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ABSTRACT

This document presents computer-based lessons used to teach basic library skills to college students at York College of the City University of New York. The information for library orientation has been entered on a disk which must be used in conjunction with a word processing program, the Applewriter IIe, and an Apple IIe microcomputer. The lessons provide instruction in four basic areas: the card catalog, indexes, periodicals, and locating books on the shelves. Throughout the lessons, students are instructed in the basic areas and are required to load the various sections into the computer's memory. Thus, the student actively participates in the educational process. Step-by-step lessons are accompanied by sample library cards, excerpts from periodical indexes, and library-specific microfilm holding lists. (THC)

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COMPUTER BASED LIBRARY ORIENTATION

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Robert Machalow

COMPUTER BASED LIBRARY ORIENTATION

Introduction

Library orientation has been performed in a variety of ways in the past. Currently, the library at York College of the City University of New York is attempting to teach basic library skills using an Apple IIe microcomputer. The information for orientation has been entered on a disk which must be used in conjunction with a word processing program, the Applewriter IIe.

In the lessons, the student is instructed in four basic areas: the use of the card catalog, indexes, periodicals, and locating books on the shelves. Throughout the lessons, the students are instructed in the basic areas and must load the various sections into the computer's memory. Thus the student must actively participate in the educational process.

Though these lessons have been prepared on an Apple with the Applewriter, the same technique can be used with most microcomputers in conjunction with word processing software packages.

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The Card Catalog

1. In order to find a book in this library, you must use the card catalog. The card catalog is a piece of furniture in which are kept index cards which list the author, title and subject of each book owned by this library.

The _____ lists the _____, _____, and _____ of all the books owned by this library.

To check your answers, depress the control key and 1. Then type c c 2. Finally, depress the return key.

2. (card catalog; author, title, subject)

In general, the author of a book is the name of the person who wrote it.

To continue, depress the control key and 1. Then type c c 3. Finally, depress the return key.

3. The title of the book is the book's name

To continue, depress the control key and 1. Then type c c 4. Finally, depress the return key.

4. The subject of the book is what the book is about in general terms.

To continue, depress the control key and 1. Then type c c 5. Finally, depress the control key.

5. Match the words in the first column with their definitions in the second column:

Title	Person who wrote the book
Author	Name of the book
Subject	What the book is about

To continue, depress the control key and 1. Then type c c 6. Finally, depress the return key.

6. In this library, the author and title cards are kept together alphabetically. The subject cards are kept in a separate set of drawers in the card catalog. They are also kept in alphabetical order.

To continue, depress the control key and 1. Then type c c 7. Finally, depress the return key.

7. If you want to use a book about abortion, in which catalog would you look?

- a. author-title
- b. subject

If you think "a" is the correct answer, depress the control key and 1. Then type c c 9. Finally, depress the return key.

If you think "b" is the correct answer, depress the control key and 1. Then type c c 10. Finally, depress the return key.

8. If you want to find a book written by John Milton, in which catalog would you look?
- author-title
 - subject

If you think "a" is the correct answer, depress the control key and 1. Then type c c 10. Finally, depress the return key.

If you think "b" is the correct answer, depress the control key and 1. Then type c c 11. Finally, depress the return key.

9. Remember, the subject of a book is what the book is about in general terms. To continue, depress the control key and 1. Then type c c 12. Finally, depress the return key.

10. Very good. To continue, depress the control key and 1. Then type c c 16. Finally, depress the return key.

11. Remember:

In general, the author is the name of the person who wrote the book.

The title of the book is its name.

To continue, depress the control key and 1. Then type c c 17. Finally, depress the return key.

12. If you are looking for a book about art, in which portion of the card catalog would you look?

- Author-Title
- Subject

If you chose Author-title, depress the control key and 1. Then type c c 9. Finally, depress the return key.

If you chose Subject, depress the control key and 1. Then type c c 10. Finally, depress the return key.

13. If you are looking for a book entitled "Paradise Lost," in which portion of the card catalog would you look?

- Author-Title
- Subject

If you chose Author-Title, depress the control key and 1. Then type c c 14. Finally, depress the return key.

If you chose Subject, depress the control key and 1. Then type c c 11. Finally, depress the return key.

14. Very good. You now know the uses of the Author-Title and Subject portions of the card catalog.

To continue, depress the control key and 1. Then type c c 16. Finally, depress the return key.

15. Very good.

To continue, depress the control key and 1. Then type c c 16. Finally, depress the return key.

16. If you are looking for a book entitled "Great Expectations," in which catalog would you look?

- a. Author-Title
- b. Subject

If you chose Author-Title, depress the control key and 1. Then type c c 14. Finally, depress the return key.

If you chose subject, depress the control key and 1. Then type c c 11. Finally, depress the return key.

17. If you are looking for a book about John F. Kennedy, in which part of the card catalog would you look?

- a. Author-Title
- b. Subject

If you chose Author-Title, depress the control key and 1. Then type c c 9. Finally, depress the return key.

If you chose Subject, depress the control key and 1. Then type c c 10. Finally, depress the return key.

18. There are three types of cards in the card catalog. The three types are: author, title and subject cards.

To continue, depress the control key and 1. Then type c c 19. Finally, depress the return key.

19. The author card contains a great deal of information. Study the sample card in the booklet which was given to you when you borrowed this disk.

The following is a list of the important information on the author card:

Area Number	Description	Example (from card)
I	Call number, needed to locate book in library	PN 57 .A6 K 64 1983
II	Author's name. This card is filed alphabetically by the author's last name	Knight, Stephen Thomas
III	Title of book. If the author has written more than one book, all his books will be filed together according to his name, and then alphabetically by the title of the books, excluding first words of 'a', 'an', and 'the',	Arthurian literature and society
IV	Author's name, as it appears in the book. Here the author's name is written in its natural order, with the first name before the last.	Stephen Knight
V	Place of publication, which is needed when listing a book in a bibliography	New York
VI	Publisher's name, which is needed when listing a book in a bibliography	St. Martin's Press
VII	Date of publication, which is needed when listing a book in a bibliography	1983
VIII	Number of pages, which may help you to determine how much information may be in the book	229p

After studying the information above and the sample author card, you may continue by depressing the control key and 1. Then type c c 20. Finally, depress the return key.

20. Based on the second author card in the manual, match the description of each of the areas in the first column with the information from this card in the second column. Note your answers on a separate sheet of paper.

Before beginning, you may want to review the previous section. To do this, depress the control key and 1. Then type c c 19. Finally, depress the return key.

Call number	a. Carver, Terrell
Author's name	b. Oxford University Press
Title	c. HX 39.5 C33 1982
Place of publication	d. 104p
Publisher's name	e. Marx's social theory
Date of publication	f. Oxford (Oxfordshire); New York
Number of pages in book	g. 1982.

To check your answers, depress the control key and 1. Then type c c 20a. Finally, depress the return key.

20a. Answers to c.c.20:

c,a,e,f,b,g,d

Call number	a. Carver, Terrell
Author's name	b. Oxford University Press
Title	c. HX 39.5 C33 1982
Place of publication	d. 104p
Publisher's name	e. Marx's social theory
Date of publication	f. Oxford (Oxfordshire); New York
Number of pages in book	g. 1982

To continue, depress the control key and 1. Then type c c 21. Finally, depress the return key.

21. Study the first title card in the manual. The following is a list of the information on a title card.

Area	Description	Example from the title card
I	Call number, needed to locate the book in the library	PN 57 .A6 K 64 1983
II	Title: this card is filed alphabetically by the first word of the title other than "the," "an" or "a"	Arthurian literature and society
III	Author's name	Knight, Stephen Thomas
IV	Title	Arthurian literature and society
V	Author's name as it appears in the book	Stephen King
VI	Place of publication, which is needed when listing a book in a bibliography	New York
VII	Publisher's name, which is needed when listing a book in a bibliography	St. Martin's Press
VIII	Date of publication, which is needed when listing a book in a bibliography	1983
IX	Number of pages, which may help you to determine how extensive the book is	229p

After studying the catalog card and the above information, you may continue by depressing the control key and 1. Then type c c 22. Finally, depress the return key.

22. Study the second sample title card in the manual. Then match the description of each area in the first column with the information from the sample card in the second column. Write your answers on a separate sheet of paper.

If you would like to review the previous section, depress the control key and 1. Then type c c 21. Finally, depress the return key.

Title	a. Terrell Carver
Author	b. 104p
Call number	c. HX 39.5 .C33 1982
Place of publication	d. Oxford University Press
Publisher	e. Oxford (Oxfordshire), New York
Date of publication	f. Marx's social theory
Number of pages	g. 1982

To check your answers, depress the control key and 1. Then type c c 22a. Finally, depress the return key.

22a. Answers for section 22:

f,a,c,e,d,g,b

Title	a. Terrell Carver
Author	b. 104p
Call number	c. HX 39.5 .C33 1982
Place of publication	d. Oxford University Press
Publisher	e. Oxford (Oxfordshire), New York
Date of publication	f. Marx's social theory
Number of pages	g. 1982

To continue, depress the control key and 1. Then type c c 23. Finally, depress the return key.

23. Study the first sample subject card in the manual. Then study the second sample subject card: they are both for the same book. The following is a list of important information on both subject cards.

Area	Description	Example from sample subject cards
I	Call number, which is needed to locate the book	PN 57 .A6 K 64 1983
II	Subject. These cards are filed alphabetically by the first word of the subject on the subject catalog	a. Arthurian romances--History and criticism b. Literature and society

III	Author's name. If there is more than one book in the library about a particular subject, the cards for that subject are filed alphabetically within that subject by the author's last name	Knight, Stephen Thomas
IV	Title	Arthurian literature and society
V	Author's name as it appears in the book	Stephen Knight
VI	Place of publication, which is needed when listing a book in a bibliography	New York
VII	Publisher's name, which is needed when listing a book in a bibliography	St. Martin's Press
VIII	Date of publication, which is needed when listing a book in a bibliography	1983
IX	Number of pages, which may help you to determine the scope of the book	229p

After studying the above information, you may continue by depressing the control key and 1. Then type c c 24. Finally, depress the return key.

24. Study the next sample subject card in the manual. Match the description of each area in the first column with the information from the sample card in the second column. Write your answers on a separate sheet of paper.

If you would like to review the information in the last section, depress the control key and 1. Then type c c 23. Finally, depress the return key.

- | | |
|----------------------|-------------------------------------|
| all number | a. 104p |
| Subject | b. 1982 |
| Author | c. HX 39.5 .C33 1982 |
| Title | d. Marx, Karl, 1818-1883--Sociology |
| Place of publication | e. Oxford (Oxfordshire), New York |
| Publisher's name | f. Oxford University Press |
| Date of publication | g. Carver, Terrell |
| Number of pages | h. Marx's social theory |

To check your answers, depress the control key and 1. Then type c c 24a. Finally, depress the return key.

24a. Answers for section 24:

c,d,g,h,e,f,b,a

Call number	a. 104p
Subject	b. 1982
Author	c. HX 39.5 .C33 1982
Title	d. Marx, Karl, 1818-1883--Sociology
Place of publication	e. Oxford (Oxfordshire), New York
Publisher's name	f. Oxford University Press
Date of publication	g. Carver, Terrell
Number of pages	h. Marx's social theory

To continue, depress the control key and 1. Then type c c 25. Finally, depress the return key.

25. You now have a good understanding of the three basic types of catalog cards and the information which can be found on each.

To continue, depress the control key and 1. Then type c c 26. Finally, depress the return key.

26. There are two other types of cards in the card catalog. They are "see" and "see also" cards.

"See" cards tell you that the subject or name you are looking up is filed under a different heading. In order to find the information you want, you will have to look it up under the new heading. An example of this is the subject of "immigration." The cards for this subject are filed under the topic of "Emigration and immigration." If you look in the subject catalog under the topic of immigration, there will be a card which states:

Immigration
See
Emigration and immigration

"See also" cards indicate that there are more books on a very similar subject filed under a different heading. Thus, the student who wishes to do a thorough search will look under the second heading also.

If you would like to continue, depress the control key and 1. Then type c c 27. Finally, depress the return key.

27. There are two symbols which are used above the call number on library catalog cards which should be remembered. They are:

1. * and +, which indicate that the book is oversized. These books are taller than normal books, and are shelved separately in the oversized collection.

2. REF, which means that the book is a reference book. All reference books are kept in the reference section. They cannot be borrowed, but are always available for use in the library.

To continue, depress the control key and 1. Then type c c 28. Finally, depress the return key.

28. Some library materials are not listed in the card catalog. These materials include:

a. periodicals: The periodicals which are owned by the library are listed on a visible file which is located at the current periodicals desk.

b. vertical file materials: These materials are not catalogued, but are kept in file cabinets in the reference area by subject

c. Curriculum Materials Center materials: These materials are primarily for the students in Teacher Preparation courses. There is a separate card catalog for some of the materials in the Curriculum Materials Center, while a majority of the material is arranged on the shelves by broad subject and is uncatalogued.

d. non-print materials: These materials are listed in a separate card catalog, which is located near the main card catalog

To continue, depress the control key and 1. Then type c c 29. Finally, depress the return key.

29. Congratulations: you are now equipped with the knowledge to utilize the card catalog effectively.

SAMPLE AUTHOR CARDS

I
PN
57
.A6
K64
1983

II
Knight, Stephen Thomas.
III Arthurian literature and society: /
IV Stephen Knight. -- New York: St.
Martin's Press, 1983. V VI
VII 229 p. : 23 cm. VIII
Includes index.
ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society.
I. Title



NJY 15 MAY 84 9783699 VNYyat 83-15947

HX
39.5
.C33
1982

Carver, Terrell.
Marx's social theory / Terrell
Carver. -- Oxford [Oxfordshire] ; New
York : Oxford University Press, 1982.
104 p. ; 22 cm.
Includes bibliographical references
and index.
ISBN 0-19-219170-5

1. Marx, Karl, 1818-1883--Sociology.
I. Title

NJY 30 JAN 84 8170698 VMYyat 82-2158

SAMPLE TITLE CARDS

I

II

Arthurian literature and society

PN
57
.A6
K64
1983

III Knight, Stephen Thomas.

Arthurian literature and society

V Stephen Knight. -- New York : St.
Martin's Press, 1983.

VII 229 p. : 23 cm.

Includes index.

ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society.
I. Title

NJY 15 MAY 84 9783689 VMYYat 83-15947

Marx's social theory

HX
39.5
.C33
1982

Carver, Terrell.
Marx's social theory / Terrell
Carver. -- Oxford [Oxfordshire] : New
York : Oxford University Press, 1982.
104 p. ; 22 cm.
Includes bibliographical references
and index.
ISBN 0-19-219170-5

1. Marx, Karl, 1818-1883--Sociology.
I. Title

NJY

30 JAN 84

8170698

VMYYat

82-2158

SAMPLE SUBJECT CARDS

I
 PN 57
 .A6
 K64
 1983

II
 Knight, Stephen Thomas.
 III
 Arthurian literature and society /
 Stephen Knight. -- New York : St.
 Martin's Press, 1983. VI VII
 IV
 229 p. : 23 cm. VIII
 IX
 Includes index.
 ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society.
 I. Title

NJY 15 MAY 84 9783699 VNYAsc 83-15947

I
 PN 57
 .A6
 K64
 1983

II
 Knight, Stephen Thomas.
 III
 Arthurian literature and society /
 Stephen Knight. -- New York : St.
 Martin's Press, 1983. VI VII
 IV
 229 p. : 23 cm. VIII
 IX
 Includes index.
 ISBN 0-312-05472-6

1. Arthurian romances--History and criticism. 2. Literature and society.
 I. Title

NJY 15 MAY 84 9783699 VNYAsc 83-15947

MARX, KARL, 1818-1883--SOCIOLOGY.

HX
39.5
.C33
1982

Carver, Terrell.
Marx's social theory / Terrell
Carver. -- Oxford [Oxfordshire] ; New
York : Oxford University Press, 1982.
104 p. ; 22 cm.
Includes bibliographical references
and index.
ISBN 0-19-219170-5

1. Marx, Karl, 1818-1883--Sociology.
I. Title

NJY 30 JAN 84 8170698 VMYYsc 82-2158

Indexes

1. In the library, you can use information from either books or magazines, journals, or periodicals. To gain access to the magazines, journals and periodicals, you must consult an index or read through every issue of every magazine in the library. Surely, using an index is much easier than that. An index to journals is simply a list of articles written on different subjects. The list is usually arranged alphabetically by subject.

To locate an article on a particular subject, you must consult a(n) _____. When you have filled in the blank, check your answer by depressing the control key and 1 at the same time. Then type section two. Finally, depress the return key.

2. (index)

In this library, there are many indexes, some of which are on general subjects, while others are on more specific subjects.

To continue, depress the control key and 1. Then type section three. Finally, depress the return key.

3. The most general indexes in this library are READERS' GUIDE TO PERIODICAL LITERATURE and the MAGAZINE INDEX.. These two indexes contain nearly the same information, but READERS' GUIDE is in several books, one for each year going back to 1900, while the MAGAZINE INDEX is on a machine and holds only up to five years of material.

The two most general indexes in this library are _____ and _____.

After filling in the blanks, check your answers by depressing the control key and 1. Then type section four.

4. (READERS' GUIDE TO PERIODICAL LITERATURE and the MAGAZINE INDEX)

Other than the subject areas which are covered by the various indexes, most are used in the same way. If you can understand how to use one, you will be able to use all of them. In the manual is a copy of a page from READERS' GUIDE TO PERIODICAL LITERATURE. Examine the sample page.

To continue, depress the control key and 1. Then type section five. Finally, depress the return key.

5. The subjects are listed in alphabetical order, and a e at least two spaces further to the left than the rest of the information in the column. An example of this is indicated as 'I' on the copy.

What is the subject marked 'I'?

After writing your answer, check it by depressing the control key and 1. Then type section six. Finally, depress the return key.

6. (Abortion)

Under the topic of 'abortion,' there are two articles listed. The first article's title is "The battle over abortion (tactics of right to life groups)."

What is the title of the second article about abortion on the sample page?

To check your answer, depress the control key and 1. Then type section seven. Finally, depress the return key.

7. ("My two daughters' abortions")

After the title of the article, the author's name is usually listed. In the first article, the author's name is G. Kapecky.

What is the name of the author of the second article listed on the same page under the topic 'abortion'?

To check your answer, depress the control key and 1. Then type section eight. Finally, depress the return key.

8. (N Hunt)

After the author's name, there might be a symbol noting whether the article has pictures of any sort. The symbol is "il," which is an abbreviation for illustrated.

Is the first article illustrated?

Is the second article illustrated?

To check your answers, depress the control key and 1. Then type section nine. Finally, depress the return key.

9. (Yes, yes)

Sometimes there is no abbreviation after the author's name. If 'il' is not directly after the author's name, you can assume that the article is not illustrated.

To continue, depress the control key and 1. Then type section ~~ten~~. Finally, depress the return key.

10. Finally, there is an abbreviation of the title of the magazine, journal, or periodical in which the article has been printed. Sometimes the name of the magazine is written out in full, but to save space, it is often abbreviated. A list of these abbreviations is in the front of each volume of READERS' GUIDE TO PERIODICAL LITERATURE. This list is reproduced for you in the accompanying manual.

After studying the sample pages, continue by depressing the control key and 1. Then type section eleven. Finally, depress the return key.

11. The journal in which the first article about abortion was published in a periodical entitled "Glamour."

In what journal was the second article about abortion published?

To check your answer, depress the control key and 1. Then type section twelve. Finally, depress the return key.

12. ("Ms")

After the title of the journal is a code of numbers and letters which specify the exact location of the article in the journal. This identification includes the volume number followed by a colon (:), the pages on which the article can be found, and then an abbreviation of the date of the publication, usually a month and year. From the information given about the first article about abortion, you can see that this particular article was published in volume 81, pages 218-219, in June of 1983.

In which volume number, on which pages, and in which month and year was the second article about abortion published in "ms" magazine?

To check your answer, depress the control key and 1. Then type section thirteen. Finally, depress the return key.

13. (Volume 12, pages 21-24, August 1983)

To summarize: an entry in READERS' GUIDE TO PERIODICAL LITERATURE contains many different data elements. Within each subject, the data elements are:

- a. Title of the article
- b. Author's name
- c. Whether or not the article is illustrated
- d. Name of the journal in which the article was published
- e. Volume number of the journal
- f. Page number on which the article was published
- g. Date of journal publication

To continue, depress the control key and 1. Then type section fourteen. Finally, depress the return key.

14. Sometimes the subjects listed in an index are very broad, and thus include many aspects of a particular subject. These smaller, more specific aspects are divided from the broad subject by what are called subheadings. Under the heading of abortion, there are several subheadings. The first of these subheadings is marked 'II' on the sample sheet in the accompanying manual. Some of these subheadings are again divided into more specific subheadings.

List the subheadings under the topic abortion.

To check your answer, depress the control key and 1. Then type section fifteen. Finally, depress the return key.

15. (Laws and regulations, Laws and regulations (Canada, Ireland), Moral and religious aspects, Psychological aspects, and (state aid)).

After the general topic of abortion and all its subheadings, the index can list other topics which begin with the same word (in this case abortion). On the page reproduced for you, there are two other topics which begin with the word abortion: abortion clinics, and abortion decisions.

To continue, depress the control key and 1. Then type section sixteen. Finally, depress the return key.

16. When you examine the heading "abortion decisions," you see that the index tells you "See United States Supreme Court--Decisions--Abortion Decisions." This means that the articles on the topic of abortion decisions are all listed in this volume under the heading of United State Supreme Court--Decisions--Abortion

Decisions. Thus, to find the articles on this subject, you have to look in a different place in the index. To continue, depress the control key and 1. Then type section seventeen. Finally, depress the return key.

17. Now that you understand how to use READERS' GUIDE TO PERIODICAL LITERATURE, you will be able to use any of the indexes in the library. Your next task is to decide which of the indexes in the library is most appropriate for the subject that you have to research. To continue, depress the control key and 1. Then type section eighteen. Finally, depress the return key.

18. The library has a great number of subject-specific indexes. Some of the indexes are more specific than others. The following is a list of the indexes that are currently received by the library, with a very general description of the subjects which can be found in each:

Biography Index: lists where biographies have been published

Book Review Digest: lists where critical reviews of books have been published. This set also includes brief abstracts of some reviews.

Book Review Index: lists where critical reviews of books have been published.

Business Index: articles on business and economic conditions. This index is on film and is mounted in its own reader. It contains up to five years of citations to articles.

Business Periodicals Index: articles on business and economics and their related fields. This index is similar to the Business Index, but it is published as a set of books.

Child Development Abstracts and Bibliography: articles on child development

Current Index to Journals in Education: articles about education and its closely related fields, including child development. This index is often referred to as "C.I.J.E."

Education Index: articles on education and related subjects such as child development.

Exceptional Child Education Resources: articles on the education, treatment, and life of the exceptional child,

General Science Index: includes articles on the sciences, but these articles are usually not of a very technical nature.

Humanities Index: includes articles on the humanities, including language and literature, art, music, dance, and philosophy.

Index Medicus: technical articles on the science of medicine and its related areas.

Magazine Index: articles from general interest magazines. This index is on film and is mounted in its own reader. It includes citations to articles published in the past five years.

Music Index: articles about music and its closely related fields.

New York Times Index: articles published in the New York Times

Newspaper Index: articles from several newspapers, including The New York Times, The Wall Street Journal and The Christian Science Monitor. This index is on film and is mounted in its own reader. It includes citations to articles published in the past five years

Philosopher's Index: articles on philosophy and its closely related disciplines.

Pollution Abstracts: articles about pollution.

Psychological Abstracts: abstracts of articles about psychology and closely related areas

Readers' Guide to Periodical Literature: articles from general interest magazines.

Social Sciences Index: includes articles on the social sciences, including psychology, sociology, history, and education.

Social Work Research and Abstracts: articles on social work and its closely related fields.

Sociological Abstracts: articles about sociology and its closely related fields.

Study the list. When you believe that you are familiar with it and wish to continue, depress the control key and 1. Then type section nineteen. Finally, depress the return key.

19. Obviously, there are some subjects which can be found in a number of indexes. For example, the broad subject of education can be found in the following indexes:

- a. Education Index
- b. Current Index to Journals in Education
- c. Social Sciences Index
- d. Child Development Abstracts and Bibliography
- e. Exceptional Child Education Resources
- f. Psychological Abstracts
- g. Sociological Abstracts

In addition, there will be articles cited in the two most general interest indexes:

- h. Readers' Guide to Periodical Literature
- i. Magazine Index

Furthermore, there would undoubtedly have been articles about this broad subject published in newspapers, so you could also consult:

- j. The New York Times Index
- k. Newspaper Index

To continue, depress the control key and 1. Then type section twenty. Finally, depress the return key.

20. Of course, you will be looking for far more specific subjects when you use the indexes. With a little thought, you will be able to match the subject to the appropriate index. Try to match the subjects in the first group with the appropriate index in the second group. Write your answers on a separate sheet of paper.

Group One:

- a. a biography of John Lennon
- b. a book review of "The World According to Garp"
- c. a newspaper article about the 1975 New York City budget crisis
- d. an article about I.B.M.

Group Two:

1. Business Index
2. Book Review Index
3. Biography Index
4. New York Times Index

To check your answers, depress the control key and 1. Then type section twenty one. Finally, depress the return key.

21. (a-3, b-2, c-4, d-1)

Here is another set for you to match:

Group One:

- a. an article on education in Mexico
- b. an article about the history of the War of 1812
- c. an article about the planet Ve
- d. an article about air pollution

Group Two:

1. General Science Index
2. Pollution Abstracts
3. Education Index
4. Social Science Index

To check your answers, depress the control key and 1. Then type section twenty two. Finally, depress the return key.

22. (a-3, b-4, c-1, d-2)

Here's another set for you to try:

Group One:

- a. an article about allergies
- b. an article about jazz
- c. an article about classroom discipline
- d. an article about counseling sexual offenders

Group Two:

1. Index Medicus
2. Music Index
3. Current Index to Journals in Education
4. Social Work Research and Abstracts

To check your answers, depress the control key and 1. Then type section twenty three. Finally, depress the return key.

23. (a-1, b-2, c-3, d-4)

By referring to the list of indexes that the library is currently getting, you can usually decide for yourself which index(es) to use. In those cases where you are not certain, ask the librarian. Armed with this knowledge, you will be able to more effectively utilize this and other libraries.

Readers' Guide to Periodical Literature

NOVEMBER 10, 1983

3-D imaging systems See Imaging systems
 3-D motion pictures See Motion pictures—Three-dimensional films
 3M Company See Minnesota Mining & Mfg. Co.
 35mm cameras See Cameras
 60 minutes [television program] See Television program reviews—Single works
 "6" airplanes See Airplanes, Jet

Abolitionists
 William Wilberforce the Saint. I. C. Bradley. bibl il
 pors *Hist Today* 33:41-4 JI '83
 Aborigines

I

Basket making
 Australian sojourn D. Fuchs il *Am Craft* 43:26-9, inside
 back cover Je/JI '83
 The battle over abortion [tactics of right-to-life groups]
 G. Kopecky il *Glamour* 81:218-19 Je '83
 My two daughters' abortions. N. Hunt. il *Mfs* 12:21-4
 Ag '83

II

Laws and regulations
 See also
 United States. Supreme Court—Decisions—Abortion
 decisions

Choice decision [Senate turns down Hatch amendment]
 il *Time* 122:21 JI PT '83
 On aborting the Constitution [Senate vote on Hatch
 Amendment] W. F. Buckley. *Natl Rev* 35:960 Ag 5
 '83
 Strategy... please? il *Natl Rev* 35:856-7 JI 22 '83
 Canada
 Doctors and abortion. J. Van Dusen. *Macleans* 96:43
 Ag 8 '83
 The nation's new agony over abortion [special section;
 with editorial comment by Kevin Doyle] il pors
Macleans 96:2, 32-8 JI 25 '83
 Ireland

A pyrrhic victory [vote on abortion clause in constitution]
 P. Kirby. *Commonweal* 110:517-19 O 7 '83
 Trying to slam the door [vote in favor of constitutional
 amendment banning abortions] il *Time* 122:42 S 19
 '83
 A verbal war of morality B. Keenan. il *Macleans* 96:53
 S 19 '83

Moral and religious aspects
 Abortion: a question of Catholic honesty. D. C. Maguire.
Christ Century 100:803-7 S 14-21 '83
 The arguments in favor of abortion are strong
 L. B. Smedes. por *Christ Today* 27:62 JI 15 '83
 Fetus as organ donor [using pancreas from aborted fetuses;
 work of Josiah Brown and Kevin Lafferty] il *Sci Dig*
 91:85 Je '83
 From Judge Dooling's decision [National Conference of
 Catholic Bishops' pro-life organizing campaign] J.
 Dooling. *Humanist* 43:10-11 JI/Ag '83

A pyrrhic victory [vote on abortion clause in Irish
 constitution] P. Kirby. *Commonweal* 110:517-19 O 7
 '83
 A verbal war of morality [debate in Ireland] B. Keenan.
 il *Macleans* 96:53 S 19 '83
 When rebel nuns go public [views on abortion] A. P.
 Ware. *Mfs* 12:102-4 S '83

Psychological aspects
 Abortion: the mourning after. C. L. Mithers. il
Mademoiselle 89:66 S '83
 Sharing the pain of abortion [impact on men; research
 by A. Shostak] J. Leo. il *Time* 122:78 S 26 '83

State aid
 The nuns' revolt: Sister Agnes Mary Mansour: her vow
 to the people. M. K. Blakely. il por *Mfs* 12:54-6
 S '83

Abortion clinics
 Canada
 Beyond the abortion charges [H. Morgentaler's clinics]
 P. Carlyle-Gordge. il *Macleans* 96:17 S 12 '83
 The Morgentaler file. E. Hillen. il por *Macleans* 96:44
 JI 18 '83
 The nation's new agony over abort on [special section;
 with editorial comment by Kevin Doyle] il pors
Macleans 96:2, 32-8 JI 25 '83
 Abortion decisions See United States. Supreme Court—Deci-
 sions—Abortion decisions
 Abraham, Doc, and Abraham, Katy
 Vinegar—the gardeners' secret weapon. *Org Gard* 30:63
 S '83
 Abraham, Katy
 (il auth) See Abraham, Doc, and Abraham, Katy

A

A & W Publishers, Inc.
 A & W Publishers files for Chapter 11 reorganization.
 J. Mutter. il *Publ Wkly* 223:19 Je 24 '83
 A. D. (Periodical)
 Fundamentalism fails—lawyers called in [United Presbyterians
 pull out of partnership with United Church of Christ]
 J. C. Lyles. *Christ Century* 100:797-9 S 14-21 '83
 A. E. McKenzie Co. Ltd.
 The sprouting of a scandal [conflict of interest case
 involving Manitoba politicians] P. Carlyle-Gordge. il
Macleans 96:30. Ag 15 '83

A. H. Belo Corp.
 A Dallas dynamo breaks into the big leagues. il *Bus*
Week p99-100+ S 26 '83
 AAAS See American Association for the Advancement
 of Science
 AAP See Association of American Publishers
 Aaron, David
 Dr. Kissinger's diary. il *Roll Stone* p44 S 29 '83
 AAP Book Show See Book exhibits
 ABA See American Bar Association; American Booksellers
 Association

Abandoned towns See Ghost towns
 Abbott, Scott
 Trivial Pursuit comes to the U.S. to take the bored
 out of games and the profits away from Pac-Man.
 M. Krance. il pors *People Wkly* 20:84-5 S 19 '83
 ABC See American Broadcasting Companies, Inc.
 Abel, Erica
 A double life: the fine art of the dual achiever. il *N*
y 16:46-51 O 10 '83
 On the loose and dating again. *Redbook* 161:100-1+ Je
 '83

Abegglen, James C.
 How to defend your business against Japan. il *Bus Week*
 p14 Ag 15 '83
 Abelson, Phillip H.

about
 A transition for Science. W. D. Carey. *Science* 221:7
 JI 1 '83
 Aberman, A. W.

about
 Matchmakers for high technology. il por *Nations Bus*
 71:70 JI '83

Ability
 See also
 Creativity
 Learning, Psychology of
 Motor ability,
 Success

Ability tests See Aptitude tests
 Able, Kenneth P.
 A migratory bird's Baedeker. bibl (p98) il *Nat Hist* 92:22+
 S '83

ABM (Anti-ballistic missile) system See Guided missiles—
 Defenses
 ABM (Anti-ballistic missile) treaty See Disarmament

Abnormalities
 See also
 Brain—Abnormalities
 Chromosome abnormalities
 Fetal alcohol syndrome
 Heart—Abnormalities
 Spine—Abnormalities

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 other states in Southern Living.
 AL 35201
 Palmer Publications,
 P.O. Box 5016, Des Moines,
 Iowa
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 Sport Illustrated, 541
 Chicago, IL 60611
 Review, Circulation Dept.,
 (C) 80302
 semi-m J. Mr. bi-m Je/JI
 Service, P.O. Box 4536,
 Alaska, Ariz., Calif., Colo.,
 N. Mex., Ore., Utah, Wash.,
 Sunset Magazine, Menlo
 Park, Calif.
 N.D., F.M., Ms., Je,
 Room 10-140, MIT,
 Publishing Co. 6490 Sunset
 Blvd., S.F.
 (bi-m Je/JI, Ap/S, N-D)
 Crafts, P.O. Box 630,
 Fairbanks, Court, Chicago,
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 the United States, 1201 16th
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 el Subscription Office, Travel
 11001
 Catholic, 221 W. Madison
 St., S.F.
 \$36. w (except 2 issues
 S. News & World Report,
 Box 2629, Boulder, CO 80322
 Monthly Chronicle
 \$14. m. United Nations,
 United Nations, New York,
 \$8 French francs), m (bi-m
 ve. S., New York, NY 10010
 (Teachers' edition)
 Society for the Advancement
 of Science, New York, NY 10023
 \$21, semi-m City News
 Southold, NY 11971
 \$201, Boulder, CO 80322
 m (bi-m JI-Ag) Washington
 Post, N.W., Washington, DC
 otherwise, Circulation Office,
 Washington, DC 20016
 Wilderness Society, 1901
 Washington, DC 20006
 Wilderness, name changed
 Circulation Dept., 4251
 MO 64111
 Working Woman, P.O. Box
 9340
 Year World Health, WHO,
 Geneva 27, Switzerland
 m World Press Review,
 Farmingdale, NY 11737
 World Tennis Magazine,
 Box 5343, 1255 Portland Pl.,
 Inc., 8 Arlington St.,



ABBREVIATIONS OF PERIODICALS INDEXED

For full information consult the list of Periodicals Indexed

*50 Plus — 50 Plus

A

- Aging — Aging
- Am Artist — American Artist
- Am Craft — American Craft
- Am Educ — American Education
- *Am Herit — American Heritage
- Am Hist Illus — American History Illustrated
- Am Sch — The American Scholar
- *America — America
- Americana — Americana
- Américas — Américas
- Antiques — Antiques
- Archit Rec — Architectural Record
- Art Am — Art in America
- Art News — Art News
- Astronomy — Astronomy
- Atlantic — The Atlantic
- Audubon — Audubon
- Aviat Weck Space Technol — Aviation Week & Space Technology

B

- *Better Homes Gard — Better Homes and Gardens
- BioScience — BioScience
- Black Enterp — Black Enterprise
- Blair Ketchums Coy J — Blair & Ketchum's Country Journal
- Bull At Sci — The Bulletin of the Atomic Scientists
- Bus. Weck — Business Week

C

- Car Driv — Car and Driver
- Cent Mag — The Center Magazine
- Change — Change
- *Changing Times — Changing Times
- Child Today — Children Today
- Christ Century — The Christian Century
- Christ Today — Christianity Today
- Commentary — Commentary
- Commonweal — Commonweal
- Comput. Electron — Computers & Electronics
- Congr Dig — Congressional Digest
- Conservationist — The Conservationist
- *Consum Rep — Consumer Reports
- *Consum Res Mag — Consumers' Research Magazine
- Creat Crafts Miniat — Creative Crafts & Miniatures
- Curr Health 2 — Current Health 2
- Current Hist — Current History
- Current — Current (Washington, D.C.)
- Cycle — Cycle

D

- Dance Mag — Dance Magazine
- Dep State Bull — Department of State Bulletin
- Des Arts Educ — Design for Arts in Education
- Down Beat — Down Beat

E

- Earth Sci — Earth Science
- *Ebony — Ebony
- Educ Dig — The Education Digest
- Encore Am Worldw News — Encore American & World-wide News
- Environment — Environment
- Esquire — Esquire
- Essence — Essence

F

- Fam Handyman — The Family Handyman
- FDA Consum — FDA Consumer
- *Field Stream — Field & Stream
- Film Comment — Film Comment

- First World — First World
- Flower Gard — Flower and Garden
- Flying — Flying
- Focus — Focus (New York, N.Y., 1950)
- *Forbes — Forbes
- *Foreign Aff — Foreign Affairs
- Foreign Policy — Foreign Policy
- *Fortune — Fortune
- Futurist — The Futurist

G

- Glamour — Glamour
- *Good Housekeep — Good Housekeeping
- *Gourmet — Gourmet

H

- *Harpers — Harper's
- Harpers Bazaar — Harper's Bazaar
- *Health — Health (New York, N.Y.)
- High Fidel — High Fidelity (Musical America edition)
- Hist Today — History Today
- Hobbies — Hobbies
- *Horizon — Horizon (Tuscaloosa, Ala.)
- House Gard — House & Garden
- Humanist — The Humanist

I

- Int Wildl — International Wildlife

L

- *Ladies Home J — Ladies' Home Journal
- Living Wilderness — The Living Wilderness

M

- Macleans — Maclean's
- Mademoiselle — Mademoiselle
- Mankind (U S) — Mankind (Los Angeles, Calif.)
- McCalls — McCall's
- Mech Illus — Mechanix Illustrated
- Mon Labor Rev — Monthly Labor Review
- Money — Money
- Motor Boat Sail — Motor Boating & Sailing
- Motor Trend — Motor Trend
- Mother Earth News — The Mother Earth News
- *Ms — Ms.

N

- N Y — New York
- N Y Rev Books — The New York Review of Books
- N Y Times Book Rev — The New York Times Book Review
- N Y Times Mag — The New York Times Magazine
- *Nat Hist — Natural History
- Nation — The Nation
- Nations Bus — Nation's Business
- *Nat Geogr — National Geographic
- *Nat Geogr World — National Geographic World
- Nat Parks — National Parks
- *Nat Rev — National Review
- Nat Wildl — National Wildlife
- Negro Hist Bull — Negro History Bulletin
- New Leader — The New Leader
- New Repub — The New Republic
- New Yorker — The New Yorker
- *Newsweek — Newsweek

O

- Oceans — Oceans
- Opera News — Opera News
- Org Gard — Organic Gardening
- *Outdoor Life — Outdoor Life (Northeast edition)

ABBREVIATIONS OF PERIODICALS INDEXED

P

- Parents — Parents
- People Wkly — People Weekly
- Petersens Photogr Mag — Petersen's Photographic Magazine
- Phi Delta Kappan — Phi Delta Kappan
- Phys Today — Physics Today
- Pop Mech — Popular Mechanics
- Pop Photogr — Popular Photography
- Pop Sci — Popular Science
- Progressive — The Progressive
- Psychol Today — Psychology Today
- Publ Wkly — Publishers Weekly

R

- Radio-Electron — Radio-Electronics
- Read Dig — Reader's Digest
- Redbook — Redbook
- Road Track — Road & Track
- Roll Stone — Rolling Stone

S

- Saturday Evening Post — The Saturday Evening Post
- Saturday Rev — Saturday Review
- Sch Update — Scholastic Update (Teachers' edition)
- Sci Am — Scientific American
- Sci Dig — Science Digest
- Sci News — Science News
- Science — Science
- Sea Front — Sea Frontiers
- Seventeen — Seventeen
- Sierra — Sierra
- Skiing — Skiing
- Sky Telesc — Sky and Telescope
- Smithsonian — Smithsonian
- Society — Society
- South Living — Southern Living

- Space World — Space World
- Sport Mag — Sport Magazine
- Sports Illus — Sports Illustrated
- Sr Sch — Senior Scholastic (Teachers' edition)
- Stereo Rev — Stereo Review
- Success Farm — Successful Farming
- Sunset — Sunset (Central edition)

T

- Technol Rev — Technology Review
- Teen — Teen
- Theatre Crafts — Theatre Crafts
- Time — Time
- Today's Educ — Today's Education
- Travel Holiday — Travel Holiday

U

- U S Cathol — U.S. Catholic
- U S News World Rep — U.S. News & World Report
- UN Mon Chron — UN Monthly Chronicle
- UNESCO Cour — The UNESCO Courier
- USA Today — USA Today

V

- Vital Speeches Day — Vital Speeches of the Day
- Vogue — Vogue

W

- Wash Mon — The Washington Monthly
- Weatherwise — Weatherwise
- Wilderness — Wilderness
- Work Woman — Working Woman
- Workbench — Workbench
- World Health — World Health
- World Press Rev — World Press Review
- World Tennis — World Tennis
- Writer — The Writer

• Available for blind and other physically handicapped readers on talking books, in braille, or on magnetic tape. For information address National Library Service for the Blind and Physically Handicapped, Library of Congress, Washington, D.C. 20542

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NED

Garden
N.Y. 1959

G
housekeeping

H
Bazaar
N.Y.
(Musical America edition)

Moosa, Ala.)
Garden

I
Wildlife

L
Home Journal
Living Wilderness

M
elle
nd (Los Angeles, Calif.)

Illustrated
ly Labor Review
Boating & Sailing
nd
he Mother Earth News

N
New York Review of Books
The New York Times Book
New York Times Magazine
ory

Business
Geographic
ional Geographic World
Parks
view
Wildlife
History Bulletin
Leader
Republic
Yorker

O
ews
identing
Iste (Northeast edition)



PERIODICALS

1. The terms "magazine," "journal," and "periodical" are often used to mean the same thing. Generally, they refer to a publication that is issued at set intervals. The term "journal" usually refers to a magazine that is scholarly in nature and is directed at a particular audience. To continue, depress the control key and the 1. Then type part two. Finally, depress the return key.

2. In this library, the most recent journals (magazines) are kept behind the Current Periodicals Desk. "Most recent" generally means that the issues are no more than a year old. To continue, depress the control key and 1. Then type part three. Finally, depress the return key.

3. The journals (magazines, which are no longer kept at the Current Periodicals Desk can be in one of three places in the library:

- a. microfilm
- b. storage
- c. bound

To continue, depress the control key and 1. Then type part four. Finally, depress the return key.

4. Each of the three locations is specified by a color:

- a. red is for microfilm
- b. black is for storage
- c. blue is for bound

To continue, depress the control key and 1. Then type part five. Finally, depress the return key.

5. The dates of what the library owns for each of the particular journals (magazines) is indicated in color. These colors refer only to where the older copies (meaning those which are no longer kept at the Current Periodicals Desk) are kept. Therefore, if the date is in red, the less current issues are on microfilm. If the date is in black, the less current issues are kept in storage. To continue, depress the control key and 1. Then type part six. Finally, depress the return key.

6. Review:

- a. What is the difference between a "journal" and a "magazine"?
- b. What are the three places a journal can be in this library when it is more than a year old?
- c. When a journal's dates are listed in red, where are the less current issues kept?
- d. When a journal's date are listed in black, where are the less current issues kept?

To review the material for question a, depress the control key and 1. Then type periodicals. Finally, depress the return key.

To review the material for question b, depress the control key and 1. The type part three. Finally, depress the return key.

To review the material for questions c and d, depress the control key and 1. Then type part four. Finally, depress the return key.

When you have finished reviewing part four, you may continue by depressing the control key and 1. Then type part five. Finally, depress the return key.

When you have answered the four questions, you may continue by depressing the control key and 1. Then type part seven. Finally, depress the return key.

7. All the journals (magazines) owned by this library are listed on a visible file which is next to the Current Periodicals Desk.

To continue, depress the control key and 1. Then type part eight. Finally, depress the return key.

8. In the manual which accompanies this disk, you will find a copy of a page from the visible file. Study this page, and refer to it as you continue this lesson.

To continue, depress the control key and 1. Then type part nine. Finally, depress the return key.

9. Look at the entry for the journal "Family Coordinator." The entry is reproduced for you here:

FAMILY COORDINATOR V. 21, 1972-v.24, 1975

According to the page from the visible file, the library began getting this journal in 1972, which was volume 21. The dash (--) indicates that the library continued to get that journal until the next date and volume listed, which in this case is volume 24, 1975.

Look at the entry for the journal "Food Technology."

a. When did the library begin getting "Food Technology?"

b. When did the library stop getting "Food Technology?"

c. What volumes of "Food Technology" are owned by the library?

To check your answers, depress the control key and 1. Then type part nine. Finally, depress the return key.

10. (a. 1960, b. 1966, c. volume 14-volume 20)

Sometimes there is only one volume number and date listed for a journal (magazine). When this date is followed by a dash (--), it means that the library began getting the journal in the year listed, and is still getting it. An example of this is "Feminist Studies":

FEMINIST STUDIES v. 8, 1982-

The library began getting "Feminist Studies" in 1982, and is still getting it. Look at the entry for "Film Quarterly."

a. When did the library begin getting "Film Quarterly"?

b. Is the library still getting "Film Quarterly"?

To check your answers, depress the control key and 1. Then type part eleven. Finally, depress the return key.

11. (a. 1945, b. yes)

To review what you have just learned, answer the following questions:

a. Is the library still getting the journal "Financial Analysts Journal"?

b. Is the library still getting "Foreign Policy Reports"?

c. When did the library begin getting "Forbes"?

d. When did the library stop getting "Federal Probation"?

e. What volumes of "Filmmakers Newsletter" are owned by the library?

To check your answers, depress the control key and 1. Then type part twelve. Finally, depress the return key.

12. (a. yes, b. no, c. 1917, d. 1964, e. volume 6 through volume 11 issue number 11)

In addition to the information already mentioned, the visible file includes some notes which may be of interest. These include:

a. "See": the information on the title that you are looking for is recorded in another place on the visible file. An example of this is:

Faraday Society. Discussions see Chemical Soc,

London. J1 Faraday Discussions

b. "Current year only": this means that the library only keeps the issues from the current year. The older issues are discarded. An example of this is:

Ford Foundation Letter Current year only

c. "Film only" (also indicated by "FO" after the title): means that the library only has this journal on microfilm. Since microfilming of a journal is generally done at the end of the year, the library will not have the most current issues of this journal. An example of this is:

50 Plus v. 18-Film only

d. "Some gaps": indicates that the holdings of the library are not complete. There may be several issues of the journal which are not in the library. An example of this is;

Federal Reserve Bulletin v. 1, 1915-v.66, 1980.

v.68, 1982- Some gaps)

e. "Title changed" and "Formerly": indicate that more information about this publication can be found under another name on the visible file. Examples of this are:

Family Health...Title changed to Health

50 Plus...Formerly Retirement Living

To continue, depress the control key and 1. Then type part thirteen. Finally, depress the return key.

13. Now that you know how to interpret the visible file, you will be able to tell whether the library owns the journal in which you are interested. Of course, if a journal is not listed on the visible file, that means that the library does not own it.

- FDA CONSUMER (F) v.12, 1978-
- FACTS ON FILE 1961-
- FAMILY AND COMMUNITY HEALTH v.6, 1983-
- FAMILY COORDINATOR v.21, 1972-v.24, 1975.
- FAMILY HEALTH v.9, 1977-v.13, No.1, 1981. Title changed to HEALTH
- Far Eastern Quarterly see JOURNAL OF ASIAN STUDIES
- FARADAY SOCIETY. DISCUSSIONS see CHEMICAL SOC., LONDON. J.L. FARADAY DISCUSSIONS
- FARADAY SOCIETY. TRANSACTIONS v.47, '51-v.48, '52. v.54, '58. v.59, '63-v.67, '71
Title changed to CHEMICAL SOC., LONDON. J.L. FARADAY TRANSACTIONS, PARTS I & II
- FEDERAL PROBATION v.3, 1939-v.28, 1964.
- FEDERAL REGISTER Current year and two previous years
- FEDERAL RES. BANK OF KANSAS CITY. ECONOMIC REVIEW 1975- (Formerly MONTHLY REVIEW)
- FEDERAL RES. BANK OF N.Y. MONTHLY REV. v.56/'74-v.59/'77. See QUARTERLY REVIEW
- FEDERAL RESERVE BANK OF N.Y. QTLY. REVIEW v.2, 1977- (Formerly MONTHLY REVIEW)
- FEDERAL RESERVE BANK OF PHILADELPHIA. BUSINESS REVIEW 1974-
- FEDERAL RESERVE BULLETIN v. 1, 1915-v. 66, 1980, v.68, 1982- Some gaps
- FEMINIST STUDIES v.8, 1982-
- FICHERO BIBLIOGRAFICO HISPANOAMERICANO v.7, 1968-v.14, #6, 1975. (Some gaps)
- 50 PLUS v.18, 1978- FILM ONLY (Formerly RETIREMENT LIVING)
- FIFTY PLUS v. 24 No. 2 Feb. 1984-
- FILM CULTURE 1955-
- FILM QUARTERLY v.1, 1945-
- FILMMAKERS FILM & VIDEO MONTHLY v.11, #12, '78-'82 (Formerly FILMMAKERS NEWSLETTER)
- FILMMAKERS NEWSLETTER v.6, 1973-v.11, No.11, 1978. Title changed to FILMMAKERS FILM & VIDEO MONTHLY
- FINANCIAL ANALYSTS JOURNAL v.32, No.5, 1976-
- FINANCIAL EXECUTIVE v.45, No.11, 1977-
- FOCUS v. 7, No.1, Winter 1984-
- FOOD AND NUTRITION (F) v.8, 1978-
- FOOD TECHNOLOGY v.14, 1950-v.20, 1966.
- FORBES v.1, 1917-
- FORD FOUNDATION LETTER Current year only
- FOREIGN AFFAIRS v.1, 1922-
- FOREIGN LANGUAGE ANNALS v.6, No.3, 1973-
- FOREIGN POLICY No.7, 1972- (F) v.44, 1980-
- FOREIGN POLICY REPORTS v.1, 1925/26-v.23, 1947/48. v.25, 1949-v.27, 1951-
- FORMES No.1, 1929-No.33, 1933//
- FORTHCOMING BOOKS Current year only
- FORTHCOMING BOOKS - SUBJECT GUIDE Current year only

Arrangement of books on the shelves

1. In this library, the books are arranged on the shelves according to a system called the Library of Congress Classification Schedule. The system uses a combination of letters and numbers to identify each book in the library. To continue, depress the control key and 1. Then type arrangement 2. Finally, depress the return key.

2. In this library, the books are arranged first by letter alphabetically, and then by number numerically.

The books are arranged by _____ and then by _____.
To check your answers, depress the control key and 1. Then type arrangement 3. Finally, depress the return key.

3. (letter, number)

This letter number combination is called the book's call number. To continue, depress the control key and 1. Then type arrangement 4. Finally, depress the return key.

4. In this system, a book with a call number of "A 300" will be placed on the shelves before a book with a call number of "B 2". A book whose call number is "K 10" will be placed in front of one whose call number is "M 3". To continue, depress the control key and 1. Then type arrangement 5. Finally, depress the return key.

5. Arrange the following call numbers in correct order:

1. A 73.5
2. P 43.2
3. C 33.4

If you think the correct order is:

- a. 2,3,1 depress the control key and 1. Then type arrangement 6. Finally, depress the return key.
- b. 1,3,2 depress the control key and 1. Then type arrangement 7. Finally, depress the return key.
- c. 3,2,1 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

6. To review, remember that you must look at the letter before you look at the numbers. Arrange the letters alphabetically first.

If you would like to review some examples, depress the control key and 1. Then type arrangement 4. Finally, depress the return key.

If you feel more confident, try to arrange the following call numbers in order:

1. G 98
2. H 44
3. K 71

If you think the correct order is:

a. 1,2,3 depress the control key and 1. Then type arrangement 7. Finally, depress the return key.

b. 2,3,1 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

7. Very good. Here are a few more call numbers to put in order:

1. P 77.31
2. H 87.3
3. R 15.1

If you think the correct order is:

a. 2,1,3 depress the control key and 1. Then type arrangement 9. Finally, depress the return key.

b. 3,2,1 depress the control key and 1. Then type arrangement 11. Finally, depress the return key.

c. 3,1,2 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

8. To review, remember that before looking at the numbers, look at the letters and arrange them alphabetically. The decimal point does not have an effect on the order of the books that have different initial letters and numbers.

If you would like to review some examples, depress the control key and 1. Then type arrangement 4. Finally, depress the return key.

If you would like to continue, arrange the following in order:

1. Q 73.1
2. N 72.2
3. Z 71.3

If you think the correct order is:

a. 1,2,3 depress the control key and 1. Then type arrangement 8. Finally, depress the return key.

b. 3,2,1 depress the control key and 1. Then type arrangement 6. Finally, depress the return key.

c. 2,1,3 depress the control key and 1. Then type arrangement 7. Finally, depress the return key.

9. Very good. Usually, the call number is composed of more than simply one letter and a number. Often, there will be a combination of two letters followed by a number. In this case, consider the first letter and then the second. A book whose call number is "BA 10" will be placed before a book whose call number is "BF 2". Similarly, a book whose call number is "PR 66" will be placed on the shelves before one whose call number is "PS 17". A book whose call number is simply "P 55" will be placed before "PA 1" because a "P" without a letter following it comes before a "P" followed by any other letter.

To continue, depress the control key and 1. Then type arrangement 10. Finally, depress the return key.

10. Arrange the following call numbers in order:

- a. BF 73,4
- b. TK 72.3
- c. Z 93.2

If you think the correct order is :

1. c,a,b depress the control key and 1. Then type arrangement 12. Finally, depress the return key.
2. a,b,c depress the control key and 1. Then type arrangement 13. Finally, depress the return key.
3. b,a,c depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

11. Consider the letters before looking at the numbers. No matter what the numbers are, the letters are arranged alphabetically first. To continue, depress the control key and 1. Then type arrangement 5. Finally, depress the return key.

12. To review, please remember that you must consider the first letter of each call number first, and then consider the rest of the call number:

If you would like to review some examples of this, please depress the control key and 1. Then type arrangement 9. Finally, depress the return key.

If you would like to continue, arrange the following call numbers in order:

- a. BF 33
- b. HV 31
- c. T 3

If you think the correct order is:

1. a,b,c depress the control key and 1. Then type arrangement 13. Finally, depress the return key.
2. c,a,b depress the control key and 1. Then type arrangement 15. Finally, depress the return key.
3. c,b,a depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

13. Very good. Here is another set for you to try. Arrange the following call numbers in order:

- a. P 33
- b. PS 31
- c. PR 30

If you think the correct order is:

1. a,c,b depress the control key and 1. Then type arrangement 16. Finally, depress the return key.
2. c,b,a depress the control key and 1. Then type arrangement 14. Finally, depress the return key.

14. At this point, a review is necessary. Please depress the control key and

1. Then type arrangement 5. Then depress the return key.

15. When trying to put call numbers in order, it might help to imagine that each begins with a two letter combination. You may mentally add a line to those that begin with one letter to clarify the situation. Place the following call numbers in order:

- a. TK 12
- b. Q 44 (or Q- 44)
- c. PS 10

If you think the correct order is:

1. c,b,a depress the control key and 1. Then type arrangement
13. Finally, depress the return key.
2. c,a,b depress the control key and 1. Then type arrangement
14. Finally, depress the return key.

16. Very good. So far, you have learned that the call number of a book uses a combination of letters and numbers. The books are arranged first by letter alphabetically, and then by number numerically. A call number that begins with a two letter combination is treated as having two separate letters for the purpose of arranging the books on the shelves. After the letters and numbers, there is often a decimal point followed by a combination of numbers and letters.

To continue, depress the control key and 1. then type arrangement 17. Finally, depress the return key.

17. After the decimal point in a call number, the books are arranged numerically and then alphabetically. It must be remembered that after a decimal point, any number of zeroes can be added to the end of a number without changing its value. Thus, ".2" is the same as ".2000" and ".20000". To work with a number of decimal numbers, add zeroes to each of them until you have the same number of digits after the decimal point in each. After doing that, placing them in order will be relatively simple.

To continue, depress the control key and 1. Then type arrangement 18. Finally, depress the return key.

18. Arrange the following call numbers in order:

- a. BF 36.1
- b. BF 36.01
- c. BF 36.273

Remember to add zeroes to each number after the decimal point to make them have the same number of decimal digits.

Now we get:

- a. BF 36.100
- b. BF 36.010
- c. BF 36.273

To check your answer, depress the control key and 1. Then type arrangement 19. Finally, depress the return key.

19. (b,a,c)

If two or more books have the same letters and numbers before the decimal point, and the same numbers after the decimal point, look at the letters which follow. The books will then be arranged by these letters. Sometimes, after the decimal point there will be a letter. If two or more books have the identical letters and numbers before the decimal point, the books will be arranged alphabetically by the letters following the decimal point.

Having gone this far, you are now ready to try your hand at the final review quiz related to the arrangement of books on the shelves. If you can do this without any problems, you will have very little trouble finding books in this library.

If you are ready to take the final review quiz related to the arrangement of books, depress the control key and 1. Then type arrangement 20. Finally, depress the return key.

20. Final review quiz:

Directions: arrange the following call numbers in order.

- a. BF 36.5 B
- b. D 41.01 F
- c. DA 41.01 F
- d. DA 4.3 C
- e. Z 1.01 A
- f. BF 36.5 L
- g. BF 36.43 B

To check your answers, depress the control key and j. Then type arrangement 21. Finally, depress the return key.

21. Final review quiz: answers

The correct order is: g,a,f,b,d,c,e

- a. BF 36.5 B
- b. D 41.01 F
- c. DA 41.01 F
- d. DA 4.3 C
- e. Z 1.01 A
- f. BF 36.5 C
- g. BF 36.43 B

If you got all these correct, congratulations: you are now equipped with the knowledge to locate books on the shelves in this library.

If you had trouble with this exercise, you may wish to review the entire unit. To do this, depress the control key and l. Then type arrangement of books. Finally, depress the return key.