, and even individual articles on reserve under their own name. Sometimes, instructors will place personal copies of material they own on reserve, so that it can be shared with the class. At LBCC Library, students can identify reserve material in the online catalog, where it is indexed under the instructor's name and course number.
Reference Room

Some books are used so extensively for reference purposes that they cannot be checked out of the library. Included in this group of books are resources, such as dictionaries, encyclopedias, indexes, and atlases. They are shelved in a separate area known as the Reference Room. The Reference Desk, frequently located in the Reference Room, is staffed by librarians, who are prepared to assist students with their information needs. In the Reference Room, talking is kept as brief and quiet as possible, so as not to disturb people engaged in research and study.

Periodical Collection

Another form of current information is the periodical. Popular magazines, specialized journals, and newspapers are included in a periodical collection. Many academic libraries maintain their periodicals in a separate area. At the Liberal Arts Campus Library, the Periodical Room has a full-time staff to provide students with assistance in locating material. If no staff person is currently attending the Periodical Room, students may ask the librarian at the Reference Desk for help in using the periodicals. Some periodical titles are maintained permanently, while others are discarded after their usefulness has expired. The length of time that any title is held varies according to the subject content and interest.

Back issues are kept in a number of formats. Many are bound, and they look like books. They are shelved in the Periodical Room, and they are filed by call number, so that periodicals on similar subjects are shelved adjacent to each other.

Increasingly, libraries are becoming dependent upon microforms to maintain their periodical collections. Material from books, manuscripts, and special collections may also be stored on microform. Some libraries with large microform holdings even maintain a separate area for these holdings and the machines that are used with them. In all microforms, the image is photographically reduced in size. An entire shelf of material might be stored on one small reel or on several cards. Microfilm is a film transparency on a reel, which usually measures 35 millimeters. Microfiche is a transparency card, generally four-by-six inches in size. Students may use machine readers to view the contents of microfiche or microfilm. These machines shine a light through the transparent film and cast the image on a screen. There are many kinds of readers; some are manually operated, and others are automatically operated. They all work on the same principle and, are they are relatively simple to use. The LBCC Library has microfilm and microfiche reader-printers, which produce printouts at a cost of $.20 per page.
A large amount of our periodicals are available online in many of our online databases which we will be learning about in Module 7. One of the most popular online databases for periodicals is ProQuest. ProQuest can search full-text through numerous databases and return an electronic text version of a magazine, newspaper, or journal article. Many articles are even available in high quality .pdf formats, which are an actual scan of the page from the periodical the article is contained in.

A number of indexes, some in print and others in electronic format, help students identify articles on a particular subject. Print indexes are shelved in the Periodicals Room; electronic indexes are accessed in the library's licensed databases.

Media Services

Educational institutions utilize non-print materials as supplementary tools in the learning process. In fact, colleges are generally expanding their non-print collections, comprised of videocassettes, filmstrips, audiocassettes, records, DVDs, and compact discs. With nonprint collections, there is a need for considerable audiovisual equipment, which provides access to this material. Whether it is housed in the library or somewhere else on campus, non-print materials require special knowledge and handling. The result is often a separate Media Department within the library, staffed with professionals concerned with the informational content and production of material, and technicians concerned with maintaining and booking the equipment. Non-print material is an integral part of individual self-instruction, and computer-assisted instruction in the form of interactive, multimedia programs are used prominently in academic libraries.

Interlibrary Loan (ILL, document delivery)

This is a service where a patron or student of a library can borrow books or receive photocopies of documents that are owned by another library. Using this service, patrons can request material that is not housed within their library. Although books and journal articles are the most frequently requested items, some libraries will lend audio recordings, video recordings, maps, sheet music, and microforms of all kinds. In many cases, nominal fees accompany interlibrary loan services.
Library Instruction

All libraries offer library instruction services in varying degrees. Many academic libraries offer library orientations for a specific class, walk-in orientations, and special topic workshops for students’ research needs. Public libraries will often offer adult book clubs, reading circles, guest authors, children’s story time, and other community activities.

Reading and Study Areas

Group study rooms (academic libraries), computer labs, and stations.

Technical Services

Technical services are a term used to describe, in general, the processing and maintenance, ordering/acquisitions, cataloging, processing and mending/repairing of a library's collection. Technical services may also include: maintenance of online catalogs, creation and maintenance of MARC records in the catalog, labeling, covering, security processing, and/or distribution of materials, maintaining a library’s technology resources (such as servers and OPACs) circulation scanners, and other devices.
Library Administration

This department plans, organizes, directs, and controls human or material resources within a library or library network. Library directors normally set the library policies and procedures; manage the library budget, as well as other managerial duties, such as complaints from patrons.

Formats and Types of Library Resources

Information is multiplying at a phenomenal rate and technology is changing fast. We cannot envision what library collections will look like in a decade from now. If you do not know how to access the necessary information, you may lack the skills you need to be successful in your academic and career pursuits. All students and other citizens need information competency skills to be able to find, evaluate and retrieve information.

The word, “format” means the physical appearance or delivery method of an information resource. Printed books are still a dominant format for informational resources, but there are many other formats for information sources.

❖ **Books**: It is printed on paper and has many pages that are bound together so that it can be easily read. A book has a title page that provides the information that is needed when compiling a “Works Cited” page.

The book’s title page contains the elements needed for a Citation:
- Author
- Title of the book
- Edition statement
- Imprint
- Place of publication
- Publisher
- Year of Publication (or Copyright date) – often found on the back of the title page.

Other components parts of a book:
- Preface or Foreword - Glossary
- Introduction - Appendix
- Table of Contents - Bibliography
- Illustrations - Index
Electronic Books (E-Books): is a text and image-based publication in digital format, which is readable on computers or other digital devices. The Oxford Dictionary of English defines the e-book as "an electronic version of a printed book, but some e-books can exist without any printed equivalent. E-books are usually read on dedicated hardware devices known as e-Readers or e-book devices. Personal computers and some cell phones can also be used to read e-books. Many community colleges subscribe to an E-Book service through NetLibrary, which gives access to over 14 thousand E-Book titles: http://www.netlibrary.com/

Serials: are publications issued in successive parts at regular or irregular intervals and, as a rule, are intended to be continued on an on-going basis. Serials include all periodicals, annuals and conference proceedings, etc.

Periodicals: Periodicals are important library resources that support information, learning and research needs. A periodical is a publication that is issued more than one issue per year in a continuing sequence at regular intervals. Periodical articles provide very useful information for current events and news as well as very up-to-date research findings.

Three main types of periodicals include:

- **Popular Magazines**: some magazines are weekly (Time, Newsweek, U.S. News, etc.), some are monthly, and some others have different intervals like 10 issues a year, etc. Popular magazines include articles written for a general audience.
- **Academic/scholarly journals, trade journals**: most journals are published quarterly (four issues a year) or monthly. Journals include articles written for a specific audience of researchers in a discipline, profession, or industry.
- **Newspapers**: are published daily, weekly or monthly depending on the publishing schedule.

Microform: is any form, films or paper, containing microphotograph of documents for transmission, storage, reading, and printing. Two formats are common: microfilm (reels that are 16mm or 35mm), and microfiche (flat sheets, usually a 4x6 card). Some historical information is only available in microfilm. Special readers are used to read materials in microform. Most newspapers are reproduced in microfilm; back issues of magazines and journals are available either in film or fiche.

Pamphlets: The pamphlet collection is also called the vertical file collection. Pamphlets include single sheets of information, flyers, brochures and booklets (up to 40 pages) that contain ephemeral and/or up-to-date information. The vertical file collection contains pamphlets, pictures, loose newspaper clippings, etc.

Audio-Visual (AV) materials: include information in audio and video formats. AV materials require special machines for their use. While large academic libraries house AV materials in separate areas, most public libraries and smaller academic libraries house these within the same building. Some libraries shelve AV materials along with the books for the same subjects. There are various types of AV materials including, CDs, DVDs, Videos, Tapes, etc.
Visual Materials: Some examples of visual materials are (CDROMs, DVDs, Videos, VCR) Tapes, slides, films, posters, photographs, etc.) Pictures, posters, photographs can be viewed without any special equipment. Other formats require special playback machines depending on the type.

Online and Electronic Resources: These are information resources made available through computer-assisted technologies. A wide variety of information is available online. You may encounter the following popular resources in most libraries:

- Bibliographic databases: Most online catalogs in libraries are “bibliographic databases.” The online catalog offers the bibliographic citation and the description about a book or other types of materials.
- Bibliographic & abstract databases: Some databases offer bibliographic citations of books, periodical articles and other materials along with short abstract (summary) of the item.
- Full text databases: Some databases offer the entire contends (full text) of periodical articles. Many databases have a combination or abstracts (summaries) and full text articles. ProQuest, for example, includes the full text of the majority of articles but some articles have only a citation and abstract. These databases are held online but many require a paid subscription to access the information.

Internet: is a global system of interconnected computer networks that use IP addresses, allowing serve billions of users to share information worldwide. It is a network that consists of millions of private, public, academic, business, and government networks, linked by a broad array of networking technologies. Through the Internet, you can access many library catalogs, full text databases, government documents, as well as many other free information sites.

CDROMs, DVDs: require special hardware devices installed in computers to access the information. A CDROM stores around 250,000 printed pages or around 300 books. A DVD can store about ten times that information and is already replacing CDROM and videocassettes.

Blu-ray Disc (official abbreviation BD): is an optical disc storage medium designed to supersede the DVD format. Blu-ray Discs also require special hardware devices installed in computers to access the information, Blu-ray players.

MP3 and “downloadable audio”: Some libraries expand their physical collection with digital books and music that patrons can download to a PC and transfer them to a compatible portable device, such as an iPod or iPad.
Understanding the Sources- Formats

**Format** – refers to the general physical quality or appearance of an information source.

<table>
<thead>
<tr>
<th>Common Formats</th>
<th>Characteristics</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books</strong></td>
<td>Written or printed pages fastened together.</td>
<td>Turn pages (linear); Table of Contents, Index</td>
</tr>
<tr>
<td><strong>Serials:</strong></td>
<td>Publications that are issued (published) at least once a year on a continuing basis at regularly stated intervals.</td>
<td>Print: accessible by browsing, with a subject index or from a database. Online: accessible by keyword or subject; often available in full text.</td>
</tr>
<tr>
<td><strong>Dissertations and Theses</strong></td>
<td>Original research Masters or Doctoral degree. May or may not be published.</td>
<td>Primarily housed in University libraries which grant those degrees.</td>
</tr>
<tr>
<td><strong>Archives</strong></td>
<td>Rare and/or historical information in the form of books, pamphlets, personal papers, ephemera.</td>
<td>Usually locked or restricted access. Items may or may not be included in the library catalog.</td>
</tr>
<tr>
<td><strong>Vertical File or Pamphlet</strong></td>
<td>Items not suitable for cataloging and shelving with the book collection due to their size or type. These materials include: pamphlets, maps, pictures, clippings from periodicals.</td>
<td>Items may or may not be included in the library catalog, but may be listed in a paper or card index or organized alphabetically by category.</td>
</tr>
<tr>
<td><strong>Audio-Visual (AV) materials:</strong></td>
<td>Audio (sound recordings) includes music and spoken words such as instructional topics, recorded books or speeches, on DVD, MP3 or cassette.</td>
<td>Accessibility of contents (e.g. individual song on a recording) depends on a level of detail in the library catalog.</td>
</tr>
<tr>
<td><strong>Visual Materials:</strong></td>
<td>Visual Media may be for entertainment or documentary purposes.</td>
<td>Accessibility of contents may be limited. Guides to film and videos allow access by genre, actor, etc.</td>
</tr>
<tr>
<td><strong>Microform:</strong></td>
<td>Microform reader/printers allow you to view and print a copy from the film or fiche.</td>
<td>The format is used from storage and preservation. Typically arranged by publication title and date.</td>
</tr>
</tbody>
</table>
The Library's Online Catalog

Every library has, in some form, a list of its holdings, designed to give users ways to find every cataloged item, if they know the author, title, or subject of the book, record, film, or other type of item they seek. Such a list is called the catalog, comprised of catalog entries or citations.

In the old days of card catalogs, each catalog entry, describing a single library item, was usually typed or printed on a 3-by-5 inch card (hence the name card catalog). With the advent of computerized or online catalogs, a single catalog entry is called a record. In the computer environment, databases are organized into files; files are made up of records; and records are made up of fields. Thus, a bibliographic record is a computerized description of a single item in a collection or a database. In library jargon, each catalog entry is referred to as a bibliographic record, and it contains information about a single document or item in the library. The item could be a pamphlet, a book, a video, or a music CD, for example.

The online environment provides a number of access points to a document. This means that users may search for an item in the library not only by author's name, title, subject (as with the card catalog), but they may also search by keyword, call number, ISBN, and other fields.

A bibliographic record provides a description that uniquely identifies an item. The description includes, but is not limited to the following fields:

- Author
- Title
- Edition
- Date of publication
- Place of publication
- Publisher
- Series
- Physical description (e.g., number of pages, measurements, illustrations, etc.)
- Medium of Publication: Print or Web

Users must know how to interpret a bibliographic record and identify all the essential elements in order to cite an item according to a standard documentation style, such as MLA (Modern Language Association) and APA (American Psychological Association).
The online catalog shared by the Long Beach City College libraries is known as Voyager. It is a Web-based catalog, meaning that users may access it over the World Wide Web. Voyager allows users to perform the following types of searches:

- Keyword search
- Title search
- Author search
- Command keyword search (Boolean search)
- Subject heading search
- Periodicals search
- Subject phrase search
- Call number search

The logic behind the Voyager system generally applies to other library systems. Once you learn how to search the online catalog at LBCC, you will find it easy to search the catalogs at Long Beach Public Library, California State University Long Beach and other libraries. Please note that Voyager is a catalog that only lists resources available within the library, including all of our books, videos, print magazine, paperbacks, compact discs, and our electronic book collection. The subscription databases that we offer are not a part of Voyager, they are separate resources and must be searched separately. Please note the difference as we utilize the various library resources over the coming weeks.

Using the Library Online Catalog – Voyager

Voyager provides you with many search options. We will practice using the BASIC SEARCH, ADVANCED SEARCH and COURSE RESERVE SEARCH.

Navigate your web browser to the LBCC Library website located at http://lib.lbcc.edu and click on the LBCC Online Catalog link to start searching Voyager. Your browser should take you to the url http://voyager2.lbcc.edu. From there, click BASIC SEARCH to continue following along with the study guide.

Voyager Basic Search

The image below represents the web page used to input a basic search. Notice the light blue tab on the top left labeled Basic, which indicates that you are now in the Basic Search mode. This type of search is likely to be your most frequent method of searching.
Select a search option from the drop-down menu labeled **Within** by pointing and clicking on the desired option. The option you have chosen will be highlighted in blue. The example above shows that the All Fields search was selected. All Fields, also known as Keyword search, is the default search type.

The **Limit To** drop-down menu will allow you to filter your results by returning only items that match your limit. Examples of limits you can choose are: PCC library materials only, LAC library materials only, E-books (electronic books), materials published since 2005, and videos. By default, all materials is selected. Just keep in mind when doing your assignment that this option is available. You can also limit your materials once you have your search results by choosing an option from the right hand side of the search results. Other search types available in Basic Search mode are: Title search, Journal Title, Call number and Command search. A Basic Search scans a computerized index and returns every subject, author, title, etc. that contain the term(s) you type in the dialog box. For example, a search on the subject "med" would return the topics: medicaid, medical, medici, medicine, medieval and Mediterranean.

Note the additional search tabs in the screenshot above – Advanced, Subject, Author and Course Reserve. We will discuss each type of search after continuing to explore Basic Search variations.

**KEYWORD search**

A Keyword search looks for words located anywhere in a record. For example, a Keyword search on the word "computer" would return all of the titles and subjects that contain the word computer. The keyword search is performed using the default settings for the Basic search tab.

To perform a simple **KEYWORD** search:

1. From the **BASIC** search tab, type the word(s) you want to search for in the **Search** text box.
   Use quotation marks to search for specific phrases: "world wide web"
2. Select the **All Fields** option from the **Within** drop-down box. (this is the default option selected)
3. Click the **Search** button to begin your search. Click the Reset button to clear the search page.

**TITLE search**

If you know the exact title of an item the best search would be **TITLE search**.

To perform a simple **TITLE** search:

1. From the **BASIC** search tab, Type the exact word(s) of the title you want to search for in the **Search** text box. You can omit the following words A, An, The.
2. Select **Title** from the **Within** drop-down box.
3. Click the Search button to begin your search.
Warning!
Be careful when using Title searches in library catalogs – some catalogs require the EXACT title to be searched for. For instance, in Voyager, our system is smart enough that if you were to type in *Kill a Mockingbird* for the title instead of the full title *To Kill a Mockingbird* you would still be brought to the right item.

However, in many library catalogs, if you typed in *Kill a Mockingbird* you would get no results returned for your search. Therefore if you do not know the exact title and you get no results, try your search again using a keyword search.

Warning!
One of the most common mistakes that students make when searching for authors is using the author name in a basic keyword search, thinking that will retrieve items written by that author. If you are not performing an actual AUTHOR search using the AUTHOR tab, you will also return items that are written ABOUT the author. In some cases, you might not even get any results of items written BY the author you are searching for. When doing a search for an AUTHOR, always use an AUTHOR search in the system. If you are looking for items that critique an author where you need to use the author’s name as a subject then use a keyword search to pull up the related materials about the author.

As an example, let’s say we were searching for how many titles written by the author Anne Rice that the library currently has. If we perform the search the correct way, using an AUTHOR search, we receive a total of 7 results. All 7 results are written by Anne Rice. If we perform a basic keyword search, we receive a total of 12 results, with 5 items not authored by Anne Rice.

**SUBJECT search**

SUBJECT searches can be difficult to do because subjects are identified by controlled vocabulary. For instance, if we wanted to search for the subject cars it could be associated with synonyms such as vehicle or automobile. Usually the system is smart enough to route you to the correct word to search for. In this example, if you searched for the word cars using the instructions below you will see an Info button that will tell you to search for the word automobiles instead.
To perform a **SUBJECT** search:
1. From the **SUBJECT** search tab, type the word(s) describing the subject you want to search for in the **Subject** text box.
2. Click the Search button to begin your search. Note that the results will show a list of subject headings that you may need to browse through by using the Previous and Next buttons.

**The content above has been adapted from Kim Barclay and Sethuraman Ramchandran (LBCC Librarian) Lib1 Study Guide.**