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ABSTRACT The second of three library skills modules for college students, this unit explains the card catalog, call numbers, filing rules, types of catalog cards and the information they relate, and Dewey and Library of Congress classification systems. The library location charts and how they are to be used are also discussed. Included with the unit are six tests which are used to evaluate student achievement after completion of the module. (JAB)
LIBRARY INSTRUCTION SERIES

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FINDING A BOOK:
THE CARD CATALOG

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Clara K. Flower"

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM"

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Adapted from Library Instruction Unit, Leeward Community College, University of Hawaii, Pearl City, Hawaii
Library materials are stored on shelves by a logical system which classifies items and distributes them into groups, classes, categories, etc., according to a definite plan. The classification systems employed in this library systematically arrange the materials into subject groups—the result being that books about the same topic are placed beside, or near, each other on the shelves.

The main CARD CATALOG located on the first floor opposite the Circulation/Reserve Desk is the general index to most of the Library's collections. Additional card catalogs to more specialized collections are located in the Learning Materials Center and Special Collections. Government documents have their own catalog, or index, called the Monthly Catalog.

The card catalog is an alphabetical listing of books, periodical and newspaper titles, microforms, theses, non-print materials (items which employ some medium other than the printed page e.g., filmstrips, films) held by the University Libraries. Items are listed on 3 x 5 cards which are filed alphabetically in drawers, or trays, in a central cabinet. In the same way the index of a book tells the page on which to find a specific topic or bit of information, the catalog tells, if the Library has a particular item or materials on a specific subject, and provides a locational code, or CALL NUMBER.
When a book is cataloged it is assigned a unique number, its call number. Each card in the catalog has a call number which represents the book and helps to locate it on the shelf. (The number on the catalog card and on the spine of the book are identical.) Each book usually has three or more cards in the catalog to represent its author, title, and subject area(s).

At the Fogler Library all three types of cards are filed together in one alphabetical sequence known as a "Dictionary Catalog." (Some libraries have a "Divided Catalog" which has all subject cards filed together in one section, and the author and title cards filed together in another separate section.)

There are several filing rules which you must know if you wish to find materials in the card catalog. The most important ones are listed below:

Filing Rules:

1. All cards are filed alphabetically word-by-word. This means that you look at the first word as a separate entity rather than consolidating a multi-word phrase together into one long word. Consider each word separately, paying careful attention to its spelling. Study the example below and Exercise 1 in your workbook.

   Word-by-word: New York
   Newfoundland

   Letter-by-letter: Newfoundland,
   New York
2. Cards are filed by the first word on the top line of the card which is not an article (A, An, The; or their foreign equivalents). Only the initial article is omitted; if it appears as a second or any other word do not omit it. For example: The Grapes of Wrath will be filed under Grapes of Wrath. L’Aiglon will be filed as Aiglon.

3. Punctuation marks are disregarded. I'm is filed as "Im", we'll as "well", they're as "theyre". For example, I'm OK, You're OK is filed before The Image by Jean de Berg.

4. All words beginning with Mac, Mc, or M' are filed as if they were spelled "MAC".

5. Abbreviations are filed as though spelled out. Mr. is filed as mister, Dr. as doctor, St. as saint; but Mrs. is filed as Mrs.

6. Numbers in title are filed as spelled out, and dates as pronounced. 1984 is filed as Nineteen eighty-four, 1066 as ten sixty-six, 100 American Poems of the Twentieth Century is filed as One Hundred American Poems...

Please turn to Exercise 2 in your Workbook.
7. When an author writes several books the cards are filed alphabetically by title. For example Faulkner's works would be listed:

- Absalom, Absalom!
- Light in August
- The Wishing Tree

8. Cards for authors with the same last name are arranged by the first name, after the last name is placed correctly:

- Johnson, Alan
- Johnson, Howard
- Johnson, Jeremy
- Johnson, Thomas
- Johnson, Zachary

9. Identical names (first and last names) are filed chronologically by birth date.

- Jones, Richard A, 1873-1941
- Jones, Richard A, 1903-1968
- Jones, Richard A, 1946-

10. In cases of an identical surname and subject heading, the author cards are filed before title and subject cards of the same word.

- Stone, A. Harris
- Stone, Marshall
- Stone, Witmer
- STONE AGE
- A stone, a leaf, a door
Likewise items about a person or his works (as a subject) are filed after works by him (as an author).

Read down:

- Faulkner, William
  - Absalom, Absalom!
- Faulkner, William
  - The Wishing Tree
- Faulkner, William
  - Adams, Richard P.
- Faulkner and film
  - Kawin, Bruce F.
- Faulkner
  - Warren, Robert Penn
- War, Robert Penn
  - Faulkner
  - Kawin, Bruce F.

Please turn to Exercise 3 in your Workbook.

11. Subject headings on cards with historical subdivisions are arranged chronologically by the historical date.

- U. S. - HISTORY - REVOLUTION, 1775-1783
- U. S. - HISTORY - WAR OF 1812
- U. S. - HISTORY - CIVIL WAR, 1861-1865
- etc.

Filing Rules: A Summary

1. Cards are filed word-by-word rather than letter-by-letter.

<table>
<thead>
<tr>
<th>Word-by-word</th>
<th>Letter-by-letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>New England</td>
<td>Newark</td>
</tr>
<tr>
<td>New York</td>
<td>New England</td>
</tr>
<tr>
<td>Newark</td>
<td>Newspapers</td>
</tr>
<tr>
<td>Newspapers</td>
<td>New York</td>
</tr>
</tbody>
</table>
2. Cards are filed alphabetically by the first word on the card unless it is an article (A, An, The).

3. Punctuation marks are disregarded.

4. Names beginning M', Mc, or Mac are filed as if spelled Mac.

5. Abbreviations are filed as though spelled out:
   
   Mr. = Mister
   Dr. = Doctor
   St. = Saint

   BUT

   Mrs. = Mrs.

6. Numbers in titles are filed as spelled out, dates filed as pronounced.

7. Titles by a single author are filed alphabetically.

8. Cards for authors with the same names are filed chronologically by birth date.

9. Author cards are filed before subject and title cards if they all begin with the same word.
Now that you have learned a few filing rules you should be able to find the catalog card you need. The card itself bears some explanation.

Information on catalog cards is standardized and a lot can be learned about a book from examining the card. See example below:

**Gunther, Erna, 1896-**

78.

Indians of the Northwest coast. (Colorado Springs,

Taylor Museum of the Colorado Springs Fine Arts Center;

Seattle, Art Museum, 1951.)

8 v. (unpaged) illus. (part col.) 25 cm.

Issued in connection with the exhibition held June 1951.

1. Indians of North America—Northwest coast of North Amer-

Taylor Museum. 2. Seattle. Art Museum. 3. Title.

E78.N78G82 700.701 71-239684

Library of Congress 70 2

The basic catalog entry is called a MAIN ENTRY. It usually begins with the author's name and dates, if available. It can also be the name of an organization, agency, or institution (called a corporate author).

Following the main entry where is the title of the work, the author's name repeated, and any joint authors or translators.
IMPRINT information follows: the place of publication, publisher, and publication date. (This is the information you use when you cite a book in a term paper bibliography.)

Below the imprint are found DESCRIPTIVE NOTES. These vary but may tell you such things as the number of pages, if the book is part of a series, if it has a bibliography, an index, illustrations, diagrams, etc.

Near the bottom of the card in very fine print you'll find the TRACINGS. These are the headings catalogers have assigned to the book after scanning it for content, i.e., tracings tell a user some of the subjects treated in the work. Though not a complete listing of the book's content, tracings also function to suggest alternative subject headings which may be checked in the card catalog.

INDIANS OF NORTH AMERICA - NORTHWEST COAST OF NO. AMERICA - ART - EXHIBITIONS
Gunther, Erna, 1899-
78
1 v. (unpaged) illus. (part col.) 25 cm.
Issued in connection with the exhibition held June 1954.

E78.N78G82 709'.701 71-053684 MARC-
Library of Congress C 70 2.

Please turn to Exercise 4 in your Workbook.
As was stated earlier, each item is usually represented by at least three cards: author, title, and subject. Author cards are similar to the one used in the previous example of the main entry card—remember that they may be either personal author or corporate author.

The Title card is the same as the author card except that the title has been typed or printed above the author’s name. It is filed under the first word of the title which is not an article.

Indians of the Northwest Coast
Gunther, Erna, 1896–
Indians of the Northwest coast. (Colorado Springs, Taylor Museum of the Colorado Springs Fine Arts Center; Seattle, Art Museum, 1951;
1 v. (unpaged) illus. (part col.) 25 cm.
Issued in connection with the exhibition held June 1951.


E58.N75G82 709.701 71-253684 MARC
Library of Congress C 70 \ 2

Please turn to Exercise 5 in your Workbook.

A subject approach can be used in looking for information about a particular item even if you don’t know titles or specific authors who have published in the field.
Subject headings are assigned to books by catalogers. These are typed or printed in capital letters above the author's name on the top line of the catalog card. The catalogers are assisted in their choice of subject headings by a volume entitled Subject Headings Used in the Dictionary Catalogs of the Library of Congress ("Subject Headings" or "LCSH") which will be discussed below.

Remember: There is a filing rule which states that cards for books by an author precede cards for books about him. If you need books about Chaucer go to the end of the books by him; there you will find a series of books about him.

Remember: If a subject heading and the title of a book are identical, the title card is filed alphabetically by author within the subject cards.

Library of Congress Subject Headings, found in a dictionary, stands by the card catalog and in the Reference Room, provides correct subject headings to check at the card catalog. Quite often people have trouble thinking of the correct heading to use. This tool will tell you what heading is considered "correct" (i.e., that the Library uses) as well as provide you with alternative headings which may be checked.

A important consideration to remember when doing any type of literature search is that you must phrase your terms in the vocabulary of the system, in this case the card catalog. Your definitions of a particular phrase, meaning, or heading must conform to those of the system;
do not the results obtained will probably
your goal. Thus Subject Headings can be
it tool for it tells users what terms are, or
ed.
headings appropriate for use in the catalog
boldface:
waves (GC 211)
Subdivided by body of water, e.g. Ocean -
waves - Atlantic Ocean
Internal waves
Storm surges
Tidal waves
Breakers
Sea waves
Surf
Swell
Coasts
Ocean - atmosphere interaction
Oceanography
Water waves
Juvenile literature
Mathematical models
Pictorial works
ing the boldface heading there is often a
which describes the range of the subject
ch the heading applies. The terms listed
ch are usable are indicated by the symbols
stands for "see also". These entries repre-
headings, often more specific than the bold-
g under which they were listed.
stands for "see also from". Generally these
than the boldface heading.
"SEE ALSO"
"SEE ALSO FROM"
Using these to either broaden or narrow a search can be a real time saver. Often it's easier to thumb through the pages of the LCSH volumes than to check the actual drawers of the catalog.

The third symbol is "x". The single "x" is a "see" reference. It tells you that a reference was made from an unused heading to a usable one. In the case of the example it tells you that "Sea waves" is not a usable heading. Do not try to use the "x" references. For example if you looked up "sea waves" in the card catalog there would be a card there which says:

```
SEA WAVES
see
OCEAN WAVES
```

"See references" are merely directional cards which tell you to use another heading.

The last type of information provided informs you of various subdivisions made in a topic. These are
preceded by a "-", or dash. Subdivisions come in several types: topical, form, period, and local. Topical subdivisions divide headings into subtopics. Form subdivisions divide headings by the form of the material such as bibliography, dictionary, etc. Period subdivisions divide headings chronologically. Local subdivisions divide headings geographically.

For example, if one were interested in mathematical models of waves, LCSH tells one to look under "Ocean waves - Mathematical models" rather than having to peruse the much broader topic "Ocean waves" in hope of finding information on models. This is one method of narrowing a subject to a more manageable size.

A caution is in order on the filing of subject cards. Because the Fogler Library has a single card catalog with author, title, and subject cards filed together in one alphabet, it is possible due to the word-by-word filing rules, that not all subdivision cards will fall together. Quite often book titles are similar or the same as the subject heading in which you are interested. A hypothetical case would be a book entitled Ocean Waves of the Pacific which would be filed after "Ocean waves - Mathematical models" but before "Ocean waves - Pictorial works."

Please turn to Exercise 6 in your Workbook.
Other cards you might expect to encounter in a catalog are:

**Cross-reference cards.** Because it is impossible to file cards under every entry for a subject, cross-reference cards are made to direct the user to a correct heading. These work in exactly the same way as the LCSH entries. If a heading is not used the card will direct ("see") to one that is, or will direct the user to other related ("see also") subjects.

**Open entry cards.** These occur when a publication is continued either indefinitely or on a regular basis. The card indicates the beginning date followed by a dash (-) or a plus (+). This type card would be used for items such as yearbooks received annually, annual almanacs, regular series published by learned societies or associations, etc.

**Joint author cards.** If a book has more than one author, the author or main entry card is made for the name that is first on the book's title page. Other cards are made for any additional authors and filed alphabetically by last name. (The joint author's name is typed or printed above the main author's name so that it becomes the first word on the catalog card.

**Periodical cards.** Journals are entered in the catalog only by title with notes to check the Periodicals Desk for a statement of volumes held.
Author Cross-Reference cards. If an author writes under a pen-name or pseudonym, a cross-reference card is filed in the catalog to direct the user to the real name.

Twain, Mark SEE: Clemens, Samuel L.

Please turn to Exercise 7 in your Workbook.

An item on the card we have yet to mention is the call number. As mentioned earlier, classification tends to bring all books about a particular subject together.

The Fogler Library uses two classification systems: the Dewey Decimal System, a numerical system, and the Library of Congress system, a system based on letter and number combinations. The Dewey Decimal system is used primarily by small and medium sized libraries while Library of Congress (LC) is found in most large academic libraries.

In the late 1960's Fogler began classifying all materials in the Library of Congress System.

In both systems knowledge is broken into broad divisions and then again into subdivisions. It is not important to know each category but an outline of each system is provided for your perusal.

DEWEY DECIMAL

000-099 General works
100-199 Philosophy, Psychology
200-299 Religion
300-399 Social sciences
400-499 Languages
500-599 Pure sciences
600-699 Technology
700-799 The Arts
800-899 Literature
900-999 History
<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General works</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy, Religion</td>
</tr>
<tr>
<td>C</td>
<td>History, Auxiliary sciences</td>
</tr>
<tr>
<td>D</td>
<td>History, General &amp; Old World</td>
</tr>
<tr>
<td>E</td>
<td>History, America</td>
</tr>
<tr>
<td>F</td>
<td>History, America</td>
</tr>
<tr>
<td>G</td>
<td>Geography, Anthropology</td>
</tr>
<tr>
<td>H</td>
<td>Social sciences</td>
</tr>
<tr>
<td>J</td>
<td>Political science</td>
</tr>
<tr>
<td>K</td>
<td>Law</td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
</tr>
<tr>
<td>M</td>
<td>Music</td>
</tr>
<tr>
<td>N</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>P</td>
<td>Literature</td>
</tr>
<tr>
<td>Q</td>
<td>Science</td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
</tr>
<tr>
<td>S</td>
<td>Agriculture</td>
</tr>
<tr>
<td>T</td>
<td>Technology</td>
</tr>
<tr>
<td>U</td>
<td>Military science</td>
</tr>
<tr>
<td>V</td>
<td>Naval science</td>
</tr>
<tr>
<td>Z</td>
<td>Bibliography</td>
</tr>
</tbody>
</table>

Working with two systems may seem confusing at first, but after using each several times you'll barely notice the difference. Next each system will be explained briefly. Exercises and detailed descriptions can be found in your Workbook.

The Dewey Decimal System uses numbers to group classes. There are ten major classes, each divided into ten smaller classes and then further divided by means of a decimal point. The number on the first line represents the subject, the line beneath beginning with a letter represents the author, and if often called the author or book number. It is composed of one or more letters which reflect the author's last name and a number to identify him further. This allows all books on a particular subject to be placed on a shelf in alphabetical order by author. Examples of Dewey call numbers for books on the subject drug abuse but by different authors are:

616.863
J668

616.863
K83

616.863
K921
The Library of Congress System uses letters to form classes. There are twenty-one major classes, each divided by an additional letter, and then further divided by means of numbers. Decimal letters and numbers subdivide a subject further by either author, form, or geographic location to name a few. Examples of LC drug abuse numbers are:

<table>
<thead>
<tr>
<th>HV</th>
<th>HV</th>
<th>HV</th>
<th>HV</th>
</tr>
</thead>
<tbody>
<tr>
<td>5801</td>
<td>5801</td>
<td>5801</td>
<td>5801</td>
</tr>
<tr>
<td>E42</td>
<td>F67</td>
<td>W547</td>
<td>W68</td>
</tr>
</tbody>
</table>

The call number is always found in the upper left-hand corner of the catalog card. Once you find an item you want, copy the entire call number from the card. There are call number LOCATION CHARTS posted near the catalog. These charts will direct you to the general area where the book you want is shelved. Once in the general area the call number itself will direct you to the proper shelf, and ultimately the book. Below is a locational chart:
The Library has many specialized collections, and items which are part of one of these have special location symbols added to their call numbers. In these cases, the special location symbols take precedence over the call number location. You will find the item housed in its...
proper sequence in the specialized collection rather
than the general stacks. For example a call number
such as "Ref PE 1591 R73" should indicate to you that
it is a reference book and is shelved in the Reference
Room rather than with the rest of the PE's on Level 3B.

One location symbol that most find confusing is
"Folio." Large, or oversized, books are designated
with the term "folio" and in the Fogler Library are
shelved together at the end of the letter or number
sequence. "Folio 929.43 Ad2" would be shelved at the
end of the 900's; "Folio G 1046 B58" would be shelved
at the end of the G's.

Below is a Special Designations and Symbols chart:

<table>
<thead>
<tr>
<th>LOCATION SYMBOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIOTAPE</td>
</tr>
<tr>
<td>C, CAGE</td>
</tr>
<tr>
<td>CC, COLE, CLINTON L. COLE</td>
</tr>
<tr>
<td>CHILDREN'S COLLECTION</td>
</tr>
<tr>
<td>D, DET (Detective)</td>
</tr>
<tr>
<td>F, FOLIO (Oversize, Books)</td>
</tr>
<tr>
<td>HOLMES</td>
</tr>
<tr>
<td>INDEX</td>
</tr>
<tr>
<td>JUV (Juvenile Books)</td>
</tr>
<tr>
<td>LEARNING MATERIALS CENTER</td>
</tr>
<tr>
<td>H, HL, MAINE, STATE OF MAINE COLLECTION</td>
</tr>
<tr>
<td>MICROCARD, MICROFICHE, MICROFILM, MICROPRINT</td>
</tr>
<tr>
<td>OAKES ROOM</td>
</tr>
<tr>
<td>O'BRIEN</td>
</tr>
<tr>
<td>PERIODICAL</td>
</tr>
<tr>
<td>PHONODISC</td>
</tr>
<tr>
<td>REF</td>
</tr>
<tr>
<td>SLIDE</td>
</tr>
<tr>
<td>SP, COLL</td>
</tr>
<tr>
<td>TAYLOR</td>
</tr>
<tr>
<td>TEEEN</td>
</tr>
<tr>
<td>THOREAU</td>
</tr>
<tr>
<td>TRANSPARENCY</td>
</tr>
<tr>
<td>U, UNIT</td>
</tr>
</tbody>
</table>

IF YOU ARE UNABLE TO LOCATE A BOOK ASK AT THE CIRCULATION DESK
Arrangement of Books on the Shelves.

Dewey Decimal:

Books classified by the Dewey system are arranged on the shelves in order by the numbers in the call number and then alphabetically by the letters in the number. For example 353.817 Ad17 would come before 818.512 Ad15 because 353.817 is smaller than 818.512. Another example of book order on the shelf is:

301.42 301.42 301.45 741.9 951.03
B45 / B5 B46 A43 B4

Remember: The second line is always arranged as if it were a decimal. A call number ending B45 comes before B5 because .45 is smaller than .5.

Library of Congress:

Books classified by the Library of Congress system are arranged on the shelves alphabetically by broad subject area letter(s) and then numerically by subject number(s). For example PN 2684 B45 would come before PQ 9698 E6418 because PN is earlier in the alphabet than PQ. Another example of book order on the shelf is:

DS HC JV JV NC
757.5 188 6405 6405 17
B4 E7 B42 B5 N4
B4613 1974

Remember: The third line is always arranged as if it were a decimal. A call number ending B42 comes before B5 because .42 is smaller than .5.

Please turn to Exercise 8.7 in your Workbook.
This is the end of the section on using the card catalog. If you have any questions about this unit or any of the Workbook exercises, please ask a reference librarian for clarification.

When you feel you are ready, ask the librarian at the Reference Desk for the test for Unit II.

Remember, if you have any questions do not hesitate to ask for assistance at the Reference Desk.

Good Luck!
Test 11/1

1. The major tool used to locate materials you need in the Library's collection is:
   a. the Library Handbook  c. periodicals printout
   b. the card catalog  d. a reference librarian

2. The combination of letters and numbers used to place a book in its proper place on the shelf is a:
   a. call number  c. edition
   b. order number  d. main entry

3. The number 580 is filed as:
   a. five eight zero  c. five hundred and eight
   b. fifty eight zero  d. five hundred eight

4. In classification systems, all books on the same ___________ are shelved together.
   a. size  c. author
   b. color  d. subject

5. Which of the following groups is in the correct order to be filed in the card catalog?
   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais
   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer
   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die
   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die
Test II/1 (cont.)

6. Which of the following groups is in correct order to be filed in the card catalog?

a. We're in this thing together
   We're tuff,
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   We're those the days

b. Were those the days
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   We're tuff
   We're in this thing together

c. We're in this thing together
   We're off to see the lizard
   Were those the days
   We're in the money
   Were ancient heresies disguised social movements
   We're tuff

 d. Were ancient heresies disguised social movements,
   We're in the money.
   We're in this thing together
   We're off to see the lizard
   Were those the days
   We're tuff

7. The card catalog drawer in which you'd find the name M'Nicol is:

a. Mite - Modern
b. Newspapers - Nichols
c. MacMaster - McPheters
d. Man - Management
Bernard, Jean Paul, 1936-  
1053  
xx, 309 p. maps, 23 cm. $8.50  
CTI-8880

1. Quebec (Province)—Politics and government. 2. Anti-clericalism—Quebec (Province) I. Title.
F1063.B468  
ISBN 0-7770-0029-8
Library of Congress 73-908670.

Refer to the catalog card above for 8 - 10. Answer T or F

8. The book represented by this card was published in Montreal.

9. The book represented by this card has maps.

10. The book represented by this card was authored by Dumont.

11. Which of the following is in correct shelf order?

a. 517.38  517.38  517.38  517.38  517.38
   B38  T53  B117  T253  B416d
   517.38
   B416d

b. 517.38  517.38  517.38  517.38  517.38
   B117  B38  B416d  T253  T53
   517.38
   T53


c. 517.38  517.38  517.38  517.38  517.38
   B38  B117  B416d  T53  T253
   517.38
   T253


d. 517.38  517.38  517.38  517.38  517.38
   T253  T53  B117  B416d  B38
   517.38
   B38
12. Which of the following groups is in correct shelf order?

   a. E   E   E   E   E
       185.61 185.61 185.61 185.61 185.61
       M886  N39  M97  M76  N386

d. E   E   E   E   E
       185.61 185.61 185.61 185.61 185.61
       N39  M76  M97  N386  M886

13. According to the card catalog, the call number for the series of yearbooks published by the National Society for the Study of Education is:

   a. 370  b. 320.15  c. LB   d. 373.19
       N214a  D48  2836  W68
       F34

14. Library of Congress Subject Headings is best described as:

   a. a complete guide to all books listed in the card catalog
      b. an alphabetical guide to the usable headings in the card catalog
      c. an alphabetical listing of "see" references in the card catalog
      d. an alphabetical guide to the unusable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

   a. additional headings
   b. see also
   c. usable
   d. related

16. In Library of Congress Subject Headings an "sa" entry indicates:

   a. a reference to other subdivisions
   b. see also
   c. a reference to an unusable subject heading
   d. scientific articles
17. In Library of Congress Subject Headings an "xx" entry indicates:
   a. a broader subject heading
   b. an unusable subject heading
   c. a related subject heading
   d. a more specific subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:
   a. the best heading
   b. a reference from an unusable to a usable subject heading
   c. a reference from an unused to a related subject heading
   d. a good but less related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:
   a. an "xx" reference
   b. an unused subject heading
   c. a subtopic of a subject heading
   d. related subject headings

20. Using Library of Congress Subject Headings, what terms would you use to narrow the subject "Forage plants"?
   a. plants
   b. grasses
   c. agriculture
   d. forage plants - varieties

21. Using Library of Congress Subject Headings, what terms would you use to broaden the subject "ale"?
   a. beer
   b. malt liquors
   c. malt
   d. porter

22. Books beginning with the following call number can be found: Ref AE
   a. Reserve Desk
   b. Special Collections
   c. Reference Room
   d. Level 1 stacks
Test 11/2

1. The major tool used to locate materials you need in the Library's collection is:
   a. a reference librarian
   b. the Library Handbook
   c. the Periodicals Printout
   d. the Card Catalog

2. The combination of letters and numbers used to place a book in its proper place on the shelf is a:
   a. order number
   b. edition
   c. main entry
   d. call number

3. The date 1984 is filed as:
   a. One thousand nine hundred and eighty four
   b. Nineteen hundred and eighty four
   c. Nineteen eighty four
   d. Nineteen hundred eighty four

4. In classifications systems, all books on the same _________ are shelved together.
   a. author
   b. subject
   c. color
   d. size

5. Which of the following groups is in the correct order to be filed in the card catalog?
   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francats
   b. L' ancien francats
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer
   c. An introduction to heat transfer
      L' ancien francats
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die
   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francats
      An introduction to heat transfer
      And a time to die
6. Which of the following groups is in correct order to be filed in the card catalog?

a. We're in this thing together
   We're tuff
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   Were those the days

b. Were those the days
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   We're tuff
   We're in this thing together

c. We're in this thing together
   We're off to see the lizard
   Were those the days
   We're in the money
   Were ancient heresies disguised social movements
   We're tuff

d. Were ancient heresies disguised social movements
   We're in the money
   We're in this thing together
   We're off to see the lizard
   Were those the days
   We're tuff

7. The card catalog drawer in which you'd find the name McAleer is:

a. Alder - Alexander
b. Lyra - Macaulay
c. Malca - Maloy
d. Makay - Malbrook

vii, 354 p. Illus. 24 cm.

Bibliography: p. 333-344.

L. Technology—Social aspects—Case studies. I. Pelto, Pertti J., joint author. II. Title.

T145.B47 801.247 70-160873 MARC

Library of Congress 72 (15-2)

Refer to the catalog card above for the following True/False questions.

8. The book represented by this card was published in 1940.
9. The book represented by this card has a twelve page bibliography.
10. The book represented by this card is illustrated.

11. Which of the following groups is in correct shelf order?

a. 633.7 633.7 633.7 633.7 633.7
   B33 B65 B283 B385 B637

b. 633.7 633.7 633.7 633.7 633.7
   B65 B637 B33 B283 B385

c. 633.7 633.7 633.7 633.7 633.7
   B283 B33 B385 B637 B65

d. 633.7 633.7 633.7 633.7 633.7
   B283 B385 B65 B33 B637
12. Which of the following groups is in correct shelf order?

a. HQ HQ HQ HQ HQ
   799.7 799 799.7 799 799.7
   A3 E9 E8 E9 F37
   A32 N47

b. HQ HQ HQ HQ HQ
   799 799.7 799 799.7 799.7
   E9 E8 E9 F37 A3
   A32 N47

c. HQ HQ HQ HQ HQ
   799 799 799.7 799.7 799.7
   E9 E9 A3 E8 F37
   A32 N47

d. HQ HQ HQ HQ HQ
   799.7 799 799 799.7 799.7
   E8 E9 E9 A3 F37
   A32 N47

13. According to the card catalog, what is the call number for the 1964 symposium on continental drift?

a. f551.41
b. RM
   Sy68 725 83 55
   S93 S83 S93

c. QH
d. QL

14. Library of Congress Subject Headings is best described as:

a. an alphabetical guide to the usable headings in the card catalog
b. an alphabetical listing of "see" references used in the card catalog
c. a complete guide to all books listed in the card catalog
d. an alphabetical guide to the unusable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. related subject headings
b. unusable subject headings
c. usable subject headings
d. see also

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. series of articles
b. a reference from a related subject heading
c. a reference to a related, usually more specific subject heading
d. a reference to unusable subject headings
17. In Library of Congress Subject Headings an "xx" entry indicates:
   a. an unusable subject heading
   b. a broader subject heading
   c. an additional subject heading
   d. a more specific subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:
   a. a reference from an unusable to a usable subject heading
   b. a reference from a usable to a "see also" heading
   c. the best heading
   d. a good but less-related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:
   a. a "see" reference
   b. related subject headings
   c. unused subject headings
   d. a subtopic of a subject heading

20. Using Library of Congress Subject Headings what terms would you use to
   narrow the subject "welding?"
   a. iron work
   b. blacksmithing
   c. welding - handbooks, manuals, etc.
   d. metal work

21. Using Library of Congress Subject Headings what terms would you use to
   broaden the subject "country music"?
   a. fiddle tunes
   b. bluegrass music
   c. folk music
   d. hillbilly music

22. Books beginning with the following call number can be found: Cole
   a. Reserve Desk
   b. Special Collections
   c. Reference Room
   d. Level 1 stacks
1. Where do you go to find call numbers for materials you need in the general collection?
   a. to a periodical index  
   b. to a reference librarian  
   c. to the Periodicals Printout  
   d. to the card catalog

2. Each book is assigned a _______ which is unique. It identifies the book the same way your address, social security, or telephone numbers identify you.
   a. title  
   b. call number  
   c. publisher  
   d. price

3. The number 1234 is filed as:
   a. One thousand two hundred thirty four  
   b. Twelve hundred thirty four  
   c. Twelve thirty four  
   d. One thousand two hundred and thirty four

4. In classification systems, all books on the same _______ are shelved together.
   a. size  
   b. subject  
   c. author  
   d. color

5. Which of the following groups is in the correct order to be filed in the card catalog:
   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L'ancien francais
   b. L'ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer
   c. An introduction to heat transfer
      L'ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die
   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L'ancien francais
      An introduction to heat transfer
      And a time to die
6. Which of the following groups is in correct order to be filed in the card catalog?

a. We're in this thing together
   We're tuff
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   Were those the days

b. Were those the days
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   We're tuff
   We're in this thing together

c. We're in this thing together
   We're off to see the lizard
   Were those the days
   We're in the money
   Were ancient heresies disguised social movements
   We're tuff

d. Were ancient heresies disguised social movements
   We're in the money
   We're in this thing together
   We're off to see the lizard
   Were those the days
   We're tuff

7. The card catalog drawer in which you'd find the name McClumpha is:

a. Clint - Clowse
b. Meffpass - Man
c. McCullo - McEachron
d. McClintic - McCullers
Refer to the card above for the following True/False questions.

8. The book represented by this card has two joint authors, Weidenfeld and Nicholson.

9. The book represented by this card includes maps.

10. The book represented by this card has a bibliography.

11. Which of the following groups is in correct shelf order?

   a. 371.73  371.73  371.73  371.73  371.73
       B852    B852at   C838c  C838p  C88

   b. 371.73  371.73  371.73  371.73  371.73
       B852    C838c    B852at  C88    C838p

   c. 371.73  371.73  371.73  371.73  371.73
       C88     C838c    C838p  B852    B852at

   d. 371.73  371.73  371.73  371.73  371.73
       B852    B852at   C88    C838c  C838p
12. Which of the following groups is in correct shelf order?

a. LB  LB  LB  LB  LB
   2341  2341  2341  2341  2341
   A576  C56  C165  E38  E8

b. LB  LB  LB  LB  LB
   2341  2341  2341  2341  2341
   A576  C56  C165  E8  E38

c. LB  LB  LB  LB  LB
   2341  2341  2341  2341  2341
   E8   E38  C56  C165  A576

d. LB  LB  LB  LB  LB
   2341  2341  2341  2341  2341
   A576  C165  C56  E38  E8

13. What is the call number for the 1976 Symposium of the American Wooden Shipbuilding Industry?

a. RC 116 M85 S9
b. Maine VM 23 W64 4
   MB5 23 593
   S9 W64

d. 553.63 Sy64

14. Library of Congress Subject Headings is best described as:

a. an alphabetical guide to the unusable headings in the card catalog
b. a complete guide to all books listed in the card catalog
c. an alphabetical listing of "see" references in the card catalog
d. an alphabetical guide to the usable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. see also
b. usable subject headings
c. related subject headings
d. unusable subject headings

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. see also
b. a reference from a related subject heading
c. series of articles
d. a reference to other subdivisions
17. In Library of Congress Subject Headings an "xx" entry indicates:
   a. an unusable subject heading
   b. a more specific subject heading
   c. a related subject heading
   d. a broader subject heading

18. In Library of Congress Subject Headings an "x" entry indicates:
   a. a reference from a usable to a "see also" subject heading
   b. the best subject heading
   c. a good but less-related subject heading
   d. a reference from an unusable to a usable subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:
   a. an unused heading
   b. a subtopic of a subject heading
   c. an "xx" reference
   d. related headings

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "skating"?
   a. athletics
   b. skating - competitions
   c. ice skating
   d. winter sports

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "ice crystals"?
   a. ice fog
   b. ice needles
   c. snow crystals
   d. frost

22. Books beginning with the following call number can be found: Maine
   a. Reserve Desk
   b. Special Collections
   c. Reference Room
   d. Level 2 stacks
1. Where do you go to find call numbers for materials you need in the general collection?
   a. to the card catalog  
   b. to a periodical index  
   c. to a reference librarian  
   d. to the periodicals printout

2. Each book is assigned a ___________________________ which is unique. It identifies
   the book the same way your address, social security, or telephone numbers—
   identify you.
   a. price  
   b. publisher  
   c. call number  
   d. title

3. The date 1848 is filed as:
   a. Eighteen hundred and forty eight  
   b. One thousand eight hundred and forty eight  
   c. One thousand eight hundred forty eight  
   d. Eighteen forty eight

4. In classification systems, all books on the same______________________ are shelved together.
   a. size  
   b. subject  
   c. color  
   d. author

5. Which of the following groups is in the correct order to be filed in the card catalog?
   a. An introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais
   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer
   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die
   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An introduction to heat transfer
      And a time to die
6. Which of the following groups is in correct order to be filed in the card catalog?

a. We're in this thing together
   We're tuff
   We're off to see the lizard
   We're ancient heresies disguised social movements
   We're in the money
   We're those the days

d. We're ancient heresies disguised social movements
   We're in the money
   We're tuff
   We're in this thing together
   We're those the days
   We're off to see the lizard

b. We're those the days
   We're off to see the lizard
   We're ancient heresies disguised social movements
   We're in the money
   We're tuff
   We're in this thing together

c. We're in this thing together
   We're off to see the lizard
   We're those the days
   We're in the money
   We're ancient heresies disguised social movements
   We're tuff

d. We're ancient heresies disguised social movements
   We're in the money
   We're in this thing together
   We're off to see the lizard
   We're those the days
   We're tuff

7. The card catalog drawer in which you'd find the name McIlhaney is:

a. Mieder - Military
b. Illinois - Image
c. Machinery - McKechnie
d. McClintic - McCullers
Berman, Marshall. 1940–
571
B476
The politics of authenticity; radical individualism and
the emergence of modern society. 1st ed. New York,
Atheneum, 1970.
xxiv, 325 p. 22 cm. (Studies in political theory) $8.00
Includes bibliographical references.

1. Individualism—History. 2. Political science—History.

Library of Congress 70-41736

Refer to the catalog card above for the following True/False questions

8. The book represented by this card was published in 1940.
9. The book represented by this card is in its second edition.
10. The book represented by this card has a bibliography.

1. Which of the following groups is in correct shelf order?

a. 173.3 173.3 173.3 173.3 173.3
   M356 In81 M576 In8 M756
b. 173.3 173.3 173.3 173.3 173.3
   In8 In81 M356 M576 M756
c. 173.3 173.3 173.3 173.3 173.3
   M576 M756 M356 In8 In81
d. 173.3 173.3 173.3 173.3 173.3
   In8 In81 M356 M756 M576
12. Which of the following groups in in correct shelf order?
   a. QA288 QA288 QA288 QA288 QA288
      I2112M2 I212L2 I223L2 I22M4 I22N2
   b. QA288 QA288 QA288 QA288 QA288
      I22M4 I22N2 I212L2 I223L2 I2112M2
   c. QA288 QA288 QA288 QA288 QA288
      I2112M2 I212L2 I22N2 I223L2 I22M4
   d. QA288 QA288 QA288 QA288 QA288
      I22112M2 I212L2 I2244 I22N2 I223L2

13. What is the call number for the biographical memoirs of the Royal Society of London?
   a. PN22 R6
   b. 325.342 L645
   c. Q41 R9
   d. AS42 R6

14. Library of Congress Subject Headings is best described as:
   a. an alphabetical listing of "see" references used in the card catalog
   b. an alphabetical guide to the usable headings in the card catalog
   c. a complete guide to all books listed in the card catalog
   d. an alphabetical guide to the unusable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:
   a. see also
   b. usable subject headings
   c. related subject headings
   d. additional subject headings

16. In Library of Congress Subject Headings an "sa" entry indicates:
   a. scientific articles
   b. a reference to an unusable subject heading
   c. a reference from a related subject heading
   d. a reference to a related, usually more specific subject heading

17. In Library of Congress Subject Headings an "xx" entry indicates:
   a. a more specific subject heading
   b. an additional subject heading
   c. a broader subject heading
   d. an unusable subject heading
18. In Library of Congress Subject Headings an "x" entry indicates:
   a. a reference from an unused to a related subject heading
   b. a good but less-related subject heading
   c. a reference from an unusable to a usable subject heading
   d. the best subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:
   a. a subtopic of a subject heading
   b. a "sa" reference
   c. related subject headings
   d. an unused subject heading

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "mountaineering"?
   a. mountaineering - equipment and supplies
   b. mountains
   c. outdoor life
   d. voyages and travels

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "meteors"?
   a. meteorites
   b. meteor trails
   c. astronomy
   d. fireballs

22. Books beginning with the following call number can be found:
    Follow
    DC
    a. Reserve Desk 342.8
    b. Special Collections D75
    c. Reference Room
    d. Level 2 stacks
1. An index to most of the Library collections is called:
   a. Library of Congress Subject Headings  c. the card catalog
   b. the Library Handbook  d. the New York Times Index

2. The combination of a classification symbol and an author's designation which indicate a specific location of a book is a:
   a. edition number  c. call number
   b. main entry  d. subject heading

3. The number 423 is filed as:
   a. four hundred and twenty three
   b. four hundred twenty three
   c. four twenty three
   d. four two three

4. In classification systems, all books on the same____________ are shelved together:
   a. subject  c. color
   b. size  d. author

5. Which of the following groups is in the correct order to be filed in the card catalog?
   a. An Introduction to heat transfer
      The ancient architecture of America
      And all the trumpets
      And a time to die
      And a time to live
      L' ancien francais
   b. L' ancien francais
      The ancient architecture of America
      And a time to die
      And a time to live
      And all the trumpets
      An introduction to heat transfer
   c. An introduction to heat transfer
      L' ancien francais
      And a time to live
      And all the trumpets
      The ancient architecture of America
      And a time to die
   d. The ancient architecture of America
      And a time to live
      And all the trumpets
      L' ancien francais
      An Introduction to heat transfer
      And a time to die
6. Which of the following groups is in correct order to be filed in the card catalog?

a. We're in this thing together
   We're tuff
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   We're those the days

b. Were those the days
   We're off to see the lizard
   Were ancient heresies disguised social movements
   We're in the money
   We're tuff
   We're in this thing together

c. We're in this thing together
   We're off to see the lizard
   Were those the days
   We're in the money
   Were ancient heresies disguised social movements
   We're tuff

d. Were ancient heresies disguised social movements
   We're in the money
   We're in this thing together
   We're off to see the lizard
   Were those the days
   We're tuff

7. The card catalog drawer in which you'd find the name M'Clymont is:

a. Mackle -- McManus
b. Malpass -- Man
c. McClintic -- McCullers
d. Clint -- Clowse
Bermene, D. E.
Aesthetics and psychobiology. by, D. E. Bermene. New
xxx, 200 p. illus. 25 cm. (The Century psychology series)

1. Aesthetics—Physiological aspects. 2. The arts—Psychology.
I. Title.
NX165.B87 701.17 70-165904
Library of Congress 72-14

Refer to the Catalog card above for the following True/False questions.

8. The book represented by this card has a long bibliography.
9. The book represented by this card is part of a series.
10. The book represented by this card is illustrated.

11. Which of the following groups is in correct shelf order?
   a. 327.73 327.73 327.73 327.73 327.73
      K357   K62  K383  K360  K631
   b. 327.73 327.73 327.73 327.73 327.73
      K357   K360  K383  K62  K631
   c. 327.73 327.73 327.73 327.73 327.73
      K360   K62  K357  K383  K631
   d. 327.73 327.73 327.73 327.73 327.73
      K383   K631  K62  K357  K360
Which of the following groups is in correct shelf order?

a. TX778  TX778  TX778  TX778  TX778
   D68E9  D68F7  D68D7  D68D7  D6778E7

b. TX778  TX778  TX778  TX778  TX778
   D6778E7  D68D7  D68D7  D68E9  D68F7

c. TX778  TX778  TX778  TX778  TX778
   D6778E7  D68D7  D68E9  D68F7  D68D7

d. TX778  TX778  TX778  TX778  TX778
   D6778E7  D68D7  D68F7  D68D7  D68E9

13. What is the call number for the National Academy of Science Biographical Memoir series?

a. Q   b. Q   c. QH   d. SB
    11   141   96   191
    N2682  N2  A1  W5
    C6    62    A56

14. Library of Congress Subject Headings is best described as:

a. a complete guide to all books listed in the card catalog
b. an alphabetical listing of "see" references used in the card catalog
  c. an alphabetical guide to the unusable headings in the card catalog
  d. an alphabetical guide to the usable headings in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. usable subject headings
b. unusable subject headings
  c. related subject headings
  d. see also

16. In Library of Congress Subject Headings an "sa" entry indicates:

a. a reference from a related subject heading
b. series of articles
  c. a reference to other subdivisions
  d. see also

17. In Library of Congress Subject Headings an "xx" entry indicates:

a. a related subject heading
b. a broader subject heading
  c. an unusable subject heading
  d. a more specific subject heading
18. In Library of Congress Subject Headings an "x" entry indicates:
   a. a reference from a usable to a see also subject heading
   b. the best heading
   c. a reference from an unusable to a usable subject heading
   d. a good but less-related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:
   a. a subtopic of a subject heading
   b. an unused subject heading
   c. related subject headings
   d. an "ox" reference

20. Using Library of Congress Subject Headings what terms would you use to narrow the subject "bones"?
   a. musculoskeletal system
   b. physiology
   c. bones - diseases
   d. skeleton

21. Using Library of Congress Subject Headings what terms would you use to broaden the subject "sociometry"?
   a. social psychology
   b. popularity
   c. psychodrama
   d. small groups

22. Books beginning with the following call number can be found: Juv 641.5
   a. Reserve Desk
   b. Learning Materials Center
   c. Reference Room
   d. Level 2B stacks
1. An index to most of the Library's collections is called:
   a. the Library Handbook  
   b. the card catalog  
   c. the New York Times Index  
   d. Library of Congress Subject Headings

2. The combination of a classification symbol and an author's designation which indicate a specific location of a book is a:
   a. main entry  
   b. subject heading  
   c. edition number  
   d. call number

3. The date 2001 is filed as:
   a. Twenty one  
   b. two zero zero one  
   c. two thousand one  
   d. two thousand and one

4. In classification systems, all books on the same ________ are shelved together.
   a. subject  
   b. author  
   c. color  
   d. size

5. Which of the following groups is in the correct order to be filed in the card catalog?
   a. An introduction to heat transfer  
      The ancient architecture of America  
      And all the trumpets  
      And a time to die  
      And a time to live  
      L'ancien francais
   b. L'ancien francais  
      The ancient architecture of America  
      And a time to die  
      And a time to live  
      And all the trumpets  
      An introduction to heat transfer
   c. An introduction to heat transfer  
      L'ancien francais  
      And a time to live  
      And all the trumpets  
      The ancient architecture of America  
      And a time to die
   d. The ancient architecture of America  
      And a time to live  
      And all the trumpets  
      L'ancien francais  
      An introduction to heat transfer  
      And a time to die
6. Which of the following groups is in correct order to be filed in the card catalog?

   a. We're in this thing together
      We're tuff
      We're off to see the lizard
      We're ancient heresies disguised social movements
      We're in the money
      We're those the days

   b. We're those the days
      We're off to see the lizard
      We're ancient heresies disguised social movements
      We're in the money
      We're tuff
      We're in this thing together

   c. We're in this thing together
      We're off to see the lizard
      We're those the days
      We're in the money
      We're ancient heresies disguised social movements
      We're tuff

   d. We're ancient heresies disguised social movements
      We're in the money
      We're in this thing together
      We're off to see the lizard
      We're those the days
      We're tuff

7. The card catalog drawer in which you'd find the name McKeeckin is:

   a. Malpass - Man
   b. Mite - Modern
   c. McKee - McKitterick
   d. Mackie - McManus
Refer to the catalog card above for the following True/False questions.

8. The book represented by this card was jointly authored by W. H. Freeman.

9. The book represented by this card is part of a series.

10. The book represented by this card is illustrated.

11. Which of the following is in correct shelf order?

   a. 973.8 J628 973.8 973.8 973.8 973.8
       H32t H48 H420 H32t

   b. 973.8 H32t 973.8 973.8 973.8 973.8 973.8
       H48 H420 H48 J77 J628

   c. 973.8 H48 973.8 973.8 973.8 973.8 973.8
       J628 J77 H32t H420

   d. 973.8 H32t 973.8 973.8 973.8 973.8 973.8
       H420 H48 J628 J77
12. Which of the following groups of call numbers is in the correct order for shelving?

a. PN242  PN242  PN242  PN242  PN242  PN242  N4224S2  N424R2  N43T2  N433R1  N43S4
b. PN242  PN242  PN242  PN242  PN242  PN242  N4224S2  N424R2  N43T2  N43S4  N433R1
c. PN242  PN242  PN242  PN242  PN242  PN242  N43S4  N43T2  N424R2  N433R1  N4224S2
d. PN242  PN242  PN242  PN242  PN242  PN242  N4224S2  N424R2  N43S4  N43T2  N433R1

13. The call number of the annual reports of the Ford Foundation is:

a. AS  b. 658.018  c. HF  d. HT 911  F641  5550  109  F6  S74  A442

14. Library of Congress Subject Headings is best described as:

a. an alphabetical guide to the unusable headings in the card catalog
b. an alphabetical listing of "see" references used in the card catalog
c. an alphabetical guide to the usable headings in the card catalog
d. a complete guide to all the books listed in the card catalog

15. In Library of Congress Subject Headings a boldface entry indicates:

a. usable subject headings  b. related subject headings  c. see also  d. additional subject headings

16. In Library of Congress Subject Headings an "se" entry indicates:

a. a reference to a related, usually more specific subject heading
b. scientific article
c. a reference to an unusable subject heading
d. a reference from a related subject heading

17. In Library of Congress Subject Headings an "xx" entry indicates:

a. an unusable subject heading
b. a more specific subject heading
c. a broader subject heading
d. an additional subject heading
18. In Library of Congress Subject Headings an "x" entry indicates:
   a. a reference from an unusable to a usable subject heading
   b. a reference from an unused to a related subject heading
   c. the best heading
   d. a good but less-related subject heading

19. In Library of Congress Subject Headings a dash is used to indicate:
   a. a "sa" reference
   b. related subject headings
   c. a subtopic of a subject heading
   d. an unused subject heading

20. Using Library of Congress Subject Headings what terms would you use to
    narrow the subject "alcoholism"?
       a. temperance
       b. alcoholism - treatment
       c. intoxication
       d. drug abuse

21. Using Library of Congress Subject Headings what terms would you use to
    broaden the subject "occult sciences"?
       a. astrology
       b. magic
       c. second sight
       d. witchcraft

22. Books beginning with the following call number can be found: 811.5
    a. Reserve Desk
    b. Learning Materials Center
    c. Reference Room
    d. Level 38 stacks