CALIFORNIA UNIVERSITY of

MANAGEMENT and SCIENCES

Virginia Campus

LIBRARY

BOOKLET/GUIDE TO
INFORMATION RESOURCES

Revised 1/14/2020

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LIBRARY BASICS

The Library maintains a collection of resources devoted to the University's areas of study, including business and accounting, business management, healthcare, marketing, investment and finance, information technology, and information management.

******* <u>PLEASE DO NOT RE-SHELVE BOOKS</u> *******

Leave all books in box provided.

LIBRARY HOURS
The library is open from 9 am to 6 pm, Monday through Friday, and 9 am to 5 pm on Saturday if there are weekend classes. The library will be open until 9 pm if there are evening classes.

LIBRARY CATALOG
Library's holdings information is found in the Library's online catalog.

https//app.calumsva.net/library

You can choose to search by subject heading or keyword, title, or author. You can also select to search by broad category, such as **Management**. The call number and basic information about the book will be displayed. (Note: the Call number is in the column mislabeled "Special Collection.") You can then use the call number to locate the required book on the shelf and browse the nearby books for information that you need. (More about the arrangement of the shelves and the books follows)

Subject Headings are a tightly controlled vocabulary that reflects the subject matter of the book. These can be used to search for other, related books.

BORROWING OR CHECKING OUT MATERIALS:

Fill out Checkout Slip found in box on the conference table.
(One for each book)

CHECKOUT SLIP

CalUMS barcode (back of book, top right) _____

Call number (alpha/numeric on spine label)
_____

Student's name _____

_____

Student's ID _____

Date

Leave completed slips in box indicated.

You are personally responsible for the safety, proper use and return of all library materials.

Students and faculty have openended checkout privileges. However, after the second week of a checkout period, students will be asked to return any item(s) if requested by faculty or another student. A fine of $.50 per day will be charged for each item recalled and not returned to the Librarian within two (2) days.

All materials checked out by students are to be returned to the Library at the end of each term or quarter. Items not returned will be charged the standard $.50 a day for each item.

If an item is not returned within six months after the overdue fine has been accrued, the Library considers the item lost and charges the full market price for the lost item, or its equivolent. An unpaid student account may result in a hold on the student's other requests, such as issuing transcripts, certificates, or a diploma.

NON-CIRCULATING MATERIALS.
Reference materials, periodicals (journals), and reserve books are available for in-library use only.

LOCATING INFORMATION / RESOURCES

THE LIBRARY'S BOOK COLLECTION

The University Library uses the Library of Congress Classification System to organize its books. Each book has a "call number" on the spine, and books are arranged on the shelves in order, according to these alphanumeric designations.

The call number designates both the subject of the book and the location of it on the shelf. Books on either side of a title would share the same subject or at least be close to it in the organization of information.

The call number usually has three parts. The first part is one or two letters for the broad subject area. The second part contains numbers and is a further subdivision of the general subject. The third part is a letter and digital representation of the author's name.

Example of call number:

Principles of cognitive neuroscience, by Dale Purvis and others.
QP360.5 .P73 2013

QP	Physiology
360	Psychobiology/Neurophysiology
.5	Cognitive Neuroscience
.P73	Author (Purvis)
2013	Publication date.

Examples of call number arrangements on the shelves:

Book 1	Book 2	Book 3	Book 4	Book 5	Book 6	Book 7	
B	**BF**	**BT**	**HF**	**HG**	**HM**	**HV**	**Class or Subject**
792	198	198	541	924	964	13	" "
.T51	.S2	.S2	.P2	.A42	.A7	.P32	**Notation for author**
QM	QM	QM	QM	QM	QM	QM	**Class or Subject**
23	23	23	23	23	23	23	" "
.E43	.E778	.E88	.E9	.E99	.E995	.E999	**Notation for author**

The Library shelving covers the walls to the left and right of the Library's doorway. Books are arranged alphabetically with call numbers beginning with "A" to the right of the door at the far end of the room next to the windows.

The books are arranged in the fashion displayed above from left to right on each shelf of a bookcase. From the bottom shelf of each bookcase the book collection continues on the left of the top shelf of the next bookcase on the right.

At the end of the row of shelving on the right side of the room (PZ), the book collection continues on the left side with "Q" ending with "Z." The **Reference** section follows and are shelved from A to Z in the same fashion.

FINDING THE BOOK(S) YOU NEED
As a researcher seeking information on a particular subject, you can begin by searching the Library's online catalog. (**https//app.calumsva.net/library**) The cataloging record of each will display the call number that you can then use to locate a book and those related to it on the shelf. (Note: the Call number is in the column mislabeled "Special Collection.") Also, the cataloging record will usually display Library of Congress Subject Headings for the book. "Subject Headings" are tightly controlled terms or vocabulary that can also be used as access points to find information.

Moreover a researcher can browse the shelves to find needed materials, utilizing the call numbers on the books as a guide. Displayed in the Library and on page 5 of this booklet you will find a list of the general subject categories defined by the Library of Congress Classification System and can be used as your guide in browsing the Library's collection.

The Library also has a collection of eBooks for your use. Contact the Librarian (mona@calumsva.edu) for more information.

LIBRARY OF CONGRESS CLASSIFICATION

A   GENERAL WORKS

AE	Encyclopedias
AY	Almanacs

B-BJ PHILOSOPHY

BF	Psychology
BL-BX	Religion

C   HISTORY

CB	History of Civilization
CC	Archaeology
CT	General Biography

D   HISTORY

DA-DQ	
DK	Russian History
DS-DT	

E   U.S. HISTORY

E186	Colonial History
E456	Civil War
E740	Twentieth Century

F   HISTORY OF THE AMERICAS

F1	State Histories
F381	Texas
F1001	Canada
F1201	Mexico. Latin America

G   GEOGRAPHY

GN	Anthropology. Ethnology
GR-GT	Folklore. Manner. Customs
GV	Dance. Sports. Amusements

H   SOCIAL SCIENCES

HA	Statistics
HB-HC	Economics
HD1361	Real Estate
HF	Business
HG	Finance
HM	Sociology
HQ	The Family. Marriage. Women
HV	Welfare. Criminology

J   POLITICAL SCIENCE

JK	U.S.
JS	Local Government
JX	International Relations

K   LAW

KF	U.S. Law
KFT	Texas Law

L   EDUCATION

M   MUSIC

N   FINE ARTS

NA-NB	Architecture. Sculpture
NC-NE	Drawing, Painting, Prints
NK	Crafts

P   LANGUAGE AND LITERATURE

PA	Classical Language, Literature
PC2001	French Language
PC4001	Spanish Language
PE	English Language
PE1128	English as a Second Language
PF	German Language
PL	Japanese. Korean. Chinese Languages
PN	Poetry. Theater. Speech. Journalism
PQ1	French Literature
PQ6001	Spanish Literature
PR	British Literature
PS	American Literature
PT	German Literature
PZ	Children's, Young Adult Literature

Q   SCIENCE

QA	Mathematics
QA76	Computer Science
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History
QH301	
QK-QL	
QM-QP	Human Anatomy. Physiology
QR	Bacteriology

R   MEDICINE

S   AGRICULTURE

SB	Horticulture

T   TECHNOLOGY

TA-TH	
TJ	Mechanical Engineering
TK	Electrical Engineering. Electronics
TL	Motor Vehicles, Aeronautics
TN-TP	Mining. Metallurgy.
TR	Photography
TS	Manufacturing. Quality Control
TT-TX	Handicrafts & Home Economics

U-V MILITARY SCIENCE AND NAVAL SCIENCE

Z BIBLIOGRAPHY, PUBLISHING, LIBRARY SCIENCE

ONLINE RESOURCES

ONLINE REPORTS/JOURNALS
The following are free and open databases of respected, peer-reviewed reports, papers, and articles found on the Internet. The information can be accessed freely or after simply establishing an account with the organization.

Science Direct (sciencedirect.com)
Social Science Research Network (ssrn.com)
Directory of Open Access Journals (doaj.org)

EBOOKS
Project Gutenberg (gutenberg.org)
> "Offers over 59,000 free eBooks. Choose among free epub and Kindle eBooks, download them or read them online. You will find the world's great literature here, with focus on older works for which U.S. copyright has expired."

Directory of Open Access Books (doabooks.org)
> "The directory is open to all publishers who publish academic, peer reviewed books in Open Access and should contain as many books as possible, provided that these publications are in Open Access and meet academic standards."

Bookboon.com
> "Free textbooks written by professors from the world's top universities."

Books.google.com
En.wikisource.org

OTHER USEFUL SITES
General Reference (refdesk.com)
Ask a Librarian
> Library of Congress (loc.gov/rr/askalib/ask-business.html)
> US National Library of Medicine
> > (nlm.nih.gov/hmd/research-tools/ask-a-librarian.html#)

Quotations (goodreads.com/quotes/tag/source)
National Technical Information Service
> Provides public access to government-funded scientific, engineering, technical, and business related information) (ntis.gov)

National Archives and Records Administration
> Preserves U.S. government records and publishes laws, regulations, Presidential, and other public documents. (archives.gov)

Statistical Abstract of the US
 (https://www.census.gov/library/publications/time-series/statistical_abstracts.html
Country Studies (https://www.loc.gov/collections/country-studies/)

HELP WHEN WRITING RESEARCH PAPERS

USEFUL WEBSITES TO GUIDE YOU

University of Wisconsin-Madison
https://writing.wisc.edu/handbook/assignments/planresearchpaper/

Rice University
http://www.ruf.rice.edu/~bioslabs/tools/report/reportform.html

University of Notre Dame
https://www3.nd.edu/~pkamat/pdf/researchpaper.pdf

Purdue University
https://owl.purdue.edu

APA Style (grammar and style)
apastyle.org

Academic Publishing
Public Knowledge Project (pkp.sfu.ca)

FINDING AND EVALUATING INFORMATION

An academic research paper requires correct grammar and format, as well as information and subject matter from acknowledged sources. Wikipedia and similar sites are not appropriate resources for an academic research paper. However, they can lead you to acceptable resources under "References," "Further reading," etc. Other ways to find acceptable resources:

❖ Referrals from respected sources, such as Goodreads. (goodreads.com)

❖ Exploit bibliographies in books by reconized authors.

❖ Evaluate the author (education, occupation, experience, etc.) of a book or article

❖ Evaluate the source of an article (see next page for guidance)

SCHOLARLY JOURNALS VS. POPULAR MAGAZINES

	SCHOLARLY	**POPULAR**
LENGTH	Longer articles, providing in depth analysis of topics and reports of new research.	Shorter articles, providing broader overviews of topics, and new items.
AUTHORSHIP	Author usually an expert or specialist in the field, name and credentials always provide.	Author usually a staff writer or a journalist, name and credentials often
LANGUAGE or AUDIENCE	Written in the language of discipline for scholarly readers (professors, researchers, practitioners)	Written in non-technical language for anyone to understand.
FORMAT or STRUCTURE	Articles are usually more structured. They may include an abstract, literature review, methodology, results, and conclusion.	Articles do not necessarily follow a specific format or structure.
SPECIAL FEATURES	Illustrations that support the text, such as tables of statistics, graphs, maps or photographs.	Many illustrations with glossy or color photographs.
ADVERTISING	Ads for books and products related to the field of study.	Many colorful ads for consumer products.
EDITORS	Articles usually reviewed and critically evaluated by a board of experts in the field	Articles are not evaluated by experts in the field, but by editors on staff.
CREDITS	A list of references (bibliography or works cited) and/or footnotes are provided.	A list of references is usually not provided

PLAGIARISM, COPYRIGHT AND FAIR USE

Plagiarism is considered theft or piracy, and is when you claim a work is yours when it has been created by another person. Copyright infringement is using copyrighted material without permission. Fair Use is a legal situation in which copyrighted material can be used in certain circumstances without the creator's license or agreement to do so.

Library, Purdue Univerity
(https://www.lib.purdue.edu/uco/CopyrightBasics/fair_use.html)
"Copyright is all about balancing the rights of authors with the rights of the public to use the work without seeking permission or paying royalties. Under copyright, authors have the right to control the use of their work subject to exceptions permitted under the law. If the use exceeds such exceptions, then infringing on someone's copyright can result in the infringer paying money damages (civil liability) and/or going to prison (criminal liability).

- Copyright is a federal law. It is Title 17 of the United States Code.
- Copyright is the right of authors to control the use of their work for a limited period of time.
- A copyrighted work must be an original work of authorship which is fixed in a tangible medium of expression
- Works in the public domain are not copyrightable (created by US Government, or published before 1923)"

Baylor University (https://www.baylor.edu/copyright/index.php?id=56543)
"Copyright protection arises automatically the moment an original work is "fixed in a tangible medium of expression," in other words, the moment that text is written down or typed, or the moment a song is recorded. Because copyright protection happens so easily, and lasts so long, you should assume that any work you want to use is copyrighted, unless it is very old or produced by the U.S. government. A work does not need to be registered, published, or have a copyright notice on it to be protected by copyright. For works created in the U.S., copyright lasts from the moment a work is created until 70 years after the death of the author, except for works produced by a company/employer in which case the copyright lasts 95 years from the date of publication"

"If you are writing a paper for a class and you have no intention of publishing it, you have much broader leeway as far as what you can use. Remember, however, that fair use is a concept in copyright law, and that it does not alter your academic obligation to provide proper citation for works that you use. Copyright infringement and plagiarism are two different things."

Copyright Office, Library of Congress (copyright.gov)
"Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use. Section 107 calls for consideration of the following four factors in evaluating a question of fair use:

1. Purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes …   This does not mean, however, that all nonprofit education and noncommercial uses are fair and all commercial uses are not fair; instead, courts will balance the purpose and character of the use against the other factors below.

2. *Nature of the copyrighted work*: This factor analyzes the degree to which the work that was used relates to copyright's purpose of encouraging creative expression. Thus, using a more creative or imaginative work (such as a novel, movie, or song) is less likely to support a claim of a fair use than using a factual work (such as a technical article or news item).

3. *Amount and substantiality of the portion used in relation to the copyrighted work as a whole*: Under this factor, courts look at both the quantity and quality of the copyrighted material that was used. If the use includes a large portion of the copyrighted work, fair use is less likely to be found; if the use employs only a small amount of copyrighted material, fair use is more likely.

4. *Effect of the use upon the potential market for or value of the copyrighted work*: Here, courts review whether, and to what extent, the unlicensed use harms the existing or future market for the copyright owner's original work. "