

THE CARD CATALOGUE

The card catalogue is an alphabetical list or guide to the collection of books in the library.

There are at least three kinds of cards in the card catalogue named after the first line of each card:

499	Christ, Henry I. Modern English in Action D.C. Heath and Company Toronto, 1979
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Author Card

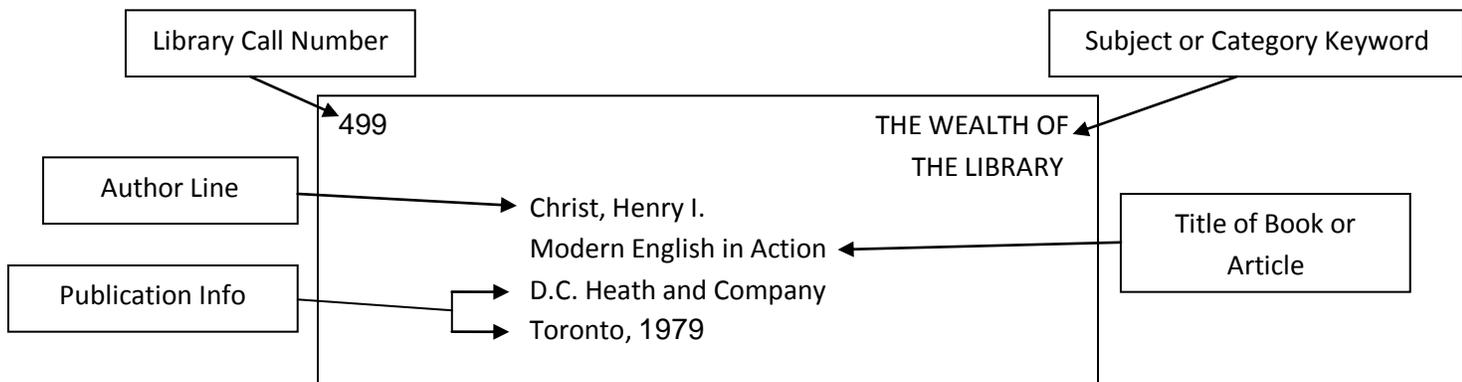
499	Modern English in Action Christ, Henry I. D.C. Heath and Company Toronto, 1979
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Title Card

499 p. 225	THE WEALTH OF THE LIBRARY Christ, Henry I. Modern English in Action D.C. Heath and Company Toronto, 1979
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Subject Card

Note: The Subject Card capitalizes the particular subject in the book and it includes the page number below the Library Call Number.



Bibliography Card

Cards in the **Cross-Reference section** contain special section and “see also cards” which are known as cross-reference cards.

Library Call Number

- guides you where to find the book on the shelf
- the book’s classification
- found on the upper left-hand corner of every card in the card catalogue
- combination of the **class number & author number**

Author line

- full name of the author of the book
- sometimes includes the date of his birth and if he is dead, the date of his death

Title and publishing data

Includes:

- full title of the book and subtitle
- author’s name
- place and date of publication and the publisher
- The publication info is important for writing the bibliography and for determining the possible value of the book.
- The date is especially important to know if the book’s treatment of the subject is up-to-date.
- Good publishers are more likely to publish books of merit

The Computerized Catalogue & Databases

OPAC

- Stands for Online Public Access Catalogue – computerized catalogue of the library collection
- Features of the OPAC:
 - ✓ Find out the current library holdings
 - ✓ Know the status of the book you wish to borrow
 - ✓ Request to put the book on “hold” for you
 - ✓ Use databases; and
 - ✓ Link up with other computerized library catalogues or databases in other places

When using the OPAC always be careful of your spelling.

Other Features of the OPAC

- Truncation - allows to broaden search
Ex. When you type “refer”, it will also give you: *reference, referrals, referendum* etc.
- Community Information – access to community bulletins and billboards
- Gateways – paths or connections to computer networks such as freenet
freenet –community-based but privately sponsored computer network made available at either no cost or minimal cost like a membership charge. Provides:
 - Community information
 - Bulletin board system
 - Access to the intern
- Dial-in Access – users may use it at home or wherever for those with personal computers with modem
 - Modem – short for modulator-demodulator is a device that converts the digital signals from input to output devices into appropriate frequencies at a transmission terminal and converts them back into digital signals at a receiving terminal

Databases – information research tools which are indices of newspapers, books, magazines or even television programs stored in CD-ROMs

- Computerized Databases
CD-ROMs – are an example. They are menu-driven.
Menu is a step-by-step series of options from where you can make your choice
- Online Databases
Online refers to being connected to a local freenet or information provider through the use of a modem

The Internet

Internet Features

- Electronic mail – most popular internet service
 - Allows sending mail fast and cheap to an internet user with an e-mail address
- LISTSERVS – called discussions groups or e-mail conferences

- Electronic mailing lists on practically any subject
- USENET – a.k.a. Bulletin Board System
 - A global collection of news groups that cover a wide range of serious to bizarre topics

Internet Tools

- World Wide Web – graphics interface which uses hypertext technology to help you find resources in the internet
- GOPHER – menu-driven information search and retrieval system
 - Named after the mascot of the University of Minnesota where it was developed
 - Allows access to databases, explore library catalogues worldwide and retrieve internet files
- VERONICA – Very Easy Rodent-Oriented Net-wide Index to Computerized Archives
 - Provides indices on GOPHER servers
- FTP – stands for File Transfer Protocol
 - used for transferring files

Why use the internet

- ❖ Searching for references is fast and easy
- ❖ More information is accessible through the internet
- ❖ It's less expensive than having chapters of books or journals photocopied
- ❖ You can multitask through using the internet.

How to Effectively use the internet for research

- ❖ Use reputable sources
- ❖ Understand and Use the Boolean Logic or an advanced search
- ❖ Subscribe to RSS feeds
- ❖ Join academic groups or forums
- ❖ Use synonyms, alternate spelling and related topics

Evaluate what you find

Remember that information you find might be:

- ✓ Out of date
- ✓ Distorted or biased
- ✓ Simply untrue
- ✓ Commercial
- ✓ Personal webpages

So, when you find information on the internet always

consider the following:

- ✓ Who wrote it ?
- ✓ Who is it written for?
- ✓ Is it scholarly material?
- ✓ Is the material biased?
- ✓ What's the date of the information?