Welcome to the Library! We’ll start by watching a video that introduces you to our Library. While you watch, find answers to the following questions according to your workshop instructor’s directions.

1. What helpful resources does the library have to offer you?

2. How long can you check-out group study rooms for?

3. How much does it cost to print or photocopy in the library?

4. What mobile technology does the library have available for check-out?

5. How long can you check-out Textbooks for?

6. How are circulating books arranged at GCC?

7. How long is the check-out period for circulating books?

8. Which tool can you use to find the location, availability, and call number for items in the library?

9. If GCC library does not have the item you are looking for, what other options do you have?

10. What e-resources does the library provide access to?
Quick Practice: Exploring the GCC Library’s Information Resources

1. Finding books – Use the Library’s catalog.

The GCC Library’s **online catalog** is a database that contains records for all the books—both print and electronic—owned by Glendale College. You can use it to search for books on any topic you’re interested in.

(a) Pretend you are enrolled in the course *BIOL 125–Marine Biology*. You want to know: Does the library have the required textbook? The professor tells you on the course syllabus that the book’s title is *Marine Animals of Baja California* and its author is Daniel W. Gotshall.

- From the Library’s home page click on the **Catalog** tab at the top.
- Type into the search box a few words from the book title, such as “Marine Animals.” Also type in the author’s last name “Gotshall.”

**Does the GCC Library have the book?**

**Where is the book located?**

**What is the book’s Call Number?**

**For how long can you check this book out?**

(b) Now let’s search for books that provide general information about dolphins.

- In the “New Search” box, type the word **dolphins**. Then click “Search.”
- Browse through the items on the results page and choose one that looks interesting to you.

**How many results did you find?**

**Which one of the books in the list looks most interesting to you?**

**What is the Subject of that book?**

**Where is that book located?**

**What is that book’s Call Number?**
2. Finding articles – Use a library database.

The GCC Library provides many databases that give students full-text access to articles from thousands of different periodicals (newspapers, magazines, scholarly journals, etc.).

- From the Library’s home page click on the **Databases** tab at the top.
- From the “Brief Database List” select **ProQuest**.
- Type the word **dolphins** into the search box and search. How many search results do you see? ______________

Some of those results are not about marine mammals, but about the Miami Dolphins football team or about Dolphin Telecommunications, a media firm. When we search for periodical articles, we need to be specific about what we’re looking for. One way to make your search more specific is to add additional search terms.

- From the results page of your **dolphins** search, click on the “**Modify search**” link just under the search box. Think of a word that may help to focus on dolphins, the animal – perhaps **feeding, communication, breeding**, or **habitat**. Add your choice of a focusing word in the search box, then search again.

What second, focusing word did you search with? ____________________________

How many search results do you have now? ____________________________

- Browse through the first 20 results.

What different types of articles have you retrieved?

_________________________________________________________________

Do most of the articles seem relevant to the topic? ____________________________

What other ways could you use to make your search more specific?

_________________________________________________________________

_________________________________________________________________
GLOSSARY OF LIBRARY TERMS

**Call Number** - A unique identifying number given to each book in the library. This number organizes books by subject, making it easier to locate them. (Example: 812.54 G146).

**Catalog** – A searchable database of a library’s print and electronic books and other library resources.

**Circulating Books** – Books that can be checked out (as opposed to reference books, such as dictionaries or encyclopedias, which are for library use only).

**Citation** – The information that identifies a book, journal article, web page, etc. Usually, the citation includes the author, title, and publication information such as date, page numbers, etc. Example: Gotshall, Daniel W. *Marine Animals of Baja California: A Guide to the Common Fish and Invertebrates*. Western Marine Enterprises: Los Osos, 1982.

**Database** - A collection of organized records with a standardized format. **Library Databases** are usually available via the Web and contain either full-text documents or citations/abstracts for articles. Examples: *ProQuest Research Library, Academic Search Premier, Gale Opposing Viewpoints in Context*.

**Full-text** - Refers to the complete ( unabridged) text of an item. In a full text database, you can access, read, and download the complete article—its “full-text.”

**Journal** - A type of periodical. The name “journal” is often reserved for scholarly periodicals, as opposed to popular magazines or newspapers. Articles found in journals are often peer-reviewed; they are reviewed by experts in the discipline before they are accepted for publication. They also usually have lengthy references detailing the author’s research. Example: *American Journal of Sociology*.

**Keyword Searching** - Using a main word (or combination of words) to search an online catalog or online database. Keyword searching looks for words in titles, names, subject headings, and contents notes. Example: *alcohol abuse AND teenagers*.

**Periodical** – An information source that is published by a set period of time. Examples: newspapers (published daily), magazines (published weekly or monthly), journals (published seasonally or biannually).

**Record** - The information in an online catalog or database that identifies a specific item. It includes data such as author, title, date, publisher, and subject headings.

**Reserves** - A collection of library materials that are set aside for specific classes. Reserve materials are loaned for shorter time periods than circulating materials, usually 2 hours.

**Subject Headings** (also called **Subjects**) – Words or phrases assigned to a book or article to describe the main subject(s) of that item. Subject headings or subjects are used in catalogs and databases to make it easier to locate all the books or articles on a particular subject.