

Introduction to UNB Libraries, Workbook #1: the Catalogue

This workbook is designed to help you develop the familiarity with library resources and research skills to prepare you for assignments to come in your History classes and in your career as a university student.

INTRODUCTION

Objectives of the Library Skills Workbook

After participating in a library session and completing this workbook, you will better understand how to use the services and collections of UNB Libraries. Specifically, you will be prepared to:

- locate resources and services available in HIL
- search the library catalogue by author, title, subject or keyword
- read a library catalogue record to determine an item's location
- access "Course Reserves" to identify items held on reserve

Grading & Date Due

The mark you receive on your workbook will count toward your total course grade. Please submit the completed Task Sheets to your instructor by **Friday, September 30th**. They will be returned to you after they have been marked.

How to Use This Workbook

This workbook has **6 Sections** and **8 Tasks**. Answers to some questions in this workbook were given during your library session at HIL. You will also need to access the UNB Libraries' website (www.lib.unb.ca) and use the online library catalogue to discover answers.

Please write all answers in the spaces provided in the workbook. Make sure your name is on the pages, print them off and hand them in to your instructor.

Please feel free to ask for assistance by contacting Joanne Smyth (jsmyth@unb.ca), or through the chat link on the History Subject Guide), or at HIL's Research Help Desk. Library staff members are always pleased to provide help in finding library resources.

UNB LIBRARIES' CATALOGUE

UNB Libraries have two library catalogues: Quest and UNB WorldCat. Quest contains records for millions of items in both print and electronic format available at UNB Libraries. UNB WorldCat searches materials available at UNB Libraries and other libraries worldwide. You should be familiar with both catalogues to get the most out of the resources and collections available to you at UNB.

The next sections of the workbook will focus on UNB WorldCat, which is the default catalogue at UNB Libraries.

1. Accessing UNB WorldCat

Find the UNB Libraries homepage: www.lib.unb.ca. There is a **Catalogue** search box right on the library homepage as shown in Figure 1:

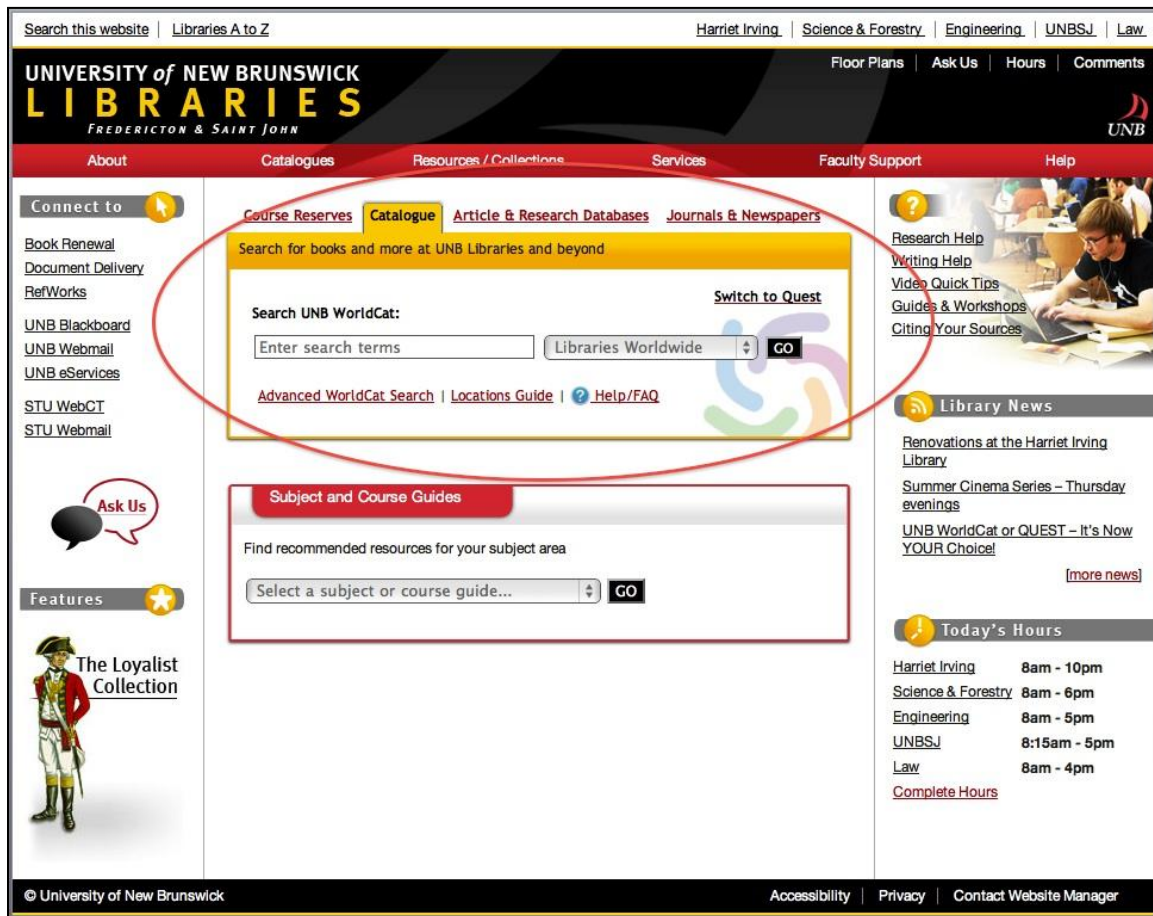


Figure 1: UNB WorldCat Search Box

2. Searching UNB WorldCat by Author

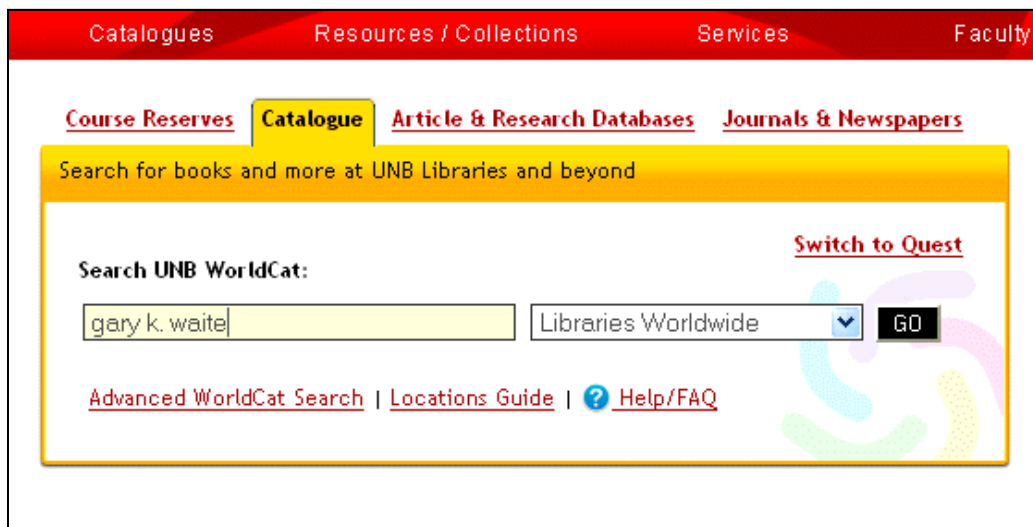


Figure 2: Author Search in UNB WorldCat

One easy way to use the catalogue is to search for material by an author. For example, say that you are looking for a book by the author, **Gary K. Waite**. This is how you would proceed:

- At the basic search screen, enter **Gary K Waite** (as in Figure 2 – capital letters are not necessary and the order of names does not matter)
- Click on the **GO** button. Your results screen will look like Figure 3:

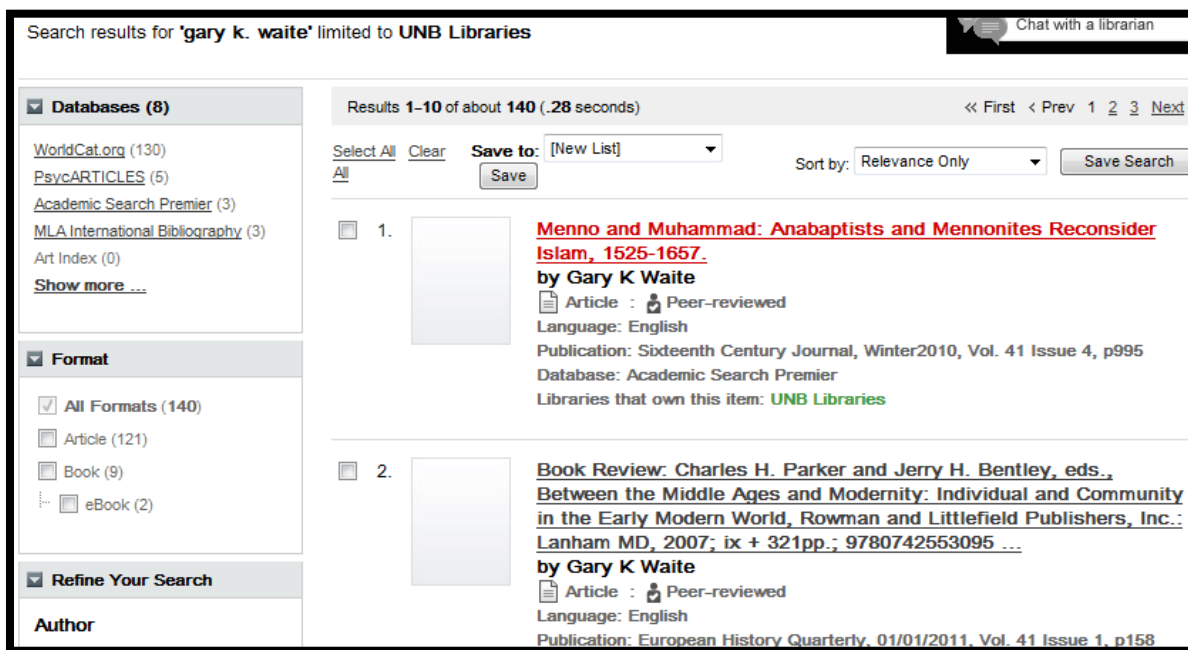




Figure 3: Results List in UNB WorldCat

Notice that your search results include both books and journal articles. You can tell which is which by checking the icons in the results list:  Book or  Article

On the left side of the results screen in Figure 3, notice that there are a number of different ways for you to refine your search. For instance, if you only want to see records for books written by him, click on Waite, Gary K. or Gary K. Waite under "Author," then click on Book under "Format".

You will find that Gary K. Waite has written several books including one from 2007 entitled: *Eradicating the Devil's minions : Anabaptists and witches in Reformation Europe, 1525-1600*

3. Searching UNB WorldCat by Keyword

Another strategy when searching UNB WorldCat is to use keywords. UNB WorldCat can find words or word combinations anywhere in the cataloguing record.

This is very useful if you only know a few words about the subject. Say, for example, you were interested in finding out about **colonialism** in **West Africa**. Here is an approach you could use:

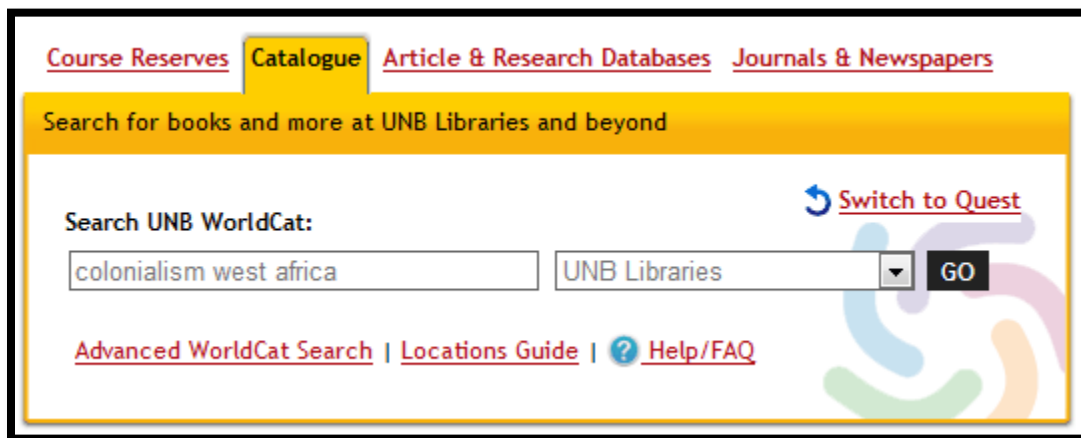


Figure 4: Keyword Search in UNB WorldCat

- In the "Search UNB WorldCat" box, enter your search terms (see Figure 4). Your search will find results containing both terms.
- Next, click on the **GO** button and you'll see the initial results screen.

Search results for 'colonialism west africa' limited to UNB Libraries

Results 1-10 of about 76 (.31 seconds) << First

Select All Clear Save to: [New List] Sort by: Relevance Only

All Save

Databases (8)

- WorldCat.org (76)
- Academic Search Premier (0)
- Art Index (0)
- Bibliography of Native North Americans (0)
- Business Source Premier (0)
- [Show more ...](#)

Format

- All Formats (834)
- Article (750)
- Book (76)
- eBook (9)

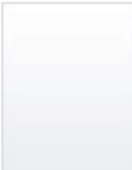
Refine Your Search

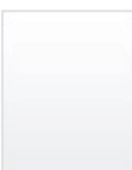
Author


- [Robert O Collins](#) (3)
- [Catherine Coquery...](#) (2)
- [Prosser Gifford](#) (2)
- [Jamil M Abun-Nasr](#) (1)
- [M Jacqui Alexander](#) (1)
- [Show more ...](#)

Year

- [2008](#) (5)
- [2007](#) (6)
- [2004](#) (5)
- [2003](#) (5)

1.  **The enigma of colonialism : British policy in West Africa**
by Anne Phillips
Book : State or province government publication
Language: English
Publisher: London : J. Currey ; Bloomington : Indiana University Press, 1989.
Database: WorldCat.org
Libraries that own this item: **UNB Libraries**

2.  **German colonialism and the South West Africa Campaign, 1914**
by Richard Andrew Voeltz
Book : State or province government publication
Language: English
Publisher: Athens, Ohio : Ohio University, Center for International Studies, 1987.
Database: WorldCat.org
Libraries that own this item: **UNB Libraries**
[View all editions and formats](#)

3.  **Africa's "agitators" : militant anti-colonialism in Africa, 1918-1939**
by Jonathan Derrick
Book : Biography
Language: English
Publisher: New York : Columbia University Press, ©2008.
Database: WorldCat.org
Libraries that own this item: **UNB Libraries**
[View all editions and formats](#)


4.  **Africa: a Foreign affairs reader.**

Figure 5: Results List in UNB WorldCat

Limit the results to include only the format "book". Click the title of each result to **open the full** catalogue record. This view will allow you to see each book's location at UNB Libraries and its call number.

Fields in Library Catalogue Records:

UNB WorldCat, our library catalogue, is made up of millions of records just like the one in Figure 6. Each record describes an item. Every record is made up of elements, or **fields**, that describe the item. In Figure 6 a book is described:

The **author field** indicates that the book was written by M J Morwood and Penny Van Oosterzee.

The **title** of the book is *A new human: the startling discovery and strange story of the "hobbits" of Flores, Indonesia*.

The **publisher field** tells us that Smithsonian Books/Collins published the book in 2007.

The **subject fields** (in the upper right side of the screen) tell us what the book is about. This book has a number of subject headings, called **Library of Congress (LC) Subject Headings**. Click on any of these hypertext subject links to find more books about these subjects.

The **location and status fields (under "Find a copy in the library")** indicate which UNB libraries have the item. This book is located in the HIL-STACKS collection and has the call number GN730.32 I5 M67 2007 on its spine label.

The screenshot shows a library catalogue record for the book "A new human: the startling discovery and strange story of the 'hobbits' of Flores, Indonesia" by Mike Morwood and Penny Van Oosterzee. The record includes a book cover, author and publisher information, and a table of library holdings. The table shows one copy available at UNB Fredericton in the HIL-STACKS Main Collection with call number GN730.32 I5 M67 2007.

[Return to Search Results](#) [Cite/Export](#) [Print](#) [E-mail](#) [Add to list](#) [Share](#) [Permalink](#) [Ask Us](#)

A new human : the startling discovery and strange story of the "hobbits" of Flores, Indonesia

Author: [M J Morwood](#); [Penny Van Oosterzee](#)

Publisher: New York : Smithsonian Books/Collins, 2007.

Edition/Format: Book : English : 1st Smithsonian Books ed [View all editions and formats](#)

[Preview this item](#)

More like this

Subjects

- [Fossil hominids -- Indonesia -- Flores Island.](#)
- [Fossil hominids -- Australia -- Kimberley \(W.A.\)](#)
- [Pygmies -- Indonesia -- Flores Island.](#)

[View all subjects](#)

[Similar Items](#)

Find a copy in the library

Please visit your library to get this item.
You may request this item from a WorldCat library through interlibrary loan.

UNB Libraries

Get it in the library

1 of 1 available

Location	Status	Call number	Notes
UNB Fredericton	HIL-STACKS: Main Collection	GN730.32 I5 M67 2007	

Figure 6: Full Catalogue Record in UNB WorldCat

4. Locating an Item in the Library

Most items in UNB WorldCat have an individual address or **Call Number**. A Call Number is an alpha-numeric address which is usually located on the spine of each book. Most libraries in North America use the **Library of Congress (LC) Classification System**, which organizes materials according to their subject.

Take a look at the example of a book in UNB WorldCat (Figure 7):

How to read a Call Number:

UG	Read the first line in alphabetical order (UG represents Military Engineering). Sometimes it may be subdivided into one, two or three letters
447.8	Read this as a whole number. Sometimes it will have a decimal e.g., 447.8 comes before 447.82 which comes before 449.33
.M473	Read the letter alphabetically. The number is read as a decimal e.g., .473 comes after .4655 and before .52
2003	This is the publication date. If there was more than one edition of this book, editions would be arranged in date order

Greek fire, poison arrows, and scorpion bombs : biological and chemical warfare in the ancient world

Author: [Adrienne Mayor](#)

Publisher: Woodstock : Overlook Duckworth, 2003.

Edition/Format: Book : English : 1st ed [View all editions and formats](#)

Summary: Traces the origins of biological and chemical warfare, discussing the use of poison arrows, germ infected traps, and dangerous animals and insects in ancient and medieval times while considering the moral ramifications.

Find a copy in the library

Please visit your library to get this item.
You may request this item from a WorldCat library through interlibrary loan.

UNB Libraries

Get it in the library

1 of 1 available

Location	Status	Call number	Notes
UNB Fredericton	HIL-STACKS: Main Collection	UG447.8 .M473 2003	

Figure 7: Item Location

- First, look at the **Status** in the lower section of the record – **HIL-STACKS**. Now you know that the book is not signed out and should be on the shelves in HIL-STACKS. SCI-STACKS would indicate a location in the Science and Forestry Library; ENG-STACKS would indicate a location

in the Engineering Library; LAW-STACKS are located in the Law Library and HWK-STACKS - are found in the Hans W. Klohn Learning Commons at UNBSJ.

- b. Next, write down the **Title** AND the **Location Code (HIL-STACKS)** AND the **Call Number (UG447.8 .M473 2003)**. Now you're ready to find the book at the library!
- c. Using the **Call Number** AND an HIL bookmark (Figure 8), you can find the area of the library that contains the item you need. Using the Call Number from the previous example (**UG447.8 .M473 2003**) you can see that any item with a Call Number beginning with HS – Z will be on the **4th floor of the Harriet Irving Library**, and UG is within that range.

HIL-STACKS

Call # Ranges	Floor
A - DA690	Basement
DA700 - E183.9	1
E184 - HQ	2
HS - Z	4

OTHER LOCATION CODES

HIL-BBKRM	4
HIL-CIRDSK	Commons Service Desk
HIL-CIRAV	1
HIL-CLC	4
HIL-DBLOS	4
HIL-EASY	4
HIL-GOV	3
HIL-JUV	4
HIL-MAP	3
HIL-MIC	3
HIL-MMI	4
HIL-OSB	Basement
HIL-OS1	1
HIL-OS2	2
HIL-OS4	4
HIL-REF	1
HIL-REFBIB	Basement
HIL-RESERVE	Commons Service Desk
HIL-SPEC	5
HIL-STOR	Commons Service Desk
HIL-THS	4

LIBRARY SERVICES

Access Services	1
Administration	3
Archives & Special Collections	5
Beaverbrook Collection	4
Children's Literature	4
Circulation-Commons Service Desk	1
Current Periodicals & Newspapers	1
E-Text Centre	5
Government Documents	3
Instruction Rooms	1
Librarians' Offices	3
Maps & Atlases	3
Microforms	3
Photocopiers	2
Research Help Desk	1
Reference Office	1
Reserves	1

UNIVERSITY of NEW BRUNSWICK LIBRARIES
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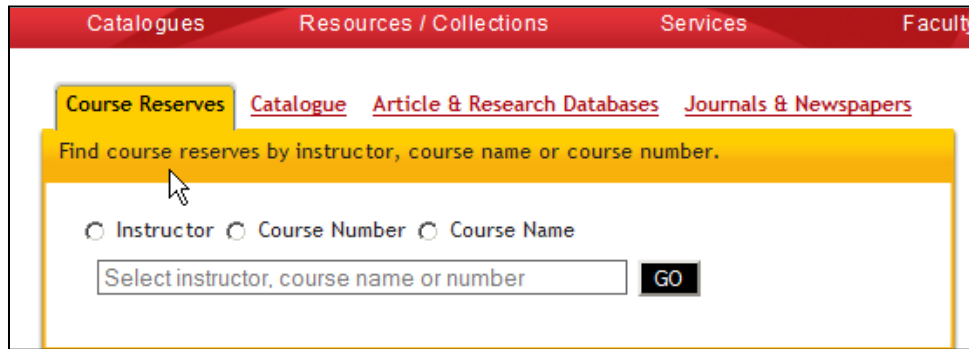
SUBJECT HEADINGS	FLOOR	
A	General Works	B
B	Philosophy, Psychology, Religion	B
C	Auxiliary Sciences of History (General)	B
D	History (General) and History of Europe	B-1
E-F	History: America	1-2
G	Geography, Anthropology, Recreation	2
H	Social Science	2-4
J	Political Science	4
K	Law	4
L	Education	4
M	Music	4
N	Fine Arts	4
P	Language and Literature	4
Q	Science	4
R	Medicine	4
S	Agriculture	4
T	Technology	4
U	Military Science	4
V	Naval Science	4
Z	Bibliography, Library Science, Information Resources	4

UNIVERSITY of NEW BRUNSWICK LIBRARIES
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Figure 8: HIL Bookmark

5. Searching for Course Reserves

Instructors will sometimes ask you to read materials that are “**on reserve**” at the library. Reserve materials are in high demand during the term. Course Reserves use shorter loan periods to ensure fair access for all. To find materials that are “on reserve,” go to our library homepage (www.lib.unb.ca) and select **Course Reserves** as shown in Figure 9.



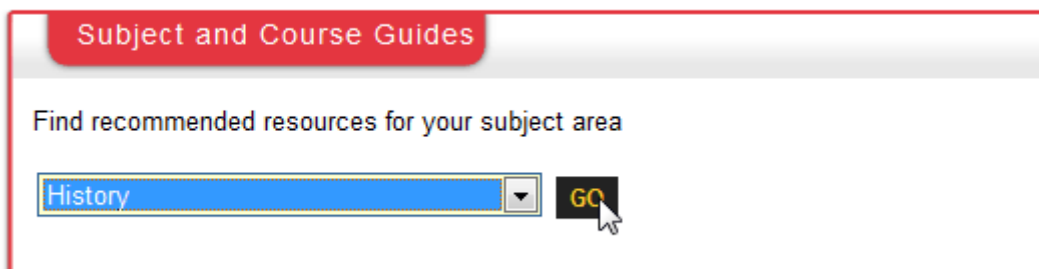
The screenshot shows a navigation bar with 'Catalogues', 'Resources / Collections', 'Services', and 'Faculty'. Below it, a yellow box highlights the 'Course Reserves' link, along with 'Catalogue', 'Article & Research Databases', and 'Journals & Newspapers'. A search prompt reads 'Find course reserves by instructor, course name or course number.' Below this are three radio buttons for 'Instructor', 'Course Number', and 'Course Name'. A text input field contains the placeholder 'Select instructor, course name or number' and a 'GO' button.

Figure 9: Searching for Course Reserves

You can search for items on Reserve by **Instructor (last name)**, **Course Number**, or **Course Name**. When you find the item you need, write down the item’s Call Number; then ask for the item by call number at the Service Desk in the appropriate library (e.g., materials with the location HILRESERVE will be available from the Commons Service Desk at HIL).

6. Subject and Course Guides

One excellent strategy when beginning your research is to browse through UNB Libraries’ Subject and Course Guides. Several of these have been developed by the History librarian to help students find material.



The screenshot shows a red header with 'Subject and Course Guides'. Below it, the text reads 'Find recommended resources for your subject area'. A dropdown menu is set to 'History' and a 'GO' button is visible next to it.

Figure 10: Selecting Subject and Course Guides

You can then select detailed subject guides within History:



<p>Home Subject & Course Guides History</p> <h2>History Guides</h2> <h3>Detailed Guides</h3> <ul style="list-style-type: none">History (Saint John)HistoryHistory, AfricanHistory, AmericanHistory, AncientHistory, CanadianHistory, EnvironmentalHistory, EuropeanHistory, Latin AmericanHistory, MedievalHistory, Military <h3>Course Guides</h3> <ul style="list-style-type: none">HIST 1101 (Saint John)	<h3>Ask a Librarian</h3>  <p>David Ross (profile) UNB Saint John Email: dross@unb.ca Phone: 648-5832</p> <hr/>  <p>Joanne Smyth (profile) UNB Fredericton</p>
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Figure 11: History Guides page

Task Sheet

Name: _____ Student No.: _____

Please complete the 8 tasks below, print the page and hand it in by the date indicated on your syllabus.

Task 1 – Libraries @ UNB

How many floors of research materials are to be found at the Harriet Irving Library? _____

Please name three locations at HIL where you are likely to find useful resources. Use the Location Codes listed on your bookmark, and include a note about what kind of information you might find in each:

Task 2 – Borrowing Materials

Please identify the one item you need to present to staff, along with the materials you wish to check out, in order to borrow items from the library.

Task 3 – Borrowing Policy

What is the **regular** length of time that undergraduate students may borrow a book? *After this time, you will accumulate a daily fine until the item is returned.*

- a) 1 week b) 2 weeks c) 3 weeks d) the term

Task 4 – Locations in HIL

- a) Most books that have history as a subject have call numbers beginning with the letters D, E, or F. Please identify the three floors at HIL where these books will be found. _____
- b) **The Microforms Department** and the **Government Documents, Data, & Maps Department** are both located on this floor: _____
- c) Printers are located on this floor: _____

Task 5 – Library Services

Please **circle** the correct answer - True (T) or False (F):

To avoid disturbing others, cell phone use in HIL is restricted	T	F
Group Study Rooms can be booked for 4 hours	T	F
Food is permitted ONLY in the HIL Commons Café	T	F
You can chat with librarians online	T	F

Task 6 – Finding Books by TITLE

Using UNB WorldCat, find the book with the **title**: *Women in the Age of Shakespeare*

Who is the author of the book? _____

What is the Status? _____

What is the Call Number? _____ On which **floor** will you find it? _____

Task 7 – Finding Books by AUTHOR

Search UNB WorldCat for the author Robert O. Collins, and refine your list to include only the format, "Book" as illustrated in Section 2.

How many books does this search find? _____

Look at the record for *A History of Modern Sudan*. Who published this book?

What is the Status? _____

What is the Call Number for the book? _____

On which **floor** will you find it? _____

BONUS: How many pages are in this book? _____

Task 8 – Course Reserves

Locate an item that is "on reserve" for HIST 1305. Please write down **one** of the titles you will find on reserve for this course, along with the Call Number for the reading.

Title _____

Call Number _____