

CHECK IT OUT

Volume 2, Number 2

November 1989

LIBRARY

Hours

Mon - Thurs	8a.m. - 10:30p.m.
Fri	8a.m. - 5p.m.
Sat	9a.m. - 5p.m.
Sun	1p.m. - 5p.m.

Phones

Circulation	488-9295
Reference	488-9266
Hours	488-9294

AUDIOVISUAL

Hours

Mon - Thurs	8a.m. - 10p.m.
Fri	8a.m. - 5p.m.
Sat	8a.m. - Noon

Phone

488-9380



NEWSLETTER STAFF

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Arlie Bice	Beverly Hillenbrand
Gay E. Carter	Theresa McElroy
Rebecca Christman	Sherry Thornton
Holly Davis	

BEST OF REF...

by Rebecca Christman

BIBLIO TIPS ARE FOR YOU!

These handouts provide a reference service even when the librarian is busy with a patron. *Biblio Tips*, containing some specialized bibliographies and instructions, are located on stands by the reference desk and in the casual seating area near the entrance to the library.

In them you will find help on where to look for book reviews and biographical material on authors. Those *Tips* on genealogy and literary criticism, in addition to highlighting sources in our library's collection, give specific directions on searching for your subject in the online public access catalog. The business *Biblio Tip* is frequently used as a guide to finding company and industry information.

How to use the ERIC indexes is detailed in one *Tip* while another discusses the way to approach indexes in general. Other *Tips* outline the use of abstracts and the two citation indexes; how to locate periodicals after identifying needed articles; discuss interlibrary loan and the filling out of requests for material not held in the Neumann Library; and some basic directions for using the CD-ROM products. The newest of all the *Tips* describes how to search the online public access catalog.

It is hoped that the *Biblio Tips* will provide direction for you as you use the library. They are not intended to answer all your reference questions but rather to allow you to find some of the information you seek on your own.

CIRC TALK/UP FRONT

by Arlie Bice

MICROFICHE AREA REVEALED

Microfiche or fiche (pronounced feesh) is simply a film card on which documents have been photographed in a reduced size for storage convenience. The Microfiche Area is located between the CD ROM station and Current Periodicals. There are 48 separate filing cabinets in which microfiche are filed. A card on the face of the drawer tells you the drawer's content; a call number is also listed on the card. Neumann Library has a total of 19 fiche machines for public use. Twelve readers are located on the library's main floor between the CD-ROM station and Current Periodicals. Six readers are located on the library's second floor-four in the Government Document Area and two in the Curriculum Library. The library has one public microfiche printer located next to the fiche readers on the main floor. If there is a long line there, or you just do not have time to spend, bring your fiche to the circulation desk. We will copy it for you.

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THANKSGIVING HOLIDAY HOURS



LIBRARY

NOV 23,24 (Thursday, Friday)	CLOSED
NOV 25 (Saturday)	9 a.m. - 5 p.m.
NOV 26 (Sunday)	1 p.m. - 5 p.m.

AUDIOVISUAL

NOV 23,24 (Thursday, Friday)	CLOSED
NOV 25 (Saturday)	CLOSED
NOV 26 (Sunday)	CLOSED

"SERIAL" BOWL

by Sherry Thornton

TECHNICAL SERVICES: A LOOK AT SERIALS

Serials is one of the many components that comprise the Technical Services area of the library. In technical library terms, the 1988 *Revised Anglo-American Cataloguing Rules* state that for an item to be a serial it has to be "issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely." The many forms in which serials are received are current magazines/journals, microfilm, microfiche, newspapers, and "publisher bound" volumes.

Sorting the daily mail, receiving and paying for items, and processing these materials are some of the duties the serials staff perform. Other duties include preparing masters theses, books, and magazines/journals to go to the bindery.

An ongoing project that is not measurable in its results but impacts library users greatly is the automation of 3/4 of the currently received subscriptions in the Online Public Access Catalog (OPAC). Now you can walk up to the OPAC and type T, the title of the journal, and press the return key. The computer will display a list of qualifying titles. Then type the line number of your title, a space, HS, and press the return key. The computer will display a holdings menu screen containing copy numbers, or a holdings screen. To go to the holdings screen from the menu of copy numbers, type the line number (usually copy 1 has the more current items), a space, HS, and press the return key.

The example in the center of this page illustrates the process. The holdings screen tells you the call number, whether or not it is currently received, the holdings (what we own), and where to find the serial, (General Stacks, Microfilm Area, Current

Periodicals, etc.). This screen is a more precise way of interpreting the location of a serial as opposed to the paper format known as the Serials Holdings List. This list is found in the Index Reference Area of the library, and contains an alphabetical list of current and noncurrent serials we own. So, if you don't find a serial title on this list, chances are, we don't own it. But, to be sure the title you are looking for is a serial, not a book, check with a Reference Librarian or the OPAC.

T/NEWSWEEK

U OF HOUSTON-CLEAR LAKE -- VTLS -- QUALIFYING TITLES

1. Newswest.
2. Newswest the magazine of news significance.
3. Newswest, 3.

Please enter NEW COMMAND or LINE # of selection
2 HS

U OF HOUSTON-CLEAR LAKE -- VTLS -- HOLDINGS SCREEN

CALL NO AP2 N6772
TITLE Newswest
LOCATION Copy 1 Neumann Library
STATUS Currently received

Retained until replaced by microfilm.
Vol. 1-113 1933-1989 -- Microfilm Area
Vol. 114 no. 1-12 3July-18Sept. 1989 -- Current Periodicals

Please enter 'C' for CIRCULATION INFORMATION

MICROFICHE

(continued from pg.1)

Neumann Library has a new microfiche printer. It has many new features that should be noted such as zoom lens, image masking, and a 360 degree image rotation wheel that will send your head spinning! The library staff will be glad to help you take advantage of these features.

- * Microfiche readers are free to use.
- * Microfiche printers cost ten cents per document page if you copy the fiche and fifteen cents if copied at the circulation desk.
- * Microfiche duplications are one dollar per sheet.
- * Change is available at the circulation desk.

WHERE AND WHY

by Arlie Blice

Books in this library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 21 classes as outlined below. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

CLASSES

- A. General Works
(periodicals, reference books, encyclopedias)
- B. Philosophy - Religion
- C. Auxiliary Sciences of History
- D. History - General and Old World
- E-F. History of America
- G. Geography, Anthropology, Folklore, Sports, Etc.
- H. Social Sciences
- J. Political Science
- K. Law
- L. Education
- M. Music
- N. Fine Arts
- P. Language and Literature
- Q. Science
- R. Medicine
- S. Agriculture
- T. Technology
- U. Military Science
- V. Naval Science
- Z. Bibliography and Library Science

Biography: Lives of individuals, illustrative of any subject, are normally classified with that subject, e.g. Albert Einstein is classified QC16.E5. Otherwise they are classified under general biography in CT.

The complete Library of Congress call number for any book in Neumann Library may be found by consulting the Online Public Access Catalog (OPAC). You might think of this as a computerized card catalog. When you have the complete call number, look on a library map (available at the Circulation Desk or Reference Desk) to see where your book is shelved.

The library staff will be happy to assist you if you are unable to find the book you want.

DOCUMENT DIMENSIONS

by Gay E. Carter



GOVERNMENT DOCUMENTS, I PRESUME?

Do you sometimes feel that searching for government information is like Stanley's search for Livingstone? What do you do if the document you want is not in the online public access catalog? The first step in locating a U.S. government document is usually the *Monthly Catalog of United States Government Publications*, a listing of both depository and nondepository documents from all government agencies. You can use the *Monthly Catalog* to identify documents on a particular subject, to find the call number of a document, to see a complete bibliographic description of a document, or to determine if a document was sent to depository libraries.

There are eight ways of finding a document in the *Monthly Catalog*. Depending on what you know or need to know about a document, you can search any of the following specific indexes:

Author Index (personal authors, editors, co-authors, corporate authors, and conferences); **Title Index** (titles proper, subtitles, and alternate titles); **Subject Index** (Library of Congress subject headings, also used in the online catalog); **Series/Report Index** (series statements, series numbers, and report numbers); **Contract Number Index** (contract, grant, and project numbers associated with technical reports); **Stock Number Index** (stock number used for ordering sales publications); or **Title Keyword Index** (important words selected from publication titles, useful when you cannot remember the exact title). Finally, with catalog entries grouped by issuing agency, it is easy to scan document titles from a particular source, e.g., the Environment Protection Agency.

Each index refers you to an entry number (similar to an abstract number in other publications). Use this number to find complete information about the document in the catalog. Within the catalog, records of documents are arranged by entry number and by Superintendent of Documents

(SuDoc) classification number, the same number you use for locating a document on the shelves. The title and subject indexes provide a shortcut by including the SuDoc number in the index. Monthly indexes are cumulated semiannually and annually.

In the sample record, the entry number is at top left, 89-4308. Centered is the SuDoc number, D214.13:F46/4. The bibliographic information is arranged as it would be in the library catalog. A dark black dot indicates that a document is available to depository libraries. The number following the dot is called an "item number," and is used by libraries when selecting documents. The sample record is a depository item, Item 383-B. A reference librarian can use the item number to determine if our library has the document or to check other depository libraries in the area for their holdings.

Remember, Livingstone was found! Use the *Monthly Catalog* to map your way out of the U.S. information jungle.

89-4308

D 214.13:F 46/4

Chapin, John C.

A history of Marine Fighter Attack Squadron 115/ by John C. Chapin.-- Washington, D.C. History and Museums Division, Headquarters, U. S. Marine Corps [Supt. of Docs., U.S. G.P.O., distributor], 1988.

vii, 89p. ill., maps, 28 cm. -- (Marine Corps squadron histories series) Shipping list no. 87-709-P Bibliography: p. 61-64.

● Item 383-B S/N 008-055-00174-9 @ GPO, USMC PCN 190 003101 00 @ Marine Corps \$6.00

I United States. Marine Fighter Attack Squadron 115 -- History I. United States. Marine Corps. History and Museums Division. II. Title. III. Series. OCLC 18829690

Did you know....

that "special" collections of research material covering a particular subject and/or time period are available in microfilm or microfiche format? Some are profiled below:

AMERICAN CULTURE SERIES

250 rare titles, published between 1493 and 1806, on such topics as early American government, travel, wars, and religious thought.

AMERICAN PROSE FICTION

Represents all obtainable titles cited in Lyle H. Wright's three definitive bibliographies of American fiction, covering the years 1774 through 1900.

COLUMBIA UNIVERSITY ORAL HISTORY COLLECTION

Reminiscences of leading figures in all walks of life, covering many significant events, issues, and personalities of recent times.

HISTORY OF WOMEN

Documentary evidence of women's activities through 1920. Taken primarily from the archives of Smith College and Radcliffe, it covers such areas as corporate activity, involvement in social reform, and women's role in the westward movement.

HUMAN RELATIONS AREA FILES

Ethnographic library of primary source material on selected cultures or societies representing all major areas of the world. Useful for study of a particular culture or cross-cultural studies.

U.S. SERIALS SET

Defined as every document to which Congress has assigned a serial number, it includes depository publications that appeared in distinctive serial bindings, publications not in serial form sent to depository libraries, and publications within the American State Papers that cover the period preceding the introduction of the serial numbering system. *WESTERN AMERICANA*

Wide-ranging selection of 18th, 19th, and early 20th century books and documents about the American west. Selected from the personal files of distinguished scholars, major library catalogs, and standard bibliographies, the collection has 1000 published works in approximately 1300 volumes. Both primary and secondary sources are represented.

There are many other special microform collections at Neumann Library. To find out how these sources can be of use to you, ask a reference librarian.

BIBLIO BIOS

by Theresa McElroy



Though less visible than some of the public services staff, Flossie De Souza is an important member of the interlibrary loan department at the Neumann Library. She is responsible for supplying materials to other libraries that request to borrow from our library. She has been a Neumann Library staff member for four years.

A native of Bombay, Flossie came to the United States in 1985 and hopes to become a citizen in 1991. She has two daughters, ages 11 and 15. Her husband works for a local grocery store chain.

Flossie has several very interesting hobbies, one of which is stamp collecting. A lot of her stamps have been supplied to her by four pen pals to whom she has written for more than twenty years. These friendships came to be as a result of a school assignment and have grown over the years. Although they have never met, Flossie and her pen pals in England, Australia, Italy, and Austria have grown up together. "We have written to each other since childhood and now we are writing about our children and grandchildren."



Beverly Hillenbrand is a native of Massachusetts but would rather be here in Houston. She loves the warm weather, being near the beach and Galveston, and the friendly people. Before coming to the University of Houston-Clear Lake she worked in the law library at the University of North Texas. Beverly has been on the audiovisual staff for 13 years. She is responsible for cataloging new equipment, making signs, and manning the front desk.

Beverly spends her leisure time visiting with her two children, five grandchildren, and her cat, a manx named Smokie. She also enjoys doing handwork such as crochet, knitting, and cross-stitch.



Audiovisual services has another native Texan on staff. Mike Wallace, the office manager, has been at the University of Houston-Clear Lake for two and one-half years. His duties include assisting with the use of desktop publishing, management of the office, and working the front desk.

Mike has taught classes in offset and letterpress printing. He is also interested in photography and enjoys "junking." His spare time has recently been spent building for his children a two-story playhouse with materials collected on his "junking" trips.

This fall, Mike plans to begin working on a masters degree in family therapy



John Reho, Jr., Senior AV Specialist in Audiovisual Services, is a native Texan. He has been at the University of Houston-Clear Lake for eight years. John's duties take him all around the university because he is responsible for the repair and installation of audiovisual equipment. He also does some photography and works with broadcasting equipment. At the present time, he is working on setting up a TV studio and closed-circuit television project to be used on campus. John says that he loves the variety of his job. He never has time to be bored.

In his spare time, John collects and restores antique radios. This involves restoring the cabinets and reworking the receiver. He currently has ten restored radios.

John is also a student at UHCL, working on a masters degree in the humanities. He is trying to combine courses from the communication and literature disciplines.