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Studio School Library
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Guide: Accessing The Studio School Library Collection

Browsing the shelves

a. Shelf organization
Studio School Library is cataloged and organized using the Library of Congress Classification system (explained HERE). This system is common in academic libraries, and helps us keep works of similar topics grouped together. Sometimes the codes can get long, but don't be intimidated! You don't have to memorize the classes and subclasses of the system to find what you want, but it does help to know a little about it. For example, if you are looking for a book about illustration, you will notice that class N is the fine arts, and subclass NC is denotes drawing, design, and illustration. At that point you can browse through all the NC books until you notice a whole lot of those books have the code 997 under the NC. 997 is the code for illustration, and that is a helpful thing to know!

b. Reading call numbers.
Looking through the books, you have probably noticed that each book has a label on its spine. This label contains the call number, and it's how we organize and find the books we want. The spine label identifies the book through several levels of classification. For example, let's take a look at the book "Graphics Alive" by Victor Cheung. The spine label looks like this:

NC
997
.G675
2007

It may look like a lot at first, but once you get used to it, you can identify this book with 4 vital pieces of information. NC is the class. As we learned above, NC denotes drawing, design, and illustration. Likewise, 997 is the code for illustration..G675 is called the Cutter Number, and it is a code that tells librarians and automated systems the last name of the author, or in some cases the title of the book. 2007 is the publication date. Combined, these codes make up a unique call number for the book, so you can find it and distinguish it from its friends on the shelf.

Sometimes a spine label will have more rows of numbers and letters on it. Each of these codes represents further categorization. A longer code simply means that the call number is getting very specific about the classification of a title. In very large collections, this helps to keep books of similar topics close together. If you were looking up turtles, a longer code

would keep the turtle books near each other, instead of being spread out among all the rest of the animals.

Online Catalog (OPAC)

https://relativityschool.populiweb.com/library

You are able to access Studio School's library resources through this direct link and from within your Populi account.

CATALOG TAB

OPAC is an acronym for Online Public Access Catalog. Thanks to advances in technology, many library catalogs are online databases with search engines that can help you find what you want, and the online catalog has replaced card catalogs in libraries. It provides numerous ways to search for and find materials in the collection. If you have ever used an internet search engine, you will feel comfortable using the online catalog.

1.The first way to explore the catalog is by using the search bar under the **Search Resources** tab.

To search in this way, enter whatever information you would like into the search field. This might include subjects, authors, titles, years, ISBN information, or anything you believe will help you find materials. Using the general search will return results for any material in the collection that matches the search. This search method will return the most results. If you searched for "film" in the Studio School Library catalog, you would receive a lot of results, and it would take quite a bit of effort to find what you want. Feel free to reference 100 resources, but there are ways to limit your options!

Parameter limiting
To help guide the results of a general search, you can use the drop down menus located above the search bar to limit the parameters. This way, you can search for your terms in specific resources or fields. An example where this is helpful is a search for books about an author. By limiting the parameters to that author's name in Subject, you will find books *about* her rather than books *by* her. You could also click the "exact results" box, which will make the search much more focused and eliminate fuzzy matches.

2. Another way to explore the catalog is through the **Subjects** tab. This tab features a complete organized list of subject headings attached to every resource in the collection. Simply click on a subject, and you will see a list of every resource that has that subject in its record.

Holds
You are able to place holds and requests on some library materials, but volumes will not be officially checked out to patrons until the library staff physically processes the transaction. To place a hold on library materials, simply click on the Place Hold link in the copy record. A notification will be sent to the librarian to place the book aside for you to pick up.

Reviews
Reviewing is a way to help get involved in the operation of the library, and keep it vital and relevant to the community. When it comes to description and classification, the Library of Congress Subject Headings are what libraries use to classify and arrange works. However, sometimes these official headings may not tell the whole story of a book. Reviews allow you to help further describe works in your own words, which could help other users find something. You might be more familiar with the subject matter than the cataloger, or be able to expand or further elaborate on the existing description. Reviewing makes patrons more involved in the library, and benefits users and the institution.

Allowing reviews in a catalog presumes a level of trust in the user community. Reviews will be moderated by the library staff, and must be approved before they are officially applied to a record.

Writing a review is easy! Simply click inside the "Write a Review" dialogue box on the resource record and share your opinion. You can also recommend the resource with a universally lovable thumbs up.

CALENDAR TAB
The calendar tab will tell you the library's hours and any specially scheduled programs the library is offering.

LINKS TAB
In this tab, the library organizes links to external online sources to help you.

MY PROFILE TAB
The account screen gives you access to information about your account and library usage.