IV. Search TSU Online Catalog for Print and Electronic Books and other Resources

1. How to use the TSU Online Catalog

The access points in finding a book in the area of electronic banking are: keyword, subject, author and title.

Keyword Search -- a primary method and easiest way to search a topic. It allows you to search for individual words typed anywhere in the chosen field (author, title, subject). A keyword search produces the largest hit list. You may limit the number of records it retrieve by the use of operators and qualifiers and to determine the relationship between words. Two symbol truncations ("wild cards") are used, the (#) and the (?).

The (#) represents a single character.

Examples: sm#th may retrieve smith or smyth.
globali#ation may retrieve globalization or globalization
bank# may retrieve bank or banks

The (?) represents many characters at the end of a search term.

Examples: technol? may retrieve technology, technological, technologist
bank? may retrieve bank, banking, and banks

b. **Subject Search** -- a method of searching for items about the same subject. Subject search is most useful when you don't know the author or title but know the kind of information you are looking for. To do an author search, type the last name first. The TSU library uses the Library of Congress Subject Headings. These volumes are located near the Reference Desk to search to use for accurate subject terms. For example, if you use the subject heading Electronic funds transfers, you will find that the library owns 10 titles under this subject heading.

c. **Author Search** – is used when you have the name of an author and would like to retrieve a list of items written by that author. This is particularly helpful when you have an author who is an expert in the subject of your research topic. To search by author: put in the last name first, followed by the first name. If you would like to find information about the author, search the author's name as a subject.

d. **Title Search** -- is used when you know the title of an item. One point to remember is that if the title begins with an article (a, an, or the), disregard them and search under the second word of the title. Do not discard the articles in between words. The title search works best if you are looking for a specific item and know the exact title. If you do not know the title, a subject search will yield best results.

e. **Search Commands --** the following commands may be used in searching most databases. Some may be titled and used somewhat differently. You may use the following search commands for a successful search:

1. Boolean Operators:

AND is used when you want the records to include both search terms to narrow a search. For example, Electronic funds transfers and electronic banking.

OR is used to find records in which one or both search terms appear, thus broadening the search. For example, electronic funds transfers, OR electronic banking.

NOT is used to find those records that contain the first search term but not the second search term. Articles containing both terms are not retrieved. For example, electronic funds transfers NOT e-banking.

Truncation is used to retrieve variant endings of a word. For example, Electronic bank* will retrieve electronic banking, electronic banks, etc.

( ) *Parentheses* will signal priority and order. For example, (electronic banking or e-banking) and security measures) will first find records containing words that start with electronic banking or e-banking or both, then will find those records that also mention words that start with security measures.

2. Search Qualifiers

Search qualifiers allow one to limit your search to a specific field, such as: author (au), title (ti) and subject (su). They will allow you to limit your search to specific fields and narrows the search to a more relevant record. By using the search qualifiers you can speed up response time and narrow the search to the more relevant records.

Examples:

> Su banks not bank -- will retrieve all records on the subject of banks and not bank.

> Ti banking and au Baxter will retrieve all records with banking in the title field and Baxter in the author field.

3. Tips:

When you search the library's online catalog, you should start with a

keyword (Word/Phrase) search. For a successful search, find relevant subject headings and use them for your search.

For example, a keyword search in the library's online catalog in the order below yields 71 sources: (electronic funds transfer* or electronic bank*). Some of the features of the TSU online catalog:

Searching by author, title and subject

Searching for keyword(s) in author, title and subject

Limiting the searches by:

Call Number
OCLC Number
LC Card Number
Reference Number
ISBN-International Standard Book Number
ISSN-International Standard Serial Number

Sorting your findings by:

Unsorted
Author
Title
Subject
Material
Date (Ascending) or (Descending)

The help window will assist you in using the library's online catalog.

You will find information about the system, easy search, numeric search, advanced search, reserve room, local information, your account and list of topics/links.

2. Location of materials

a. Brown-Daniel Library

The first floor houses books with the Library of Classification scheme A-LD. The third floor contains books with the classification M to Z. In addition, on this floor, you will have access to the books in the Dewey Classification, over sized books and theYouth Collection. A few journal titles are also housed on the third floor. On the second floor you will find reference books, journals and microform collections. Reference books are

arranged by the Library of Congress classification, and journals are alphabetized by their title.

b. Avon Williams Library

The books are arranged in Library of Congress call number order. A-F is located behind the wall behind the Circulation desk. H-Z is located directly across from the Circulation desk around the wall. The bound journals are classified in LC class number order around the wall. The current journals are arranged alphabetically by title and are located diagonally across from the circulation desk. Microforms are located near the xerox machines in the back, left of the circulation desk . You will find reference materials right, front of the Circulation, arranged by LC call numbers.

3. Library of Congress Classification System

This system is used so that each book and journal are identified by their subject, assigned an alphanumeric call number and placed on the shelves according to that number with the similar resources for easy access and browsing. Major classification headings used in the area of Social Sciences are as follows:

H	Social Sciences (General)
HA	Statistics
HB-HD	Economics
HF	Business
HM	Sociology
HQ	The Family. Marriage. Women
HV	Welfare. Criminology

4. What is a call number?

As mentioned before, books and some periodicals are arranged on the shelves according to the Library of Congress Classification system. According to this system, each book or periodical is assigned an alphanumeric call number based on its subject content. This specific call number identifies the item and places it on the shelves with the items on the same subject.

5. How to read a call number

Each call number has several parts. For example, the following call number gives us the following information:

HB
171.5
.W3
2002

The first line, HB defines the class or subclass. It defines the broad subject area within class H for Social Science (General) and HB represents the subclass Economics.

The second line, 171.5, is the classification number. When browsing the shelves for this book, you need to read this number as a whole number with a decimal component to determine its location on the shelf. Combined with class and subclass, the classification number defines the subject matter more precisely. In the above example, HB 171.5 represents economics which is a subdivision of HB which in turn is in the broader subject field of H for Social Sciences

The third line of the call number is the Cutter number. It is a combination of letters and numbers that usually indicates the author. However, sometimes it may represent a subject division. Some items may have double cutter numbers. Always interpret the numeric part of the cutter number as a decimal number when you browse the shelves. Thus the numeric component of .W3 should be read as .3. Therefore, HB171.5 .W3 2002 should be shelved before HB171.6 .W3 2002.

The year of publication of the item, in this case 2002, may also be present. The items are shelved in chronological order which often distinguishes items by varying editions of that item.

The items with the following call numbers should be on the shelves in the order below:

HF	LB	QP	T
5382.5	1028.3	144	56.23
.U5	H355	F52	H36
2002	2001	H36	2001
		2001	

6. Electronic Books

The library provides access to electronic books via its web page. Choose the online catalogs link and then you may choose NetLibrary, Books 24/7, or Safari Books. The online catalog will also give you access to electronic books. A floppy disk icon will indicate that the book is in electronic form.