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ABSTRACT

Created especially for international students entering San Diego State University (California), this library research guide introduces basic library materials and search techniques. The guide presents a step-by-step approach using examples, illustrations, and maps, to cover the following topics: (1) introductions to San Diego State University and its library; (2) choosing and focusing on a topic; (3) locating background information; (4) using the Library of Congress Classification System; (5) finding books and articles; (6) defining government publications; (7) evaluating the information found; and (8) using style manuals. Two appendices provide samples of four types of information available on education in Japan and a glossary of basic library terminology in Chinese, Japanese, Arabic, Spanish, and English. (RP)

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Library Research Guide

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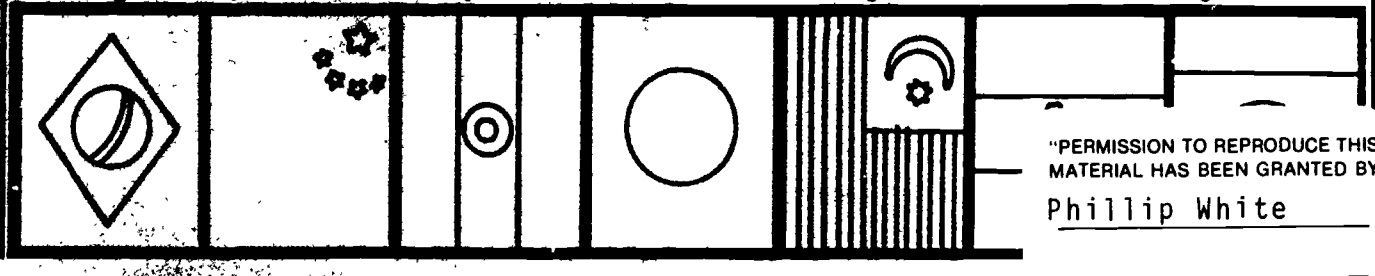
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LIBRARY RESEARCH GUIDE
for International Students

by

Linda Muroi

and

Phillip White

University Library
San Diego State University

1987

PREFACE

WELCOME. INTERNATIONAL STUDENTS.

You are among approximately 300,000 students from outside the United States who use college and university libraries on United States' campuses every year. Each year, there are over 600 new international students coming to San Diego State University. Since many of you have not used American libraries before, the librarians at San Diego State University would like to assist you in your efforts to use the library to find information and do research.

The goals of this guide are:

1. To teach you the basic types of library materials available for your research.

2. To assist you in researching topics with these materials.

3. To help you find information and materials in our library.

We hope that you will find the guide useful in getting acquainted with our library and making your library experience an enjoyable one.

ACKNOWLEDGEMENTS

We would like to thank Vice-President Albert W. Johnson and the Affirmative Action Faculty Development Educational Equity Program Committee for providing the mini-grant to produce this guide.

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Also, thanks to Frank Pepito for the artwork and illustrations he produced for this guide and Gloria Rogers and Julio Martinez for providing translations of library terminology.

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I. Introduction to San Diego State University

San Diego State University is one of 19 universities in the California State University system. It was founded in 1897, making it the oldest university in the system. San Diego State University began with 91 students. Today, enrollment is over 35,000 students. The University offers bachelor's degrees in 69 areas and master's degrees in 54 subject areas. The University Library houses materials to support study and research in these many and varied subject areas.

II. University Library

Introduction

The Malcolm A. Love Library was built in 1974. The collection comprises over 860,000 volumes, including books and periodicals, and over 447,000 government publications. Almost 10,000 periodical and serial titles are received. Additional resources include over 2.3 million microfiche and micro-opaque cards, 52,800 reels of microfilm, 141,000 maps and thousands of phonograph records, curriculum items and archival papers. The library provides many services for students, such as individual assistance in research, library research lectures and tours, term paper clinics, and printed guides and bibliographies.

Library Hours

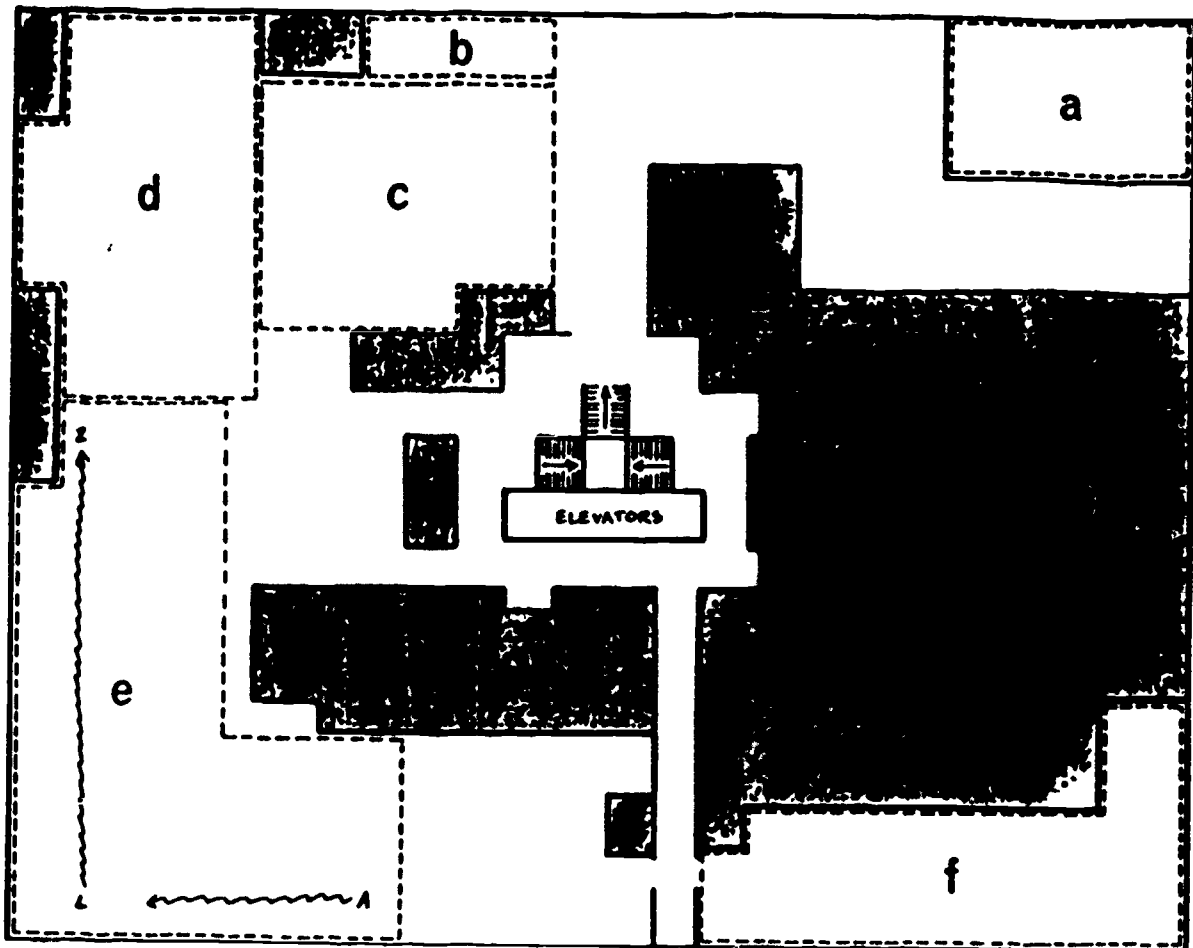
The University Library is normally open 7 days per week. The hours are posted on large signs at the entrance and exit of the building. For the Fall and Spring semesters, the library's hours are:

Monday through Thursday	7:30am to 11pm
Friday	7:30am to 5pm
Saturday	10am to 5pm
Sunday	12 noon to 10pm

Changes in the hours, for the summer and holidays, will be noted on the signs in the lobby.

Before beginning an assignment which needs library resources, it helps to get acquainted with the physical organization of the library. Our library consists of five floors. Materials may be organized by subjects (such as Science Reference and General Reference Departments), by format (Microforms and Newspapers Center), and by publisher (Government Publications). On the next few pages we have provided a map of the major areas in the library. You may wish to take a few minutes to tour the areas prior to starting your research.

1st Floor



a. RESERVE BOOK ROOM - Books and articles kept for use in the library, to be checked-out for short periods of time. Usually put on "reserve" by the instructor for specific classes. Materials may not be found in the main Card Catalog on the 2nd floor.

MICROFORMS AND NEWSPAPER CENTER

b. Current Newspapers - Kept in alphabetical order. The last row are foreign newspapers.

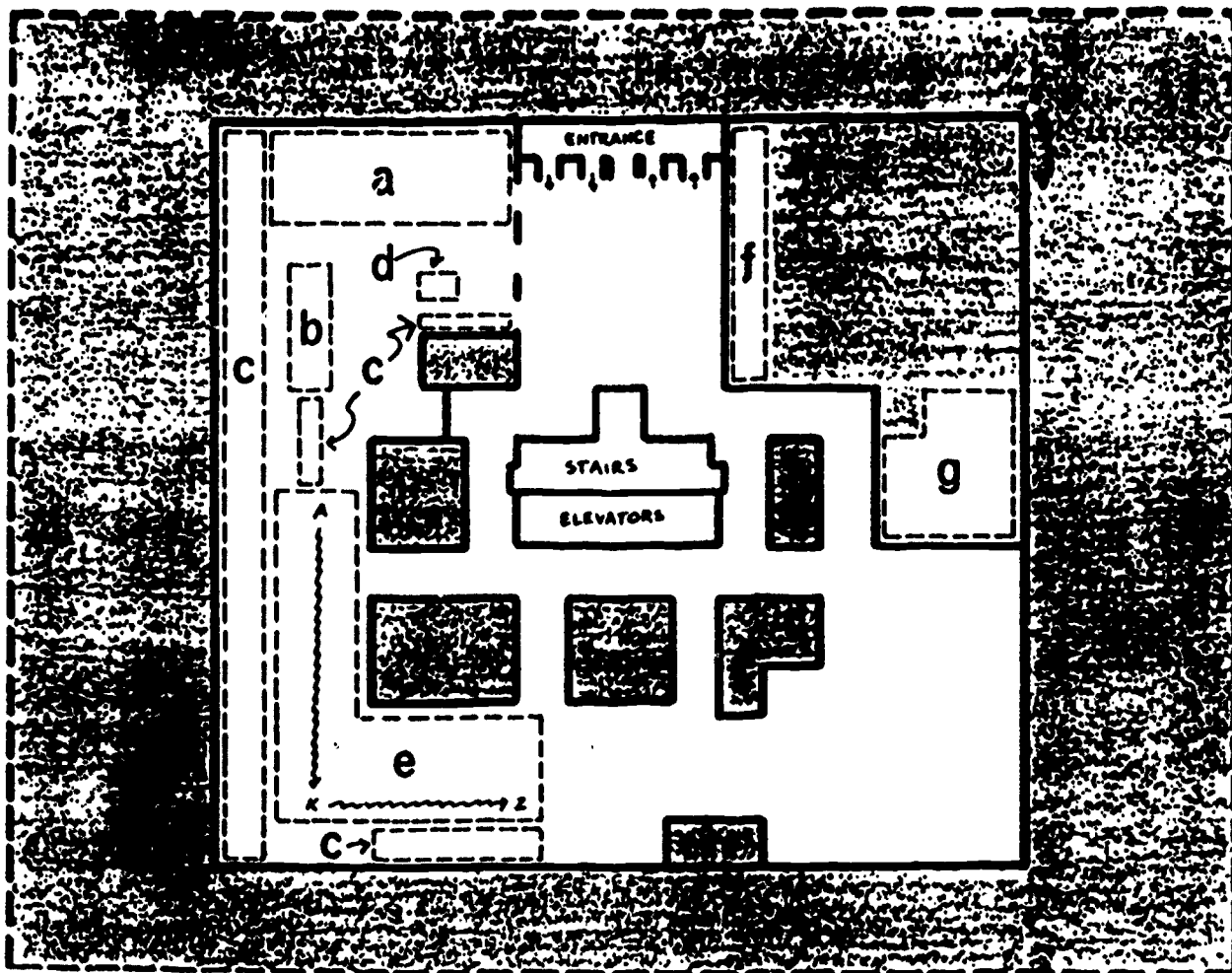
c. Microfilm - Rolls of film that must be read on a microfilm viewer or copier. Found in yellow metal cabinets. Arranged by a call number beginning with the letter F-. Many newspapers and periodicals are found on microfilm.

d. Microfiche - 4 x 6 inch sheets of film which must be read on a microfiche viewer or copier. Found in brown metal cabinets. Arranged by a call number beginning with the letter C-. Many periodicals are found on microfiche.

e. BOUND PERIODICALS -Magazines and journals in all subjects except the sciences, are bound into hard-covered volumes and shelved by call numbers.

f. PERIODICAL READING ROOM - Current magazines and journals in all subjects except the sciences, for approximately the last year are available here. Organized by call number.

2nd Floor



a. CARD CATALOG - Use to locate call number for books. Divided into two parts: author and titles in one card catalog, subjects in another catalog.

b. REFERENCE DESKS - Reference Librarians sit here. Come here to get help or find information.

c. INDEX TABLES - Indexes to periodical articles are arranged by broad subject areas. Ask the Reference Librarian which are the best for your topic.

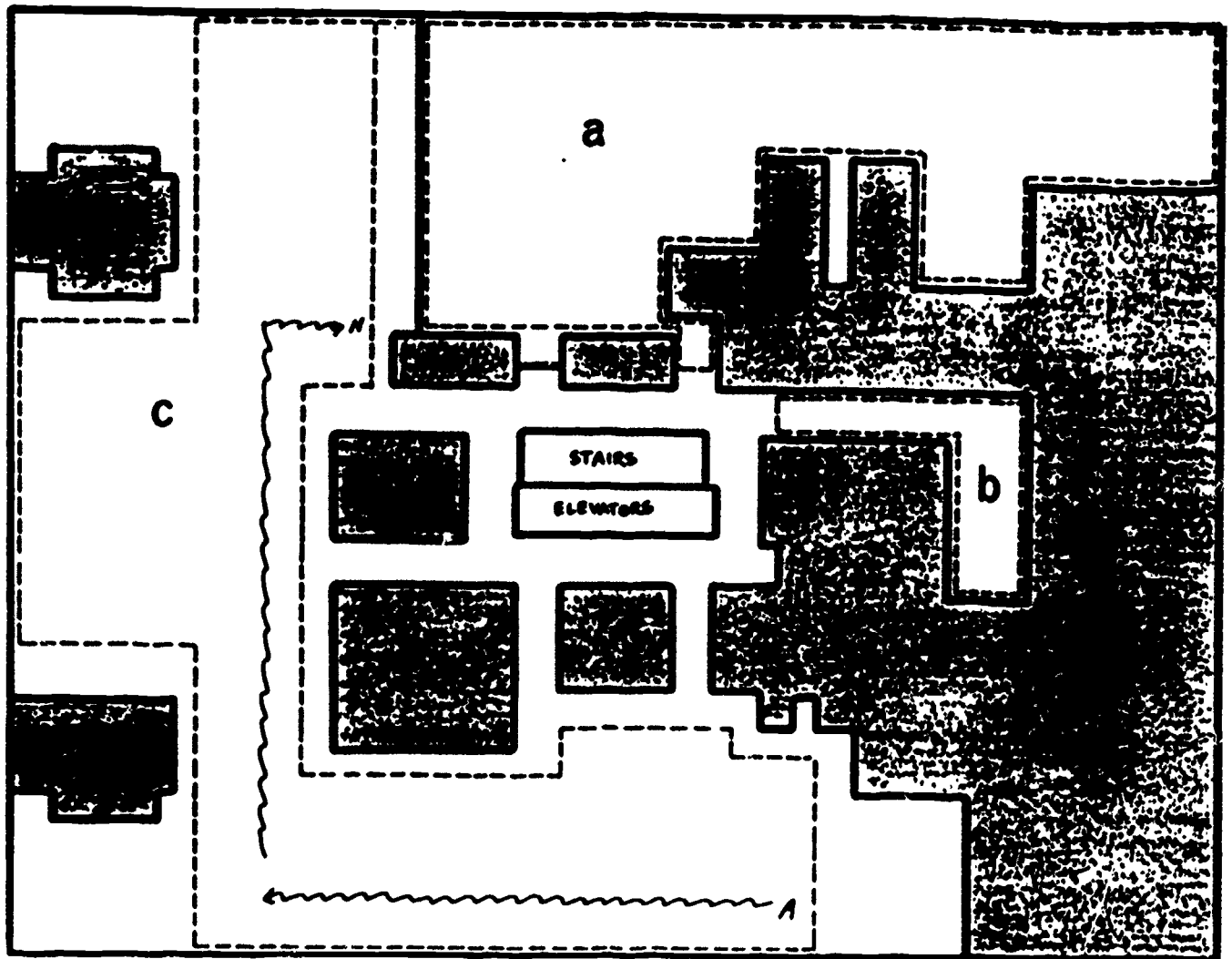
d. SERIALS PRINTOUT - These red-covered printouts list all the periodicals our library owns, and gives the call numbers for each. Check these after using the periodical indexes.

e. REFERENCE STACKS - Reference books are shelved in these shelving units by call number. These include encyclopedias, dictionaries, handbooks, bibliographies, statistical sources, directories, and other reference materials. These books are to be used in the library; they cannot be checked out.

f. CIRCULATION DESK - Check books out and return here.

g. INTERLIBRARY LOAN - You can request that books or periodical articles our library does not have be sent from another library.

3rd Floor

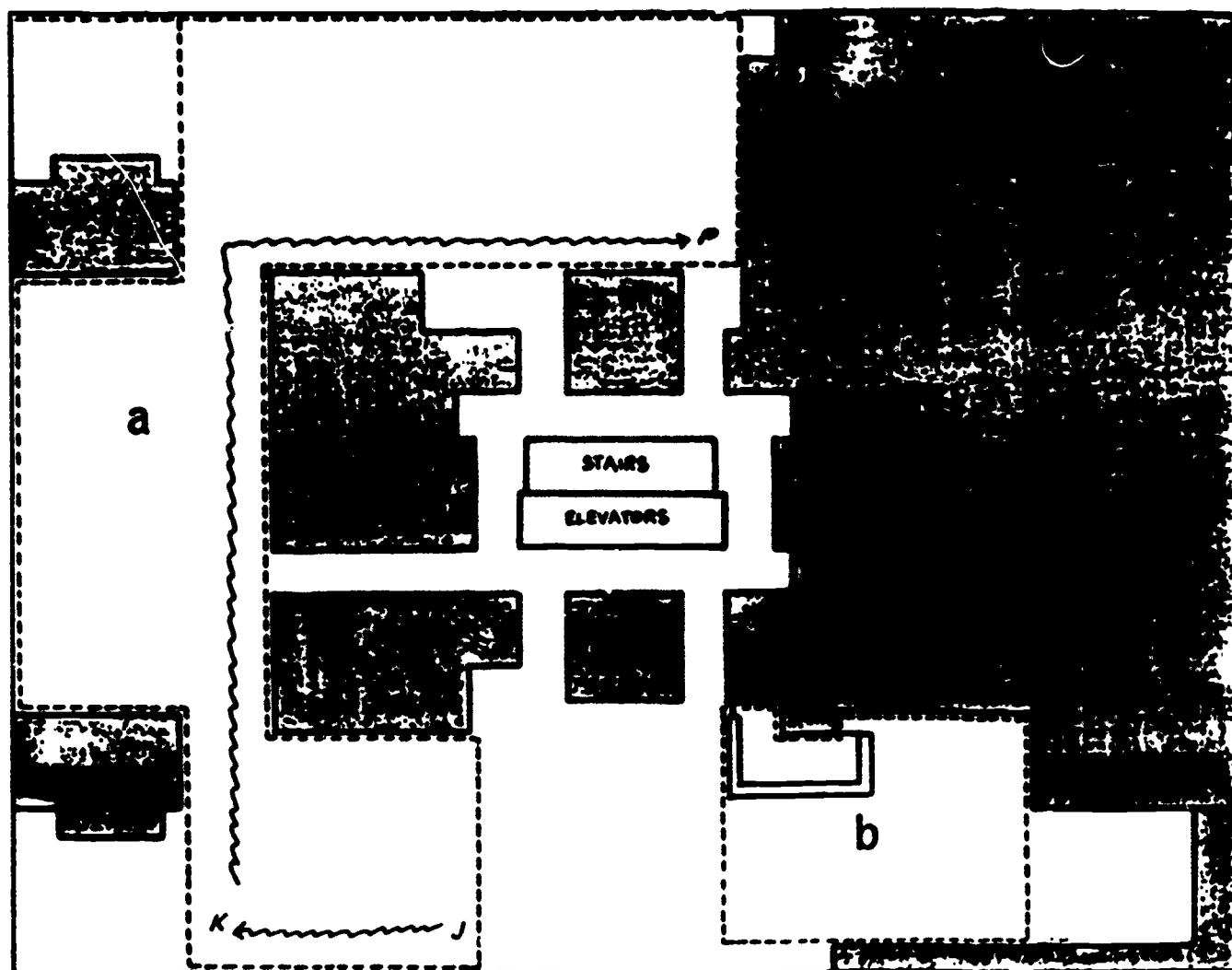


a. GOVERNMENT PUBLICATIONS - Material published by the United States government, the California state government, and the United Nations. Has its own card catalogs and periodical indexes.

b. MAPS - Approximately 140,000 flat maps and atlases are located here. Includes thematic maps, historical maps, nautical and aeronautical charts, and tourist maps for the United States and many foreign countries.

c. STACKS - Books with call numbers beginning with A through H are shelved here. You can check out most of these by taking them to the Circulation Desk on the 2nd or main floor.

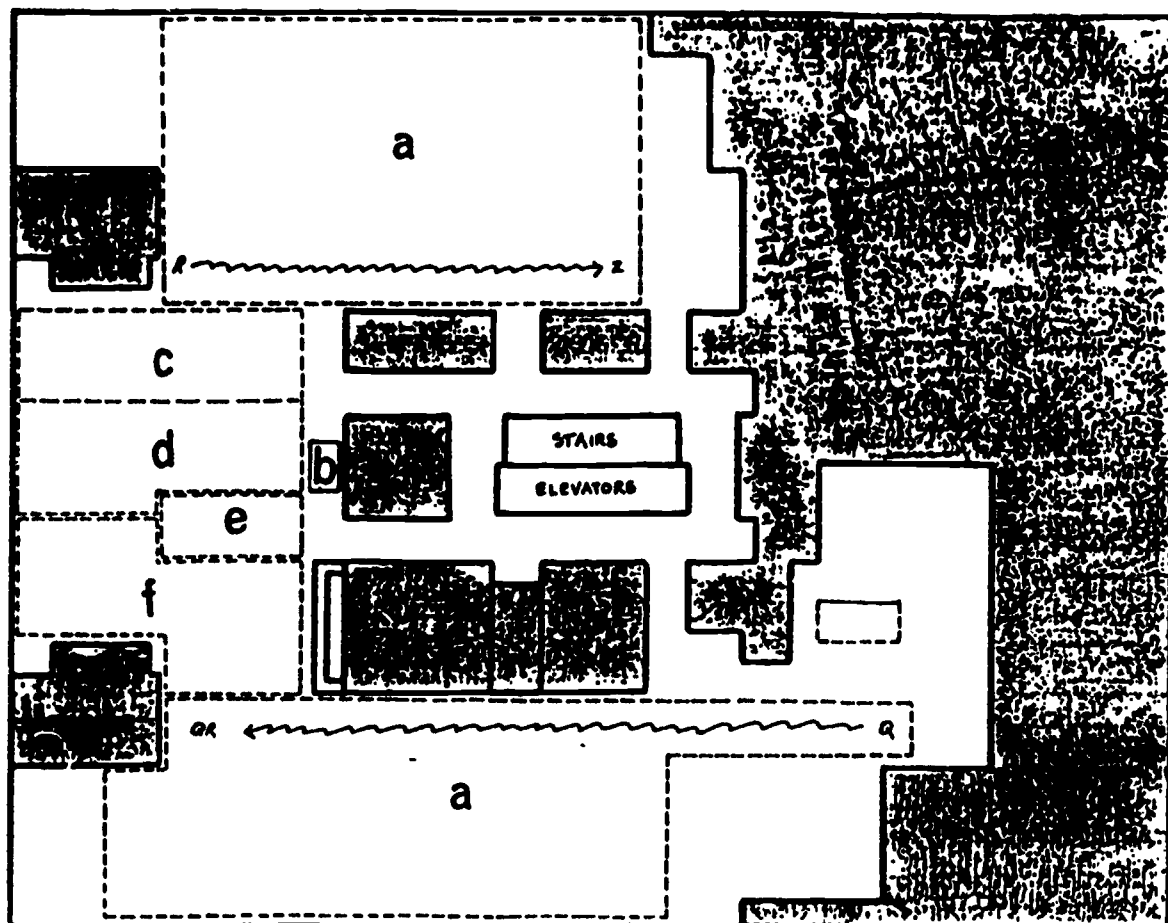
4th Floor



a. STACKS - Books with call numbers beginning with the letter J through P are shelved on this floor.

b. MEDIA CENTER - A special collection of audio-visual materials, such as audio cassettes, records, slides, video cassettes, transparencies and filmstrips, and their equipment.

5th Floor



a. STACKS - Books and bound periodicals with call numbers beginning with Q through Z are shelved on this floor.

b. SCIENCE REFERENCE DESK - Reference Librarians here will help you with research on topics in the biology, chemistry, engineering, computer sciences, and other scientific and technical areas.

c. SCIENCE PERIODICALS INDEX TABLES - Periodical indexes are arranged by broad subject areas. Reference Librarians will advise you on the best ones to use for your topic.

d. SCIENCE REFERENCE BOOKS - Encyclopedias, handbooks, and other reference materials that cover scientific and technical fields. These books are to be used in the library; they cannot be checked out.

e. SCIENCE CARD CATALOG - A Subject and an Author/Title Card Catalog for science books.

f. SCIENCE CURRENT PERIODICALS AND MICROFORMS - Current periodicals are arranged by call numbers. Microfilm and microfiche are in alphabetical order by the title of the periodical. Older, bound periodicals are shelved in the stacks by call numbers.

Reference Librarians

Because the University Library is so large, it can be confusing when beginning a library project. A Reference librarian can be very important to the new student or even the advanced researcher. Reference librarians have a Master's Degree in Library Science, which means they are experts in locating information on almost any subject. Many librarians have an additional master's in other subject areas such as education, business, biology, or philosophy. Reference librarians are available for students to ask questions on any number of topics for any projects, papers, or speeches. They will assist you in finding materials for your topic. They will not, however, help you write your paper or project, but will direct you to materials or persons who may assist you in writing.



There are three areas where Reference librarians are available to assist you in your library research.

1. General Reference (2nd or Main Floor)

General Reference Librarians can answer general questions about library research, as well as indepth information in the Social Sciences and Humanities such as Business, Education, Literature, Art, History, etc.

2. Science Reference (5th Floor)

Science Reference Librarians are experts in the Sciences and Technology such as Chemistry, Biology, Engineering, Nursing, etc.

3. Government Publications Reference (3rd Floor)

Government Publications Reference Librarians are experts in finding information in United States, California, and United Nations publications. These publications cover a broad range of topics but are especially good for research in the Social Sciences, Sciences and Technology.

Tips in using a Reference Librarian:

1. Please do not hesitate to ask questions at any time during your library research.
2. Please be specific when asking a question. Do not ask for books on ART if you are doing a paper on Rembrandt's works.
3. Reference librarians do not know everything. Please do not feel they don't want to help you if they refer you to another Reference librarian.
4. If you are referred to a source by a Reference librarian and it does not have the answer, go back to the Reference librarian and ask for another source.

III. Choosing a Topic to Research

When you are given an assignment such as a term paper, often the instructor will allow you to choose your topic. Occasionally, topic selection can be difficult. Below are some ideas on how to select the best topic for your paper or project.

Interest

Choose a topic which interests you, because it is more fun and easier to write about an interesting topic. If you are taking a business class and your interest is in how people communicate within a business, you may want to write on that topic.

Topic problems

Be aware that if you choose a topic that is too current or too specialized, the information may not be available.

- Too Current

For example, if you are writing on an event which occurred a week ago, or even one month ago, there will not be much published, except possibly a newspaper article. Information takes a certain amount of time to be published. A book may take years to compile and a journal article may take weeks or months to write.

- Too Narrow

If you are doing a research paper on a narrow topic, such as a little known gene in the field of genetics, you probably won't find very much information.

- Too Broad

Also, try to choose a topic that is not too broad. Depending on how long your research paper, project, or speech is supposed to be, you should pick a topic that you can cover adequately without being too general or too narrow. You need to be an expert in a very short amount of time on your topic. The more you know about your topic, the easier it will be to write the paper. If the topic is too broad, this will be impossible. (More on focusing and narrowing in Part IV).

IV. Focusing Your Topic

Often when writing a term paper or short paper your instructor may say your topic is too broad for the length of the paper. A topic such as Education would be very difficult to write a term paper on because so much has been written and it would be impossible for you to read all the materials available.

When writing a term paper you need to become an "expert" on your topic. As stated previously, the more you know about a topic the easier it is to write about it. Therefore, you want to make sure your topic is narrow enough so that it can be covered completely. There are a number of ways to focus or narrow your topic to fit the number of pages your term paper should be.

For example, if you are writing a paper on Education:

1. Narrow by **subject** emphasis.

Japanese colleges compared to American colleges.

2. Narrow by **time or date**:

Japanese colleges compared to American colleges since World War II.

3. Narrow by **group** (such as Women, Men, Blacks, Chicanos, Japanese):

Women's education in Japanese colleges compared to American colleges since World War II.

V. Background Information

If you choose a topic with which you are not familiar, you may want to start with an overview. For an overview of a topic, you need background information. Background information can be found in a number of sources. You may find it in encyclopedias, dictionaries, handbooks, articles, and other similar sources. The Encyclopedia Britannica is an excellent example of a background information source. An encyclopedia article will usually give a definition of the topic and the important people, places or events associated with the topic. Often a bibliography is included. A bibliography is a list of sources that the author used to write the article, book, pamphlet, etc. Background information can get you started on your project or term paper by telling you what the important issues are which surround a particular topic.

There are also many specialized encyclopedias available for your use. There usually is an encyclopedia for every subject area or discipline, such as the Encyclopedia of Economics or the McGraw-Hill Encyclopedia of Science and Technology.

For example, you are writing a term paper on the educational system of Japan versus the educational system of the United States. You may be familiar with one or the other or neither. An encyclopedia will give you the educational structure of both. For this topic, one good source would be the International Encyclopedia of Higher Education. See example on the following page.

Japan: System of Education

Japan consists of nearly 4,000 large and small islands, stretching along the northeastern coast of the Asian continent, the longest span being 3,000 kilometres. The total area is 378,000 square kilometres (145,945 square miles), only one-third of which can be inhabited.

In 1980, the population was 117 million, of which 57 percent lived on 2.2 percent of the total land area. In 1980, those over 60 years of age formed 12.8 percent of the total population while those up to 14 years old formed 23.6 percent. In 1950, the percentages were 8 percent and 35 percent respectively. Age differentials are not similar in urban and rural areas. Young people are concentrated in urban areas. The population growth rate is slow, being 0.9 percent in 1979. It is estimated that Japan's population will continue to increase until the year 2020, when it will be 140 million. It is then expected to remain constant. These changing demographic patterns have caused several problems in education: finding new locations for schools and increased funding for the high cost of schools, hiring school teachers in urban areas, and the oversupply of teachers and of isolated education programmes in rural areas. An ageing population has

stimulated interest in lifelong educational opportunities and the slow population growth rate has increased parents' concern for their children's education.

Ethnically, Japan is a homogeneous country. Foreigners number only 783,000. The medium of instruction is Japanese from preschool to higher education.

In 1980, 10.4 percent of the total labour force worked in the primary sector, 34.8 percent in the secondary, and 54.6 percent in the tertiary. The structure of the labour force has changed very dramatically. Towards the end of the nineteenth century almost 80 percent worked in the primary sector; by the 1930s, the percentage dropped below 50 percent and by 1970, below 20 percent. In terms of the gross domestic product, 4 percent comes from the primary sector, 38 percent from the secondary, and the rest from the tertiary.

The government provides guidelines for private industry in the form of economic development plans. A new seven-year social and economic plan began in 1979. No definite planning on education is incorporated into the economic development plans, but separate educational development programmes are prepared by the Ministry of Education.

Since the 1947 Constitution, Japan has had a bicameral legislature whose members are elected by direct voting. Before that, the Imperial Constitution of 1890 established the *Tenno* (Emperor) as head of state supported by the Imperial Parliament composed of a house of nobles and a house of representatives. The government today operates through a party-cabinet system.

Administratively, Japan is divided into 47 *Ken* (prefectures) and further subdivided into 3,256 *Shi/Cho/Son* (municipalities). The 1947 Local Autonomy Law provides that local-assembly members and heads of the prefectures and municipalities should be elected directly by the people.

The establishment and maintenance of public schools and other educational facilities are the responsibility of boards of education in each local government area, with members of the boards appointed by the head of the local prefecture or municipality with the consent of the local assembly.

THE INTERNATIONAL ENCYCLOPEDIA OF HIGHER EDUCATION

Asa S. Knowles
Editor-in-Chief

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Ref

ENCYCLOPEDIAS GIVE AN OVERVIEW OF THE TOPIC, AND OFTEN INCLUDE A BIBLIOGRAPHY OF REFERENCES AT THE END OF THE CHAPTER.

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Below we have listed other specialized encyclopedias which you may find useful in getting background information on your term paper topic. These books are located in the Reference Book Stacks by call number.

REF means General Reference (located on the 2nd floor).

SCI REF means Science Reference (located on the 5th floor).

SUBJECT ENCYCLOPEDIAS

Art	<u>Encyclopedia of World Art</u>	N 31 E533 REF
Computer Science	<u>Encyclopedia of Computer Science and Technology</u>	QA 76.15 E5 SCI REF
Engineering	<u>Encyclopedia of Environmental Science and Engineering</u>	TD 9 E5 1983 SCI REF
Finance	<u>Encyclopedia of Banking and Finance</u>	HC 151 E8 1983 REF
Literature	<u>Encyclopedia of World Literature in the 20th Century</u>	PN 771 E5 1981 REF
Social Sciences	<u>International Encyclopedia of the Social Sciences</u>	H 41 J5 REF

These are just a few of the encyclopedias available for your use. Ask a Reference librarian for the best encyclopedia for your topic.

VI. Library of Congress Classification System

In our library we assign what is referred to as a call number to all our materials. The call number is used to locate materials in the library. The call number system we use, at Love Library, is the Library of Congress Classification System. The Library of Congress Classification System is organized by subject. The system uses letter and number combinations. An example would look like the following:

HD		QA
62	OR	108.3
B4		V42

The call number is to be read from left to right then top to bottom. Each letter and number from the first 2 lines of the call number designates a subject area.

On the next few pages, a list of the Library of Congress Classification System by call letter and their corresponding subjects, is given.

SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

A - GENERAL WORKS - POLYGRAPHY

- AC - Collections, Series
- AE - Encyclopedias (General)
- AG - General Reference Works
- AI - Indexes (General)
- AM - Museums
- AN - Newspapers
- AP - Periodicals (General)
- AS - Societies, Academies
- AY - Yearbooks (General)
- AZ - General history of knowledge

B - PHILOSOPHY & RELIGION

- B - Collections
- BC - Logic
- BD - Metaphysics
- BF - Psychology
- BH - Aesthetics
- BJ - Ethics
- BL - Religions, Mythology
- BM - Judaism
- BP - Islam, Bahaism
- BQ - Buddhism
- BR - Church history
- BS - The Bible
- BT - Doctrinal Theology
- BV - Practical Theology
- BX - Denominations & sects

C - AUXILIARY SCIENCES OF HISTORY

- CB - History of civilization
- CC - Archaeology
- CD - Diplomats, Archives, Seals
- CE - Chronology
- CJ - Numismatics, Coins
- CN - Epigraphy, Inscriptions
- CR - Heraldry
- CS - Genealogy
- CT - Biography

D - HISTORY & TOPOGRAPHY (Except America)

- D - General history
- DA - Great Britain
- DB - Austria-Hungary
- DC - France
- DD - Germany
- DE - Classical antiquity
- DF - Greece
- DG - Italy
- DH-DJ - Netherlands

D - HISTORY & TOPOGRAPHY (Cont.)

- DK - Russia, Poland, Finland
- DL - Scandinavia
- DP - Spain & Portugal
- DQ - Switzerland
- DR - Turkey & The Balkan States
- DS - Asia
- DT - Africa
- DU - Australia & Oceania
- DX - Gypsies

E&F - AMERICA (HISTORY & GEOGRAPHY)

- E - America & U.S. (General)
- F - U.S. (Local) & America except U.S.

G - GEOGRAPHY - ANTHROPOLOGY

- G - Geography (General)
- GA - Mathematical & astronomical geography
- GB - Physical geography
- GC - Oceanography
- GF - Anthropogeography
- GN - Anthropology, Ethnography
- GR - Folklore
- GT - Manners & customs
- GV - Recreation, Sports, Games

H - SOCIAL SCIENCES - SOCIOLOGY

- H - Social sciences (General)
- HA - Statistics
- HB - Economic theory
- HC - Economic history & conditions, National production
- HD - Economic history: agriculture & industries
- HE - Transportation & communication
- HF - Commerce (General)
- HG - Finance
- HJ - Public finance
- HM - Sociology (General)
- HN - Social history, Social reform
- HQ - Sex relations, Family
- HS - Associations
- HT - Communities, Classes
- HV - Social pathology, Philanthropy
- HX - Socialism, Communism, Anarchism, Bolshevism

BOOKS ON THESE SUBJECTS WILL BE SHELVED ON THE THIRD FLOOR IN THE SDSU LIBRARY

SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

J - POLITICAL SCIENCE

- J - Documents
- JA - General works
- JC - Political science, Theory
of the state
- JF - General works
- JK - United States
- JL - British America, Latin
America
- JN - Europe
- JQ - Asia, Africa, Australia,
& Pacific Islands
- JS - Local government
- JV - Colonies & colonization,
Emigration & immigration
- JX - International law

K - LAW

L - EDUCATION

- L - General works
- LA - History of education
- LB - Theory & practice of
education, Teaching
- LC - Special forms, relations &
applications
- LD - U.S.
- LE - America except U.S.
- LF - Europe
- LG - Asia, Africa, Oceania
- LH - University, college & school
magazines, etc.
- LJ - College fraternities &
their publications

M - MUSIC

- M - Music (Scores)
- ML - Literature of music
- MT - Music instruction & study

N - ART

- N - Fine arts (General)
- NA - Architecture
- NB - Sculpture & related arts
- NC - Graphic arts, Illustration
- ND - Painting
- NE - Engraving, Prints
- NK - Art applied to industry,
Decoration & ornament

P - LANGUAGE & LITERATURE

- P - Philology & Linguistics
(General)
- PA - Classical languages &
literature
- PB - Modern European languages
- PC - Romance languages
- PD - Scandinavian languages
- PE - English language, including
Anglo-Saxon & Middle
English
- PF - Dutch, Flemish, Afrikans,
& German languages
- PG - Slavic languages &
literatures
- PJ - Oriental languages &
literatures
- PK - Indo-Iranian, Indo-Aryan,
Iranian, Armenian,
Caucasian
- PL - Eastern Asia, Oceania,
Africa
- PM - American Indian &
artificial languages
- PN - Literary history &
collections
(General)
- PQ - Romance literatures
- PR - English literature
- PS - American literature
- PT - Teutonic literature

BOOKS ON THESE SUBJECTS WILL BE SHELVED ON THE FOURTH FLOOR IN THE SDSU LIBRARY

SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

Q - SCIENCE

- Q - Science (General)
- QA - Mathematics
- QB - Astronomy
- QC - Physics
- QD - Chemistry
- QE - Geology
- QH - Natural history
- QK - Botany
- QL - Zoology
- QM - Human anatomy
- QP - Physiology
- QR - Bacteriology

R - MEDICINE

- R - Medicine (General)
- RA - State medicine, Hygiene
- RB - Pathology
- RC - Practice of medicine
- RD - Surgery
- RE - Ophthalmology
- RF - Otolology, Rhinology, Laryngology
- RG - Gynecology & obstetrics
- RJ - Pediatrics
- RK - Dentistry
- RL - Dermatology
- RM - Therapeutics
- RS - Pharmacy & materia medica
- RT - Nursing
- RV - Botanic, Thomsonian & eclectic medicine
- RX - Homeopathy
- RZ - Miscellaneous schools & arts

S - AGRICULTURE

- S - Agriculture (General)
- SB - Plant culture (General)
- SD - Forestry
- SF - Animal culture
- SH - Fish culture & hatcheries
- SK - Hunting sports

T - TECHNOLOGY

- T - Technology (General)
- TA - Engineering (General),
Civil engineering
- TC - Hydraulic engineering
(harbors, rivers, canals)
- TD - Sanitary & municipal engineering
- TE - Roads & pavement
- TF - Railroad engineering & operation
- TG - Bridges & roofs
- TH - Building construction
- TJ - Mechanical engineering
& machinery
- TK - Electrical engineering
& industries
- TL - Motor vehicles, Cycles,
Aeronautics
- TN - Mineral industries, Mining,
Metallurgy
- TP - Chemical technology
- TR - Photography
- TS - Manufactures
- TT - Trades
- TX - Domestic science

U - MILITARY SCIENCE

- U - Military science (General)
- UA - Armies, Organization &
distribution
- UB - Administration
- UC - Maintenance & transportation
- UD - Infantry
- UE - Cavalry
- UF - Artillery
- UG - Military engineering
- UH - Other services

V - NAVAL SCIENCE

- V - Naval science (General)
- VA - Navies, Organization &
distribution
- VB - Naval administration
- VC - Naval maintenance
- VD - Naval seamen
- VE - Marines
- VF - Naval ordnance
- VG - Other services of navies
- VK - Navigation
- VM - Shipbuilding

Z - BIBLIOGRAPHY & LIBRARY SCIENCE

BOOKS ON THESE SUBJECTS WILL BE SHELVED ON THE FIFTH FLOOR IN THE SDSU LIBRARY

On the preceding pages you saw that there were 20 broad subject areas and within each area they were broken down further. Therefore, materials with the call letter 'H' cover the Social Sciences, and the call letters 'HM' cover Sociology. The numbers designate a narrower subject area. For example, the call number:

HC
305 represents the following:
T357

H stands for Socials Sciences in general.

HC stands for Economic History and Conditions.

305 stands for Italy.

T stands for the initial of the author's last name.

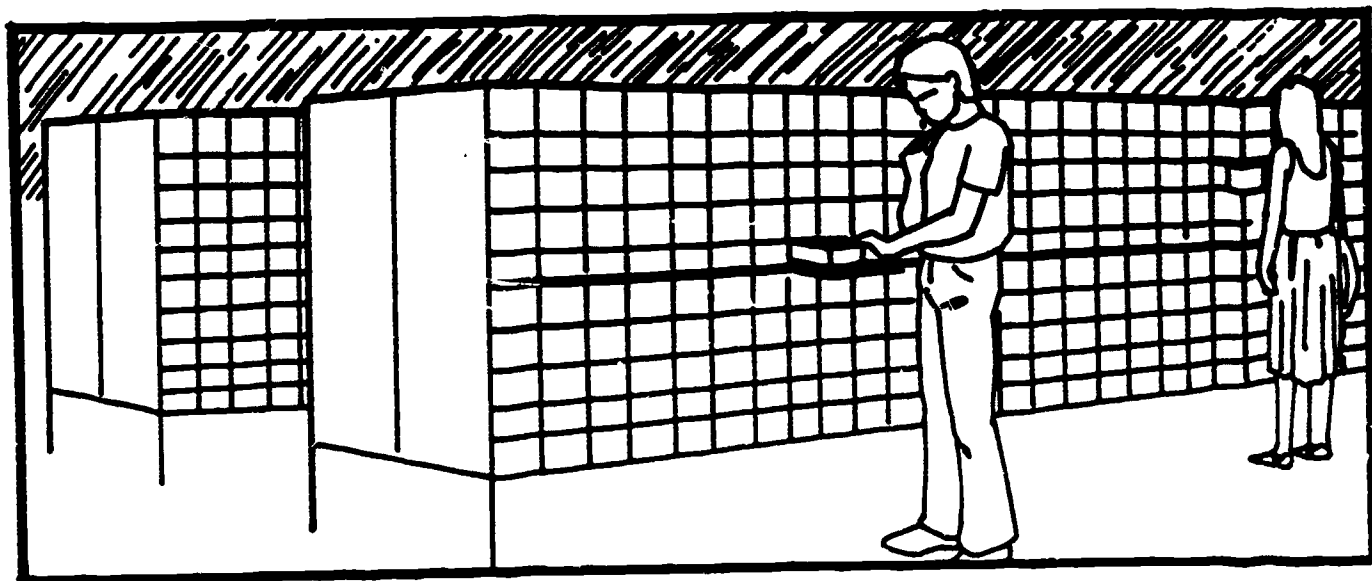
357 is a Cutter Number that further identifies the book, depending on how many other books by this author are in our library.

The book with this call number is entitled:

The Italian Economy by Donald C. Templeman

VII. How Do I Find Books?

To find books in the library, use the Card Catalog.



In the Card Catalog you will find cards which list the books our library owns. Below is a card found in the Card Catalog.

**HG
1692
P39
1984**

Payments in the financial services industry of the 1980s : conference proceedings / sponsored by Federal Reserve Bank of Atlanta. -- Westport, Conn. : Quorum Books, c1984. xii, 203 p. : ill. ; 25 cm. Bibliography: p. [187]-200. Includes index. ISBN 0-89930-079-0

**1. Check collection systems--
Congresses. 2. Automated tellers--
Congresses. 3. Cash management--
Congresses. I. Federal Reserve Bank of
Atlanta.**

Interpretation:

Call Number: HG 1692 P39 1984

Author: Federal Reserve Bank of Atlanta

Title: Payments in the Financial Service Industry of the 1980's

Place of Publication: Westport, Connecticut

Publishing Company: Quorum Books

Date of Publication: 1984

Our main card catalog is located in the General Reference Room. It is physically split in two parts. We have an Author-Title Card Catalog and a Subject Card Catalog. The Author-Title Card Catalog has green labels on the drawers and the Subject Card Catalog has orange labels on the drawers.

Author-Title Card Catalog

The Author-Title Card Catalog lists books by author's names and book titles in one alphabet. To see if we own a particular book, look under the author's last name OR by the first word in the title.

FOR BOOKS BY ERNEST HEMINGWAY, CHECK UNDER HEMINGWAY, ERNEST

PS 3515 E37 G4 1952	Hemingway, Ernest, 1898-1961. The old man and the sea. London, Jonathan Cape, 1952. 127p. 20cm.
i.Title.	
52-11935 adapted	

FOR THE TITLE OF THE BOOK THE OLD MAN AND THE SEA, LOOK UNDER OLD. Ignore THE, A, or AN at the beginning of titles.

PS 3515 E37 A6 1962	The old man and the sea Hemingway, Ernest, 1899-1961. Three novels: The sun also rises; with an introd. by Malcolm Cowley. A farewell to arms; with an introd. by Robert Penn Warren. The old man and the sea; with an introd. by Carlos Baker. New York, Scribner [1962] 247, 332, 72p. 22cm. (Modern standard authors)
FOR OTHER EDITIONS SEE AUTHOR CARD	
i.Title: The sun also rises. II.Title: A farewell to arms. III.Title: The old man and the sea. PZ3.H3736th	
28	

Subject Card Catalog

To find books ABOUT a topic or a person, use the Subject Card Catalog. To find the correct subject heading to use in the Subject Card Catalog, we suggest you use the Library of Congress Subject Headings. These are 2 red books located near the Subject Card Catalog.



The Library of Congress Subject Headings give a list of terms you can use to find materials on your topic in the Subject Card Catalog. For example, if your topic is Japanese education, you look under Education. On that page you will find a list which looks like the following:

- Education (Indirect) (L)
- Curricula (Colleges and universities, LB2361-5; Elementary schools, LB1570-1571; Secondary schools, LB1630-9) (Continued)
- subdivisions Curricula under local subdivisions of B¹ section, e.g. Education—Massachusetts—Curricula; also under heading Universities and colleges, and local subdivisions, e.g. Universities and colleges—Curricula; Universities and colleges—United States—Curricula; and under specific types of education or schools and under names of individual schools, e.g. Technical education—Curricula; High schools—Curricula; Library schools—Curricula; Harvard University—Curricula
- x Core curriculum
- Courses of study
- Curricula (Courses of study)
- Schools—Curricula
- Study, Courses of
- xx Instructional systems
- Law and legislation (Indirect)
 - xx Educational law and legislation
- Data processing
 - as Computer managed instruction
- Data tape catalogs
- Demographic aspects (Indirect) (LC58-70)
 - as School census
 - x Education and demography
 - Education and immigration
 - Education and population
 - xx Demography
 - Population
- Economic aspects (Indirect)
 - as Education—Finance
 - Human capital
 - Teachers' socio-economic status
- Research (Indirect)
- Exhibitions
 - as Educat
 - x School
- Experiments
 - as Activit
 - Collect
 - Conce
 - Educat
 - Eight
 - Free ac
 - Impriat
 - Jena pl
 - Nongraded schools
 - Open plan schools
 - School camps
 - x Experimental methods in education
 - xx Educational innovations
- Federal aid
 - See Federal aid to education
- Finance (LB2824-2830)
 - as College costs
 - Education—Costs
 - Educational equalization
 - Educational vouchers
 - Federal aid to education
 - School bonds
 - School purchasing
 - Student activities—Accounting
 - x Public schools—Finance
 - School finances
 - School taxes
 - Schools—Finance
 - Taxes, School
 - Tuition
 - xx Education—Economic aspects

- Public schools—Business management
- Law and legislation (Indirect)
 - xx Educational law and legislation
- Forecasting (LB41.5)
 - xx Forecasting
- Graduate work (LB2372.E3)
 - Here are entered works dealing with advanced professional study in the field of education.
 - x Graduate study in education
 - Graduate work in education
 - Teachers—Graduate work
 - xx Education—Study and teaching
- History
 - as Comparative education
 - Educational literature
 - x Teaching—History
- To 500
 - See Education, Ancient
- Medieval, 500-1500
 - See Education, Medieval
- Information services (Indirect)
 - xx Communication in education
- Information theory
 - See Information theory in education
- Innovations
 - See Educational innovations
- Integration
 - See School integration
- Personnel service
 - See Personnel service in adult education
 - Personnel service in education
 - Personnel service in elementary education
 - Personnel service in higher education
 - Personnel service in secondary education
 - Personnel service in vocational education
- Philosophy (LB125-875)
 - as Educational anthropology
 - Humor in education

- See Educational statistics
- Study and teaching (Indirect)
 - Here are entered works dealing with the study and teaching of education as a science.
 - as Education—Graduate work
 - x Pedagogy
 - Note under Teachers, Training of
- Technological innovations
 - See Educational innovations
- Terminology
 - as English language—Conversation and phrase books (for school employees)

GEOGRAPHIC SUBDIVISIONS

- China
 - History
 - To 1912
 - 1912-1949
 - 1949-1976 (LA1131.E2)
 - 1976- (LA1131.E2)
- Germany
 - as National socialism and education
- Great Britain
 - Colonies
 - Note under Colonies
- Greece
 - as Education, Greek
- Ireland
 - x Irish university question
- Japan
 - History
 - 1945-
 - Massachusetts
 - Curricula
 - Example under Education—Curricula
 - Statistics
 - Note under Educational statistics
 - Soviet Union
 - 1945-
 - Taiwan
 - History
 - To 1945



tes
Americans—Education
nism in education
ries
ple under references from
School directories; Schools—
Directories

LIBRARY OF CONGRESS Subject Headings

- x Educational research
- Laboratories
 - as Regional educational laboratories
- Segregation
 - See Segregation in education
- Simulation methods (LB1029.S53)
 - as Classroom simulators
 - Educational games
 - Microteaching
 - Simulated environment (Teaching method)
 - Simulation games in education
- Societies, etc.
 - xx Educational associations
- Standard
 - as Accreditation (Education)
 - x Standards and standardization in education
- State aid
 - See State aid to education
- States, New
 - See States, New—Education
- Statistical methods

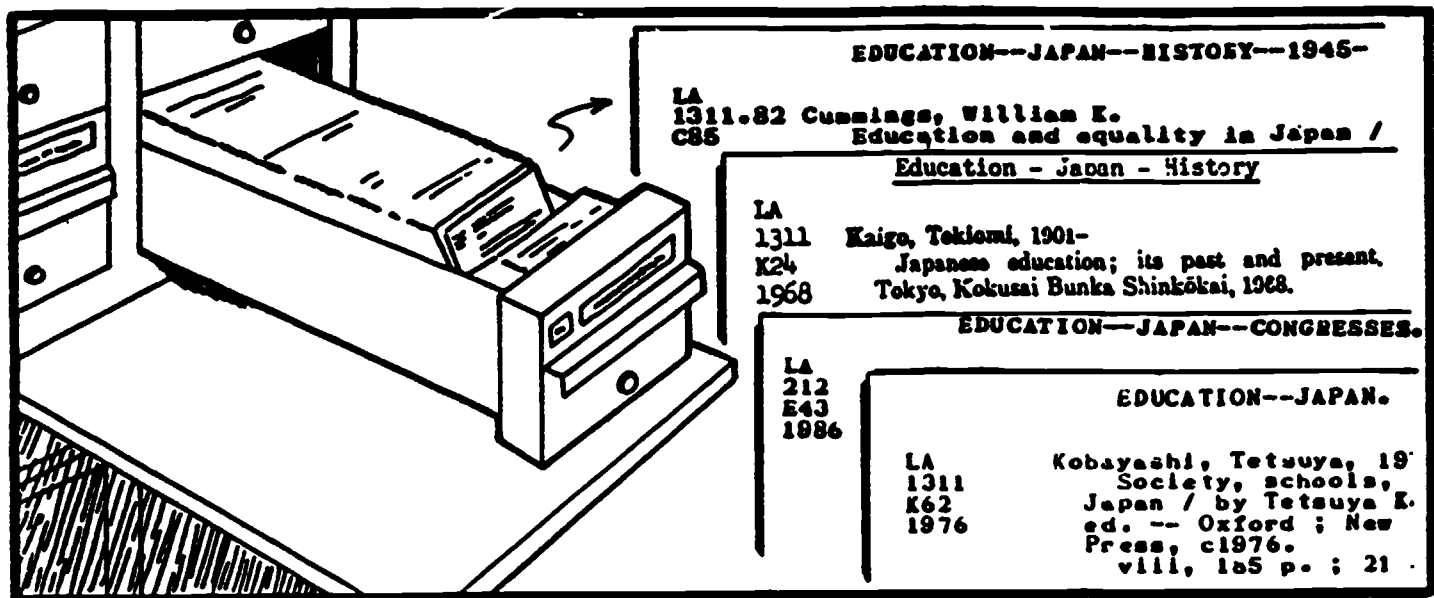
- as
under Education—Curricula
- IRAPHIC SUBDIVISIONS
- Mason
 - Note under Education—Curricula
- Education, Agricultural
 - See Agricultural education
- Education, Ancient
 - x Education—History—To 500
- Education, Art
 - See Art—Study and teaching
- Education, Bilingual (Indirect) (LC3701-3743)
 - as Language and languages—Study and teaching—Bilingual method
 - x Bilingual education
 - xx Bilingualism
 - Intercultural education
 - Language and education
 - Minorities—Education
- Law and legislation (Indirect)
 - xx Educational law and legislation
- Education, Business
 - See Business education
- Education, Character
 - See Moral education



You will see the many sub-divisions under Education such as Education - Curricula or Education - Finance. The list tells you that the correct subject heading for Japanese education is:

Education - Japan

After checking the Library of Congress Subject Headings books, use the term or terms found and look in the Subject Card Catalog. Once you find your topic in the card catalog, you need to copy the complete call number which is located in the upper left hand corner of the card. This number is the call number for that particular book.



You then go to where the books are located. Location is designated by the first letter of the call number. Books that begin with the call letter:

A-H are on the 3rd floor.
J-P are on the 4th floor.
Q-Z are on the 5th floor.

The books will be located on bookshelves in call number order. Often these shelving units are referred to as the stacks. To find the book you need, look at the first letter of the call number. If it is 'L' go to the 4th floor. There you will notice that the books are arranged by call numbers in alphabetical order, then numerical order. The following example illustrates books on the shelves in correct call number order:

The Philippine Educational System	Society, Schools, and Japan	The Japanese School	Foundations of Education	The Montessori Method	Foundations of Teaching	Friends in School	Pursuit of Knowledge	Educational Choice and Labor Markets in Japan	San Diego State University Yearbook
LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 J3 B65	LC 67 B7

You are looking for the book, Educational Choice and Labor Markets in Japan, with the call number LC 67 J3 B65.

You would look for the L's then LA, LB, LC. Then you would look for the numbers after the letters. LC 1, LC 2 until you reached LC 67. The numbers on the third line of the call number are arranged by decimal.

So, LC 67 B65 comes before LC 67 B7

because "point" 65 (.65) is smaller than "point 7" (.7).

Once you locate your book by its call number, you can look at other books in the same area. These books will be on the same topic. This process of browsing through the books is a good way to locate additional materials on your topic. This is one of the advantages of having 'open stacks' in the library - - students can freely look through the books themselves.

After pulling your books off the shelf, you may check them out. To take books out of the library, you need to go to the Circulation Desk. There you will need to show your San Diego State University identification card and your validation card along with the books you wish to take home. There is no limit on the number of books you can check out. The loan period is 4 weeks. If after 4 weeks you wish to keep the books longer, you may renew them by taking them to the Circulation Desk, and getting them stamped for 4 more weeks. The Date Due Slip attached to the inside front cover of your books lets you know the date the books are due to be returned to the Library.

DATE DUE SAN DIEGO STATE LIBRARY	
VOID 260B/6	
APR 20 1986	
VOID 308c	
JUN 04 1987	

Please remember to return the book to the Circulation Desk on or before the date it is due. If you are late, there is a 25 cent fine per day per book.

Summary for Finding A Book

By an AUTHOR or a TITLE:

Step 1 Check the Author-Title Card Catalog (green drawers) by the author's last name or the first word of the title.

Step 2 Copy the call number.

Step 3 Go to the shelves and find the book.

For a SUBJECT:

Step 1 Check the Library of Congress Subject Headings (large red books) for the correct subject heading.

Step 2 Check the Subject Card Catalog (orange drawers).

Step 3 Copy the call number.

Step 4 Go to the shelves and find the book.

Now see if you can answer the following questions on the Card Catalog.

1. Here is a Card Catalog Card from the Subject Card Catalog under the topic Automated Tellers. Fill in the information requested below.

AUTOMATED TELLERS.

**HG
1616
M3 F75**

Frishberg, Michael W
**Demographic bank market segmentation
: age group prediction of cash using
behavior / by Michael W. Frishberg. --
1980.**

ix, 1 1/2 leaves ; 28 cm.
**Thesis (M.B.A.)--San Diego State
University.**
Business Administration.
Bibliography: [104]-106.

**MICROFICHE COPIES, no. TH-2393,
available in Microforms & Newspaper
Center and in Archives, -- 3 sheets.**
**1. Bank marketing. 2. Automated
tellers. 3. Aged--California, Southern.**
I. Title

What is the

Call Number:

Author:

Title:

Publisher:

Date of Publication:

2. Here is another card to try.

FB
3515 Hemingway, Ernest, 1898-1961.
E37 64 The old man and the sea. London,
1952 Jonathan Cape, 1952.
127p. 20cm.

✓T.Title.

52-11935 adapted

Call Number:

Author:

Title:

Publisher:

Date of Publication:

LOCATION OF BOOKS

A - H 3rd floor
J - P 4th floor
Q - Z 5th floor

Which floors are the books from page 29 and 30 located on?

1. _____ (page 29)

2. _____ (page 30)

III. How Do I Find Articles?

Articles from periodicals (magazines, newspapers, journals are called periodicals because they are published periodically) are usually the best source if you need current information, if your topic is very specialized, or if you want a variety of viewpoints on a topic from a number of writers.

Periodical articles are short reports, usually 2 to 6 pages long. Periodicals are published in all subject fields such as education, business, chemistry, medicine, literature, etc.

Instead of going through individual issues to find an article on your topic, use a periodical index. An index lists articles from many different periodicals on various subjects. Most periodical indexes list articles by subject, and sometimes by author. Usually, indexes are published monthly or quarterly and most have a cumulated annual index.



Indexes cover many subjects and disciplines. One example is the Readers' Guide to Periodical Literature. This index covers a variety of subject areas such as business, social work, medicine, films, etc., that are from general interest,

popular periodicals. There are also subject or specialized periodical indexes available. The difference between a general index such as the Readers' Guide and a subject or specialized index, is they list different types of periodical articles. A general index lists articles which are usually very short (1-2 pages), aimed at the general population, and are not signed by the author (this is important when evaluating a source). Whereas, a specialized or subject index such as the Education Index, will list articles from professional or scholarly journals which are usually much longer (5-10 pages), are signed by the author, are more in-depth and scholarly in coverage, and have a bibliography.

To choose the best index for your term paper, ask a Reference librarian.

Below is a list of representative periodical indexes which you may wish to consult.

PERIODICAL INDEXES

General Periodical Indexes:

Reader's Guide to Periodical Literature
INFOTRAC (periodical index on laser-disc)

Specialized Periodical Indexes (Located in the General Reference Department):

Business	<u>Business Periodicals Index</u>
Communication	<u>Communication Abstracts</u>
Education	<u>Education Index</u>
Humanities	<u>Humanities Index</u>
Literature	<u>MLA Bibliography</u>
Psychology	<u>Psychological Abstracts</u>
Social Sciences	<u>Social Sciences Index</u>
Sociology	<u>Sociological Abstracts</u>

Specialized Periodical Indexes (located in Science Reference Department):

Biology	<u>Biological Abstracts</u>
Chemistry	<u>Chemical Abstracts</u>
Computer Science	<u>Computer and Control Abstracts</u>
Engineering	<u>Engineering Index</u>
Medicine	<u>Index Medicus</u>
Physics	<u>Physics Abstracts</u>
Sciences	<u>General Science Index</u>

Once you have chosen an index, open a volume and look up your topic. What you will find is a list of articles under your topic. Read each title carefully and choose the ones which best suit your topic. The following is an example from the Social Sciences Index.

SOCIAL SCIENCES INDEX

APRIL 1984 TO MARCH 1985

- Bronard, Camille, and Salvo-Bronard, Lisa**
On price necessity in complete demand systems. *bibl J Econom* 24:233-47 Mr '84
- Bronstein, Janet M.**
The effect of public controversy on occupational health problems: byzantinism. *Am J Public Health* 74:1133-7 O '84
- Brown (New York, N.Y.)**
See also
Riverdale (New York, N.Y.)
- Bronze age**
Agriculture, metallurgy, and state formation in mainland Southeast Asia. D. Bayard. *Curr Anthropol* 25:103-5 F '84
- Andean value systems and the development of prehistoric metallurgy. H. Lechman. *J Technol Cult* 25:1-36 Ja '84
- Bronze age steel from Pella, Jordan. R. N. Smith and others. *il Curr Anthropol* 25:274-6 Ap '84
- Brook, Donald O.**
Educating residents through cable television. *Police Chief* 51:63 My '84
- Brook, George A.**
(jt. auth) See Brandt, Steven A., and Brook, George A.
- Brook, Judith E., and others**
Impact of attrition in a sample in a longitudinal study of adolescent drug use. *Psychol Rep* 53:375-8 O '83
- Brook, Robert H.**
(jt. auth) See Lehr, Kathleen N., and Brook, Robert H.
- Brooks Band Group plc**
The bitter-sweet taste of Mr Cube and Brooks Band (takeover bid for Taste & Lytse) *Economist* 292:63-4 N 28 '84
- Brooker, Alan E., and others**
Psychotherapy: developing a treatment paradigm. *bibl Psychol Rep* 54:251-61 F '84
- Brooklyn Bridge (New York, N.Y.)**
Bridge to the future: a symposium commemorating the centennial of the Brooklyn Bridge—New York City, May 18-20, 1983. B. Hindle. *Technol Cult* 25:294-8 Ap '84
- The cathedral and the bridge: structure and symbol D. P. Billington and R. Mark. *il Technol Cult* 25:37-52 Ja '84; Discussion. 25:589-601 JI '84
- Centennial celebrations: two exhibits commemorating the 100th anniversary of the Brooklyn Bridge [exhibit review] D. C. Jackson. *Technol Cult* 25:287-91 Ap '84
- A unique exhibition space: the Brooklyn Bridge anchorage [exhibit review] J. H. Wosk. *Technol Cult* 25:292-3 Ap '84
- Brooklyn Museum**
Centennial celebrations: two exhibits commemorating the 100th anniversary of the Brooklyn Bridge [exhibit review] D. C. Jackson. *Technol Cult* 25:287-91 Ap '84
- Bready, David W., and May, Philip A.**
Demographic and epidemiologic transition among the Navajo Indians. *bibl Soc Biol* 30:1-16 Spr '83
- Broughton, David, and Kirchner, Emil**
Germany: the FDP in transition—again? *Parham Aff* 37:183-98 Spr '84
- Brower, Peter, and Nilkamp, Peter**
Linear logit models for categorical data in spatial mobility analysis. *bibl Econ Geogr* 60:102-10 Ap '84
- Brow ridges** See Skulls, Fossil
- Brown, Adith**
Issues of adjustment and liberation in Jamaica: some comments. *Soc Econ Stud* 31:192-200 D '82
- Brown, Ann L.**
(jt. auth) See DeLoache, Judy S., and Brown, Ann L.
- Brown, Archie, 1938-**
The Soviet succession: from Andropov to Chernenko. *World Today* 40:134-41 Ap '84
- Brown, Bartram S.**
The impact of political and economic changes upon mental health. *Am J Orthopsychiatry* 53:583-92 O '83
- Brown, Bryan W., and Marlens, Roberto S.**
Residual-based procedures for prediction and estimation in a nonlinear simultaneous system. *bibl Econometrica* 52:321-43 Mr '84
- Brown, Carolyn Henning**
The forced sterilization program under the Indian emergency: results in one settlement. *Hum Organ* 43:49-54 Spr '84
- Tourism and ethnic competition in a ritual form: the firewalkers of Fiji. *bibl Oceania* 54:223-44 Mr '84
- Brown, Cecil H., 1944-**
Folklore zoological life-forms: their universality and growth. *bibl Am Anthropologist* 81:791-817 D '79; Discussion. 82:849-50 D '80; 83:398-401 Je '81; 85:890-6 D '83
- Life form.: from the perspective of Language and Living Things: some doubts about the doubts. *Am Ethnol* 11:589-93 Ag '84
- Brown, Charles**
Black-white earnings ratios since the Civil Rights Act of 1964: the importance of labor market dropouts. *bibl Q J Econ* 99:31-44 F '84
- Brown, Clifford E.**
Own-group bias in survey return rate an unobtrusive attitude measure. *Psychol Rep* 54:157-8 F '84
- Brown, Coke**
(jt. auth) See McGee, Shanna, and Brown, Coke
- Brown, D. E.**
Brunel on the morrow of independence *Asian Surv* 24:201-8 F '84
- Brown, Dale**
Disabled people in the 1984 election *J Rehabil* 50:75-6 JI/S '84
- Employment considerations for learning disabled adults *J Rehabil* 50:74-7 Ap/Jc '84
- Self-help groups for learning disabled people and the rehabilitation process *J Rehabil* 50:91-3 Ap/Jc '84

Technology and
Culture

Volume 25

pages 294-298

April 1984

Brooklyn Bridge (New York, N.Y.)

Bridge to the future: a symposium commemorating the centennial of the Brooklyn Bridge—New York City, May 18-20, 1983. B. Hindle. *Technol Cult* 25:294-8 Ap '84

The cathedral and the bridge: structure and symbol. D. P. Billington and R. Mark. *il Technol Cult* 25:37-52 Ja '84; Discussion. 25:589-601 JI '84

Centennial celebrations: two exhibits commemorating the 100th anniversary of the Brooklyn Bridge [exhibit review] D. C. Jackson. *Technol Cult* 25:287-91 Ap '84

A unique exhibition space: the Brooklyn Bridge anchorage [exhibit review] J. H. Wosk. *Technol Cult* 25:292-3 Ap '84

The article chosen is on the Brooklyn Bridge in New York City.

Bridge to the future: a symposium commemorating the centennial of the Brooklyn Bridge-New York City, May 18-20, 1983. B. Hindle. Technol Cult 25:294-8 Ap '84

Periodical indexes give you all the information you need to find a specific article. This includes:

author (if any): B. Hindle

title of the article: Bridge to the future: a symposium...

journal or magazine name: Technol Cult

volume number: 25

pages of the article: 294 through 298

publishing date: April 1984

Remember to write down the complete citation to avoid wasting time retracing your steps.

Many periodical indexes abbreviate their journal or magazine titles. The abbreviation's list is usually located in the first few pages of the index you used.

ABBREVIATIONS OF PERIODICALS INDEXED

ix

Public Welf -- Public Welfare

Q

Q J Econ -- The Quarterly Journal of Economics

R

Rev Econ Stat -- The Review of Economics and Statistics
 Rev Econ Stud -- The Review of Economic Studies
 Rev Polit -- The Review of Politics
 Rural Sociol -- Rural Sociology

S

Sci Soc -- Science & Society
 Sex Roles -- Sex Roles
 Signs -- Signs
 Simul Games -- Simulation & Games
 Soc Biol -- Social Biology
 Soc Casework -- Social Casework
 Soc Econ Stud -- Social and Economic Studies
 Soc Forces -- Social Forces
 Soc Hist -- Social History
 Soc Policy -- Social Policy
 Soc Probl -- Social Problems
 Soc Psychol Q -- Social Psychology Quarterly
 Soc Res -- Social Research
 Soc Sci J -- The Social Science Journal
 Soc Sci Med -- Social Science & Medicine
 Soc Sci Q -- Social Science Quarterly
 Soc Sci Res -- Social Science Research
 Soc Serv Rev -- Social Service Review

Soc Theory Pract -- Social Theory and Practice
 Soc Work -- Social Work
 Sociol Inq -- Sociological Inquiry
 Sociol Q -- The Sociological Quarterly
 Sociol Rev -- The Sociological Review
 Sociol Soc Res -- Sociology and Social Research
 Sociolog -- Sociology
 South Econ J -- Southern Economic Journal
 State Gov -- State Government
 Stud Comp Communism -- Studies in Comparative Communism
 Survey -- Survey

T

→ Technol Cult -- Technology and Culture
 Trial -- Trial

U

UN Man Chron -- UN Monthly Chronicle
 Urban Aff Q -- Urban Affairs Quarterly
 Urban Anthropol -- Urban Anthropology
 Urban Life -- Urban Life
 Urban Stud -- Urban Studies

W

West Polit Q -- The Western Political Quarterly
 Wilson Q -- The Wilson Quarterly
 World Aff -- World Affairs (Washington, D.C.)
 World Dev -- World Development
 World Marx Rev -- World Marxist Review
 World Polit -- World Politics
 World Today -- The World Today

This abbreviation list tells you that the full name for the journal entitled, Technol Cult is Technology and Culture.

After using the periodical indexes, your next step would be to find your magazine or journal title in the library's Serials Printout. The Serials Printout is a computer printout of all the journals, magazines, newspapers, annuals, etc., which the library receives. It is a set of four red-covered books and is located in all Reference Departments, the Periodical Reading Room, and the Microforms and Newspaper Center.



03-25-87

SAN DIEGO STATE UNIVERSITY LIBRARY
SERIALS BY TITLE

PAGE 2538

CALL NO.	TITLE AND HOLDINGS BY LOCATION	LOCATION
	TECHNOLOGICAL HORIZONS IN EDUCATION. SEE THE JOURNAL. (LISTED UNDER THE WORD THE..)	
T 1 T27	TECHNOLOGY AND CULTURE CURRENT ISSUES: BOUND HOLDINGS: 1 (1959) -	SCIENCE DEPT. - 5TH FLOOR 5TH FLOOR STACKS BY CALL NO.
		INDEXED IN - SOCIAL SCIENCE INDEX, SOCIAL SCIENCE CITATION INDEX, SCIENCE CITATION INDEX, AMERICA: HISTORY AND LIFE.
	TECHNOLOGY AND SOCIETY. 7-8 (1972-74)	SCIENCE DEPT. - 5TH FLOOR
K 1528 A5374 REP	TECHNOLOGY MANAGEMENT HANDBOOK. LIBRARY KEEPS LATEST VOLUME ONLY.	MAIN FLOOR REFERENCE
T 171 M47	TECHNOLOGY REVIEW. CURRENT ISSUES: BOUND HOLDINGS: 7/8-60/(1916-58), 61-62(1958-59), /63-67/(1959-65), 70(1967)-	SCIENCE DEPT. - 5TH FLOOR 5TH FLOOR STACKS BY CALL NO.
		INDEXED IN - SCIENCE CITATION INDEX, POLLUTION ABSTRACTS, ENVIRONMENT ABSTR., BIOLOGICAL ABSTR., READERS' GUIDE
T 1 J62	TECHNOLOGY TEACHER. CONTINUES MAN SOCIETY TECHNOLOGY. CURRENT ISSUES KEPT UNTIL MICROFILM RECEIVED.	SCIENCE DEPT. - 5TH FLOOR
		INDEXED IN - SOCIAL SCIENCE CITATION INDEX, BIOLOGICAL ABSTR.
T 1 74	TECHNOLOGY WEEK. PREVIOUSLY MISSILES AND ROCKETS. CONTINUED BY AEROSPACE TECHNOLOGY. BOUND HOLDINGS: 18 N.23 - 21 N.1 (1966-67).	5TH FLOOR STACKS BY CALL NO.
QA 376 74	TECHNOMETRICS. BOUND HOLDINGS: 1-17(1959-75).	IN STORAGE ASK AT CIRC DESK
		INDEXED IN - MATHEMATICAL REVIEWS, SCIENCE CITATION INDEX, SOCIAL SCIENCE CITATION INDEX, ENGINEERING INDEX

The Serials Printout gives the location and the dates of the periodicals held by the library, the format, and call numbers.

From the Serials Printout example on the previous page, the periodical Technology and Culture, of volume 25, 1984 would be located on the 5th floor stacks by call number. The call number is T 1 T27 and it is a bound volume. (Current issues are those periodicals published in the most recent year).

Periodicals can be found in four forms. They can be single issues, bound volumes, microfilm or microfiche.

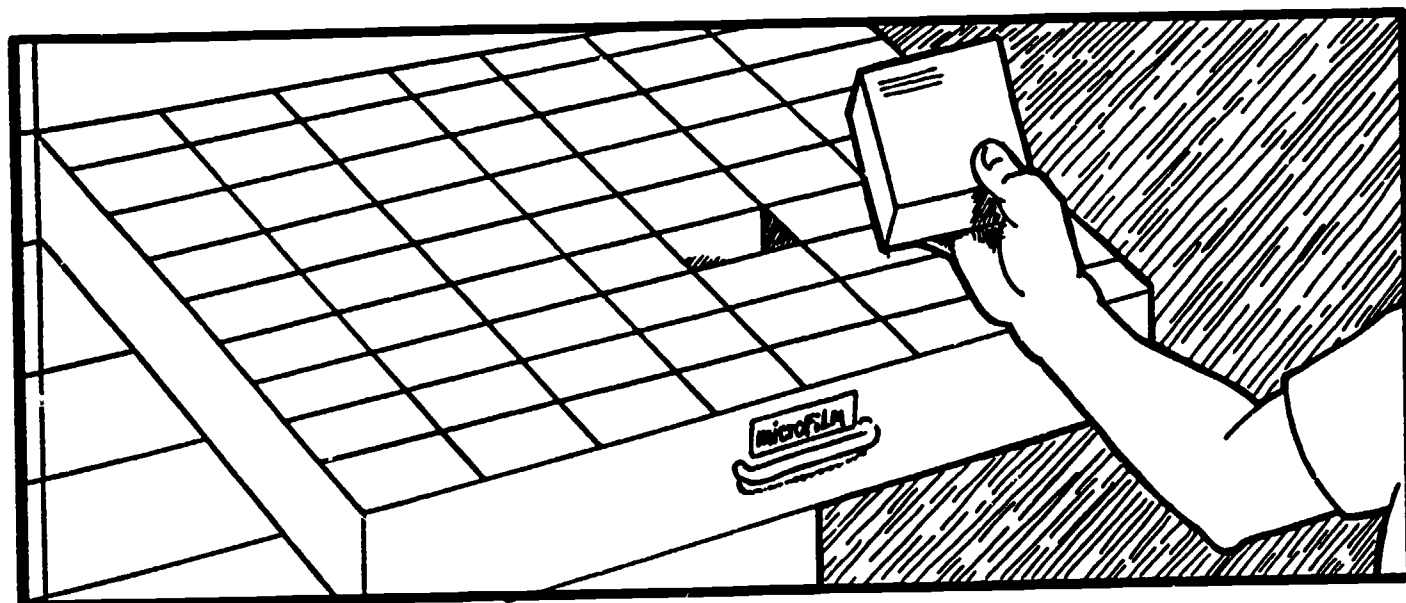
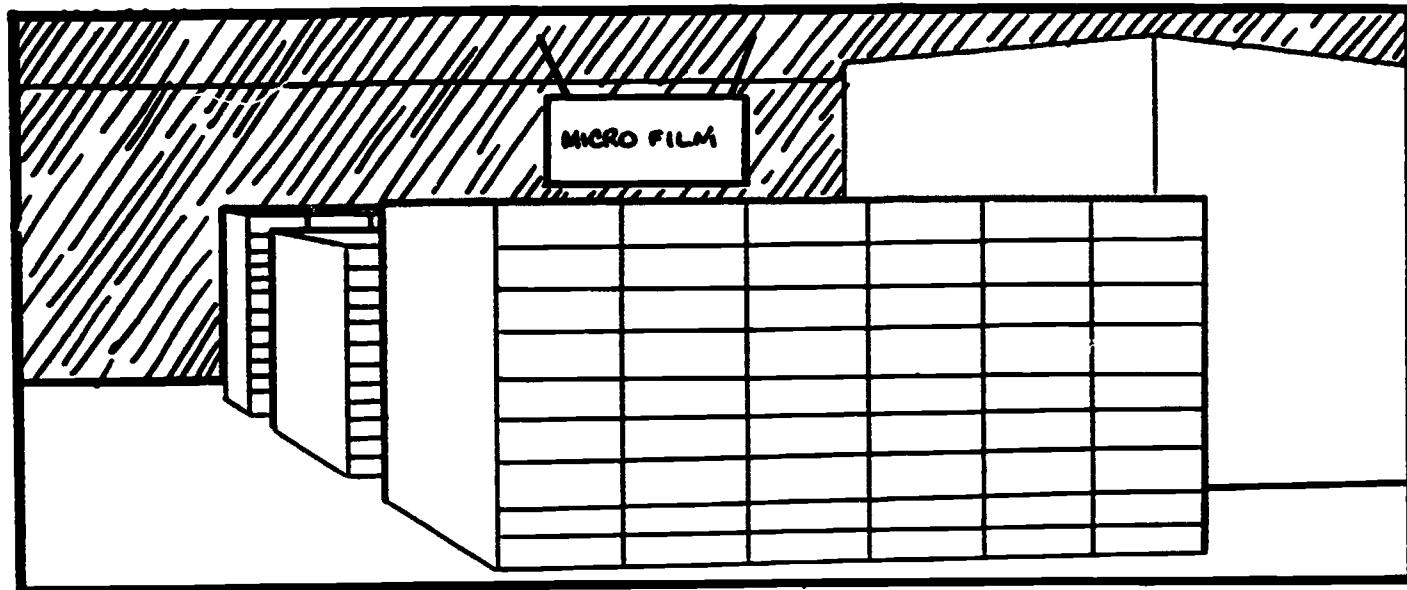
Single issues are regular, paper issues of magazines, journals or newspapers.

Bound volumes are paper issues of the periodical for the same year or time period put into one volume. They look like regular books.

Microfilm and microfiche contain the same information as paper copies but the information cannot be read without a viewing machine found in the Microforms and Newspaper Center and other special locations.

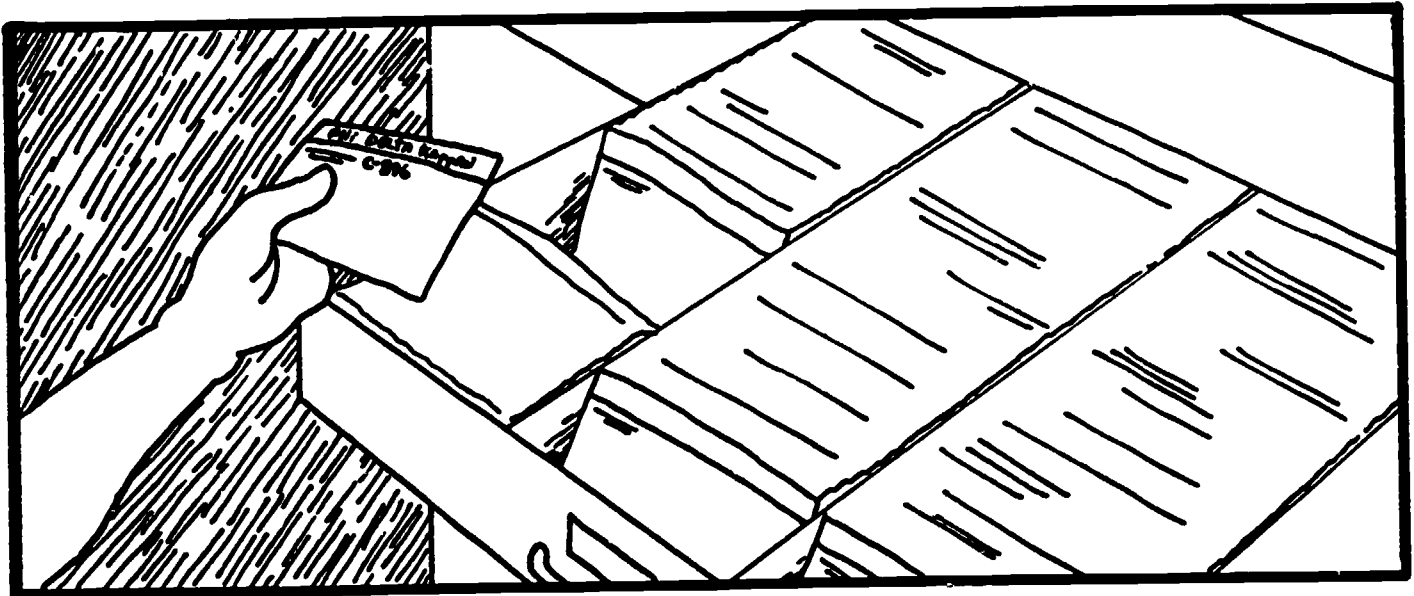
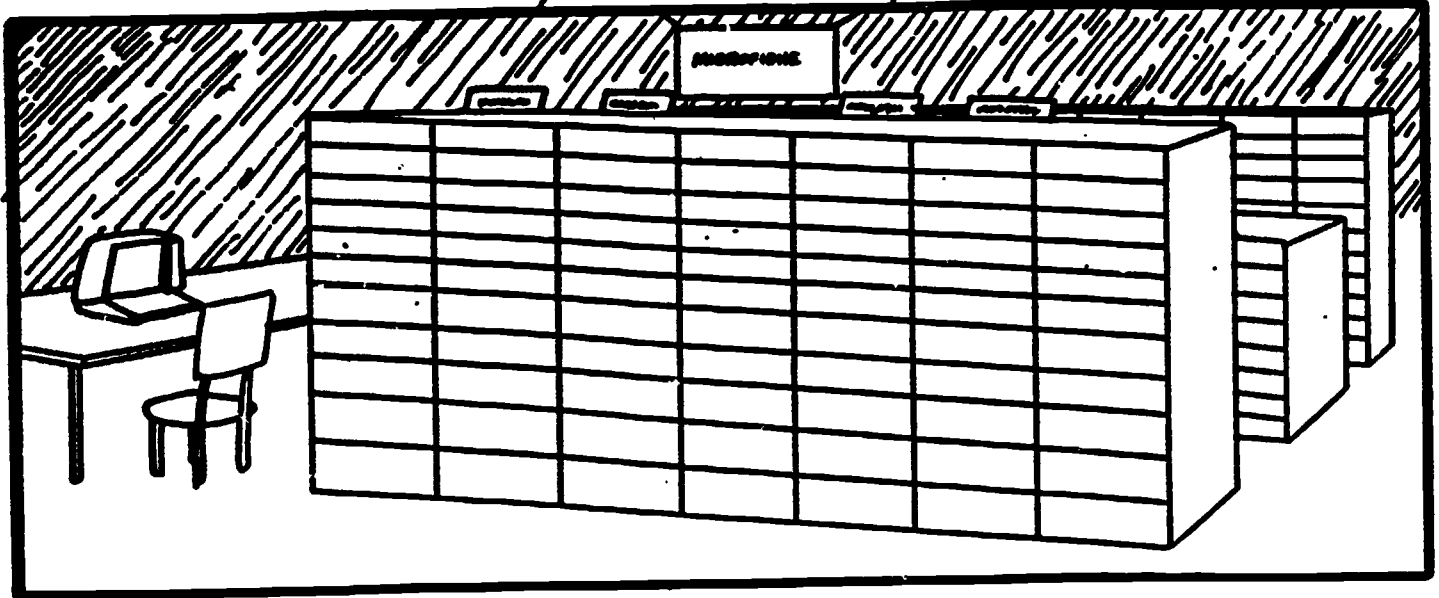
Microfilm is a reel of 35mm film. They are found in yellow metal cabinets in the Microforms and Newspaper Center and have the call number beginning with the letter F -.

1ST FLOOR



Microfiche are 4" x 6' sheets of film. They are found in brown metal cabinets and are also found in the Microforms and Newspaper Center and begin with the call letter C- .

1ST FLOOR



Every single issue, bound volume, microfilm or microfiche will have a call number. The call numbers will be found in the Serials Printouts.

Each step is the same in locating a periodical article, no matter which periodical indexes you use.

SUMMARY FOR FINDING ARTICLES ON YOUR TOPIC OR SUBJECT

- Step 1 Find the best index by asking a Reference librarian.
- Step 2 Look up your topic in the index.
- Step 3 Copy the citations or references. Be sure to include the author (if any), title of the article, name of the periodical, volume (if any), page or pages, and date.
- Step 4 Look up the periodical title in the Serials Printout. Copy down call numbers or Microform numbers.
- Step 5 Go to the appropriate floor given in the Serial Printouts.

Now that you know how to find articles in the library, answer the following questions.

BUSINESS PERIODICALS INDEX

August 1985-July 1986

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BUSINESS PERIODICALS INDEX

- Automated teller machine industry
At the crossroads. graph *U S Banker* 96:14 D '85
- Directories
ATM directory [table] *Mag Bank Adm* 61:36-48 My '85
- Expert-import trade
Debiting debut [Omron Tateisu Electronics invades U.S. market for automated teller machines] J. Fierman. *Fortune* 111:85-6 Je 24 '85
- Automated teller machines
See also
Automated teller machine industry
Automobile service stations—Teller machines
Supermarkets—Teller machines
As their ATM networks mature and expand, banks are focusing on costs, practicalities. R. Feaganes. *il Commun News* 22:35-7 O '85
ATM card rip-off: who pays? *il Money* 14:13 N '85
ATMs 1984: a time for opportunity. L. F. Zimmer. *tab Mag Bank Adm* 61:20-2+ My '85
ATMs, AMMs A-OK. AMA [American Marketing Assn.] *Mark News* 20:1+ F 14 '86
ATMs are an EFT winner. L. F. Zimmer *Sav Inst* 106:supp 76-7 S '85
ATMs: Barclays banks on NCR. *tab Banker* 135:75+ JI '85
Attempting to scale ATMs' 33% wall. *ABA Bank J* 77:34-5 D '85
Branch place of business [combined ATM and night depository] *Mag Bank Adm* 61:10+ My '85
→ Branching changes eye better ways to deliver services. R. L. Brantley. graph *tab Sav Inst* 107:120-1 Mr '86
Cash dispensers, automated tellers *il Mag Bank Adm* 61:34 My '85
Diebold introduces 1050 interactive video system *Mag Bank Adm* 62:73 Ja '86
Don't shoot the technologists. T. P. Fitch. *U S Banker* 96:32 Ag '85
The effect of service automation on bank service. J. Haywood-Farmer. *Bus Q* 49:55-9 Spr '84
From gas pumps to the teller line. T. P. Fitch. *U S Banker* 96:12-13+ D '85 -
Growing niche in teller machines [Avant-Garde Computer Systems] C. Blalock. *Nations Bus* 74:67-8 Mr '86
High system availability keeps customers smiling [Wells Fargo Bank] *U S Banker* 97:80-1 Mr '86
How innovative Bank and Trust doubled ATM usage [fictitious bank] C. L. Bond. *Bank Mark* 17:28-30+ Ap '85
How one bank mixed ATM with local network technologies. J. Kolber and T. Golway. *diags graph tab Data Commun* 14:205-6+ JI '85
- Preventive measures can cut ATM fraud. *Sav Inst* 106:98-9 JI '85
- Shared networks
See also
New York Cash Exchange
ATM saturation spurs reassessment of pricing policies. *Sav Inst* 106:106-7 My '85
ATMs and bank priorities [technology is ahead of marketing efforts] P. S. Nadler. *Bankers Mon* 103:3 F '86
Building societies: national launch of Matrix [Britain] *il Banker* 136:71 F '86
Consumers vs. technocrats. T. P. Fitch. *U S Banker* 97:66 F '86
Credit cards bank on ATM. S. Stiansen. *AdWeek* 27:1+ Ja 13 '86
Debit and credit cards at a crossroads. H. Duffy. *Mag Bank Adm* 62:32+ F '86
Electronic banking networks. D. A. O'Connor. *U S Banker* 96:40 My '85
Interlink adds retailers to ATM card users. R. Stroud. *Advert Age* 56:64 Ap 29 '85
Is POS approaching critical mass? [point-of-sale electronic funds transfers based on debit cards] M. W. Frus. *ABA Bank J* 77:49-51 S '85
It's time to quit talking about EFT/POS. T. E. Samson. *Bank Mark* 18:26+ Mr '86
It's time to start thinking about redeploying ATMs. *ABA Bank J* 77:53+ S '85
Legal and operational considerations at the point of sale. S. Ingram. *Mag Bank Adm* 61:50+ Ap '85
Peric switches help banks gain control in shared ATM environment [Bank of New Hampshire and First New Hampshire Banks] *Mag Bank Adm* 61:66+ O '85
Public network in Florida. K. Hawk. *il U S Banker* 96:32-4+ S '85
Regional networks: payments system control? D. A. O'Connor. *U S Banker* 96:40 D '85
Shared networks can give customers better service, convenience. *Sav Inst* 106:124-5 Ap '85
Special report. plastic wars—cooperation over competition? T. P. Fitch. *tab U S Banker* 96:10+ Ag '85
Switching software [for ATM networks] M. Zimmerman. *U S Banker* 96:48-9 D '85
What's ahead for ATM networking as regional interstate banking unfolds? C. M. Brewis. *Mag Bank Adm* 61:14+ D '85
A worldwide military net [Armed Forces Financial Network] K. Hawk. *il U S Banker* 96:16-18+ D '85
Specifications
ATM directory [table] *Mag Bank Adm* 61:36-48 My '85

Based on the example from the previous page (marked by an arrow), list the following information.

Author of the article: _____

Title of the article (Check the Abbreviations List below):

Periodical title: _____

Volume: _____

Pages: _____

Month: _____

Year: _____

BUSINESS PERIODICALS INDEX

ABBREVIATIONS OF PERIODICALS INDEXED

ix

Organ Behav Hum Decis Processes — Organizational Behavior and Human Decision Processes
Organ Behav Hum Perform — Organizational Behavior and Human Performance
Organ Dyn — Organizational Dynamics

Rev Bus Econ Res — The Review of Business and Economic Research
Rev Econ Stat — The Review of Economics and Statistics
Risk Manage — Risk Management

S

P

Pap Trade J — Paper Trade Journal
Pension World — Pension World
Pensions Investm Age — Pensions & Investment Age
Pers Adm — Personnel Administrator
Pers J — Personnel Journal
Pers Manage — Personnel Management
Pers Psychol — Personnel Psychology
Personnel — Personnel
Pet Econ — Petroleum Economist
Plann Rev — Planning Review
Plast World — Plastics World
Pract Account — The Practical Accountant
Prof Build — Professional Builder
Prof Build Apartm Bus — Professional Builder/Apartment Business

Sales Mark Manage — Sales and Marketing Management
→ Sav Inst — Savings Institutions
Secur Manage — Security Management
Site Sel Handb — Site Selection Handbook
Sloan Manage Rev — Sloan Management Review
SMM — S&MM
Soc Secur Bull — Social Security Bulletin
South Econ J — Southern Economic Journal
Stat Bull (Metrop Life Insur Co) — Statistical Bulletin (Metropolitan Life Insurance Company)
Stores — Stores
Strateg Manage J — Strategic Management Journal
Superv Manage — Supervisory Management (New York, N.Y.)
Supervision — Supervision
Surv Curr Bus — Survey of Current Business

Now find the location of your periodical.

03-25-87

SAN DIEGO STATE UNIVERSITY LIBRARY
SERIALS BY TITLE

PAGE 2328

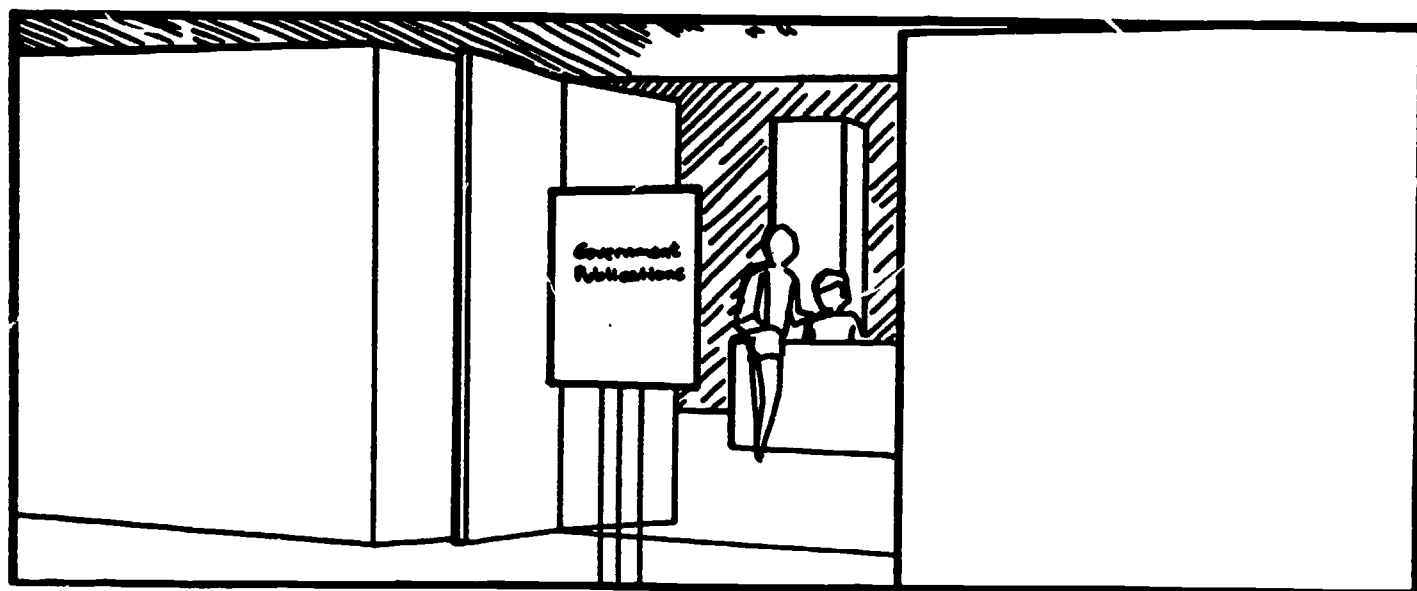
CALL NO.	TITLE AND HOLDINGS BY LOCATION	LOCATION
NG 1881 S23	SAVINGS BANK JOURNAL CONTINUED BY BOTTOMLINE. BOUND HOLDINGS: 51-58(1970-78), /60-61/(1979-81), 62-64N.8(1981-83). BOUND HOLDINGS: 742/(1962), 43-50(1962-70).	1ST FLOOR STACKS BY CALL NO. IN STORAGE ASK AT CIRC DESK INDEXED IN - SOCIAL SCIENCE INDEX, SOCIAL SCIENCE CITATION INDEX, INFO-TRAC
NG 2121 Z5	→ SAVINGS INSTITUTIONS. CONTINUES SAVINGS AND LOAN NEWS. CURRENT ISSUES: BOUND HOLDINGS: 104N.7(1983)-	PERIODICAL READING RM-1ST FLOOR 1ST FLOOR STACKS BY CALL NO. INDEXED IN - INFO-TRAC
NG 2151 W55	SAVINGS INSTITUTIONS SOURCEBOOK. LATEST VOLUME. 1984-	MAIN FLOOR REFERENCE 3RD FLOOR STACKS BY CALL NO.
MF 5500.3 W54S28	SAVVY. CURRENT ISSUES: BOUND HOLDINGS: 4(1983)-	PERIODICAL READING RM-1ST FLOOR 1ST FLOOR STACKS BY CALL NO. INDEXED IN - INFO-TRAC, INFO-TRAC
	SAWYER'S GAS TURBINE INTERNATIONAL... SEE GAS TURBINE INTERNATIONAL.	
AP 4 S372	SCALA (ENGLISH EDITON). LIBRARY KEEPS CURRENT 2 YEARS ONLY.	PERIODICAL READING RM-1ST FLOOR
DL 1 S4	SCANDIA BOUND HOLDINGS: 35-43(1970-77). LANGUAGE - SWEDISH	1ST FLOOR STACKS BY CALL NO.
RF 1 S3	SCANDINAVIAN AUDIOLOGY. CURRENT ISSUES: BOUND HOLDINGS: 1 (1972)-	SCIENCE DEPT. - 5TH FLOOR 5TH FLOOR STACKS BY CALL NO. INDEXED IN - DSH ABSTRACTS, INDEX MEDICUS, PSYCH ABSTR.

What is the call number of the periodical?:

Where is it located?:

IX. Government Publications

3RD FLOOR



Government publications are an excellent resource for various subjects such as education, engineering, business, law, medicine, and politics. They are especially good for statistics. Our Government Publications Department houses a collection of books, periodicals, reports, pamphlets, microforms, reference sources and much more, published by the United States government, the California State government and the United Nations. Each collection has its own card catalog (Government Publications' materials will not be found in the regular Card Catalog) and call number system and is shelved separately within the Government Publications Department. There are Government Publications Reference Librarians available to help you find the information you need.

The following are some examples of Government Publication materials:

Government Publications

- D 103.6/5 U.S. Army Engineers Corps. Flood Proofing Systems
F65/3 and Techniques: Examples of Flood Proofed
Structures in the United States.
- J 28.2 U.S. National Institute of Justice. Calling the
C13.2 Police: Citizen Reporting of Serious Crime.
- Pr 40.8 U.S. Office of the President. Report of the
P52/C33 National Bi-Partisan Commission on Central
America.

Remember that Government Publications' materials have their own call number systems. There is one for United States materials, one for California, and one for United Nations.

X. Evaluating your information

How do I tell if the information I am reading is reliable?

Throughout your research you will be reading and summarizing the information you find. To evaluate the information you have gathered ask yourself some of the following questions:

- Is the article signed? If the article was not signed, you may question the source because there would not be a way of determining if the information is valid.

- Who wrote this article? Is this person a recognized expert in the field?

- Is there a bibliography at the end of the article or book? Are references cited (books, articles, reports, etc.) so that you can confirm what the author is telling you?

- Does the author show a bias? Remember that most people usually have an opinion that may show up in their article or book. Does he support his bias with evidence? Or does he make general, sweeping statements?

Be critical of the materials you are using. If you question the reliability of the information, write it down on a sheet of paper or a note card and attach it to your article or book. When you have finished doing your research you may find that you have the answer.

When writing a term paper or report, you need to support all your statements.

Remember, the better your sources, the better your term paper.

II. Style Manuals

Style manuals can help you with the process of researching and writing. In addition, it will show you the form and style for your paper. Style manuals include such information as:

- topic selection
- preparing a bibliography
- collection information
- organizing your paper
- outlining the paper
- writing the paper
- and much more.

There are many style manuals available for your use. There are general style manuals and ones for particular subject areas. Your instructor may suggest one for your class. Below we have listed some of the more widely used style manuals.

Style Manuals

General

LB Campbell, William G., Stephen V. Ballou and Carole
2369 Slade. Form and Style: Theses, Reports, Term
C3 Papers. 7th ed. Boston: Houghton Mifflin, 1986.
1986
REF

LB Turabian, Kate. Manual for Writers of Term Papers,
2369 Theses, and Dissertations. 4th ed. Chicago:
T8 University of Chicago Press, 1973.
1973
REF

Subject Style Manuals

Psychology

BF American Psychological Association. (1983). Publication
76.7 Manual of the American Psychological Association (3rd
P83 ed.). Washington, DC: Author 1983
REF

Subject Style Manuals (continued)

Literature

LB Gibaldi, Joseph, and Walter S. Achtert. MLA Handbook
2369 for Writers of Research Papers. 2nd ed. New York:
M53 Modern Language Association of America, 1984.
1984
REF

Biology

QH CBE Style Manual, A Guide for Authors, Editors and
304 Publishers in the Biological Sciences. 5th ed.
C33 Bethesda, MD: Council of Biology Editors; 1983.
1983
REF

There are many subject style manuals available. Ask a librarian if there is one available for your major.

XII. Additional Services in the University Library

Interlibrary Loan (Room 208 - University Library)

If at any time during your library research you find our library does not own a particular book or periodical article, you may place a request with the Interlibrary Loan Department for the needed material. Interlibrary Loan requests materials from other libraries nation-wide, to be sent to our library. Normally, there is no charge for this service. It usually takes 1 - 2 weeks to receive the materials. Therefore, you must make your requests early in your library research. This service can be invaluable if you are working on a long-term project, such as a master's thesis.

Reserve Book Room

This area houses materials which are placed on reserve by an instructor for a specific course. These items are articles from magazines or journals, or books, including textbooks. Your instructor will let you know whether he/she has items for you to look at on Reserve. These materials may be used for either 2 hours, 24 hours, or 3 days.

Computer Search Service

If you are having a great deal of difficulty finding information on a topic or need to do a very comprehensive search of the literature, you may consider doing a computer search. This service allows you to access periodical indexes through a computer. The Library has access to over 250 databases. These databases are usually the same as periodical indexes. Instead of looking through a printed periodical index and writing your citations by hand, the computer can search your topic, and print out the citations for you. Reference librarians will do the computer searches, but you must pay the cost of the computer time and printing. Every search is different, but the average cost for a computer search is about \$15 - \$25 based on computer time connected and number of citations printed. Consult a Reference librarian for more information.

Now that you have finished the Library Guide, we hope you will find your library research at San Diego State University much easier.

Below are three things you should keep in mind when researching and writing a term paper.

1. Library research takes time. Sometimes it can be easy and you can find all the information you need quickly, but other times it can be a long, drawn-out process. Start early so you have enough time to find the information and write your paper.
2. Try to be patient and remember to ask questions. If you are having problems with library research, remember to ask a Reference librarian for help.
3. If you are having problems with writing, you should go to the Writing Clinic sponsored by the English and Comparative Literature Department.

We hope that your experience in Love Library will be a positive one. Good Luck!

APPENDIX A

SAMPLE TOPIC

The following pages are samples of types of information available to you. Every topic is different, but the basic research strategy is the same. Remember the four basic types of information sources whenever you have a topic to research:

- A. Background Sources (or Reference Books)
- B. Books (Library of Congress Subject Headings, Subject Card Catalog)
- C. Periodical Articles (periodical indexes, Serials Printout)
- D. Government Publications

Throughout your research, Reference librarians will be available to help you in your research, but allow plenty of time to learn how to use the library and to read the materials you find. Your time invested will help you be more efficient later, and help you make better grades in your classes.

A. For background information on your topic, use a specialized encyclopedia, such as this one on education.

Education - Dictionaries

LB
15
E53
Ref

The Encyclopedia of education. Lee C. Deighton,
editor-in-chief. (New York) Macmillan &
the Free Press, 1971.
10v. 29cm.

ALSO IN
STACKS

THE ENCYCLOPEDIA OF EDUCATION

LB
15
E53
v.5
Ref

JAPAN

The modern Japanese education system was organized during the Allied Occupation of postwar Japan. It is based on America's six-three-three-four system, with six years of primary school, three years of junior high school, three years of senior high school, and four years of college. The Japanese system differs from its model in that the six-three-three-four structure is universal, only nine years of education (elementary and junior high school) are compulsory, and there is a five-year technical college, which is equivalent to a combined high school and junior college but with an integrated technical curriculum.

The American-sponsored constitution of 1946 and the Fundamental Law of Education of 1947 guarantee equal educational opportunity to all. The latter prohibits discrimination based upon race, creed, sex, social status, economic position, or family origin, and aims at the "full development of personality, striving for the rearing of the people, sound in mind and body, who shall love truth and justice, esteem individual value, respect labor, and have a deep sense of responsibility and be imbued with the independent spirit" (Supreme Commander for the Allied Powers . . .)

B. Books

Use the Library of Congress Subject Headings (2, big, red-covered volumes near the subject card catalog) to find out which subject headings you can use for your topic in the subject card catalog.

LIBRARY OF CONGRESS Subject Headings

Volume I

A—K

Tenth Edition

Subject Cataloging Division
Processing Services

LIBRARY OF CONGRESS WASHINGTON 1986

- Ednie family**
 See Edney family
- Edo (African people)**
 See Bini (African people)
- Edo Castle (Tokyo, Japan)**
 See Edojō (Tokyo, Japan)
- Edo family**
- Edo language**
 See Bini language
- Edo Sen-ka school of Japanese tea ceremony**
 See Japanese tea ceremony—Edo Senke school
- Edo Senke school of Japanese tea ceremony**
 See Japanese tea ceremony—Edo Senke school
- Edojs (Tokyo, Japan)**
 x Chiyodajō (Tokyo, Japan)
 Edo Castle (Tokyo, Japan)
 xx Castles—Japan
- Edomitas (DS110.E)**
- Edrich family**
- Edsel automobile**
 xx Ford automobile
- Edeon family**
 x Eadson family
 Edinson family
 Edison family
 Ediston family
 Eideon family
- EDTA**
 See Ethylenediaminetetraacetic acid
- Educability**
 xx Education
 Learning, Psychology of
- Education (Indirect) (I)**
 ss Ability grouping in education
 Adult education
 Agricultural education
 Area studies
 Art in education
 Basic education
 Books and reading
 Business education
 Case method
 Chautauquas
 Christian education
 Church and college
 Church and education
 Classical education
 Classification—Books—Education
 Coeducation
 Communication in education
 Compensatory education
 Competency based education
 Continuing education
 Culture
 Distance education
 Domestic education
 Drama in education
 Economic development—Effect of education on
 Educability
 Education and state
 Education of children
 Education of princes
 Education of princesses
 Education of the aged
 Educators
 Environmental education
 Examinations
 Fascism and education
 Foreign study
 Formal discipline
 Fundamental education
 General semantics
 Group work in education
 Home and school
 Howard Plan
 Humane education
 Inefficiency, Intellectual
 Information theory in education
 Instructional systems
 International education
 Islamic religious education
 Language and education
 Learning
 Learning, Psychology of
 Learning and scholarship
 Libraries
 Library education
 Literacy
 Lyceums
 Mental discipline
 Microfilms in education
 Military education
 Mining schools and education
 Monitorial system of education
 Moral education
 Moving-pictures in education
 Museums—Educational aspects
 Music in education
 Native language and education
 Nature study
 Naval education
 Overpressure (Education)
 Paperbacks in education
 Parents' and teachers' associations
 Pedantry
 Physical education and training
 Pictures in education
 Platoon schools
 Postage-stamps in education
 Posters in education
 Printing, Practical, in education
 Professional education
 Progressive education
 Radio in education
 Religious education
 Religious education of adolescent boys
 Religious education of adolescents
 Religious education of young people
 Role playing
 Scholarships
 School city, state, etc.
 Schools
 Self-culture
 Self-government (in education)
 Socialization
 Sound recordings in education
 Students
 Study, Method of
 Teachers
 Teaching
 Technical education
 Telecommunication in education
 Telephone in education
 Universities and colleges
 University extension
 Vacation schools
 Video discs in education
 Video tapes in education
 Vocational education
 Women in education
 Youth
 subdivision Education under names of denominations, sects, orders, etc., e.g. Jesuits—Education; and under special classes of people and various social groups, e.g. Blind—Education; Mentally handicapped children—Education; Children of migrant laborers—Education; also subdivision Study and teaching under special subjects, e.g. Science—Study and teaching; and headings beginning with the word Educational
 x Human resource development
 Instruction
 Pedagogy
 xx Civilization
 Coeducation
- Culture**
 Learning and scholarship
 Mental discipline
 Schools
 Teaching
 Note under Social surveys
 — 1945-1964
 — 1965-
 ss International Education Year, 1970
- GENERAL SUBDIVISIONS
- Aims and objectives (*Essays, LB41*)
 ss Educational accountability
 Educational equalization
 Educational planning
 Educational sociology
 x Educational aims and objectives
 Instructional objectives
 xx Educational sociology
- Audio-visual aids
 ss Filmstrips in education
- Bibliography (*Z5811-5819*)
 ss Educational literature
 xx Educational literature
- Broadcasting
 See Educational broadcasting
- Code numbers
 x Code numbers (Education)
- Collective bargaining
 See Collective bargaining—Education
- Collective labor agreements
 See Collective labor agreements—Education
- Colonies
 See Education, Colonial
 Note under Education, Colonial
- Congresses
 x Educational workshops
 Workshops in education
 Example under reference from Workshops (Seminars)
- Costs
 Here are entered works on institutional costs in the field of education.
 x School costs
 xx Education—Finance
 Schools—Accounting
- Curricula (*Colleges and universities, LB2361-5; Elementary schools, LB1570-1571; Secondary schools, LB1628-9*)
 Works on the curriculum of a particular denomination, sect, or order are entered under name of denomination, etc. with subdivision Education, and also under Education—[local subdivision]—Curricula, when confined to a given country, state, or city.
 Curriculum studies confined to the public or private schools of one city or county have duplicate entry as follows: 1. Education—Wisconsin—Madison. 2. Education—Wisconsin—Curricula.
 ss Articulation (Education)
 Combination of grades
 Curriculum change
 Curriculum consultants
 Curriculum enrichment
 Curriculum evaluation
 Curriculum laboratories
 Curriculum planning
 Lesson planning
 Schedules, School
 Student evaluation of curriculum
 Teacher participation in curriculum planning

- Education (Indirect) (L)
 - Curricula (Colleges and universities, LB2361-5; Elementary schools, LB1570-1571; Secondary schools, LB1628-9) (Continued)
 - subdivision Curricula under local subdivisions of Education, e.g. Education—Massachusetts—Curricula; also under heading Universities and colleges, and local subdivision, e.g. Universities and colleges—Curricula; Universities and colleges—United States—Curricula; and under specific types of education or schools and under names of individual schools, e.g. Technical education—Curricula; High schools—Curricula; Library schools—Curricula; Harvard University—Curricula
 - x Core curriculum
 - Courses of study
 - Curricula (Courses of study)
 - Schools—Curricula
 - Study, Courses of
 - xx Instructional systems
 - Law and legislation (Indirect)
 - xx Educational law and legislation
 - Data processing
 - ss Computer managed instruction
 - Data tape catalogs
 - Demographic aspects (Indirect) (LC68-70)
 - ss School census
 - x Education and demography
 - Education and immigration
 - Education and population
 - xx Demography
 - Population
 - Economic aspects (Indirect)
 - ss Education—Finance
 - Human capital
 - Teachers' socio-economic status
 - Research (Indirect)
 - Exhibitions and museums
 - ss Educational exhibits, Traveling
 - x School exhibits
 - Experimental methods (LB1026-7)
 - ss Activity programs in education
 - Collective education
 - Concentrated study
 - Educational innovations
 - Eight-Year Study
 - Free schools
 - Imprinting (Psychology)
 - Jena plan
 - Nongraded schools
 - Open plan schools
 - School camps
 - x Experimental methods in education
 - xx Educational innovations
 - Federal aid
 - See Federal aid to education
 - Finance (LB2824-2830)
 - ss College costs
 - Education—Costs
 - Educational equalization
 - Educational vouchers
 - Federal aid to education
 - School bonds
 - School purchasing
 - Student activities—Accounting
 - x Public schools—Finance
 - School finance
 - School taxes
 - Schools—Finance
 - Taxes, School
 - Tuition
 - xx Education—Economic aspects

- Public schools—Business management
- Law and legislation (Indirect)
 - xx Educational law and legislation
- Forecasting (LB41.5)
 - xx Forecasting
- Graduate work (LB2372.E3)
 - Here are entered works dealing with advanced professional study in the field of education.
 - x Graduate study in education
 - Graduate work in education
 - Teachers—Graduate work
 - xx Education—Study and teaching
- History
 - ss Comparative education
 - Educational literature
 - x Teaching—History
 - To 500
 - See Education, Ancient
 - Medieval, 500-1500
 - See Education, Medieval
 - Information services (Indirect)
 - xx Communication in education
 - Information theory
 - See Information theory in education
 - Innovations
 - See Educational innovations
 - Integration
 - See School integration
 - Personnel service
 - See Personnel service in adult education
 - Personnel service in education
 - Personnel service in elementary education
 - Personnel service in higher education
 - Personnel service in secondary education
 - Personnel service in vocational education
 - Philosophy (LB125-875)
 - ss Educational anthropology
 - Humor in education
 - Progressive education
 - x Philosophy of teaching
 - 1965-
 - Psychology
 - See Educational psychology
 - Publishing
 - See Educational publishing
 - Punched card systems
 - See Punched card systems—Education
 - Research (Indirect) (LB1028)
 - ss Educational reports
 - Proposal writing in educational research
 - x Educational research
 - Laboratories
 - ss Regional educational laboratories
 - Segregation
 - See Segregation in education
 - Simulation methods (LB1029.S53)
 - ss Classroom simulators
 - Educational games
 - Microteaching
 - Simulated environment (Teaching method)
 - Simulation games in education
 - Societies, etc.
 - xx Educational associations
 - Standards
 - ss Accreditation (Education)
 - x Standards and standardization in education
 - State aid
 - See State aid to education
 - States, New
 - See States, New—Education
 - Statistical methods

- See Educational statistics
- Study and teaching (Indirect)
 - Here are entered works dealing with the study and teaching of education as a science.
 - ss Education—Graduate work
 - x Pedagogy
 - Note under Teachers, Training of
- Technological innovations
 - See Educational innovations
- Terminology
 - ss English language—Conversation and phrase books (for school employees)

→ GEOGRAPHIC SUBDIVISIONS

- China
 - History
 - To 1912
 - 1912-1949
 - 1945-1976 (LA1131.82)
 - 1976- (LA1131.82)
 - Germany
 - ss National socialism and education
 - Great Britain
 - Colonies
 - Note under Colonies
 - Greece
 - ss Education, Greek
 - Ireland
 - x Irish university question
 - Japan ←
 - History
 - 1945-
 - Massachusetts
 - Curricula
 - Example under Education—Curricula
 - Statistics
 - Note under Educational statistics
 - Soviet Union
 - 1945-
 - Taiwan
 - History
 - To 1945
 - 1945-
 - United States
 - ss Afro-Americans—Education
 - Communism in education
 - Directories
 - Example under references from School directories; Schools—Directories
 - Wisconsin
 - Curricula
 - Note under Education—Curricula
- GEOGRAPHIC SUBDIVISIONS
- Madison
 - Note under Education—Curricula
 - Education, Agricultural
 - See Agricultural education
 - Education, Ancient
 - x Education—History—To 500
 - Education, Art
 - See Art—Study and teaching
 - Education, Bilingual (Indirect) (LC3701-3743)
 - ss Language and languages—Study and teaching—Bilingual method
 - x Bilingual education
 - xx Bilingualism
 - Intercultural education
 - Language and education
 - Minorities—Education
 - Law and legislation (Indirect)
 - xx Educational law and legislation
 - Education, Business
 - See Business education
 - Education, Character
 - See Moral education

SUBJECT CARDS
in the CARD CATALOG

Look up the terms found in the Library of Congress Subject Headings in the Subject Card Catalog (Education - - Japan).

EDUCATION--JAPAN--HISTORY--1945-

- LA
1311.82 Cummings, William K.
C85 Education and equality in Japan /
William K. Cummings. -- Princeton, N.J.
: Princeton University Press, c1980.
xvi, 305 p. ; 24 cm.
Bibliography: p. 289-301.
Includes index.

Education - Japan - History

- LA
1311 Kaigo, Tokiomi, 1901-
K24 Japanese education; its past and present. (2d ed.)
1968 Tokyo, Kokusai Bunka Shinkōkai, 1968.
123 p. illus. 24 cm. (Japanese life and culture series) un-
priced Ja 69-17

EDUCATION--JAPAN--CONGRESSES.

- LA
212 Educational policies in crisis :
E43 Japanese and American perspectives /
1986 edited by William K. Cummings ... [et
al.]. -- New York : Praeger, 1986.
xiii, 308 p. ; 24 cm.

EDUCATION--JAPAN--ADDRESSES,
ESSAYS, LECTURES.

- LA
1311 Learning to be Japanese : selected
L4 readings on Japanese society and
education / edited by Edward R.
Beauchamp. -- Hamden, Conn. : Linnet
Books, 1978.
408 p. ; 23 cm.

EDUCATION--JAPAN.

- LA
1311 Kobayashi, Tetsuya, 1926-
K62 Society, schools, and progress in
1976 Japan / by Tetsuya Kobayashi. -- 1st
ed. -- Oxford ; New York : Pergamon
Press, c1976.
viii, 185 p. ; 21 cm. -- (Society,
schools, and progress series) (Per-
gamon international library of
science, technology, engineering,
and social studies)

Bibliography: p. 175.
Includes index.

Be sure to write the complete call number.

LA
1311
P3

EDUCATION--JAPAN--HISTORY.

Passin, Herbert.
Society and education in Japan /
Herbert Passin. -- 1st pbk. ed. -- Tokyo
; New York : Kodansha International ;
New York, N.Y. : distributed in the U.S.
by Kodansha International/U.S.A. through
Harper & Row, 1982.
347 p. : ill. ; 19 cm.
Bibliography: p. 327-337.
Includes index.
ISBN 0-87011-554-5

1. Education--Japan--History.
2. Educational sociology--Japan--
History. 3. School management and
organization--Japan. I. Title

Check the book location sign
to see which floor the book
will be found (by the 1st
letter of the call number).

SOCIETY AND EDUCATION IN JAPAN

Herbert Passin

BUREAU OF PUBLICATIONS
TEACHERS COLLEGE · COLUMBIA UNIVERSITY

AND

EAST ASIAN INSTITUTE
COLUMBIA UNIVERSITY

LA
1311
P3 64

EDUCATION INDEX

406

C. Periodical Articles

For articles on your topic, use a periodical index. Then, choose the best articles for your topic.

Education—cont.

- Ireland**
History
The Irish experience in competency testing: implications for American education (1943 to 1967). G. F. Maddox and V. Greeney. *bibl Am J Educ* 93:268-94 F '83
- Japan**
Evaluation in Japan: a conversation with Arish Levy. A. Bank. *bibl New Br Program Eval* no23:79-92 '83
- Japanese education and its implications for U.S. education. N. K. Shimahara. *bibl Phi Delta Kappan* 66:418-21 F '85
- Japanese education: how do they do it? M. I. White. *Principal* 64:16-20 Mr '85
- The right to education in Japan. K. Aoki and M. M. McCarthy. *bibl J Law Educ* 13:441-52 JI '84
- Search for new ideas amid doubts over competitive schooling. J. Greenlee. *il Times Educ Suppl* 3575:8 Ja 4 '85
- Sensei, juku and kendo—a look at Japan's educational system. T. Rajca. *il Momentum* 15:52-3 My '84
- Toward the equality of a Japanese minority: the case of Burakumin. N. K. Shimahara. *bibl Comp Educ* 20 no3:339-53 '84
- Jordan**
Education in Jordan. S. A. Salimian. *bibl Contemp Educ* 34:97-9 Wint '83
- Kenya**
Kenya: twenty years of multilateral aid. D. N. Sifuna. *Prospects* 13 no4:681-92+ '83
- Malaysia**
Islam studies worry Malays. G. Perkins. *Times Higher Educ Suppl* 624:9 O 19 '84
- Massachusetts**
History
Massachusetts's school administrators celebrate 100 years—contributions to education described. R. H. Holland. *NASSP Bull* 68:105-9 S '84
- New York (State)**
History
Jewish children and their curriculum in pre-war New York. S. F. Brumberg. *bibl Integ Education* 21:127-31 Ja/D '83
- Nicaragua**
The headaches caused by an education boom. J. Bevan and R. Lapper. *il Times Educ Suppl* 3543:19 Je 20 '84
- Nigeria**
Development and political attitudes: the role of schooling in northern Nigeria (Hausa children in Kano State). C. R. Harber. *bibl Comp Educ* 20 no3:387-401 '84

Russia Soviet Union Scandinavia

See also Education—Denmark

- Scotland**
History
The reproduction of an ideology of egalitarianism in Scottish education since 1860. A. McPherson. *bibl Integ Education* 21:235-32 Ja/D '83
- Singapore**
Rat race begins at five. G. Meehan. *Times Higher Educ Suppl* 615:9 Ag 17 '84
- South Africa**
Black education in South Africa. H. Friedman and H. Friedman. *bibl Integ Education* 21:4-92 Ja/D '83
- South Australia (Australia)**
History
Efficiency, stupidity and class conflict in South Australian schools, 1875-1900. P. Miller. *bibl Hist Educ Q* 24:393-410 Fall '84
- Southeast Asia**
Focus on Southeast Asia: "education on the move". O. J. Shiga. *bibl Contemp Educ* 34:70-7 Wint '85
- Soviet Union**
Extended-day schools. A. G. Khripkova. *Prospects* 13 no4:330-3 '83
- Recent educational reforms in the USSR: their significance for policy development. J. Zajda. *bibl Comp Educ* 20 no3:405-20 '84
- History*
Profile: Konstantin Dmitrievitch Ushinsky. M. Cipro. *Prospects* 14 no1:159-64 '84
- Tanzania**
Education 'split from society'. F. Nowikowski. *Times Educ Suppl* 3567:14 N 9 '84
- Tennessee**
Tennessee adopts career ladder for teachers, other education reforms. *Phi Delta Kappan* 65:650-1 My '84
- History*
"The ladies want to bring about reform in the public schools": public education and women's rights in the post-Civil War South. K. C. Berkeley. *bibl Hist Educ Q* 24:45-58 Spr '84
- Turkey**
History
The Turkish cultural and educational revolution: John Dewey's report of 1924. W. W. Brickman. *bibl West Eur Educ* 16:3-18 Wint '84-'85
- United States**
- See also

Japan

- Japanese education and its implications for U.S. education. N. K. Shimahara. *bibl Phi Delta Kappan* 66:418-21 F '85
- Japanese education: how do they do it? M. I. White. *Principal* 64:16-20 Mr '85
- The right to education in Japan. K. Aoki and M. M. McCarthy. *bibl J Law Educ* 13:441-52 JI '84
- Search for new ideas amid doubts over competitive schooling. J. Greenlee. *il Times Educ Suppl* 3575:8 Ja 4 '85
- Sensei, juku and kendo—a look at Japan's educational system. T. Rajca. *il Momentum* 15:52-3 My '84
- Toward the equality of a Japanese minority: the case of Burakumin. N. K. Shimahara. *bibl Comp Educ* 20 no3:339-53 '84

ABBREVIATIONS OF PERIODICALS INDEXED

- J Home Econ — Journal of Home Economics
J Ind Teach Educ — Journal of Industrial Teacher Education
J Instr Psychol — Journal of Instructional Psychology
J Law Educ — Journal of Law & Education
J Learn Disabil — Journal of Learning Disabilities

The SERIALS LISTS will tell you if a periodical is on microfilm or microfiche or in bound volumes.

09-04-86

SAN DIEGO STATE UNIVERSITY LIBRARY
SERIALS BY TITLE

PAGE 2033

CALL NO.	TITLE AND HOLDINGS BY LOCATION	LOCATION
L 11 P59	PHI DELTA KAPPA. SCHOOL RESEARCH INFORMATION SERVICE. S.R.I.S. QUARTERLY. S.R.I.S. QUARTERLY. BOUND HOLDINGS: /1-2/(1968-69), 3-7 N.3(1970-74).	1ST FLOOR STACKS BY CALL NO.
LB 1028 P38	PHI DELTA KAPPA SYMPOSIUM ON EDUCATIONAL RESEARCH. ANNUAL PHI DELTA KAPPA SYMPOSIUM ON EDUCATIONAL RESEARCH. 1-9(1959-67), 12-14(1971-76).	4TH FLOOR STACKS BY CALL NO.
LJ 121 P4	→ PHI DELTA KAPPAN CURRENT ISSUES KEPT UNTIL MICROFICHE RECEIVED (ASK AT DESK). ON MICROFICHE NO. C-896: 61(1980)- BOUND HOLDINGS: 1-25(1915-43), /26/(1943), 27-51(1945-70), 54-58(1972-77). ON MICROFILM NO. F-1402: 52-61(1970-80).	PERIODICAL READING RM-1ST FLOOR MICROFORMS AND NEWSPAPER CENTER 1ST FLOOR STACKS BY CALL NO. MICROFORMS AND NEWSPAPER CENTER

INDEXED IN - EDUCATION INDEX,
CURRENT INDEX TO JOURNALS IN EDUC., READERS' GUIDE,
INFO-TRAC

We need Phi Delta Kappan for February, 1985. We will have to use the Microfiche, number C-896, which covers volume 61, 1980 - to the present. The Bound volumes stopped in 1977, and the Microfilm only covers 1970-1980. The Microfiche and Microfilm are on the first floor by the C number (microfiche) and F number (microfilm).

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66

The SERIALS LISTS are the four, red-covered, computer printouts that list all the periodicals our library holds. Check these by the name of the periodical, and write down the call numbers.

09-04-86

SAN DIEGO STATE UNIVERSITY LIBRARY
SERIALS BY TITLE

PAGE 1451

CALL NO.	TITLE AND HOLDINGS BY LOCATION	LOCATION
F 1401 J6	JOURNAL OF LATIN AMERICAN STUDIES. CURRENT ISSUES: BOUND HOLDINGS: 2 (1970)-	PERIODICAL READING RM-1ST FLOOR 1ST FLOOR STACKS BY CALL NO. INDEXED IN - SOCIAL SCIENCE INDEX, HISPANIC AMERICAN PERIODICALS INDEX
K 3 J65	JOURNAL OF LAW AND ECONOMICS CURRENT ISSUES: BOUND HOLDINGS: 1 (1958)-	PERIODICAL READING RM-1ST FLOOR 1ST FLOOR STACKS BY CALL NO. INDEXED IN - SOCIAL SCIENCE INDEX, SOCIAL SCIENCE CITATION INDEX
KF 4102 J68	→ JOURNAL OF LAW AND EDUCATION. CURRENT ISSUES: BOUND HOLDINGS: 1-6(1968-73), /7/(1974), 8(1975)-	PERIODICAL READING RM-1ST FLOOR 1ST FLOOR STACKS BY CALL NO. INDEXED IN - CURRENT INDEX TO JOURNALS IN EDUC., SOCIAL SCIENCE CITATION INDEX, EDUCATION INDEX

Interpretation: Our library subscribes to the Journal of Law and Education. The dash, or hyphen - after volume 8, 1975- means we continue to subscribe to it. The current issues (about the last year) will be found in the Periodical Reading Room on the 1st floor, by the call number KF 4102 J68. The older issues will be found also on the 1st floor, in bound volumes, by the same call number.

The BOUND volumes of periodicals have a unique call number, just like a book does. Then, they are all in order by volumes and dates under that call number.

VOLUME 13 number 3 July 1984

The Right to Education in Japan

KOJI AOKI*
MARTHA MCCARTHY**

Introduction

Most Western nations provide by law for free public education. Universal free schooling serves governmental interests by instilling important national values in the country's youth. In democratic nations, an educated citizenry is considered essential to governmental well-being because the welfare and safety of the state depend upon an intelligent electorate.¹ By contrast, authoritarian regimes view education as a primary vehicle for homogenizing citizens to assure their ideological allegiance and commitment to directed policy choices.

While vital national interests underlie all provisions for public education, the different premises above give rise to differences in the manner in which the government, students, parents and school officials interact. In the United States, in recent years, the individual's interest in a free public education has been receiving increasing attention. The delineation of an individual's educational rights has generated a significant body of litigation in the United States, covering topics from student disciplinary procedures and classification practices to curriculum censorship.

However, it must be remembered that the protection of individual rights in education is a relatively recent phenomenon in the United States. Prior to 1954, less than 100 cases involving the public schools had been litigated in federal court.² Local school boards had much more latitude in attaching conditions to school attendance and educational

* Koji Aoki is an Associate Professor of Law at Kochi University in Japan. He represented the American Council of Learned Societies as a Visiting Scholar at Indiana University, 1981-82. His area of specialization is educational law, with particular emphasis on comparing educational rights in Japan and the United States.

** Martha McCarthy is a Professor of Education and Associate Dean of the Faculties at Indiana University. She has written numerous articles and several books on various aspects of educational law and currently is President-elect of the National Organization on Legal Problems of Education.

¹ Courts in the United States have long recognized that an educated citizenry is "essential to the preservation of liberty." See *City of Louisville v. Commonwealth*, 121 S.W. 411, 412 (Ky. 1909); *State v. Jackson*, 53 A. 1021 (N.H. 1902); *Leeper v. State*, 53 S.W. 962 (Tenn. 1899).

² See J. HOGAN, *THE SCHOOLS, THE COURTS AND THE PUBLIC INTEREST* 7 (1974).

NON
CIRCULATING

JOURNAL OF
LAW AND
EDUCATION

1984

KF

4102

SDSU

D. GOVERNMENT PUBLICATIONS

Use the special card catalog and other indexes on the 3rd floor for Government Publications. These materials are not in the main card catalog or periodical indexes. They have their own call number system, which is arranged by agencies and departments of the government. Our library receives reports from the United States government, California state government, and the United Nations.

Check the special catalogs under the same headings you used in the main card catalog in the general Reference room, such as our topic:

EDUCATION - JAPAN

Education - Japan.

HE19.102 Education Office.
J27 Education in Japan; a century of modern
development. 1976.
412p. (DHEW Pub. No. OE 74-19110)

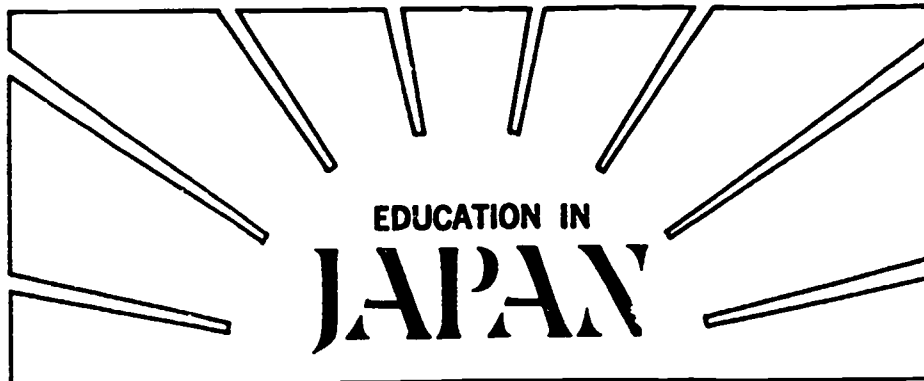
1.Education - Japan. I.Title.

Write down the call number, HE 19.102 J27, and locate it on the book shelves within the 3rd floor government publications stacks.

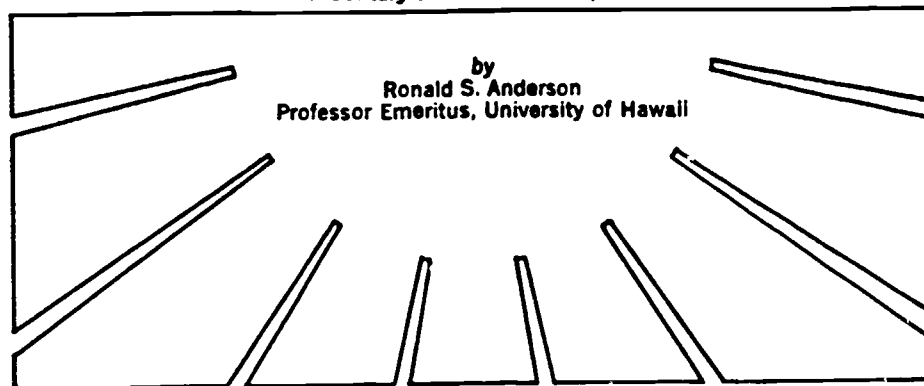
You may check out government publications from the Government Publications Circulation Desk (3rd floor), just like regular books.

DHEW Publication No. (OE) 74-19110

日本教育の現状



A Century of Modern Development



U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
David Mathews, Secretary
Virginia Y. Trotter, Assistant Secretary for Education
Office of Education
T. H. Bell, Commissioner
Robert Leestma, Associate Commissioner for International Education

HE 19.102
J 27

APPENDIX B

LIBRARY TECHNOLOGY

Throughout the Library Guide you may find terms with which you are not familiar. Below is a list of terms and their definitions which you may see in the guide and while conducting library research at San Diego State University Library.

圖書號碼
número de
clasificación

CALL NUMBER

The call number tells you where to find a book on the shelf. You can find the call number of a book by looking it up in the card catalog. All books and periodicals are arranged by call number.

整理番号
رقم طلب الكتاب

CARD CATALOG

卡片目錄
fichero

Where you will find out which books our library has. Drawers have cards arranged alphabetically with authors and titles in one section and subjects in another section. Each card also has the call number so you can locate the books on the shelves.

カード目錄
فهرس بطاقات

借書
préstamo

CHECK OUT

The procedure for borrowing a book from the library. You need a student ID card.

借出し
استعارة

借書台
sección de
prestamos

CIRCULATION DESK

The place you go to check out books, return books, place holds and searches on books, and pay fines for overdue books.

貸出しカウンタ
مكتب الاستعارة

還書日期
fecha de
vencimiento

DUE DATE

The date stamped inside a book which tells you when it needs to be returned to the library. After this date, the book is late!

貸出し期限
تاريخ الاستعارة

FINE

罰款
multa

What you will get if you return a book late. This costs money! Regular book fines are 25¢ per day.

罰金
غرامة

HOLD

預約保留
reservación

This is the form to fill out at the Circulation Desk when someone else has the book you want. When the book is returned, the library will send you a notice and hold the book for you for 8 days.

貸出|予約
محبوز

INDEX

索引
índice

A periodical index will help you find articles on a topic. Indexes are arranged alphabetically by subject, and some contain abstracts which describe the content or main idea of an article. All indexes give author, title, and publication information. When you have found titles on your topic, you need to check to make sure the library has the periodicals.

索引
فهرس

JOURNAL

雜誌
revista
especializada

Like a magazine, but containing scholarly research published as articles, or research or technical reports or papers.

機關誌
مجلة

OVERDUE

過期
vencimiento

This means your book is late. It has not been returned by the date stamped inside the book and you will probably get a fine.

期限超過
کتاب تجاوز مدت

PERIODICAL

定期刊物

publicación
periódica

This term usually refers to magazines or journals, but also includes newspapers and other items issued regularly.

定期刊行物

دورية

RECALL

收回

reclamo

This is a way by which you request a book which has already been checked out by a faculty member. When the book is returned to the library, it will be held for you, and you will be notified.

貸出し請求

استرجاع

REFERENCE SHELVES

參考圖書架

colección
de obras de
consulta

These shelves contain encyclopedias, handbooks, manuals, directories, data books, and other books useful for practical, specific or background information. There are two reference rooms in our library. The General Reference area, and the Science Reference Room on the 5th floor.

參考書架

رفوف كتب المراجع

RENEW

續借

renovación de
préstamo

This is the procedure for re-checking a book which you currently have checked out. You may renew, or re-check a book as long as no one else has requested it.

繼續

تجدد استعارة

RESHELVING AREA

歸書架

sección de
distribución

This is a holding area for books returned to the library but not yet put back on the shelves. Books are arranged here in rough call number order.

候書架

رفوف للتمرير

SERIAL

期 刊

publicación
seriada

A publication which is issued in successive parts, in numerical or chronological order, is considered a serial. This includes things like annual reports, annual reviews, directories, and series.

期 刊

سلسل

SERIALS LIST

期刊目錄

catálogo de
publicaciones
periódicas

An alphabetical list of serial titles (periodicals, magazines, journals, newspapers) received in our library. The call numbers of the serials are given, along with information on whether the title is on microfilm or microfiche or is in bound volumes. These are 4, red-covered computer-printed volumes located in the Reference Room, current Periodicals Reading Room, and other locations in the library.

期刊目錄

قائمة الدوريات

STACKS

書 架

estantes

These refer to the shelves which hold most of the library's books. Both books and bound periodicals are shelved by call number.

書 架

رفوف الكتب