

# **CHAPTER THREE**

## **IDENTIFYING RESOURCES**

# THE CARD CATALOG

The key to finding books is the card catalog. Which is a large file of 3X5 cards in alphabetical order listing all the books in the library. For notification each book appears three times in the card catalog, an author card ( filed alphabetically by the authors last name), a title card ( filed alphabetically by the title), a subject card (filed alphabetically by the subject of the book).

Sometimes all three kinds of card are in the same catalog, and sometimes they are filed separately. For example, you might find one card catalog for author and title cards and another card catalog for subject cards.

## FOR EXAMPLE

Three sample cards for a book by ***John Longley*** called ***The Tragic Mask*** are on page 26:

PS      **Longley, John Lewis.**  
3511      The Tragic Mask; a study of Faulkner's heroes.  
A 86      Chapel Hill, University of North Carolina Press  
Z 88      [ 1963 ]

242 p.    24 cm.

1. Faulkner, William, 1897-1962. 2. Heroes in  
Literature I. Title.

PS3511.A86Z88    813.52    63-22806

Library of Congress    [5]

Author card

# Title Card

## The tragic mask

PS Longley, John Lewis.  
3511 The Tragic Mask; a study of Faulkner's heroes.  
A 86 Chapel Hill, University of North Carolina Press  
Z 88 [ 1963 ]

242 p. 24 cm.

1. Faulkner, William, 1897-1962. 2 . Heroes in  
Literature I. Title.

PS3511.A86Z88 813.52 63-22806

Library of Congress [5]

# Subject Card

## **FAULKNER , WILLIAM, 1897 - 1962**

PS Longley, John Lewis.

3511 The Tragic Mask; a study of Faulkner's heroes.

A 86 Chapel Hill, University of North Carolina Press

Z 88 [ 1963 ]

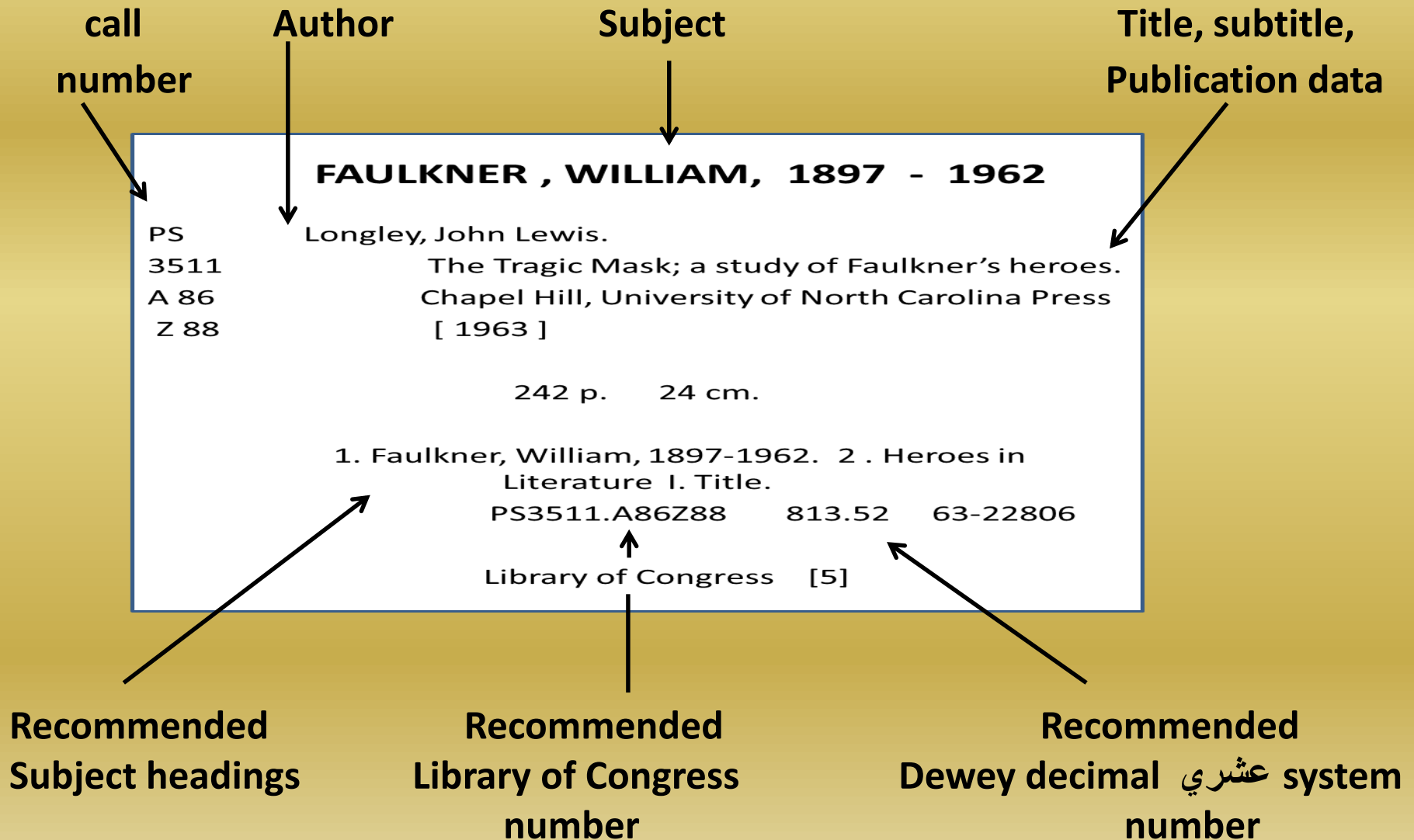
242 p. 24 cm.

1. Faulkner, William, 1897-1962. 2 . Heroes in  
Literature I. Title.

PS3511.A86Z88 813.52 63-22806

Library of Congress [5]

# The Information in a Subject Card



# CLASSIFICATION SYSTEMS

Libraries arrange their books by either the Dewey decimal classification system, or even more popular for large libraries, the library of Congress classification system. You need to memorize these systems because once you understand them you will have an easier time finding the books on the shelves.

## DEWEY DECIMAL SYSTEM

This system uses primarily numbers rather than letters and numbers, and it divides all knowledge into ten major categories:

<b>000</b>	<b>General Works</b>	<b>B</b>	<b>Individual Biographies</b>
<b>100</b>	<b>Philosophy and Related Disciplines</b>	<b>F</b>	<b>Fiction in English</b>
<b>200</b>	<b>Religion</b>		
<b>300</b>	<b>Social Sciences</b>		
<b>400</b>	<b>Language</b>		
<b>500</b>	<b>Pure Science</b>		
<b>600</b>	<b>Applied Science</b>		
<b>700</b>	<b>Arts</b>		
<b>800</b>	<b>Literature</b>		
<b>900</b>	<b>General Geography, History, Travel and Collected Biography</b>		

These numbers then become more and more specific until they identify a book. For example, 800 (Literature) can be narrowed to 810 ( American Literature) to 813 (Fiction in American Literature) and so on to 813.52, which is John's Longley's *The Tragic Mask*.

## LIBRARY OF CONGRESS SYSTEM

All knowledge is classified into broad categories:

A	General Works	M	Music
B	Philosophy, Psychology, Religion	N	Fine Arts
C-D	History and Topology ( except America)	P	Language and Literature
E-F	History and Topology : America	Q	Science
G	Geography and Anthropology	R	Medicine
H	Social Sciences	S	Agriculture and Forestry
J	Political Sciences	T	Technology
K	Law	U	Military Science
L	Education	V	Naval Science
		Z	Bibliography

By adding another letter (**PS**, for example, means American Literature) and numbers, we can finally identify a specific book. Thus, **PS/3511/A86/Z88** identifies Longley's *The Tragic Mask*.



# BIBLIOGRAPHY CARDS FOR BOOKS

After knowing how the card catalog is arranged and how books are classified. Then you must start looking for subject headings and books in card catalog to know something that might be helpful about your subject. Don't waste time by listing publication data since many books in card catalog might not be helpful, just list enough information so you can find the book on the shelves – the call number, author, and title. Here is a sample:

*PS*  
*3511*  
*A 86*  
*Z 88*

*Longley, John's Lewis*  
*The Tragic Mask*

After knowing the details of writing information for bibliography here is an example for a good bibliography card :

<i>PS</i>	<i>Longley, John's Lewis</i>
<i>3511</i>	<i><u>The Tragic Mask : A Study of Faulkner's</u></i>
<i>A 86</i>	<i><u>Heroes</u></i>
<i>Z 88</i>	<i>Chapel Hill , N.C.</i>
	<i>University of North Carolina Press</i>
	<i>1963</i>

Good  
details

By writing “good details” at the bottom of the card this is to remind you that the information in this source are useful. If you do not find the source you may write “not on the shelves, or not available”.

# IDENTIFYING RESOURCES

Basic parts of research process:

1. Go to the card catalog and list all the books you think might have good material for your topic.
2. Find these books and evaluate them and take notes on the ones that do have good material.
3. Go to various bibliographies and indexes for magazines and newspapers to identify the articles you think might be helpful.
4. Find , evaluate, and take notes on those articles in magazines and newspapers.

5. Use two kinds of cards in research process, use 3X5 inches cards as bibliography cards and you will use a separate one for each possible source you find in the card catalog or in the bibliographies and indexes for magazines and newspapers.
6. Use note cards that are larger in size 4X6 or 5X8 inches, they will give you space for taking notes. When you find useful resources you will write down quotations, paraphrases, and summaries, again on individual cards so you can arrange them later to match your outline when your drafting your paper.
7. Use personal interviews, questionnaires, and the like as research material.

# **Important sections in the library**

**There are important sections in the library that will prepare you to write a research paper :**

## **1. REFERENCE SECTION**

It is one of the most important places in the library. It gathers in one place most of the book you will need to help you find material in the rest of the library. It has indexes and bibliographies, which list books and articles in books, magazines, and newspapers; and it has abstracts, which briefly summarizes some of the articles in those resources. It also has encyclopedias, collections of biographies, atlases, almanacs, and other very basic sources of information. The reference section is available all the time to everyone who needs it.

## **2. RESERVE SECTION**

College and university libraries often have a reserve section that contains books and other material you can check out for only a short time perhaps for an hour or overnight. Some books and articles are used so frequently that they need to be available to a large number of people on short notice. Since these materials change, and depending on the courses taught they aren't kept in the reference section.

### **3. PERIODICAL SECTION**

A periodical is, loosely, a magazine or newspaper or something printed periodically or regularly, such as daily, weekly, or quarterly. Newsweek, for example is a periodical. More scholarly magazines, such as Journal of Renaissance, American Psychologist, Nineteenth Century Fiction, etc., these are called journals.

#### **IMPORTANT PARTS OF PERIODICAL SECTION:**

**A. LIST OF PERIODICALS:** Usually a library has a list of all the periodicals available there. It could be a short list posted on the wall or on a computer near the periodical shelves. When you gather your cards of bibliography you will have a large number of periodicals, magazines and journals articles you'll need to read. The list of periodicals will tell you if the publications are available in the library.

## B. CURRENT ISSUES

They are for those of the current year, often displayed in one part of periodical section.

## C. BACK ISSUES

When issues are no longer current, they're collected by volume of the year, bound with a hard cover (like a book), and placed in the "back issues" part of the periodical section. These issues maybe on microfilm (a role of film) or on microfiche (a card film).

## **4. MICROFILM AND MICROFICHE SECTION**

The microfilm/microfiche-or microform- section sometimes intimidates people because they have to learn to operate special pieces of equipment to read the microfilm material, which contain books, magazines, and newspapers filmed in very reduced size. The microform section contains such items as back issues of the New York Times and London times, back issues of some periodicals, and rare books. The New York Times is an extremely valuable source.

## **5. FINDING BOOKS**

The first step in writing a research is to compile bibliography which is a list on separate cards of books and articles in periodicals that you think might help in your research. You should first start with books because they are easier to find than articles, they're more likely to have a reading list that can lead us to other sources, and they usually cover topics more generally than articles do.



Once you actually have the book in your hands and decide that it will be useful to you, then take the information from the book itself to complete your working bibliography card. You will need all following items later ( the ones that are applicable ) when you are preparing your note and bibliography pages for your final paper :

Author (s) or group responsible.

Title and subtitle (and volume title if part of a the multivolume set).

Translator (s)

Edition of the book ( the last edition )

Series (such as “Studies in Linguistics, No.3” )

Volume number (s)

Place (s) of publication

Publisher

Date of publication ( latest copy date not printing date )

# FINDING PERIODICALS

There isn't a single card catalog for periodicals. You can't go one place, pull out a few file trays, and find everything you need. But there are a number of reference books with organized lists of articles and periodicals. These reference books serve as "miniature مصغرة card catalog" for such academic fields as biology, general sciences, etc. there are many books available, but not specific ones for all disciplines, so you may have to be something of a detective.

When you find a reference book that appears useful, take a few minutes to see what publications it covers, how it arranges information, and what abbreviations and symbols it uses. Finding out the publications covered will help you judge the usefulness of the reference book itself. Seeing how the information is arranged will help you decide what subject you want to look for first and may help you think of related topics to check on. And lists of abbreviations and symbols probably will be necessary to understand the items you find, since most reference books rely heavily on abbreviations and symbols to save space.

# INDEXES

An index usually does not tell how valuable a source is, or even exactly what it is about (titles can be misleading), but at least it tells you something exists. It's like a single, well-organized table of contents (arranged by subject) all the periodicals have indexes. Some indexes list a few selected books, but for the most part they are limited to articles in periodicals. You might have to check several volumes of an index, depending on how many years you are interested in, but using an index is easier than wandering aimlessly through the shelf after shelf of periodicals. You must find the right index for the right topic. There are literally hundreds of indexes.

# KIND OF INDEXES

## 1. READERS GUIDE TO PERIODICAL LITERATURE

This is the most widely known of indexes. It covers about 160 magazines and journals that are considered to contain articles of general (or popular) interest : *Times*, *U.S. News and World Report*, *Readers Digest*, etc.

## 2. SOCIAL SCIENCES INDEX

This type has a family tree. The *International Index* was published from 1907-1965, when it became the *Social Sciences and Humanities Index*. It has about 250 periodicals covering anthropology, area studies, economics, environmental science, geography, law, and criminology, public administration, sociology, and related subjects.

### **3. HUMANITIES INDEX**

It indexes about 200 journals covering archaeology and classical studies, area studies, folklore, history, language and literature, literary and political criticism, performing arts, philosophy, religion and theology, and related subjects.

### **4. GENERAL SCIENCES INDEX**

This is relatively new one, started in 1978. it indexes about 100 scholarly journals covering all the basic sciences. It has the same indexes in social science index.

## 5. NEWSPAPER INDEXES

Newspapers can be a very valuable source on almost any subject. Most newspapers don't publish an index, but one of the best newspapers in the country does. The *New York Times Index, with annual volumes, is very complete*, and the entries are annotated. Some articles have codes like (**s= short, m= medium , l = long**) to show the length of the article

# OTHER HELPFUL SOURCES IN FINDING MATERIAL

## 1. BIBLIOGRAPHIES

A bibliography is a list of sources for a topic, sometimes sources *by someone* (such as novels and short stories by William Faulkner) and sometimes the sources *about something or someone* (such as critical articles and books about William Faulkner). Indexes contain many bibliographies. Some bibliographies appear yearly and are very similar to general indexes. Some bibliographies are published as individual books. Look under the appropriate subject in the card catalog. If there is an entire book that is bibliography on your subject, a card for it will have “bibliography” in the subject heading.



## FOR EXAMPLE:

*DS*                      *Roff, William R.*  
*596.5*                  *The Origins of Malay nationalism, by William R.*  
*R6*                      *Roff. New Haven, Yale University Press.*  
                            *1967*

—————→ *Bibliography: p. 260 – 284.*

This book has 25 page bibliography on Malay nationalism.

## 2. BIOGRAPHICAL COLLECTIONS

Some of the best sources of facts on people's life are collections of biographies. Current Biography, for example, has lengthy and very readable essays on living personalities. Consult the index that appears every few years to find which yearbook covers the person you're interested in. Two good sources but for deceased persons, are the *Dictionary of American Biography* and the *Dictionary of National Biography* (for the British

If you are interested on quick facts of living people, you should consult *Who's Who for the British*, *Who's Who in America*, or any of the other versions, such as *Who's Who in American Politics*, *Who's Who in Art*, etc.

### 3. DISSERTATION ABSTRACTS INTERNATIONAL

They are often abbreviated as **DAI** in indexes they also contain abstracts. The abstracts are summaries of dissertations that graduate students have written. These dissertations most certainly will not be in your library.

### 4. ECYCLOPEDIAS

They are excellent for preliminary reading. When you are trying to decide a topic or beginning to narrow in to something workable, for example, *Encyclopedia Britannica*, and *Encyclopedia Americana*.

## **5. YOUR REFERENCE LIBRARIAN**

It is the best source available, you should plan on talking with the reference librarian sometime while collecting your bibliography. The librarian can direct you to the specialized index for your topic if there is one. Always check with the librarian about the index you found just to be sure.

**THANKS FOR  
YOUR KIND ATTENTION  
AND PREPARING**

**END OF  
CHAPTER THREE**