SGTC Library Materials

An overview of the types of materials available through both the SGTC Americus and SGTC Crisp libraries

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LIBRARY SERVICES

Available during library hours and by appointment

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LIBRARY SERVICES

- **Technology**
  - 20 desktop computers
  - 24 laptops (Americus)
  - 10 VR headsets (Americus)
  - WiFi
  - Free printing and free copies
- **Instruction**
  - Library Orientation provided during new student orientation
  - Class visits by request and/or one-on-one sessions
    - Topics include information literacy, research skills, AI, copyright law, and plagiarism

LIBRARY MATERIALS

Available within the libraries and online

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TYPES OF BOOKS IN THE LIBRARY

- **Fiction**
  - Books that describe imaginary events and people
  - Examples include the *Harry Potter* books, the *Percy Jackson* books, and most forms of manga and graphic novels
- **Nonfiction**
  - Books that are based on facts, real events, and real people
  - Common types of nonfiction are biographies, autobiographies, and memoirs, such as *The Woman in Me* by Britney Spears
- **Reference**
  - Books that are consulted for information on a specific topic, rather than read all the way through
  - Examples include encyclopedias, dictionaries, and thesauri

BOOKS FOR RESEARCH

- **Nonfiction**
  - Can be checked out for a period of two weeks
  - Often contain the most information on a specific topic that you'll be able to get in a single source
  - Usually written by someone with extensive understanding and/or experience with a topic
  - May have multiple authors
 - Footnotes and bibliographies will lead to other sources
- **Reference**
  - Cannot be checked out; must be used within the library itself
 - This ensures everyone has access as needed

TYPES OF REFERENCE BOOKS

- almanacs
- atlases
- bibliographies
- biographies
- chronologies
- dictionaries
- directories
- encyclopedias
- quotations
- statistics

- The scope of reference books varies from broad to specific. There are general encyclopedias, and subject-specific encyclopedias. The same goes for most other types of reference books.
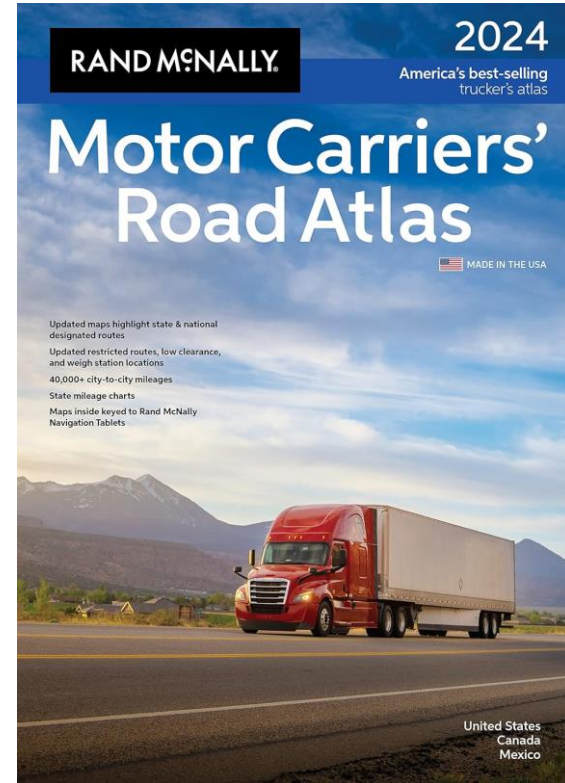
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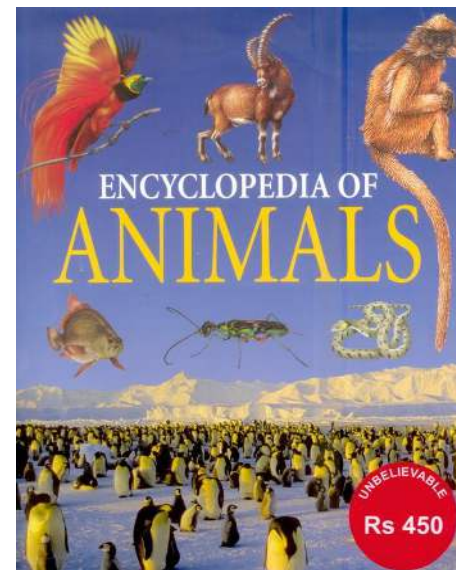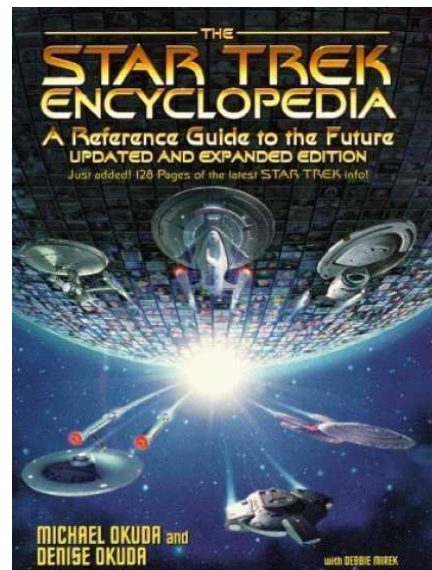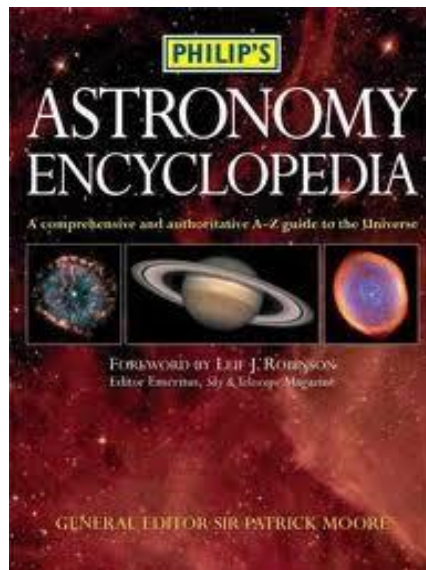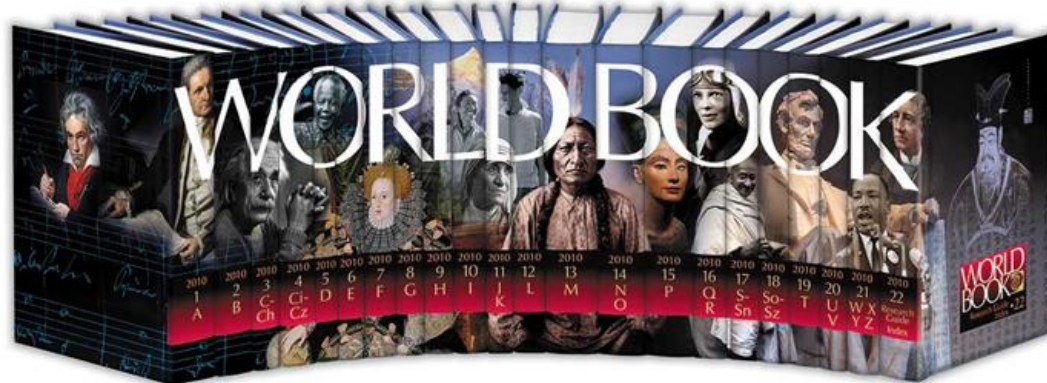
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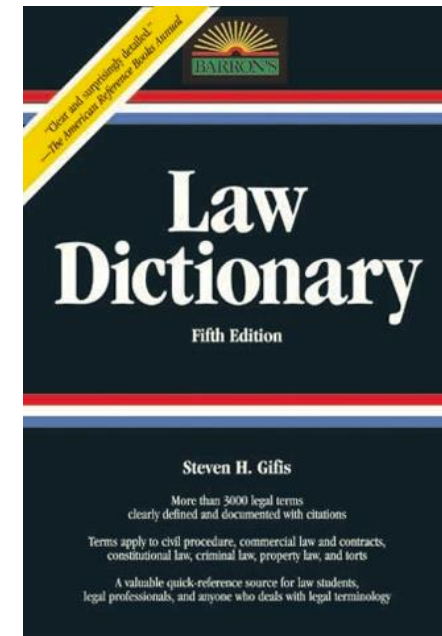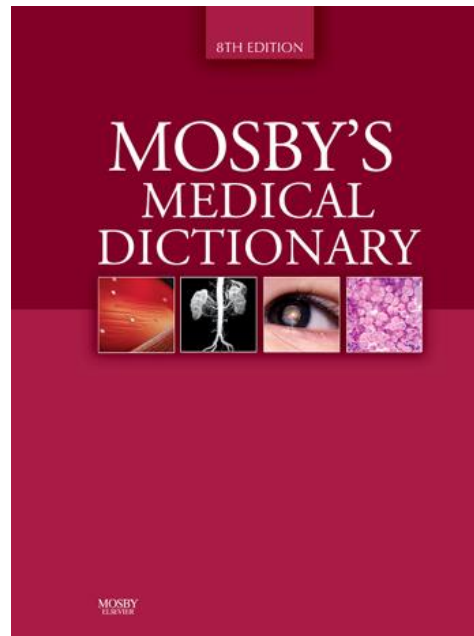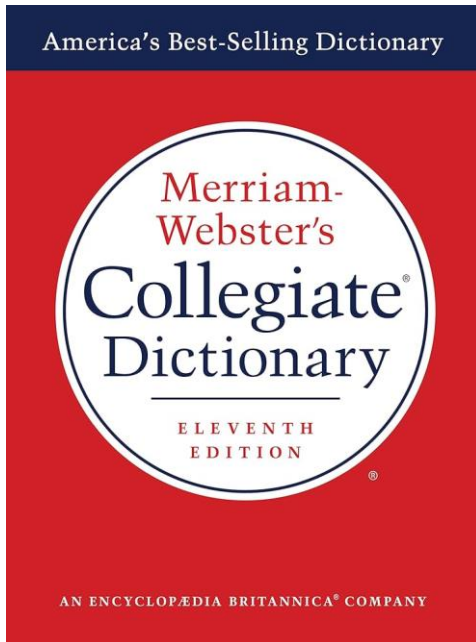
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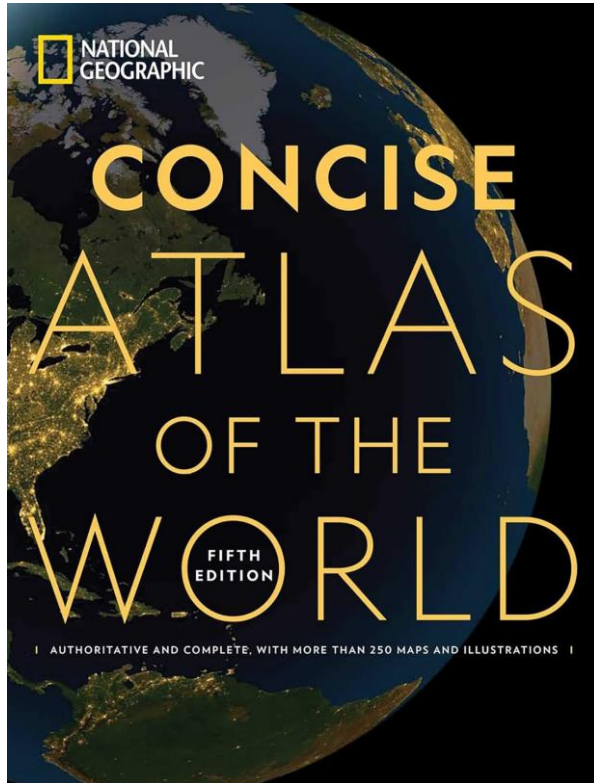
ORGANIZATION OF LIBRARY MATERIALS

- **Library of Congress Classification System (Americus)**
  - Divides topics into 21 basic classes identified by a single letter of the alphabet
  - These alphabetical classes are further divided into more specific subclasses, identified by two-letter combinations
  - These subclasses are then further divided into topics relevant to the subclass, going from the general to the more specific
  - These resulting combination of letters and numbers is used to assign the book a call number, located on the spine label, which informs the book's location on the shelf

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LCC Call Number Examples

- **Example 1**:
  - Q – Science
    - QA – Mathematics
      - QA 71-QA 90 – Instruments & Machines
        - QA 75.5-QA 76.765 Electronic Computers & Computer Science
          - QA 76.75-QA 76.765 Computer Software

- **Example 2**:
  - H – Social Sciences
    - HT – Communities, Classes, Races
      - HT 101-HT 395 – Urban groups, the city, urban sociology
        - HT 201-HT 221 – City population, including children in cities, immigration

ORGANIZATION OF LIBRARY MATERIALS

- **Dewey Decimal System (Cordele)**
  - Divides topics into 10 numbered classes, numbered in groups of 100
  - Call numbers begin with 3 numbers. The first number indicates the class, and the second and third numbers indicate further subdivisions within that class
  - Numbers following these first three are behind a decimal point, indicating yet further subject subdivisions
  - The cutter number occurs after the numbers following the decimal point, and usually begins with a letter, indicating the author or title of the book
    - The cutter may be a letter and a number (ie T39) or the first three letters of the author's last name (ie TOL for Tolkien)

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DDC CALL NUMBER EXAMPLES

- **Example 1:**
  - 305 – Social Science - Groups of people
    - 305.2 – Specific age groups
      - 305.20973 – The history of America
        - 305.20973 T39 – Authored by Taylor
- **Example 2:**
  - 823 – Literature – English Fiction
    - 823.9 – Modern Period
      - 823.91 – 1901-1999 (20th Century)
        - 823.912 – 1901-1945
          - 823.912 TOL – Authored by Tolkien

SCHOLARLY JOURNAL

- Research and news within a specific field – academic or scientific
- Published monthly or quarterly
- Peer reviewed – other experts make sure that the arguments and facts in the article are correct
- Predominantly available online through GALILEO

Newspapers & Magazines

NEWSPAPERS

- Published on a daily or weekly basis
- Good source for local news and current events
- Local newspaper available physically
- Other newspapers available via GALILEO

MAGAZINES

- Published weekly or monthly
- Cover a wide range of subjects; individual magazines can be very specific
- Good for recent developments

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GALILEO

- Through GALILEO, students have access to broad databases full of information, such as…
  - Thousands of eBooks and scholarly articles from a variety of disciplines
  - Newspapers such as the New York Times, the Los Angeles Times, and the Wall Street Journal
  - Career information, exploration, and job analysis
  - Test preparation, career certification, and skills improvement
  - Trade and industry publications
  - Consumer health information
  - …and so much more!

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ACCESSING GALILEO

- **OpenAthens Single Sign-On**
  - Replaced the old password method of access
  - Log in with your institutional email address and password to access GALILEO on or off campus
- **Searching GALILEO**
  - Broad:
    - Enter your search term
    - Check any boxes indicating 'full-text' and/or 'peer-reviewed' and hit 'search'
  - Specific:
    - Go to 'browse databases' and find one that corresponds to your subject
    - Click on it and search within the database the same way as outlined in the broad method above

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STILL CONFUSED?

- I'm here to help. Send me an email (allyson.king@southgatech.edu) and we'll set up a one-on-one session.