

Library Instruction: English Composition I
Finding Information in Sojourner Truth Library: The Basics


I. The Sojourner Truth Library

- A. As a research library, the Sojourner Truth Library (STL) collects information primarily for patrons who are seeking information that is:
- Appropriate to **college-level research**
 - To be used in **research reports, papers, presentations, etc.**
- B. The Sojourner Truth Library (STL) collects different kinds of information:
- **General Public information** from sources that offer information aimed at the everyday-life needs of the general public
 - **Professional information** from sources that offer information aimed at the professional needs of people whose work depends on that information
 - **Scholarly information** from sources that offer information aimed at the needs of people who are studying and developing new knowledge about a subject
- C. Since the Sojourner Truth Library (STL) is a research library, it organizes its collection by the **type of source** and the **subject matter** of the materials
1. **Locate information according to the type of source** for the information
[Refer to the handout of the *STL Library Locations* with library floor plan]

Type of Source	Specific Source	Location in STL
Books	Reference Books	Reference Stacks [STL Main Floor]
	In-depth Books	Stacks [Middle & Ground Floors]
	Reserve Books	Reserves Counter [STL Main Floor]
Periodicals	Magazines/Scholarly Journals (Current issues)	Current Periodicals [STL Main Floor]
	Magazines/Scholarly Journals (Previous issues)	Stacks [STL Ground Floor] or Compact Shelving [STL Ground Floor] or Microfilm Cabinets [STL Main Floor]
	Newspapers (Previous 2 months)	Newspaper Drawers [STL Main Floor]
Electronic Sources	CDs/DVDs/Videos	Media Collections [STL Main Floor]
	STL Online Catalog & Electronic Databases	Computers [STL Main Floor]

2. **Locate the information according to the subject of the information:**

- Using the **Library of Congress Classification System**
[see <http://www.loc.gov/catdir/cpsolcco/lcco.html> for list]
- As shown by the **Call Number** assigned to the source of information
[E.g., **PN** for **Literature (General)** subjects]

#		Cover	Author	Title Link to Full Record	Year	Call Number	Copies Owned/Out	Availability
1	<input type="checkbox"/>		Tibbetts, John C.	The encyclopedia of novels into film /	2005	Reference Collection: PN1997.85 .T64 2005 / Reference	(1 owned / 0 out)	is it here?
2	<input type="checkbox"/>		Williams, Treat.	Smooth talk [videorecording] /	2004	Media/Video: PN1997 .S579 2004In House Repair	(1 owned / 0 out)	is it here?
3	<input type="checkbox"/>		Reynolds, William,	It's a print! : detective fiction from page to screen /	1994	Stacks: PN1995.3 .I88 1994 / Regular Loan	(1 owned / 0 out)	is it here?

[Also see **Navigating the Library by Call Number** <http://lib.newpaltz.edu/assistance/callnumbers.html>]

II. Finding information about your subject

A. Knowing the collection is organized by subject allows you to find the information you need in two ways:

1. **Browsing** locations and subject areas related to the topic of the information you are seeking [e.g., browse the stacks by call numbers using a Library of Congress Classification code related to your topic]
2. **Searching** for information about your topic under the subject headings that are related to the topic [e.g., searching STL catalog or databases using keywords related to your topic]

B. Use the STL online catalog to locate what the library has on-hand, physically in its collection about your topic:

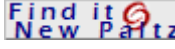
1. Using the Basic or Advanced Search, select **Word(s) Anywhere, Subject begins with...**, or **Subject Word(s)** and enter the **keyword(s)** for your topic.
2. If appropriate, limit Advanced Search by collection, dates, language, etc.
3. From the list of subjects headings or titles, select the item(s) that most closely fit(s) your needs.
4. Note the **Location** and **Call #** of any items that look relevant.

C. Use electronic databases to locate newspaper and magazine articles:

[E.g., **Opposing Viewpoints** for varied types of information or **Academic Search Premier** for newspapers, magazines and scholarly articles]

1. Select the database you want to search from **STL Homepage>Databases**.
2. In the search query boxes in the database's advanced search option, enter the **keywords** of the topic you want information about, and select the appropriate field of the document to search [e.g., Citation, Subject, Abstract, Full-Text] and the time period to be searched.
3. Check your results and, if necessary, refine your search.

III. Finding Additional Help with Library Resources

- Useful STL online guides and research assistance pages
 - **STL Faculty & Student Assistance page:**
<http://lib.newpaltz.edu/assistance/assistanceindex.html>
 - **Planning: Effective Library Research:**
<http://lib.newpaltz.edu/assistance/tutorials/seven.html>
 - **Planning: Glossary of Library Terms:**
<http://lib.newpaltz.edu/assistance/tutorials/gloss.html>
 - **Researching: Tutorials and User Guides**
http://lib.newpaltz.edu/research_areas/business/tutorialsandguides.html
 - **Researching: Evaluating Websites**
http://lib.newpaltz.edu/assistance/web_eval.html
 - **Researching: How to identify a scholarly article**
<http://lib.newpaltz.edu/assistance/scholar.html>
 - **Locating: Navigating the Library by Collections & Call Number**
<http://lib.newpaltz.edu/assistance/callnumbers.html>
 - **Locating:**  **Find Full Text**
http://lib.newpaltz.edu/assistance/finditatnp_guide.html
 - **Finishing: Avoiding Plagiarism**
<http://lib.newpaltz.edu/assistance/plagiarism.html>
 - **Finishing: Citation and Style Guides**
http://lib.newpaltz.edu/assistance/citation_guides.html

- Other library services
 - **Interlibrary loans** — click on the **Interlibrary Loan (ILLiad)** link from the left-hand column on the STL homepage to request an item from another library
 - **Library Reserves** — click on the **Library Reserves** link from the left-hand column on the STL homepage to see instructions for locating the **Electronic Reserves** for your classes on Blackboard or the **Traditional Reserves** your instructor has placed physically on reserve in the library.

- Locating help with library services or research assistance
 - **Ask a Librarian Assistance** (<http://lib.newpaltz.edu/vref/index.html>) — click on the **Ask a Librarian** link in the left-hand column of the STL homepage to access information about STL research assistance services, such as
 - Email assistance using **Ask a librarian by Email**,
 - Make an appointment for the **Research Consultations** services
 - Find help **in-person** or **by phone** at the **Information Desk**