

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 Civil Service are keyword, subject, author and title.

Keyword Search is a primary method for searching for a topic. It allows you to search for individual words in the title, subject and other fields in the bibliographic record. This is generally the easiest type of search to do, but it also produces the largest hit list. You may limit the number of items retrieved by using operators and qualifiers discussed under Search Commands. You will find Keyword search in The Library' online catalog. For a successful keyword search for Telecommuting, you need to identify main concepts- For example," what is the impact of telecommuting in civil service?" The main concepts can be civil service, and telecommuting.

Choice of Words- You may try use those key terms that may be used to describe your main concept. For example,
impact: impacting, influence, result
civil service: government, career, personnel
telecommuting: distributed work, computer

Subject Search is a method of searching by using subject headings. The online catalog automatically does it for you. Subject heading describes the items and there are one or more subject headings assigned to them. The TSU Library uses Library of Congress Subject Headings. You may want to consult the Library Of Congress Subject Headings located at the Circulation Desk to make sure that you are using the correct words for a subject search. For example, if you use the subject heading Civil Service, you may retrieve a book titled "Governments, parties, and public sector employees : Canada, United States, Britain, and France". You can look for additional books in the area of Civil Service by using the suggested subject headings in the record, including Public Officers and Political parties.

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. For example, if you do an author search under Blais, Andre, you will find four (4) books located in the TSU Library. They are Governments, parties, and public sector employees : Canada, United States, Britain, and France, A Political sociology of public aid to industry, The Budget-maximizing bureaucrat : appraisals and evidence, and Industrial policy. You may search the online catalog under Author Search by typing the author's last name first and first name last. If you need to find information about the author, in this case, Andre Blais, you may do a subject research using his last name, first name.

Title Search is used when you know the title of an item. One point to remember is that if the title begins with an A, An or the, you can disregard them and search under the second word of the title. Do not discard the articles in between words. 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 would yield better results.

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:

BOOLEAN OPERATORS

AND is used when you want the records to include both search terms to narrow a search. For example, Germany AND Civil Service. In this case you are limiting your search to only Germany and Civil Service.

OR is used to find records in which one or both search terms appear thus broadening the search. For example, Germany OR public sector. In this case you are broadening your search to include Germany and public sector in general.

NOT is used to find those records that contain the first search term but not the second search term. In this case those articles containing both terms are not retrieved. For example, Public sector NOT France. You will find articles only about Public sector. Articles with France will not be retrieved.

* Truncation is used to retrieve variant endings of a word. For example, Bureau* will retrieve any words starting with Bureau, Bureaucracy, bureaucrat, etc.

() Parentheses will signal priority and order. For example, (bureaucracy OR government) AND Germany will first find records containing the words Bureaucracy or Government or both, then those records that also mention Germany.

Pound Sign represents a single character. For example, Bureaucrat# will retrieve Bureaucrat and Bureaucrats.

? Question Mark represents characters at the end of a search term. For example, Bureau? may retrieve records about Bureaucrat, Bureaucrats, or Bureaucracy and Government? may retrieve Governmental, Governmental, Government-owned.

SEARCH QUALIFIERS

Search Qualifiers include author (au), title (ti), and subject(su). They will allow you to limit your search to specific fields. By using the Search Qualifiers you can speed up response time and narrow the search to the more

relevant records. For example,
su civil service not Germany will retrieve all
records on the subject of Civil Service that do not
contain the word Germany anywhere in the
record.

ti Civil Service and Young will retrieve all records with
the word robotics in the title field and Young in the
author field

TIPS:

1. 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.

2. Online Library Catalogs may differ, some of the features
of the TSU Online Catalog are as follows:

- Searching by

Author, Title and Subject

- Searching for keyword(s) in

Author, Title and Subject

- Limiting the Searches by

Dates: from 1900-

Language: All languages, English, French,
German, Italian and Spanish

Material Type: All materials, books, Serials,
AV materials, Music Recordings, etc.

- Numeric 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)

Date (Descending)

- Help Window will assist you in properly using the
Library's Online Catalog. You will find information
about the System, Easy search, Numeric Search,
Advanced Search, reserve Room, Local Info, Your
Account and List of Topics/Links

2. Location of Materials

On the first floor of the Brown-Daniel Library books are arranged according to the Library of Congress Classification from classification A to LD. On the third floor you will find books from classification M to Z. In addition, on this floor, you will have access to the books in the Dewey Classification, over sized books and the Youth Collection. 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 on the shelves by Library of Congress classification. Journals are arranged by alphabet.

3. Library of Congress Classification System

This system is used so that each book and journal is identified by its 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 Public Administration are as follows:

HJ : Public Finance

HJ9-9940 Public finance

HJ9-99.8 Periodicals. Serials. By region or country

HJ210-240 History

HJ241-1620 By region or country

HJ2005-2216 Income and expenditure. Budget

HJ2240-5908 Revenue. Taxation. Internal revenue

HJ2321-2323 Tax incidence. Tax shifting. Tax equity

HJ2326-2327 Progressive taxation

HJ2336-2337 Tax exemption

HJ2338 Taxation of government property

HJ2351 Inflation and taxation

HJ2351.4 Tax revenue estimating

HJ2361-3192.7 By region or country

HJ3801-3844 Revenue from sources other than taxation

HJ3863-3925 Direct taxation

HJ4113-4601 Property tax

HJ4629-4830 Income tax

HJ4919-4936 Capitation. Poll tax

HJ5309-5510 Administrative fees. User charges. License fees

HJ6603-7390 Customs administration

HJ7461-7980 Expenditures. Government spending

HJ8001-8899 Public debts

HJ8052 Sinking funds. Amortization

HJ8101-8899 By region or country

HJ9103-9695 Local finance. Municipal finance Including the revenue, budget, expenditure, etc. of counties, boroughs, communes, municipalities, etc.

HJ9701-9940 Public accounting. Auditing

HM401-1281 Sociology (General)

HM435-477 History of sociology. History of sociological theory

HM461-473 Schools of sociology. Schools of social thought

HM481-554 Theory. Method. Relations to other subjects

HM621-656 Culture

HM661-696 Social control

HM701 Social systems

HM706 Social structure

HM711-806 Groups and organizations

HM756-781 Community

HM786-806 Organizational sociology. Organization theory

HM811-821 Deviant behavior. Social deviance

HM826 Social institutions

HM831-901 Social change

HM1001-1281 Social psychology

HM1041-1101 Social perception. Social cognition Including perception of the self and others, prejudices, stereotype

HM1106-1171 Interpersonal relations. Social behavior

HM1176-1281 Social influence. Social pressure

HV

HV1-9960 Social pathology. Social and public welfare. Criminology

HV40-69 Social service. Social work. Charity organization and practice Including social case work, private and public relief, institutional care, rural social work, work relief HV85-525 By region or country

HV530 The church and charity

HV541 Women and charity

HV544 Charity fairs, bazaars, etc.

HV544.5 International social work

HV547 Self-help groups

HV551.2-639 Emergency management

HV553-639 Relief in case of disasters

HV560-583 Red Cross. Red Crescent

HV599-639 Special types of disasters

HV640-645 Refugee problems

HV650-670 Life saving

HV675-677 Accidents. Prevention of accidents

HV680-696 Free professional services

Including medical charities

HV697-4959 Protection, assistance and relief
JF Political institutions and public administration - General

JK Political institutions and public administration - United States
JL Political institutions and public administration - Canada, West Indies,
Mexico, Central and South America
JN Political institutions and public administration - Europe
JQ Political institutions and public administration - Asia, Arab
countries, Islamic countries, Africa, Atlantic Ocean islands,
Australia, New Zealand, Pacific Ocean islands
JS Local government. Municipal government
JV Colonies and colonization. Emigration and immigration.
International migration
JX International law, see KZ (obsolete)
JZ International relations
KF: Law, U.S.
KF1-9827 Federal law. Common and collective state law
Individual states

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

HJ

10007

E97

2002

gives us the following information:

The first line HJ defines the class or subclass. It defines the broad subject area within class H for Social Sciences and HJ represents the subclass Public Finance.

The second line 10007 is the classification number. When browsing the shelves for this book, you need to read this number as a whole number 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, HJ10007 represents Public finance, History, By region or country.

The third line of the call number is called the Cutter Number. It is a combination of letters and numbers that usually indicates 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 .R638 should be read as .638. Therefore, HJ210.3 .R638 2000 should be shelved before HJ210.3 .R7 2000.

The year of publication of the item, in this case 20002, may also be present. The items are shelved in chronological order which often distinguishes items by varying editions of that item.

5. Electronic Books- Your library provides access to electronic books via its web page at

<http://www.tnstate.edu/library/Catalogs.html>

Currently you can read general interest electronic books via netLibrary or technical electronic books via Safari, or in Books 24-7. In addition you may find electronic books via the Library's online catalog. The icon for an electronic books is a floppy.