



CALUMS

**CALIFORNIA UNIVERSITY OF
MANAGEMENT AND SCIENCES**

VIRGINIA CAMPUS

Library Handbook

2016-2018

California University of Management and Sciences Virginia Campus

California University of Management of Sciences (“CalUMS VA” or the “University”) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education, and is recognized by the Council for Higher Education Accreditation (CHEA). The University’s Virginia campus is certified to operate by the State Council of Higher Education for Virginia (SCHEV).



CalUMS VA is authorized under Federal Law to enroll non-immigrant alien students.

Table of Contents

INTRODUCTION.....	6
CALUMS LIBRARY MISSION.....	6
THE COLLECTIONS.....	6
GENERAL LIBRARY INFORMATION.....	7
LIBRARY WEBSITE.....	7
ASSISTANCE.....	7
LIBRARY HOURS.....	7
BORROWING.....	7
BORROWING FROM OTHER LIBRARIES.....	7
REFERENCE ASSISTANCE.....	7
LIBRARY COMPUTERS.....	7
COPYING FROM ELECTRONIC AND THE INTERNET.....	8
WORD PROCESSING.....	8
E-MAIL POLICY.....	8
FINDING A BOOK.....	8
FINDING SUBJECT MATERIALS BY CLASSIFICATION.....	8
CALL NUMBERS TO ASSIST IN FINDING BOOKS.....	8
SHELVING BY UNDERSTANDING THE ROAD MAP.....	9
SPECIAL COLLECTIONS IN DIFFERENT SUBJECT AREAS.....	9
NATIONAL LIBRARY MEDICINE CLASSIFICATION.....	9
LIBRARY ORIENTATION.....	10
FROM THE LIBRARIANS.....	10
LIBRARY PRIVACY AND INTERNET USE POLICY.....	11
California University of Management and Sciences Virginia Commitment to Our Users Rights of Privacy and Confidentiality.....	11
A. Notice & Openness.....	11
B. Choice & Consent.....	11
C. Users Access to Computers and Internet.....	11
D. Data Integrity & Security.....	11
E. Enforcement & Redress.....	11
California University of Management and Sciences Virginia (CalUMS VA) Internet Use Policy.....	12
A. Intellectual Freedom’s Meaning and Scope.....	12
B. CalUMS VA Internet Use Rules.....	12

References	12
USER RESPONSIBILITIES AND BEHAVIOR GUIDELINES.....	14
Why can't I eat in the library?.....	14
LIBRARY RESOURCES AND REFERENCES	15
Virginia Local Libraries.....	15
HOW TO READ LIBRARY OF CONGRESS CALL NUMBERS	16
LIBRARY OF CONGRESS CLASSIFICATION.....	17
USEFUL WEBSITES FOR WRITING A RESEARCH PAPER.....	18
EVALUATING INFORMATION FOUND ON THE WORLD WIDE WEB	19
QUICK ANSWERS TO ODD QUESTIONS	19
Answers.com (http://www.answers.com/)	19
SCHOLARLY JOURNAL ARTICLES VS. POPULAR MAGAZINES ARTICLES	21
WEBSITES FOR CAREER RESEARCH	22
UMBRELLA SITES FOR CAREER SEARCHES	22
SELF ASSESSMENT SITES	22
OCCUPATIONAL RESEARCH SITES	22
COLLEGE SEARCH SITES.....	22
COMPANY RESEARCH SITES	22
JOB SEARCH TOOLS SITES.....	22
JOB INTERVIEW PREPARATION SITES.....	22
COUNTRY INFORMATION DATABASES ON THE WEB.....	23
(CIA) The World Factbook.....	23
Countries of the World	23
Country Information, Regional and World Rankings	23
Country Studies.....	23
Country Watch.com	23
Economist.com: Country Briefings.....	23
Education for All (EFA)	23
Globastat.....	23
Incore Country Guides	23
Index of Economic Freedom	24
INFOTRAC.....	25
CUSTOM JOURNAL 250.....	25
HOW TO ACCESS THE INFOTRAC DATABASE	25

GLOSSARY OF LIBRARY TERMS..... 26

UNIVERSITY PERSONNEL..... 30

 ADMINISTRATORS AND STAFF 30

MAP & LOCATION 31

 VIRGINIA CAMPUS 31

INTRODUCTION

The California University of Management and Sciences Virginia (“CalUMS VA” or “University”) Campus Library houses educational materials that support academic programs offered in the areas of Business Administration and Management, Computer Information Systems, Healthcare, and the University’s curriculum for general education. Furthermore, the library offers a variety of other books and reference sources of general interest to associate, undergraduate and graduate students. Currently, a variety of activities are underway at CalUMS VA’s Library to offer digital services. Description of existing digital library services is available under: <http://www.calumsva.edu/>

CALUMS LIBRARY MISSION

It is the purpose of the CalUMS VA Library to develop and maintain programs to assist in meeting the instructional needs of the University’s population. The primary function of the library is to facilitate and improve learning by providing educational resources, instruction, and services in support of the school curriculum. A secondary function is to provide resources and services relevant to the information needs and to the intellectual, professional, cultural, and personal growth of the University’s community.

THE COLLECTIONS

The CalUMS Library houses 2,640 books and subscribes to over 25 professional journals, periodicals and newspapers. InfoTrac Custom 250 is a customized premier periodical resource, providing thousands of articles from 250 hand-selected scholarly journals and other authoritative sources. The journals are hand-selected for the CALUMS Virginia curriculum. Gale Virtual Reference Library is a database of encyclopedias and specialized reference sources for multidisciplinary research. These reference materials once were accessible only in the library, but now the students can access them online from the library or remotely 24/7. Titles can be browsed, searched and downloaded anytime from any Internet-connected device. The eBooks that the students can access are hand selected by the library and are digitally reproduced from trusted, authoritative reference works from Gale and our publishing partners. The library has 3 eBooks hand-selected for the curriculum. Directory of Open Access Journals free web site has 9,463 Journals and 2,409,405 Articles. Students have access to the library’s five Internet stations, as well as to all of the library’s resources during regular library hours.

GENERAL LIBRARY INFORMATION

LIBRARY WEBSITE

We invite you to visit the University library home page at http://calumsva.edu/library/5a_library.htm where you will find links to the Library Catalog, Online Databases, Internet Search Tools, and other valuable library resources.

ASSISTANCE

The University library staff welcomes your questions. We are here to assist you in using library materials and facilities. For assistance with circulation and overdue books call (703) 663-8088.

LIBRARY HOURS

Monday	9:00AM - 6:00PM
Tuesday	9:00AM - 6:00PM
Wednesday	9:00AM - 6:00PM
Thursday	9:00AM - 6:00PM
Friday	9:00AM - 6:00PM
Saturday	9:00AM - 5:00PM
Sunday	Closed

Library hours run on an extend hour schedule to 9 pm if evening classes are held.

BORROWING

- You must present your Student ID card or driver's license to check out library materials. If you lose your ID card notify the circulation staff immediately. You may purchase a replacement card at the Registrar's Office for \$10.00.
- Books may be checked out for two weeks and renewed for an additional two more weeks. You are only allowed to check out 4 books from the Library Collection.
- You are personally responsible for the safety, proper use and return of all library materials charged on your Library card. The Library charges 50¢ cents fine per day for overdue books, but failure to return library materials will result in a "block" being placed on your record. If you are "blocked" you cannot check out additional books, order a transcript, or register for additional courses. You must pay for the replacement cost of lost or damaged materials and a \$10.00 processing fee.
- Reference books, periodicals, and college catalogs are for library use only and may not be checked out.
- Reserve materials are placed at the Reserve Desk by instructors for student use. These materials are usually restricted to the library use for two hours. An instructor may, however, direct that materials circulate for a different period of time.

BORROWING FROM OTHER LIBRARIES

You may also borrow books from other libraries outside the University. Students who wish to obtain the library card from another school will be subsidized up to \$100 per year. The student must first obtain the library admission card from the other college/university and show the receipt for the payment to the librarian and request the subsidy. Ask a librarian for assistance.

REFERENCE ASSISTANCE

The University Library staff welcomes your questions. We are here to assist you in using library materials and facilities. For assistance with circulation issues and overdue books the student will need to call (703)663-8088. A Librarian Assistant can assist you with research assignments, answer reference questions, and teach you how to use library materials. They can also answer questions about how to document your sources using APA format.

LIBRARY COMPUTERS

All library computers should be used for research only. E-mail and electronic "chat" are available at the computer lab. Data may be printed or saved to a USB Flash Drive or a CD/DVD.

COPYING FROM ELECTRONIC AND THE INTERNET

You can copy files (download) from our electronic sources and from the Internet. Bring a virus- free USB Flash Drive or CD/DVD to the library. We will give you instructions on how to copy electronic files.

WORD PROCESSING

Word processing software is available on the library computers. You may also use the computers in the Computer Lab on the second floor if you need to type a paper.

E-MAIL POLICY

E-mail is permitted on the library computers on a space-available basis only. E-mail services are also available at the computer lab.

FINDING A BOOK

The University Library uses the Library of Congress Classification System (LCC) with letters representing subjects and library materials then shelved numerically, to organize its books. Each book has a “call number” on the spine and books are placed on the shelves in order, according to these numbers. Call numbers indicate specific subject areas. The LCC Index appears below the reference while looking for a topic or subject search. The Library of Congress is accessible via the link: <http://www.loc.gov>.

FINDING SUBJECT MATERIALS BY CLASSIFICATION

Books are arranged in the University library by subject with all books in one subject shelved together. Each subject is assigned a one or two letter code. The letters do not necessarily stand for the first letter of the subject that they represent. For instance, Political Science is represented by the letter “J”, Art is classified under the letter “N”, and the letter “Q” represents Science, the subject of most of the book collections at the University. Other letters continue which represent subjects following the same principle. This scheme is called the Library of Congress classification system because it was first designed and used by the Library of Congress. You may already be a familiar with another classification system, which is also arranged by subject, the Dewey decimal classification. That system assigns a number from 001 through the 900 series for each subject and is used by many public libraries and for smaller and limited book collections. The Library of Congress classification system is used most by academic libraries, colleges, universities, and research institutions.

To locate a topic more specific than those listed above, the Library of Congress Subject Headings may be utilized. These consistent word headings can also be used to determine the terms applied by the Library of Congress to define a topic. Many synonyms for a word may be together under one specified “subject”. The classification outline is also available on the Library of Congress websites.

CALL NUMBERS TO ASSIST IN FINDING BOOKS

Each book is assigned a “call number” derived from the time when materials were called for orally to library staff when patrons were not allowed in the book “stack” areas. Hence, the call number designates both the subject of the book and the location of the volume on the shelf. This 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 number code for the author’s name. Here are some examples and an explanation of the meaning:

TK= Electrical Engineering

2851 = Motors, Generators

.H3 = Harwood [Author]

This call number is for the book:

HQ = Family, Marriage

756 = Fathers, Husbands

.D76 = Dubrin [Author]

This call number is for the book:

The call number appears on the spine of the book written vertically as above, but can be written horizontally as well, for example: **TK 2851 .H3**. This is the way it appears on the entry on "Einstein". There is no need to memorize this classification scheme. You only need to write down the complete call number listed in the computer catalog to be able to find the book on the shelf.

SHELVING BY UNDERSTANDING THE ROAD MAP

Books are shelved alphabetically by first letter for the first line of the call number, then by the second letter, if any. In our example, Book 1 comes before Book 2 because the plain "B" comes before "BF". Book 2 comes before Book 3 because "BF" precedes, alphabetically, "BT". Second lines are arranged as whole numbers with Book 4 coming before Book 5 because 541 comes before 964. The third line is a decimal so that Book 5 would be shelved before Book 6 because .A42 comes ahead of this Book 6 since .A7 [.A70] is greater than .A42.

Book 1	Book 2	Book 3	Book 4	Book 5	Book 6
B	BF	BT	HV	HV	HV
792	198	198	541	924	964
.T51	.S2	.S2	.P2	.A42	.A7

SPECIAL COLLECTIONS IN DIFFERENT SUBJECT AREAS

Additional locators or notations may be added to the beginning of any call number. They change the location of the book in the library. Please note the following examples:

REF

WC 81

.A543

This call number now indicates that this book is shelved in the **REF**erence Section. The book represented is the *American Medical Association's Family Medical Guide*.

Locator designations indicate special categories of books that are shelved as separate book collections. Within each collection they are then arranged in the regular call number order. In summary, locators are generally abbreviated words.

NATIONAL LIBRARY MEDICINE CLASSIFICATION

The alphabetical letters not used in the Library of Congress Classification were reserved for expansion of the system. The National Library of Medicine is a classification superimposed upon the Library of Congress Classification, but does not supplant it. The letter "R" is still retained for the generic study of medicine in academic liberal arts and research institutions emphasizing basic science, but not having healing arts practitioner curricula. Thus, the letter "W" has now been appropriated by the National Library of Medicine to further expand and more narrowly define this "medicine" healing arts subject area; hence, the emphasis is on the healing arts application of science in professional and related research programs. Also, the letter "Q" in Library of Congress only went from "QA – QR" in the classification for "pure", "basic", or "non-clinical" sciences. Conversely, the "QS – QZ" letters now utilized in the National Library of Medicine represent the "clinical" or the healing arts emphasis of science courses.

Likewise, the letter "W" has now been utilized by the National Library of Medicine, which is an integral part of the Library of Congress scheme. This National Library system is an expansion of the science and medicine subjects in addition to the Library of Congress classification. Thus, all book titles with "non-science" subject matter remain

totally in the Library of Congress categories. Therefore, the letter “W” now treats the section of the medicine classification in great depth with a stress on the “practice of medicine” along with related healing arts subjects.

In essence, the National Library of Medicine Classification is placed on top of, or above, the Library of Congress Classification representing a more detailed application of medical practice. However, for most of the research material in business, the Library of Congress scheme will be supreme. The same alphabetical and numerical procedure in the location of specific titles and subjects remain the same in both classifications.

LIBRARY ORIENTATION

To promote computer utilization in the University library and to further expand the library mission in contemporary computer technology, a library orientation power point presentation is conducted each quarter at the University orientation program for each incoming class. Also, the librarians meet the incoming class on the first day of the quarter at the general University orientation program at which time individual questions are entertained. A considerable number of the incoming students exhibit extraordinary computer skills and internet knowledge. Thus, this orientation program basically serves to afford those new to the University library.

FROM THE LIBRARIANS

On behalf of all the library staff, it is a distinct pleasure to welcome students, alumni, faculty, practitioners, and research scholars to the University library. The hope that all of us hold is that library patrons and casual users alike will find a quiet, peaceful, and useful place in the reading rooms, conference rooms, and study carrels for study, reflection, contemplation, and repose in the pursuit of knowledge.

Learning in all provinces of learning has expanded at an exponential pace. No library can possibly contain such infinite knowledge. However, the ultimate outcome of research and reflection is to develop a methodology in the quest for further knowledge. If exposure to the procedure of learning and analysis can individually transpire, then the mission of the University library has been accomplished.

LIBRARY PRIVACY AND INTERNET USE POLICY

Privacy is important to the exercise of freedom literacy. At the University library, the right to privacy is the right to have free access to investigation without being scrutinized by others.

The Bill of Rights of the U.S. Constitution mentions the right to privacy. This library's policies of confidentiality and privacy are in compliance with the federal, state and local laws.

The User Rights are outlined according to the five "Fair Information Practice Principles" mentioned under the Bill of Rights of the U.S. Law. These five principles are: the rights of Notice, Choice, Access, Security, and Enforcement.

(Note: This document represents an ideal privacy policy adapted from ALA Guidelines for Developing a Library Privacy and Internet Use Policy)

California University of Management and Sciences Virginia Commitment to Our Users Rights of Privacy and Confidentiality

A. Notice & Openness

We affirm that our library users have the right of "notice" – to be informed about the policies regarding the amount and retention of personally identifiable information and why that information is necessary for the provision of library services. The information we may collect and retain about our current users includes:

- a. User Registration Information
- b. Information required to provide library services.

B. Choice & Consent

This policy explains our information practices and the choices you can make about the way the library gathers and uses your personal information. We will not retain your private or personal information without your permission.

C. Users Access to Computers and Internet

Our CalUMS library offers access to different information resources over the Internet. While we at CalUMS try to offer sites with accurate information, this medium is one that is changing continually. That means the library cannot guarantee that the information obtained from the World Wide Web is going to be accurate. Users are responsible for determining if the information is reliable, suitable and acceptable.

D. Data Integrity & Security

We remove links between patron records and materials borrowed when items are returned and we delete records as soon as the original purpose for data collection has been satisfied.

E. Enforcement & Redress

Our library will not share data on individuals with third parties unless required by law. If you have any concerns, questions, or complaints about how the library manages the privacy and confidentiality rights, you should write a letter to the Program Director. We will respond in a timely manner and may review the policy and procedures.

California University of Management and Sciences Virginia (CalUMS VA) Internet Use Policy

A. Intellectual Freedom's Meaning and Scope

Libraries are a major information source in our society. For some people, the library is the only access point. Libraries are the connection to a world of ideas, information, images, etc. Libraries provide information across a variety of human interests. They have the information available and accessible to anyone who needs them. This action allows the individuals to exercise their First Amendment right to seek and receive all kind of information from all points of view. This includes materials some people may consider offensive, false or harmful.

The Internet has millions of websites with all kinds of information. There are some sites, often called "pornography", that parents, or adults generally, do not want children to see. A very small fraction of those sexually explicit materials is actual obscenity or child pornography, which are NOT constitutionally protected. Obscenity and Child Pornography are illegal. Federal and States statutes, the latter varying slightly depending on the jurisdiction, proscribe such materials.

Virginia's laws prohibiting child pornography or the "sexual exploitation of a child" (often viewed as a form of Child Abuse) are typically felonies under the Code of Virginia, Title 18.2, Chapter 8. Depending on the circumstance, you may be charged with a state or federal crime if you visit these sites.

B. CalUMS VA Internet Use Rules

1. Due to the limited resources, available for public access to the Internet, the Library reserves the right to limit the amount of time an individual user may have access to library equipment.
2. If a user sees a workstation not in use, he/she may use it. There will be a two-hour total time limit. This will allow the resources to be available for other users.
3. Library staff members will assist users, as time permits, with basic Internet navigation and basic computer and printer functions.
4. Users may not attempt to reconfigure systems or software, or in any way interfere with or disrupt the current system or network set-up and services. This restriction excludes the language setting, but please return that setting to the original state after using the computer.
5. Users may not unplug, remove, or otherwise modify library equipment.
6. All users are expected to be respectful of the rights of others in using the Internet. Each user has the right to a quiet and organized workspace. No more than five people may use a workstation at the same time.
7. If any user abuses or engages in unauthorized use of computers, his/her computer privileges will be revoked.
8. If any user fails to follow these rules he/she will receive a warning citation from the library and if he/she persists in these actions, he/she will receive an academic referral to the Academic Dean's office.
9. Computers will be shut down no later than 5 minutes prior to library closing time.

Note: This document is applicable to all library departments and library staff and is subject to change anytime.

References

1. American Library Association. *American Library Association Guidelines for Developing a Library privacy Policy*. Retrieved November 20, 2012, from <http://www.ala.org/offices/oif/ifttoolkits/toolkitsprivacy/guidelinesfordevelopingalibraryprivacypolicy/guidelinesprivacypolicy>
2. San Jose State University Library. *Computers-Internet Access and Use Policy*. Retrieved November 20, 2012, from <http://library.sjsu.edu/policies-procedures/computers-internet-access-and-use-policy>

3. American Library Association. *Guidelines and Considerations for Developing a Public Library Internet Use Policy*. Retrieved on November 30, 2012, from <http://ala.org/advocacy/banned/challengeslibrarymaterials/essentialpreparation/guid...>
4. Code of Virginia, title 18.2, Chapter 8. <C:\Users\Joon\AppData\Local\Temp\Code>

USER RESPONSIBILITIES AND BEHAVIOR GUIDELINES

In order to maintain a quiet learning environment, any behavior in the library that is abusive or disruptive will not be tolerated. The library adheres to the Code of Students Conduct (CalUMS VA Catalog 2015-2016)

While in the University library please observe the following guidelines:

- Keep noise to a minimum.
- Mute all electronic devices (including cell phones, beepers, etc.)
- Converse quietly.
- Absolutely **NO food, drinks, or water bottles** are permitted in the library.
- Use of tobacco products is only permitted outdoors on the University campus.
- Disciplinary action, including payment for replacement, will be taken for any damage to library materials or property.
- Verbal or physical abuse of staff will be NOT tolerated.
- All weapons are prohibited on campus.
- Children under the age of 13 must be accompanied by and supervised by an adult.
- Please make any calls or answer the cell phone outside the library.
- Please avoid theft of personal belongings by not leaving them unattended.
- Only service animals assisting the disabled are permitted in the library.

Why can't I eat in the library?

1. Food and drink attract vermin. Insects and rodents can find their way into the library through doors, windows and cracks. Their feces can pose a very significant health hazard to the library users and staff, in addition to damaging the books.
2. Food and drinks are accidents waiting to happen. Spills can cause permanent and unsightly stains, and the moisture is a breeding ground for mold and mildew. Spills can damage computer equipment too.

Libraries exist to preserve and provide access to the collected knowledge of our past. Our collection is worth tens of thousands of dollars, much of it irreplaceable at any price. Please respect our mission and assist us in pursuing it. Do your eating, drinking and smoking elsewhere.

Virginia Local Libraries

Mary Riley Styles Public Library

120 N. Virginia Avenue
Falls Church, VA 22046
703-248-5030
703-531-3395 (fax)

Library Hours of Operation

Monday 9 a.m. - 9 p.m.
Tuesday 9 a.m. - 9 p.m.
Wednesday 1 p.m. - 9 p.m.
Thursday 9 a.m. - 9 p.m.
Friday 9 a.m. - 5 p.m.
Saturday 9 a.m. - 5 p.m.
Sunday 1 p.m.- 5 p.m.

Thomas Jefferson Library

7415 Arlington Boulevard Falls
Church, VA 22042-7409 703-
573-1060

Library Hours of Operation

Sunday: Closed
Monday: 10 - 9
Tuesday: 10 - 9
Wednesday: 10 - 6
Thursday: 1 - 9
Friday: 10 - 6
Saturday: 10 - 5

Arlington Central Library

1015 N. Quincy Street
Arlington, VA 22201
703-228-5990

Library Hours of Operation Sunday:

1 - 9 Monday: 10 - 9
Tuesday: 10 - 9
Wednesday: 10 - 9
Thursday: 10 - 9
Friday: 10 - 5
Saturday: 10 - 5

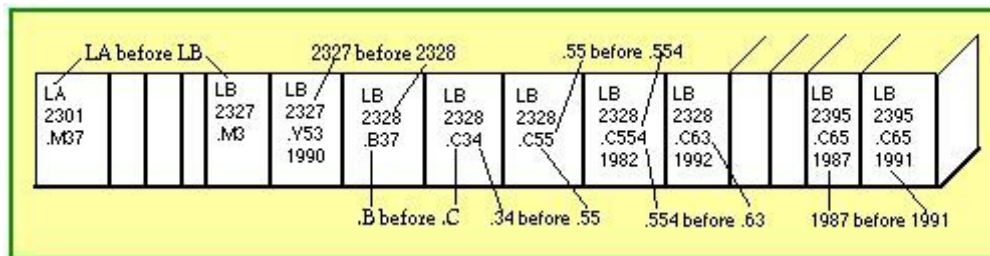
Woodrow Wilson Library

6066 Leesburg Pike,
Main Level,
Falls Church, VA 22041
703-820-8774

Library Hours of Operation

Sunday: Closed
Monday: 10 - 9
Tuesday: 10 - 9
Wednesday: 10 - 6
Thursday: 1 - 9
Friday: 10 - 6
Saturday: 10 - 5

HOW TO READ LIBRARY OF CONGRESS CALL NUMBERS



Library of Congress call numbers can be confusing since they contain a letter or letters followed by whole numbers, and then a letter followed by decimal numbers. In reading a call number, begin at the top of the line and read from left to right; then proceed to the next reading again from left to right as if reading a book.

Starting with the letter(s) at the top left of the call number. Books are *arranged alphabetically*: A ACAG AZ B BC BT

Books having the same letter(s) on the top line are all shelved together by the number group that follows the letter(s). *These numbers are arranged numerically and are read as whole numbers.*

F	F	F	F	F	F	F
1	21	75	101	175	200	2113

When both the letter(s) and the number group that follow are the same, then the books are arranged *alphabetically* by the next letter.

QM	QM	QM	QM	QM	QM	QM
23	23	23	23	23	23	23
.A	.B	.C	.D	.E	.F	.G

Books, which have the same first letter(s), and the same number group that follows, and the same second letter, are then shelved by the next number group. *These numbers are read as decimal numbers, not whole numbers:*

QM	QM	QM	QM	QM	QM	QM
23	23	23	23	23	23	23
.E6543	.E778	.E88	.E9	.E99	.E995	.E999

Frequently a call number will have a fourth line which contains a letter and a number or numbers. The letter in this line is arranged alphabetically, while the number(s) is/are arranged decimally.

QM	QM	QM	QM	QM	QM	QM
23	23	23	23	23	23	23
.E6543	.E778	.E88	.E9	.E99	.E995	.E999
A25	C6	F88	F885	F9	H92	K2

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

GR-GT Folklore. Manner. Customs

H SOCIAL SCIENCES

HA Statistics HB-
HD
HD1361 Real Estate
HF Business
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

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

USEFUL WEBSITES FOR WRITING A RESEARCH PAPER

Suggested:

Directory of Open Access Journals (DOAJ)

<https://doaj.org/>

Project Gutenberg

http://www.gutenberg.org/wiki/Main_Page

Purdue Online Writing Lab (OWL)

<https://owl.english.purdue.edu/>

APA Style Blog

<http://blog.apastyle.org/>

EVALUATING INFORMATION FOUND ON THE WORLD WIDE WEB

Print sources (magazines articles, journal articles, books) go through filtering processes like editing and peer review. Information on the World Wide Web, however, is mostly unfiltered. Anyone can put anything they like in their Web documents, so you must evaluate Web sources very carefully before including them in your research. Use the following check list to help you evaluate the information you find in the World Wide Web:

- Who is the author of the document?
- Is the author the original creator of the information?
- Does the author list his/her credentials?
- Do you believe this person is qualified to write on the given topic?
- What institution, company, university, government agency, association, or Internet provider supports this information? Is the institution familiar to you? Does this institution appear to filter (edit or review) the information appearing under its name? Does the author's affiliation with this institution appear to bias the information?
- When was the document created or last updated?
- What is the document's intended audience (children, students, professionals, general readers, etc.)?
- What is the purpose of the document?
- Considering all the previous questions, do you think the information in this document is appropriate for your topic or research needs?
- Would you recommend this website to another person needing the same information?

QUICK ANSWERS TO ODD QUESTIONS

Bates Information Services (<http://www.batesinfo.com/>)

IF YOU NEED TO ANSWER A QUESTION LIKE THIS:

What was the original title of the first Godzilla movie? (Godzilla, released in 1964)

Who said 'I'm as pure as the driven slush'? (Tallulah Bankhead)

What percentage of adults went to a rock music performance in the year 2004? (9.2%)

Then you may enjoy using the following list of favorite sites for finding answers to odd questions.

Answers.com (<http://www.answers.com/>)

This reference search service provides instant answers on over a million topics. Answers.com displays quick, snapshot answers with concise reliable information. Content comes from over 100 authoritative encyclopedias, dictionaries, glossaries and atlases, carefully chosen for breadth and quality.

Wikipedia at <http://wikipedia.org> is an amazing free-content encyclopedia written collaboratively by people from all around the world. (**NOTE: This is a good source for information, but, because there is no editorial control, you should NEVER cite this as a source for your academic research.**) Wikipedia information should always be verified using library sources. • For the electronic equivalent to the "ready reference"

Shelf resources that most librarians keep hidden behind their desks, checkout: RefDesk at

<http://www.refdesk.com> can be used to answer questions like:

Where can I get the new Windows XP Service Pack?

Where is the 386-area code? How do I contact my member of Congress?

- Another resource for lots of those quick-fact questions is **InfoPlease** (the publishers of the Information Please almanac) at <http://www.infoplease.com> has links to facts and factoids that you would look up in an almanac, atlas, or encyclopedia.
- If you want numbers, start with: **the Statistical Abstract of the US** at <http://www.census.gov> this source, produced by the U.S. Census Bureau, gives you everything from the divorce rate by state to airline cost indexes going back to 1980. It is many librarians' secret weapon for pulling numbers together quickly.
- If you have a question that concerns "how does that work?" Questions like: How they get that Olympic torch to continue to burn while it is being carried by runners from one city to the next? Or how do solar sails manage to propel a spacecraft? For answers, check out the appropriately - named **How Stuff Works** at <http://www.howstuffworks.com>
- **Ask an ipl2 Librarian a Question** at <http://www.ipl.org/div/askus/index.html> Ipl2 is the result of a merger of the Internet Public Library (IPL) and the Librarians' Internet Index (LII). This service runs 24 hours/day, 7 days/week during most of the year.
- For questions about movies, be sure to use **The Internet Movie Database** at <http://www.imdb.com>. It is easy to search, is a popular site where mistakes are corrected quickly, and is a fun place to catch trailers of both upcoming movies and those dating back to the 30s.
- When you need to figure out who said what, rely on the print sources such as **Bartlett's Familiar Quotations**. Unfortunately, the current edition is not available on the web. While there are lots of web-based sources of quotes like <http://www.quotationspage.com> and <http://www.bartleby.com>, unless the site provides the original source for the quotation, don't rely on the citation.
- Of course, if you have a hunch as to the source of a quote, and it was published prior to 1923, head over to **The Project Gutenberg** at <http://www.gutenberg.org> includes the full text of over 12,000 books that are in the public domain. If you need to confirm a quotation of the Red Queen in "Through the Looking Glass," this is where you should start.

SCHOLARLY JOURNAL ARTICLES VS. POPULAR MAGAZINES ARTICLES

How can you tell the difference between these two types of periodical articles?



	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/AUDIENCE	Written in the language of discipline for scholarly readers (professors, researchers, practitioners, or	Written in non-technical language for anyone to understand.
FORMAT/STRUCTURE	Articles are usually more structured. They may include these sections: abstract, literature review, methodology, results, conclusion, and	Articles do not necessarily follow a specific format or structure.
SPECIAL FEATURES	Illustrations that supports 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, although names of reports

WEBSITES FOR CAREER RESEARCH

UMBRELLA SITES FOR CAREER SEARCHES

- **JobHuntersBible.com** - <http://jobhuntersbible.com/>
- **Career Planning - About.com** - <http://careerplanning.about.com/>
- **Mapping Your Future** - <http://www.mapping-your-future.org/>

SELF ASSESSMENT SITES

- **Myers-Briggs Personality Test** - <http://www.humanmetrics.com/cgi-win/jtypes2.asp>
- **University of Waterloo** - <http://www.careerservices.uwaterloo.ca/docs/self-assess.html>

OCCUPATIONAL RESEARCH SITES

- **Occupational Outlook Handbook** - <http://www.bls.gov/oco/>
- **Salary.com** - http://salary.com/home/layoutscripts/sall_home.asp
- **About.com Careers** - <http://home.about.com/careers/>
- **University of Manitoba Counseling Service** - <http://www.umanitoba.ca/student/counselling/careers.html>

COLLEGE SEARCH SITES

- **CollegeSource Online** 14,628 College Catalogs in complete cover-to-cover, in original page format - available with the DCCCD online databases at <http://www.collegesource.org/home.asp>
- **CampusTours.com** a clearinghouse for virtual tours, Webcams, campus maps - <http://www.campustours.com/>
- **www.nacac.com** resources for the college-bound, link to online college fairs - <http://www.nacac.com/>
- **CollegeView.com** a virtual guidance office, college search function - <http://CollegeView.com/>

COMPANY RESEARCH SITES

- **Hoovers** <http://www.Hoovers.com/>

JOB SEARCH TOOLS SITES

- **Dallas Morning News** - See the Employment section. <http://www.dallasnews.com/>
- **JobStar California** - <http://jobsmart.org/tools/resume/>

JOB INTERVIEW PREPARATION SITES

- **Vault.com**- the best place on the Web to prepare for a job search. Job seekers and professionals have discovered that Vault is the Internet's ultimate destination for insider company information, advice, and career management services. <http://vault.com>
- **Work.com** - Be able to ask intelligent questions during the interview, because you've read recent company press releases here. <http://Work.com/>

COUNTRY INFORMATION DATABASES ON THE WEB

(CIA) The World Factbook

Basic reference work published annually by the Central Intelligence Agency (CIA) covering the countries of the world. Includes maps and flags of the world. <https://www.cia.gov/library/publications/the-world-factbook/>

Countries of the World

Provides basic information on all the countries of the world. Each country profile includes: a map; flag; official name; current ruler; land area; population; capital; largest cities; monetary unit; languages; ethnicity/race; religions; literacy rate; economy; government; and history. <http://infoplease.com/countries.html>

Country Information, Regional and World Rankings

Country ranking lists such as richest, most populous, largest, cleanest, etc. There are links to the CIA World Factbook for more information about the countries on the lists. There is also a World Almanac for quick facts about countries. <http://aneki.com>

Country Studies

A searchable, web version of a series of books published by Federal Research Division of the Library of Congress under the Country Studies/Area Handbook Program. This series contains in depth studies of more than 100 countries. <http://lcweb2.loc.gov/frd/cs/cshome.html>

Country Watch.com

An up-to-date source of information on nearly 200 countries. Basic data is given for each country including: population profile, currency, map, and current time, as well as short profiles in the following areas: people, history, economy, agriculture, energy, metals, and environment. Current news wire stories about the country are included. The Country Review, in-depth reports on each country and news Archive/Search Engine are available by subscription only, but the basic data is free. <http://www.countrywatch.com>

Economist.com: Country Briefings

Provides news stories, fact sheets, and links to government and other relevant websites for about 60 countries. Some content is available by paid subscription only. <http://www.economist.com/countries>

Education for All (EFA)

Focusing on education in nearly 200 countries, each report covers funding; issues and goals; statistics on enrollment; literacy; educational levels of teachers; academic and vocational education; evaluation of early childhood, primary, and secondary instruction; and more. Some reports are in Spanish and French.

<http://www.unesco.org/education/efa>

Globastat

Country rankings are based on the CIA World Factbook data. You can compare different countries to each other in more than 140 categories ranging from population size to electricity consumption per person. There are also sections on geography, people, government, economy, communications, transportation, military, and analysis. Almost 200 countries are covered. <http://Globastat.com>

Incore Country Guides

These guides provide information about internet resources on conflict and ethnicity specific to particular countries and regions. Each guide lists sources which have unique, relevant and preferably substantive content relating to ethnicity and/or conflict in the country/region concerned. <http://www.incore.ulst.ac.uk/cds/countries>

Index of Economic Freedom

A practical reference guide to world's economies. It includes country-by-country analyses and the most up-to-date data available on foreign investment codes, taxes, tariffs, banking regulations, monetary policy, black markets, and more. This special online version is searchable.

<http://www.heritage.org/research/features/index//countries.html>

CUSTOM JOURNAL 250

Student resource center offers current magazine and journal coverage from your choice of full- text periodical database: Expanded Academic ASAP. With up to 2,000 indexed titles, 100 full-text and 668 referred titles, these databases link to information and references on topics such as astronomy, economics, education, literature and art, religion, law, history, psychology, humanities, current events, sociology, political science, communications, the general sciences and more. The database also includes access to a growing collection of vocational and technical titles that will be expanded over time.

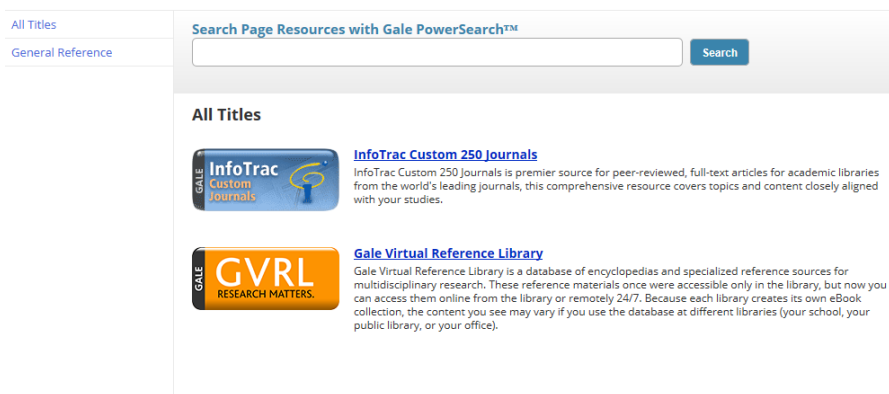
All students must attend a **Library Orientation Session** in order to receive an authorization code and password for this service.

<http://www.galepages.com/arli46163>

Password: arli_log

HOW TO ACCESS THE INFOTRAC DATABASE

1. This database may be accessed from the library page of the CalUMS school website.
2. Click on the 'Infotrac' on the screen and then enter the following ID: 'arli_log'
3. Click the 'proceed' button and you will see the following screen:



4. Enter the subject to browse on the screen and click 'GO' button
5. When an Infotrac Web database opens, the advance Search mode is selected. To choose a different search mode, click on Subject Guide, keyword search or Advance Search- left side of the screen.

GLOSSARY OF LIBRARY TERMS

Abstract – brief summary of a book or article.

Accession Number – a unique combination of letters and numbers assigned to each record in a database.

ADN (Advanced Digital Network) – usually refers to a 56Kbps leased-line.

Annotated Bibliography – a bibliography in which each citation is followed by an annotation containing a brief descriptive and/or evaluation summary, synopsis, or abstract.

Anthology – a collection of similar pieces of works such as short stories, plays, poems, essays, etc. For example: fifty plays by African- American women.

APA style – American Psychological Association approved writing style of research papers.

Autobiography – an account of a person's life written by that person.

Bibliographic Record – a description of an item in the library that includes author, title, imprint, subject headings, and a physical description.

Bibliography – a listing of citations to books, articles, and other materials that are related to a topic. Bibliographies are frequently found at the end of encyclopedia articles, at the end of journal articles, and at the end of books. Bibliographies are useful because they lead you to additional materials on your topic.

Biography – an account of a person's life written by someone else.

Bookmarks (also called hot list or favorites) – a list of web addresses (URLs) that are frequently used. To view a bookmarked site, click on "Bookmarks," then select the site from the list.

Boolean – a query strategy for searching electronic databases. Boolean searches allow you to combine two or more search terms using the operators "and," "or," "not," and sometimes "near."

Boolean operators – allow you to expand or restrict your search by specifying the relationship of terms being searched. Parentheses may be used to sequence operations and group words.

Bound Periodicals – magazines and journals that are bound together in hardcover volumes. Bound periodicals are located in the lower level of the library.

Call Number – a unique letter and number assigned to each item located in the library. CalUMS, like most colleges and universities, uses the Library of Congress classification system for arranging books according to subjects. Library of Congress uses letters to break subjects into general subject areas. (e.g., BG for psychology), then numbers to denote subtopics. Books are shelved sequentially A-Z according to their call numbers. The call number may be thought of as the book's unique "address" and may be found by using the online library catalog.

Career Collection – a special collection of books related to careers, resume preparation, and job interview techniques.

Cookie – the most common meaning of “cookie” on the Internet refers to a piece of information sent by a web server to a web browser that the browser software is expected to save and to send back to the server whenever the browser makes additional requests from the server. Depending on the type of cookie used, and the browser’s settings, the browser may accept or not accept the cookie, and may save the cookie for either a short time or a long time. Cookies might contain information such as login or registration information, online “shopping cart” information, user preferences, etc. When the server receives a request from a browser that includes a cookie, the server is able to use the information stored in the cookie. For example, the server might customize what is sent back to the user, or keep a log of a particular user’s requests. Cookies are usually set to expire after a predetermined amount of time and are usually saved in memory until the browser software is closed down, at which time they may be saved to disk if their “expire time” has not been reached. Cookies do not read your hard drive and send your life story to the CIA, but they can be used to gather more information about a user than would be possible without them.

Cross Reference – a term used in library catalogs, thesauruses, indexes and encyclopedias to lead you from one form of spelling or subject to another (e.g., American history see U.S. – History; gun control see also firearms – laws and legislation).

Cyberspace – a term coined by science fiction author William Gibson in his 1984 novel, *Neuromancer*, to describe the entire range of resources available on computer networks.

Database – a large collection of data, arranged into individual records, and organized especially for rapid search and retrieval by a computer. Some databases are full-text; some are citation and abstract only.

Full-Text Database – a CD-ROM or online electronic database that includes complete articles or texts of documents. See also CITATION DATABASE.

Handbook – a manual or small reference book providing specific information or instruction. Handbooks on a wide variety of topics are available in the Reference Collection.

Holdings – a set of fields in the online library catalog that shows exactly which years and volumes of a SERIAL or PERIODICAL or the volumes in a multivolume set of books that the library owns.

Imprint – a statement that identifies city of publication, name or publisher, and date of publications (e.g. New York: Scribner’s, 1997).

Index Tables – tables located in the center of the first level reference area. The Current Issues Collection is shelved on these tables.

Index – a reference tool used to identify citations to library materials. There are indexes to help you identify periodical articles, newspaper articles, essays, poems plays, and shortstories.

IP Number (Internet protocol Number) – sometimes called a dotted quad. Antique number consisting of four parts separated by dots, e.g., 165.113.245.2. Every machine that is on the Internet has a unique IP number. If a machine does not have an IP number; it is not really on the Internet. Most machines also have one or more domain names that are easier for people to remember.

Keyword – a method of searching electronic databases (like online library catalogs, CD-ROM databases, and Internet resources) for all occurrences of a word or phrase within the database. See also: BOOLEAN

Library of Congress – located in Washington, DC, this is the library that is used by Congress and acts as a national library of the United States. Many libraries, especially college and university ones, use the call numbering system and

subject headings that are used by the Library of Congress. You may access the Library of Congress home page at: <http://loc.gov>.

Link Rot – a term used to describe the problem caused by the changing in URLs. Frequently files are moved to new computers, the site of discontinued ones, or the file structure of the computer system changes. When you click on a link and get an error message that the URL is not found, you may have to search for the site by using a search engine. Sometimes the site can no longer be located.

MLA Style – Modern Language Association approved writing style for research papers.

Newsgroup – the name for discussion groups on USENET.

Online Library Catalog – a listing of library materials. The online library catalog at CalUMS lists all books and media items in all of the CalUMS libraries. You may search by author, title, subject, keyword, and call number. You should note carefully the location and call number of each item. The online catalog is available on the World Wide Web at http://calumsva.edu/library/5a_library.htm as well as on the computers in the library.

Operators – words such as “and,” “or,” and “not” that are used to combine search terms to broaden or narrow your keyword search.

Password – a code used to gain access to a locked system. Good passwords contain letters and non-letters and are not simple combinations such as virtue7. A good password might be: TkIhy654\$_P455w0rD

Periodical – a term which refers to magazines intended for a popular audience and journals intended for a scholarly, professional or technical reader.

Periodical Indexes and Abstracts – periodical indexes list articles, which have appeared in journals, magazines, or newspapers. They list author, title, name of periodical, volume, pages, and date of publication. Abstracts are indexes that also contain summaries of the content of the article. Indexes and abstracts may be in print form (in the Index Collection on the first level of the library) on CD-ROM, and delivered via the World Wide Web. You may select from various electronic indexes and databases on the Library’s computers as well as from your computer at home if you are connected to the Internet.

Reference Collection – a collection of encyclopedias, almanacs, dictionaries, directories, handbooks, and other reference sources. The reference collection is located on the first level of the library. Reference books are for use in the library only and may not be checked out.

Renewal – an extension of the loan period for charged library materials. Renewals may be handled in person at the Circulation Desk, or may be performed online.

Reprint – when material is republished, that is, published in another source after its original publication; it is considered to be a reprint. The original source must be credited in the citation. *Opposing Viewpoints* is an example of a reprint source where the articles have been collected from various other sources.

Reserve Materials – instructors often place books and articles “on reserve” for an entire class to read. These materials are located at the Reserve cabinet. Reserve materials are usually for use in the library for two hours or to be checked out for just one week.

Search Engine – a computer program that creates indexes of websites based on the titles of files, keywords, or the full text of files. You may use a search engine like Google to help locate websites related to your topic.

Be sure to read the help information from the search engine you are using to allow you to structure your search correctly.

Spam (or Spamming) – an inappropriate attempt to use a mailing list, USENET or other networked communications facility as if it was a broadcast medium (which is not) by sending the same message to a large number of people who didn't ask for it. The term probably comes from a famous Monty Python skit, which features the word "spam" repeated over and over.

Style Manual – a manual written to illustrate the format research papers should follow. Each subject discipline has its own style manual such as APA or MLA. Most instructors at CalUMS recommend that students follow the MLA style.

Subject heading – a uniform word or group of words used to describe the subject of library materials. Most colleges and universities use the Library of Congress Subject Headings, a four volume set of red books which list all of the uniform subject headings. When performing a subject search in an online library catalog, you must use the exact subject heading that the Library of Congress uses in order to be successful. If you have problems using the subject headings for your research project, try the "keyword" approach, or ask a reference librarian for assistance.

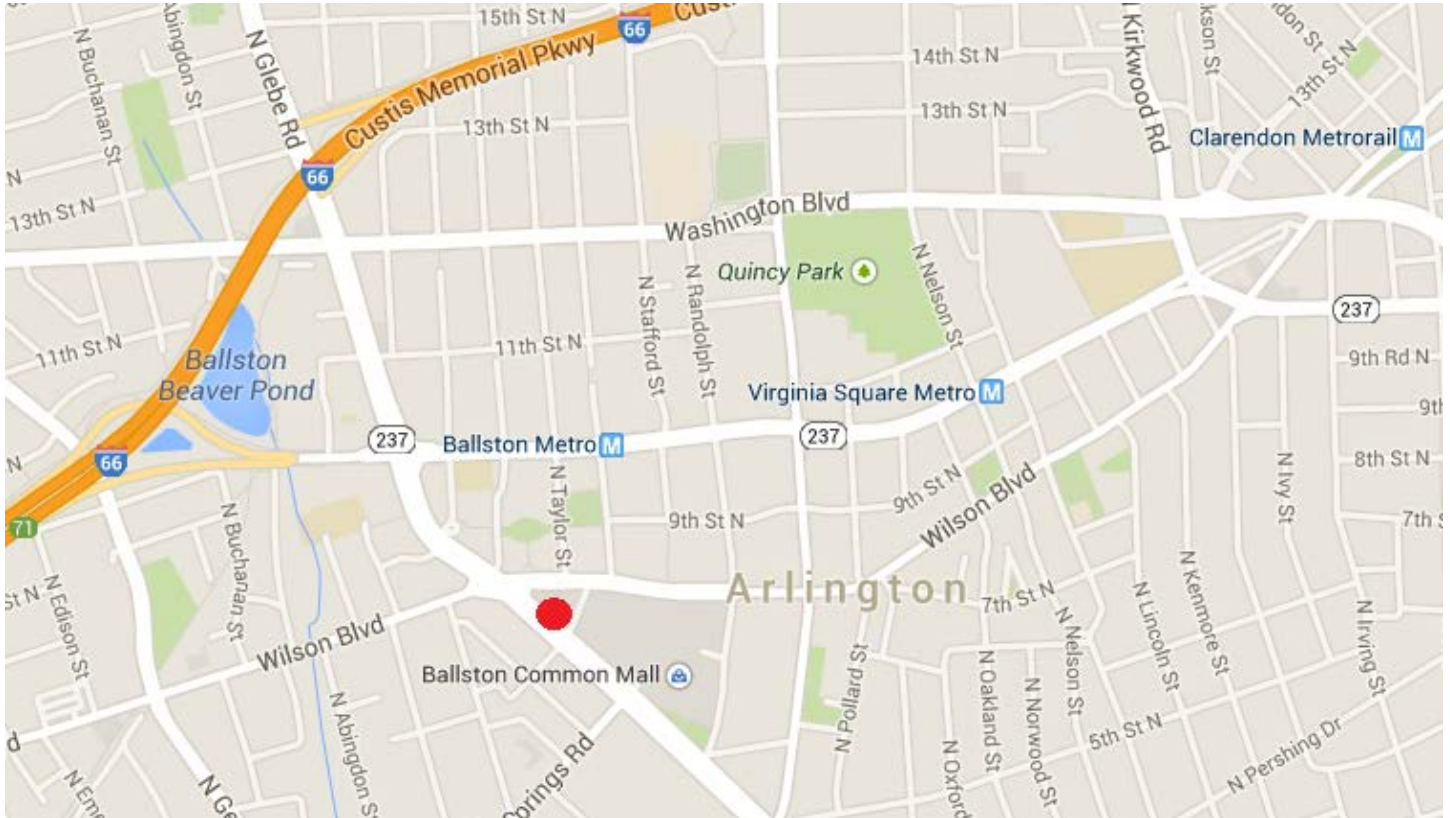
Works Cited – a list of all resources you have cited in your research paper. MLA uses the broader term "Works Cited" instead of "Bibliography" (meaning literally, "a list of books"). This is because you may use many types of sources, such as films, interviews, television programs, or web pages as sources for your paper. "Works Consulted" indicates that you are listing sources that you did not cite in your paper.

World Wide Web – a collection of resources which can be accessed via web browser like Netscape, Internet Explorer, or Google Chrome; also referred to as WWW, W3, or the Web. Frequently used (incorrectly) when referring to the Internet, WWW has two major meanings – first, loosely used: the entire constellation of resources that can be accessed using Gopher, FTP, HTTP, telnet, USENET, WAIS and some other tools. Second, the universe of hypertext servers (HTTP servers), which are the servers that allows text, graphics, soundfiles, etc. to be mixed together.

ADMINISTRATORS AND STAFF

Campus Director	Khulan Och	khulan@calumsva.edu
Academic Dean	Kenneth Gordon	ken@calumsva.edu
Finance and Personnel Director	Joon M. (Jake) Kim	jake@calumsva.edu
Admission Officer	Ekaterina Schublazde	katerina@calumsva.edu
Registrar	Imane Dahni	imane@calumsva.edu
International Student Advisors	Joon M. (Jake) Kim	jake@calumsva.edu
	Anastasia Barmina	anastasia.b@calumsva.edu
Student Services Advisor	Tatiana Dolettseva	tatiana@calumsva.edu
Enrollment Advisor	Anastasia Barmina	anastasia.b@calumsva.edu
Librarian	Amy Billerbeck	abillerbeck@calumsva.edu
Library Assistant	Paola Fattorini	paola@calumsva.edu

VIRGINIA CAMPUS



4300 Wilson Blvd. #140 Arlington VA 22203

Tel: 703-663-8088 Fax: 703-663-8090

Web Site: <http://www.calumsva.edu>

E-mail: info@calumsva.edu



4300 Wilson Blvd. #140 Arlington VA 22203

Tel: 703-663-8088 Fax: 703-663-8090

Web Site: <http://www.calumsva.edu>

E-mail: info@calumsva.edu