



Library Guide - Finding Books and Periodicals in Michener Library

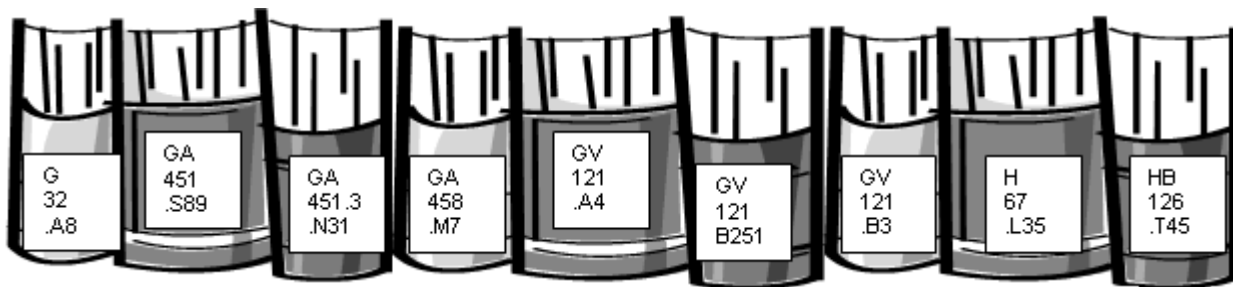
FINDING BOOKS

Search UNC Libraries' online catalog from the website <http://source.unco.edu/>. Use The Source to identify specific books located here at UNC or search Prospector to borrow books from other Libraries.

Write down the location and the entire call number. To find the book in the Libraries, check the blue Library Locator signs near the online catalog computers, or use one of the UNC Library Bookmarks to see where specific locations and call numbers can be found. Some of the locations include:

<p>MICHNR STACKS</p> <ul style="list-style-type: none"> • call numbers beginning with A-F, 2nd Floor • call numbers beginning with G-Z, 3rd Floor <p>MICHNR REF Reference Area, 1st Floor</p>	<p>YOUTH (Youth Collection) 2nd Floor</p> <p>ERS (Education Resources) 2nd Floor</p> <p>MICHNR GOV. Lower Level</p> <p>MUSIC Music Library</p>
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Most of the books in Michener Library are assigned a Library of Congress call number, which will start with a letter or letters followed by a number.



Library of Congress call numbers are arranged on shelves in alphabetical, then numerical order. The numbers in the second lines are read as decimals.

Browse the shelves in appropriate call number ranges if you are not looking for a specific book.

The Library of Congress Classification System assigns a call number according to the subject of a book. Books on like topics are found shelved together. Major categories and corresponding beginning letters are listed below.

A General Works (Encyclopedias, Almanac, Directories)	M Music
B Philosophy, Psychology, Religion	N Fine Arts
C History (Auxiliary Sciences – Archaeology, Genealogy, etc.)	P Language and Literature
D History (General and all areas except North and South America)	Q Natural Sciences
E, F History (U.S., Canada, Mexico, South America)	R Medicine
G Geography, Anthropology, Folklore, Dance, Sports	S Agriculture
H Social Sciences, Business, Sociology	T Technology, Photography, Home Econ.
J Political Science	U Military
K Law	V Naval Science
L Education	Z Bibliography, Library Science

Reference books, which may not be checked out, are arranged by call number in the first floor Reference Area. The reference collection includes general and subject specific dictionaries and encyclopedias, books listing facts, statistics, and addresses, and bibliographies that list other sources to consult on a topic.

Find reference books by:

- asking at the Reference Desk
- browsing the Reference stacks in the appropriate call number area
- searching UNC Libraries' online catalog on the The Source (perform a WORD search using words like "encyclopedias", "dictionaries", "handbooks", or "indexes" along with a **broad subject word**, such as "biology" or "psychology" –for example, "nursing and encyclopedias") Also, The Source allows searches to be limited by location. Enter your search terms and select the location drop down menu and choose Michnr Ref.

FINDING PERIODICAL ARTICLES

1. Chose an index or online database to find articles on a topic

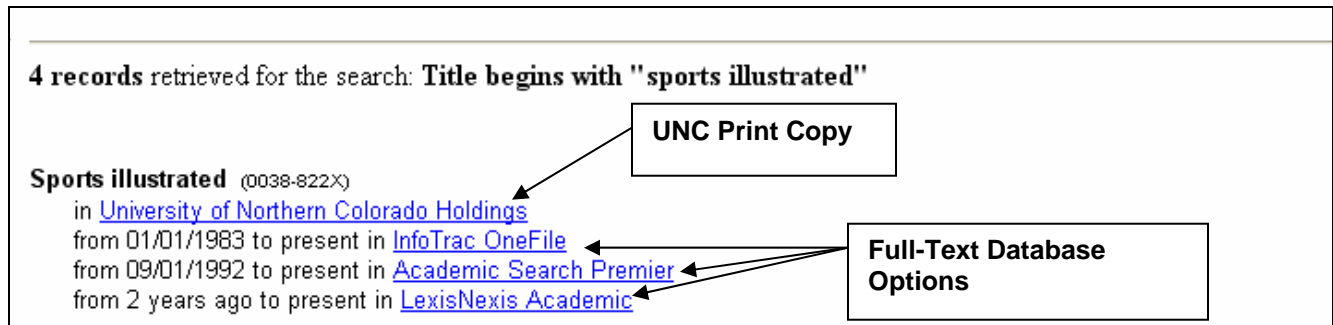
Indexes and databases list **citations** to periodical articles and sometimes to books, book chapters, or other types of documents like dissertations. Some online databases may provide **full-text articles** for users directly within the database. The citation provides the information needed to find the article –the author, titles of the article and of the magazine or journal, volume and issue number, date and page numbers. Some citations will provide an abstract, or a summary of the article.

The Michener Library has print indexes located in the reference room and has online databases on our web page <http://www.unco.edu/library/dbases.htm>. Each index or database will cover different subject areas, be certain to use the correct index.

If an article is not available in full-text format from within a database, select the link that may say “[check for full-text](#)” or “[additional full-text](#).” Clicking on this link will open a go-between window which allows searchers to find out if the article is available full-text in a different database or if the UNC Libraries subscribes to the magazine or journal in a print form.

2. See if UNC Libraries subscribes to the periodical

Search [The Source](#) online catalog and perform a **Periodical Title** search.



If the UNC library does not have a copy of the periodical, the article may be requested through WebZAP Interlibrary Loan. WebZAP is a link off of the UNC Libraries source page, <http://source.unco.edu/>.

3. Finding periodicals in the library

Most periodicals in the Michener Library are located on the 2nd floor and are filed alphabetically by title. Periodicals located in the Stacks, Reference area or in Government Publications will usually have specific call numbers.

Current Periodicals are on the 2nd floor in the current periodicals area and shelved alphabetically until they are either bound and shelved or stored on microfiche. Bound periodicals are also organized alphabetically by title and are located outside of the current periodicals area on the 2nd floor. Be sure to check the dates that UNC Libraries has the periodical. **Microfiche** is another format that magazines, newspapers and special microfiche collections have in the library. Microfiche is located just outside of the current periodicals and will also be in alphabetical order by title.

Current paper copies of newspapers are kept in the current periodicals reading area on the 2nd floor. **Older copies of newspapers** can be found on microfilm, filed alphabetically by title beginning in the current periodicals area and continuing in the bound periodicals area.

Periodical TIPS

- Ask for advice at the reference desk to find articles or a specific journal/magazine
- Use an index/database to find articles on specific topics before looking on the 2nd floor
- Remember not every article is available in full-text