ABSTRACT

Created especially for international students entering San Diego State University (California), this library research guide introduces basic library materials and search techniques. The guide presents a step-by-step approach using examples, illustrations, and maps, to cover the following topics: (1) introductions to San Diego State University and its library; (2) choosing and focusing on a topic; (3) locating background information; (4) using the Library of Congress Classification System; (5) finding books and articles; (6) defining government publications; (7) evaluating the information found; and (8) using style manuals. Two appendices provide samples of four types of information available on education in Japan and a glossary of basic library terminology in Chinese, Japanese, Arabic, Spanish, and English. (RP)
LIBRARY RESEARCH GUIDE
for International Students
by
Linda Muroi
and
Phillip White

University Library
San Diego State University
1987
WELCOME. INTERNATIONAL STUDENTS.
You are among approximately 300,000 students from outside the United States who use college and university libraries on United States' campuses every year. Each year, there are over 600 new international students coming to San Diego State University. Since many of you have not used American libraries before, the librarians at San Diego State University would like to assist you in your efforts to use the library to find information and do research.

The goals of this guide are:

1. To teach you the basic types of library materials available for your research.

2. To assist you in researching topics with these materials.

3. To help you find information and materials in our library.

We hope that you will find the guide useful in getting acquainted with our library and making your library experience an enjoyable one.
ACKNOWLEDGEMENTS

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I. Introduction to San Diego State University

San Diego State University is one of 19 universities in the California State University system. It was founded in 1897, making it the oldest university in the system. San Diego State University began with 91 students. Today, enrollment is over 35,000 students. The University offers bachelor's degrees in 69 areas and master's degrees in 54 subject areas. The University Library houses materials to support study and research in these many and varied subject areas.

II. University Library

Introduction

The Malcolm A. Love Library was built in 1974. The collection comprises over 860,000 volumes, including books and periodicals, and over 447,000 government publications. Almost 10,000 periodical and serial titles are received. Additional resources include over 2.3 million microfiche and micro-opaque cards, 52,800 reels of microfilm, 141,000 maps and thousands of phonograph records, curriculum items and archival papers. The library provides many services for students, such as individual assistance in research, library research lectures and tours, term paper clinics, and printed guides and bibliographies.

Library Hours

The University Library is normally open 7 days per week. The hours are posted on large signs at the entrance and exit of the building. For the Fall and Spring semesters, the library's hours are:

- Monday through Thursday: 7:30 am to 11 pm
- Friday: 7:30 am to 5 pm
- Saturday: 10 am to 5 pm
- Sunday: 12 noon to 10 pm

Changes in the hours, for the summer and holidays, will be noted on the signs in the lobby.
Before beginning an assignment which needs library resources, it helps to get acquainted with the physical organization of the library. Our library consists of five floors. Materials may be organized by subjects (such as Science Reference and General Reference Departments), by format (Microforms and Newspapers Center), and by publisher (Government Publications). On the next few pages we have provided a map of the major areas in the library. You may wish to take a few minutes to tour the areas prior to starting your research.
a. **RESERVE BOOK ROOM** - Books and articles kept for use in the library, to be checked-out for short periods of time. Usually put on "reserve" by the instructor for specific classes. Materials may not be found in the main Card Catalog on the 2nd floor.

**MICROFORMS AND NEWSPAPER CENTER**

b. **Current Newspapers** - Kept in alphabetical order. The last row are foreign newspapers.

c. **Microfilm** - Rolls of film that must be read on a microfilm viewer or copier. Found in yellow metal cabinets. Arranged by a call number beginning with the letter F-. Many newspapers and periodicals are found on microfilm.

d. **Microfiche** - 4 x 6 inch sheets of film which must be read on a microfiche viewer or copier. Found in brown metal cabinets. Arranged by a call number beginning with the letter C-. Many periodicals are found on microfiche.

e. **BOUND PERIODICALS** - Magazines and journals in all subjects except the sciences, are bound into hard-covered volumes and shelved by call numbers.

f. **PERIODICAL READING ROOM** - Current magazines and journals in all subjects except the sciences, for approximately the last year are available here. Organized by call number.
a. **CARD CATALOG** - Use to locate call number for books. Divided into two parts: author and titles in one card catalog, subjects in another catalog.

b. **REFERENCE DESKS** - Reference Librarians sit here. Come here to get help or find information.

c. **INDEX TABLES** - Indexes to periodical articles are arranged by broad subject areas. Ask the Reference Librarian which are the best for your topic.

d. **SERIALS PRINTOUT** - These red-covered printouts list all the periodicals our library owns, and gives the call numbers for each. Check these after using the periodical indexes.

e. **REFERENCE STACKS** - Reference books are shelved in these shelving units by call number. These include encyclopedias, dictionaries, handbooks, bibliographies, statistical sources, directories, and other reference materials. These books are to be used in the library; they cannot be checked out.

f. **CIRCULATION DESK** - Check books out and return here.

g. **INTERLIBRARY LOAN** - You can request that books or periodical articles our library does not have be sent from another library.

b. MAPS - Approximately 140,000 flat maps and atlases are located here. Includes thematic maps, historical maps, nautical and aeronautical charts, and tourist maps for the United States and many foreign countries.

c. STACKS - Books with call numbers beginning with A through H are shelved here. You can check out most of these by taking them to the Circulation Desk on the 2nd or main floor.
a. **STACKS** - Books with call numbers beginning with the letter J through P are shelved on this floor.

b. **MEDIA CENTER** - A special collection of audio-visual materials, such as audio cassettes, records, slides, video cassettes, transparencies and filmstrips, and their equipment.
a. STACKS - Books and bound periodicals with call numbers beginning with Q through Z are shelved on this floor.

b. SCIENCE REFERENCE DESK - Reference Librarians here will help you with research on topics in the biology, chemistry, engineering, computer sciences, and other scientific and technical areas.

c. SCIENCE PERIODICALS INDEX TABLES - Periodical indexes are arranged by broad subject areas. Reference Librarians will advise you on the best ones to use for your topic.

d. SCIENCE REFERENCE BOOKS - Encyclopedias, handbooks, and other reference materials that cover scientific and technical fields. These books are to be used in the library; they cannot be checked out.

e. SCIENCE CARD CATALOG - A Subject and an Author/Title Card Catalog for science books.

f. SCIENCE CURRENT PERIODICALS AND MICROFORMS - Current periodicals are arranged by call numbers. Microfilm and microfiche are in alphabetical order by the title of the periodical. Older, bound periodicals are shelved in the stacks by call numbers.
Reference Librarians

Because the University Library is so large, it can be confusing when beginning a library project. A Reference librarian can be very important to the new student or even the advanced researcher. Reference librarians have a Master's Degree in Library Science, which means they are experts in locating information on almost any subject. Many librarians have an additional master's in other subject areas such as education, business, biology, or philosophy. Reference librarians are available for students to ask questions on any number of topics for any projects, papers, or speeches. They will assist you in finding materials for your topic. They will not, however, help you write your paper or project, but will direct you to materials or persons who may assist you in writing.

There are three areas where Reference librarians are available to assist you in your library research.

1. General Reference (2nd or Main Floor)  
General Reference Librarians can answer general questions about library research, as well as indepth information in the Social Sciences and Humanities such as Business, Education, Literature, Art, History, etc.
2. **Science Reference** *(5th Floor)*
Science Reference Librarians are experts in the Sciences and Technology such as Chemistry, Biology, Engineering, Nursing, etc.

3. **Government Publications Reference** *(3rd Floor)*
Government Publications Reference Librarians are experts in finding information in United States, California, and United Nations publications. These publications cover a broad range of topics but are especially good for research in the Social Sciences, Sciences and Technology.

**Tips in using a Reference Librarian:**

1. Please do not hesitate to ask questions at any time during your library research.

2. Please be specific when asking a question. Do not ask for books on ART if you are doing a paper on Rembrandt's works.

3. Reference librarians do not know everything. Please do not feel they don't want to help you if they refer you to another Reference librarian.

4. If you are referred to a source by a Reference librarian and it does not have the answer, go back to the Reference librarian and ask for another source.
III. Choosing a Topic to Research

When you are given an assignment such as a term paper, often the instructor will allow you to choose your topic. Occasionally, topic selection can be difficult. Below are some ideas on how to select the best topic for your paper or project.

Interest

Choose a topic which interests you, because it is more fun and easier to write about an interesting topic. If you are taking a business class and your interest is in how people communicate within a business, you may want to write on that topic.

Topic problems

Be aware that if you choose a topic that is too current or too specialized, the information may not be available.

- Too Current
For example, if you are writing on an event which occurred a week ago, or even one month ago, there will not be much published, except possibly a newspaper article. Information takes a certain amount of time to be published. A book may take years to compile and a journal article may take weeks or months to write.

- Too Narrow
If you are doing a research paper on a narrow topic, such as a little known gene in the field of genetics, you probably won't find very much information.

- Too Broad
Also, try to choose a topic that is not too broad. Depending on how long your research paper, project, or speech is supposed to be, you should pick a topic that you can cover adequately without being too general or too narrow. You need to be an expert in a very short amount of time on your topic. The more you know about your topic, the easier it will be to write the paper. If the topic is too broad, this will be impossible. (More on focusing and narrowing in Part IV).
IV. Focusing Your Topic

Often when writing a term paper or short paper your instructor may say your topic is too broad for the length of the paper. A topic such as Education would be very difficult to write a term paper on because so much has been written and it would be impossible for you to read all the materials available.

When writing a term paper you need to become an "expert" on your topic. As stated previously, the more you know about a topic the easier it is to write about it. Therefore, you want to make sure your topic is narrow enough so that it can be covered completely. There are a number of ways to focus or narrow your topic to fit the number of pages your term paper should be.

For example, if you are writing a paper on Education:

1. Narrow by subject emphasis.
   Japanese colleges compared to American colleges.

2. Narrow by time or date:
   Japanese colleges compared to American colleges since World War II.

3. Narrow by group (such as Women, Men, Blacks, Chicanos, Japanese):
   Women's education in Japanese colleges compared to American colleges since World War II.
V. Background Information

If you choose a topic with which you are not familiar, you may want to start with an overview. For an overview of a topic, you need background information. Background information can be found in a number of sources. You may find it in encyclopedias, dictionaries, handbooks, articles, and other similar sources. The Encyclopedia Britannica is an excellent example of a background information source. An encyclopedia article will usually give a definition of the topic and the important people, places or events associated with the topic. Often a bibliography is included. A bibliography is a list of sources that the author used to write the article, book, pamphlet, etc. Background information can get you started on your project or term paper by telling you what the important issues are which surround a particular topic.

There are also many specialized encyclopedias available for your use. There usually is an encyclopedia for every subject area or discipline, such as the Encyclopedia of Economics or the McGraw-Hill Encyclopedia of Science and Technology.

For example, you are writing a term paper on the educational system of Japan versus the educational system of the United States. You may be familiar with one or the other or neither. An encyclopedia will give you the educational structure of both. For this topic, one good source would be the International Encyclopedia of Higher Education. See example on the following page.
Japan: System of Education

Japan consists of nearly 4,000 large and small islands, stretching along the northeastern coast of the Asian continent, the longest span being 3,000 kilometres. The total area is 378,000 square kilometres (145,945 square miles), only one-third of which can be inhabited.

In 1980, the population was 117 million, of which 57 percent lived on 2.2 percent of the total land area. In 1980, those over 60 years of age formed 12.8 percent of the total population while those up to 14 years old formed 23.6 percent. In 1950, the percentages were 8 percent and 35 percent respectively. Age differentials are not similar in urban and rural areas. Young people are concentrated in urban areas. The population growth rate is slow, being 0.9 percent in 1979. It is estimated that Japan's population will continue to increase until the year 2020, when it will be 140 million. It is then expected to remain constant. These changing demographic patterns have caused several problems in education: finding new locations for schools and increased funding for the high cost of schools, hiring school teachers in urban areas, and the oversupply of teachers and of isolated education programmes in rural areas. An ageing population has stimulated interest in lifelong educational opportunities and the slow population growth rate has increased parents' concern for their children's education.

Ethnically, Japan is a homogeneous country. Foreigners number only 783,000. The medium of instruction is Japanese from preschool to higher education.

In 1980, 10.4 percent of the total labour force worked in the primary sector, 34.8 percent in the secondary, and 54.6 percent in the tertiary. The structure of the labour force has changed very dramatically. Towards the end of the nineteenth century almost 80 percent worked in the primary sector; by the 1930s, the percentage dropped below 50 percent and by 1970, below 20 percent. In terms of the gross domestic product, 4 percent comes from the primary sector, 38 percent from the secondary, and the rest from the tertiary.

The government provides guidelines for private industry in the form of economic development plans. A new seven-year social and economic plan began in 1979. No definite planning on education is incorporated into the economic development plans, but separate educational development programmes are prepared by the Ministry of Education since the 1947 Constitution, Japan has had a bicameral legislature whose members are elected by direct voting. Before that, the Imperial Constitution of 1890 established the Tenno (Emperor) as head of state supported by the Imperial Parliament composed of a house of nobles and a house of representatives. The government today operates through a party-cabinet system.

Administratively, Japan is divided into 47 Ken (prefectures) and further subdivided into 3,256 Shi/Cho/Son (municipalities). The 1947 Local Autonomy Law provides that local assembly members and heads of the prefectures and municipalities should be elected directly by the people. The establishment and maintenance of public schools and other educational facilities are the responsibility of boards of education in each local government area, with members of the boards appointed by the head of the local prefecture or municipality with the consent of the local assembly.

Bibliography


Below we have listed other specialized encyclopedias which you may find useful in getting background information on your term paper topic. These books are located in the Reference Book Stacks by call number.

REF means General Reference (located on the 2nd floor).
SCI REF means Science Reference (located on the 5th floor).

**SUBJECT ENCYCLOPEDIAS**

**Art**  
Encyclopedia of World Art  
N 31 E533 REF

**Computer Science**  
Encyclopedia of Computer Science and Technology  
QA 76.15 E5  
SCI REF

**Engineering**  
Encyclopedia of Environmental Science and Engineering  
TD 9 E5 1983  
SCI REF

**Finance**  
Encyclopedia of Banking and Finance  
HC 151.5 1983  
REF

**Literature**  
Encyclopedia of World Literature in the 20th Century  
PN 771 E5 1981  
REF

**Social Sciences**  
International Encyclopedia of the Social Sciences  
H 41 15 REF

These are just a few of the encyclopedias available for your use. Ask a Reference librarian for the best encyclopedia for your topic.
VI. Library of Congress Classification System

In our library we assign what is referred to as a call number to all our materials. The call number is used to locate materials in the library. The call number system we use, at Love Library, is the Library of Congress Classification System. The Library of Congress Classification System is organized by subject. The system uses letter and number combinations. An example would look like the following:

\[ \text{HD QA} \]
\[ 62 \quad \text{OR} \quad 108.3 \]
\[ B4 \quad V42 \]

The call number is to be read from left to right then top to bottom. Each letter and number from the first 2 lines of the call number designates a subject area.

On the next few pages, a list of the Library of Congress Classification System by call letter and their corresponding subjects, is given.
SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

A - GENERAL WORKS - POLYGRAPHY
AC - Collections, Series
AE - Encyclopedias (General)
AG - General Reference Works
AI - Indexes (General)
AM - Museums
AN - Newspapers
AP - Periodicals (General)
AS - Societies, Academies
AY - Yearbooks (General)
AZ - General history of knowledge

B - PHILOSOPHY & RELIGION
BC - Logic
BD - Metaphysics
BF - Psychology
BH - Aesthetics
BJ - Ethics
BL - Religions, Mythology
BM - Judaism
BP - Islam, Bahaism
BQ - Buddhism
BR - Church history
BS - The Bible
BT - Doctrinal Theology
BV - Practical Theology
BX - Denominations & sects

C - AUXILIARY SCIENCES OF HISTORY
CB - History of civilization
CC - Archaeology
CD - Diplomatics, Archives, Seals
CE - Chronology
CJ - Numismatics, Coins
CN - Epigraphy, Inscriptions
CR - Heraldry
CS - Genealogy
CT - Biography

D - HISTORY & TOPOGRAPHY (Except America)
D - General history
DA - Great Britain
DB - Austria-Hungary
DC - France
DD - Germany
DE - Classical antiquity
DF - Greece
DG - Italy
DH-DJ - Netherlands

BOOKS ON THESE SUBJECTS WILL BE SHELVED ON THE THIRD FLOOR IN THE SDSU LIBRARY
### SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

<table>
<thead>
<tr>
<th>J - POLITICAL SCIENCE</th>
<th>N - ART</th>
</tr>
</thead>
<tbody>
<tr>
<td>J - Documents</td>
<td>N - Fine arts (General)</td>
</tr>
<tr>
<td>JA - General works</td>
<td>NA - Architecture</td>
</tr>
<tr>
<td>JC - Political science, Theory of the state</td>
<td>NB - Sculpture &amp; related arts</td>
</tr>
<tr>
<td>JF - General works</td>
<td>NC - Graphic arts, Illustration</td>
</tr>
<tr>
<td>JK - United States</td>
<td>ND - Painting</td>
</tr>
<tr>
<td>JL - British America, Latin America</td>
<td>NE - Engraving, Prints</td>
</tr>
<tr>
<td>JN - Europe</td>
<td>NK - Art applied to industry, Decoration &amp; ornament</td>
</tr>
<tr>
<td>JQ - Asia, Africa, Australia, &amp; Pacific Islands</td>
<td>P - LANGUAGE &amp; LITERATURE</td>
</tr>
<tr>
<td>JS - Local government</td>
<td>PA - Classical languages &amp; literature</td>
</tr>
<tr>
<td>JV - Colonies &amp; colonization, Emigration &amp; immigration</td>
<td>PB - Modern European languages</td>
</tr>
<tr>
<td>JX - International law</td>
<td>PC - Romance languages</td>
</tr>
<tr>
<td></td>
<td>PD - Scandinavian languages</td>
</tr>
<tr>
<td></td>
<td>PE - English language, including Anglo-Saxon &amp; Middle English</td>
</tr>
<tr>
<td></td>
<td>PF - Dutch, Flemish, Afrikans, &amp; German languages</td>
</tr>
<tr>
<td></td>
<td>PG - Slavic languages &amp; literatures</td>
</tr>
<tr>
<td></td>
<td>PJ - Oriental languages &amp; literatures</td>
</tr>
<tr>
<td></td>
<td>PK - Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian</td>
</tr>
<tr>
<td></td>
<td>PL - Eastern Asia, Oceania, Africa</td>
</tr>
<tr>
<td></td>
<td>PM - American Indian &amp; artificial languages</td>
</tr>
<tr>
<td></td>
<td>PN - Literary history &amp; collections (General)</td>
</tr>
<tr>
<td></td>
<td>PQ - Romance literatures</td>
</tr>
<tr>
<td></td>
<td>PR - English literature</td>
</tr>
<tr>
<td></td>
<td>PS - American literature</td>
</tr>
<tr>
<td></td>
<td>PT - Teutonic literature</td>
</tr>
</tbody>
</table>

**Books on these subjects will be shelved on the Fourth Floor in the SDSU Library**
SELECTED OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

Q - SCIENCE
Q - Science (General)
QA - Mathematics
QB - Astronomy
QC - Physics
QD - Chemistry
QE - Geology
QH - Natural history
QK - Botany
QL - Zoology
QM - Human anatomy
QP - Physiology
QR - Bacteriology

R - MEDICINE
R - Medicine (General)
RA - State medicine, Hygiene
RB - Pathology
RC - Practice of medicine
RD - Surgery
RE - Ophthalmology
RF - Otology, Rhinology, Laryngology
RG - Gynecology & obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics
RS - Pharmacy & materia medica
RT - Nursing
RV - Botanic, Thomsonian & eclectic medicine
RX - Homeopathy
RZ - Miscellaneous schools & arts

T - TECHNOLOGY
T - Technology (General)
TA - Engineering (General), Civil engineering
TC - Hydraulic engineering (harbors, rivers, canals)
TD - Sanitary & municipal engineering
TE - Roads & pavement
TF - Railroad engineering & operation
TC - Bridges & roofs
TH - Building construction
TK - Mechanical engineering & machinery
TL - Electrical engineering & industries
TN - Mineral industries, Mining, Metallurgy
TP - Chemical technology
TR - Photography
TS - Manufactures
TT - Trades
TX - Domestic science

U - MILITARY SCIENCE
U - Military science (General)
UA - Armies, Organization & distribution
UB - Administration
UC - Maintenance & transportation
UD - Infantry
UE - Cavalry
UF - Artillery
UG - Military engineering
UH - Other services

V - NAVAL SCIENCE
V - Naval science (General)
VA - Navies, Organization & distribution
VB - Naval administration
VC - Naval maintenance
VD - Naval seamen
VE - Marines
VF - Naval ordnance
VG - Other services of navies
VK - Navigation
VM - Shipbuilding

S - AGRICULTURE
S - Agriculture (General)
SB - Plant culture (General)
SD - Forestry
SF - Animal culture
SH - Fish culture & hatcheries
SK - Hunting sports

BIBLIOGRAPHY & LIBRARY SCIENCE
BOOKS ON THESE SUBJECTS WILL BE SHELVED ON THE FIFTH FLOOR IN THE SDSU LIBRARY

18 24
On the preceding pages you saw that there were 20 broad subject areas and within each area they were broken down further. Therefore, materials with the call letter 'H' cover the Social Sciences, and the call letters 'HM' cover Sociology. The numbers designate a narrower subject area. For example, the call number:

HC
305
T357

H stands for Social Sciences in general.
HC stands for Economic History and Conditions.
305 stands for Italy.
T stands for the initial of the author's last name.
357 is a Cutter Number that further identifies the book, depending on how many other books by this author are in our library.

The book with this call number is entitled:

The Italian Economy by Donald C. Templeman
VII. How Do I Find Books?

To find books in the library, use the Card Catalog.
In the Card Catalog you will find cards which list the books our library owns. Below is a card found in the Card Catalog.

HG 1692 P39 1984
xviii, 203 p.; ill.; 25 cm.
Includes index.
ISBN 0-89330-079-0

1. Check collection systems.--
2. Automated tellers.--
3. Cash management.--

Interpretation:

Call Number: HG 1692 P39 1984
Author: Federal Reserve Bank of Atlanta
Title: Payments in the Financial Service Industry of the 1980's
Place of Publication: Westport, Connecticut
Publishing Company: Quorum Books
Date of Publication: 1984
Our main card catalog is located in the General Reference Room. It is physically split in two parts. We have an Author-Title Card Catalog and a Subject Card Catalog. The Author-Title Card Catalog has green labels on the drawers and the Subject Card Catalog has orange labels on the drawers.

**Author-Title Card Catalog**

The Author-Title Card Catalog lists books by author's names and book titles in one alphabet. To see if we own a particular book, look under the author's last name OR by the first word in the title.

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**FOR BOOKS BY ERNEST HEMINGWAY, CHECK UNDER HEMINGWAY, ERNEST**

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**FOR THE TITLE OF THE BOOK THE OLD MAN AND THE SEA, LOOK UNDER OLD. Ignore THE, A, or AN at the beginning of titles.**

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I.Title. 52-11935 adapted
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The old man and the sea

I.Title: The sun also rises, II.Title: A farewell to arms, III.Title: The old man and the sea. EZ3.B3736th 28 |
```
Subject Card Catalog

To find books ABOUT a topic or a person, use the Subject Card Catalog. To find the correct subject heading to use in the Subject Card Catalog, we suggest you use the Library of Congress Subject Headings. These are 2 red books located near the Subject Card Catalog.

The Library of Congress Subject Headings give a list of terms you can use to find materials on your topic in the Subject Card Catalog. For example, if your topic is Japanese education, you look under Education. On that page you will find a list which looks like the following:
You will see the many sub-divisions under Education such as Education - Curricula or Education - Finance. The list tells you that the correct subject heading for Japanese education is:

Education - Japan

After checking the Library of Congress Subject Headings books, use the term or terms found and look in the Subject Card Catalog. Once you find your topic in the card catalog, you need to copy the complete call number which is located in the upper left hand corner of the card. This number is the call number for that particular book.

You then go to where the books are located. Location is designated by the first letter of the call number. Books that begin with the call letter:

A-H are on the 3rd floor.
J-P are on the 4th floor.
Q-Z are on the 5th floor.
The books will be located on bookshelves in call number order. Often these shelving units are referred to as the stacks. To find the book you need, look at the first letter of the call number. If it is 'L' go to the 4th floor. There you will notice that the books are arranged by call numbers in alphabetical order, then numerical order. The following example illustrates books on the shelves in correct call number order:

You are looking for the book, Educational Choice and Labor Markets in Japan, with the call number LC 67 J3 B65.

You would look for the L's then LA, LB, LC. Then you would look for the numbers after the letters. LC 1, LC 2 until you reached LC 67. The numbers on the third line of the call number are arranged by decimal.

So, LC 67 comes before LC 67 B65 because "point" 65 (.65) is smaller than "point 7" (.7).
Once you locate your book by its call number, you can look at other books in the same area. These books will be on the same topic. This process of browsing through the books is a good way to locate additional materials on your topic. This is one of the advantages of having 'open stacks' in the library -- students can freely look through the books themselves.

After pulling your books off the shelf, you may check them out. To take books out of the library, you need to go to the Circulation Desk. There you will need to show your San Diego State University identification card and your validation card along with the books you wish to take home. There is no limit on the number of books you can check out. The loan period is 4 weeks. If after 4 weeks you wish to keep the books longer, you may renew them by taking them to the Circulation Desk, and getting them stamped for 4 more weeks. The Date Due Slip attached to the inside front cover of your books lets you know the date the books are due to be returned to the Library.

Please remember to return the book to the Circulation Desk on or before the date it is due. If you are late, there is a 25 cent fine per day per book.
Summary for Finding A Book

By an AUTHOR or a TITLE:

Step 1  Check the Author-Title Card Catalog (green drawers) by the author's last name or the first word of the title.

Step 2  Copy the call number.

Step 3  Go to the shelves and find the book.

For a SUBJECT:

Step 1  Check the Library of Congress Subject Headings (large red books) for the correct subject heading.

Step 2  Check the Subject Card Catalog (orange drawers).

Step 3  Copy the call number.

Step 4  Go to the shelves and find the book.
Now see if you can answer the following questions on the Card Catalog.

1. Here is a Card Catalog Card from the Subject Card Catalog under the topic Automated Teller's. Fill in the information requested below.

AUTOMATED TELLERS.

MG 1616 Frishberg, Michael V
M3 F75 Demographic bank market segmentation;
a ge group prediction of cash using
behavior / by Michael W. Frishberg. --
1980.
ix, 112 leaves ; 28 cm.
Thesis (M.B.A.)--San Diego State
University.
Business Administration.
Bibliography: [104]-106.
MICROFICHE CFIIIE, no. TH-2393,
available in Microforms & Newspaper
Center and in Archives. -- 3 sheets.
1. Bank marketing. 2. Automated
tellers. 3. Age--California, Southern.
1. Title

What is the

Call Number:

Author:

Title:

Publisher:

Date of Publication:
2. Here is another card to try.

PS 3515 Hemingway, Ernest, 1898-1961.
127p. 20cm.

Call Number:
Author:
Title:
Publisher:
Date of Publication:

LOCATION OF BOOKS

A - H 3rd floor
J - P 4th floor
Q - Z 5th floor

Which floors are the books from page 29 and 30 located on?

1. __________ (page 29 )

2. __________ (page 30 )
III. How Do I Find Articles?

Articles from periodicals (magazines, newspapers, journals are called periodicals because they are published periodically) are usually the best source if you need current information, if your topic is very specialized, or if you want a variety of viewpoints on a topic from a number of writers.

Periodical articles are short reports, usually 2 to 6 pages long. Periodicals are published in all subject fields such as education, business, chemistry, medicine, literature, etc.

Instead of going through individual issues to find an article on your topic, use a periodical index. An index lists articles from many different periodicals on various subjects. Most periodical indexes list articles by subject, and sometimes by author. Usually, indexes are published monthly or quarterly and most have a cumulated annual index.

Indexes cover many subjects and disciplines. One example is the Readers' Guide to Periodical Literature. This index covers a variety of subject areas such as business, social work, medicine, films, etc., that are from general interest,
popular periodicals. There are also subject or specialized periodical indexes available. The difference between a general index such as the Readers' Guide and a subject or specialized index, is they list different types of periodical articles. A general index lists articles which are usually very short (1-2 pages), aimed at the general population, and are not signed by the author (this is important when evaluating a source). Whereas, a specialized or subject index such as the Education Index, will list articles from professional or scholarly journals which are usually much longer (5-10 pages), are signed by the author, are more in-depth and scholarly in coverage, and have a bibliography.

To choose the best index for your term paper, ask a Reference librarian.

Below is a list of representative periodical indexes which you may wish to consult.

PERIODICAL INDEXES

General Periodical Indexes:

Reader's Guide to Periodical Literature
INFOTRAC (periodical index on laser-disc)

Specialized Periodical Indexes (Located in the General Reference Department):

Business  Business Periodicals Index
Communication  Communication Abstracts
Education  Education Index
Humanities  Humanities Index
Literature  MLA Bibliography
Psychology  Psychological Abstracts
Social Sciences  Social Sciences Index
Sociology  Sociological Abstracts
Specialized Periodical Indexes (located in Science Reference Department):

- Biology
  - Biological Abstracts
  - Chemical Abstracts
- Chemistry
  - Computer and Control Abstracts
- Computer Science
  - Computer and Control Abstracts
- Engineering
  - Engineering Index
  - Index Medicus
- Medicine
  - Index Medicus
- Physics
  - Physics Abstracts
  - General Science Index

Once you have chosen an index, open a volume and look up your topic. What you will find is a list of articles under your topic. Read each title carefully and choose the ones which best suit your topic. The following is an example from the Social Sciences Index.


Brown (New York, N.Y.) See also Riverside (New York, N.Y.)

Browne age

Brown, Donald E. "Educating residences through cable television." Police Chief 51:53 May '84.


Brooklyn Bridge (New York, N.Y.)

Brooklyn Museum


The article chosen is on the Brooklyn Bridge in New York City.

Ap '84

Periodical indexes give you all the information you need to find a specific article. This includes:

**author (if any):** B. Hindle

**title of the article:** Bridge to the future: a symposium...

**journal or magazine name:** Technol Cult

**volume number:** 25

**pages of the article:** 294 through 298

**publishing date:** April 1984

Remember to write down the complete citation to avoid wasting time retracing your steps.
Many periodical indexes abbreviate their journal or magazine titles. The abbreviation's list is usually located in the first few pages of the index you used.

**ABBREVIATIONS OF PERIODICALS INDEXED**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Wolf — Public Welfare</td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>The Quarterly Journal of Economics</td>
</tr>
<tr>
<td>Rev Econ Stud — The Review of Economic Studies</td>
<td></td>
</tr>
<tr>
<td>Rev Polit — The Review of Politics</td>
<td></td>
</tr>
<tr>
<td>Rev Soc — Rural Sociology</td>
<td></td>
</tr>
<tr>
<td>Rad Soc — Social Research</td>
<td></td>
</tr>
<tr>
<td>Rad Q — Social Psychology Quarterly</td>
<td></td>
</tr>
<tr>
<td>Rev Soc — Social Research</td>
<td></td>
</tr>
<tr>
<td>Rev Soc J — The Social Science Journal</td>
<td></td>
</tr>
<tr>
<td>Rev Soc Med — Social Science &amp; Medicine</td>
<td></td>
</tr>
<tr>
<td>Rev Soc Q — Social Science Quarterly</td>
<td></td>
</tr>
<tr>
<td>Rev Soc Res — Social Science Research</td>
<td></td>
</tr>
<tr>
<td>Rev Serv Rev — Social Service Review</td>
<td></td>
</tr>
<tr>
<td>Rev Theory Pract — Social Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>Rev Work — Social Work</td>
<td></td>
</tr>
<tr>
<td>Rev WQ — Social Anthropology</td>
<td></td>
</tr>
<tr>
<td>Rev World — The World Review</td>
<td></td>
</tr>
<tr>
<td>Rev World Q — The World Quarterly</td>
<td></td>
</tr>
<tr>
<td>Rev World Rev — World Review</td>
<td></td>
</tr>
<tr>
<td>Rev World Soc — World Sociological Review</td>
<td></td>
</tr>
<tr>
<td>Rev World Today — The World Today</td>
<td></td>
</tr>
</tbody>
</table>

This abbreviation list tells you that the full name for the journal entitled, Technol Cult is **Technology and Culture**.
After using the periodical indexes, your next step would be to find your magazine or journal title in the library’s Serials Printout. The Serials Printout is a computer printout of all the journals, magazines, newspapers, annuals, etc., which the library receives. It is a set of four red-covered books and is located in all Reference Departments, the Periodical Reading Room, and the Microforms and Newspaper Center.
The Serials Printout gives the location and the dates of the periodicals held by the library, the format, and call numbers.

From the Serials Printout example on the previous page, the periodical Technology and Culture, of volume 25, 1984 would be located on the 5th floor stacks by call number. The call number is T1 T27 and it is a bound volume. (Current issues are those periodicals published in the most recent year).

Periodicals can be found in four forms. They can be single issues, bound volumes, microfilm or microfiche.

Single issues are regular, paper issues of magazines, journals or newspapers.

Bound volumes are paper issues of the periodical for the same year or time period put into one volume. They look like regular books.

Microfilm and microfiche contain the same information as paper copies but the information cannot be read without a viewing machine found in the Microforms and Newspaper Center and other special locations.
Microfilm is a reel of 35mm film. They are found in yellow metal cabinets in the Microforms and Newspaper Center and have the call number beginning with the letter F -.

1ST FLOOR
Microfiche are 4" x 6' sheets of film. They are found in brown metal cabinets and are also found in the Microforms and Newspaper Center and begin with the call letter C-.
Every single issue, bound volume, microfilm or microfiche will have a call number. The call numbers will be found in the Serials Printouts.

Each step is the same in locating a periodical article, no matter which periodical indexes you use.

SUMMARY FOR FINDING ARTICLES ON YOUR TOPIC OR SUBJECT

Step 1  Find the best index by asking a Reference librarian.

Step 2  Look up your topic in the index.

Step 3  Copy the citations or references. Be sure to include the author (if any), title of the article, name of the periodical, volume (if any), page or pages, and date.

Step 4  Look up the periodical title in the Serials Printout. Copy down call numbers or Microform numbers.

Step 5  Go to the appropriate floor given in the Serial Printouts.
Now that you know how to find articles in the library, answer the following questions.

**BUSINESS PERIODICALS INDEX**

August 1985–July 1986

Automated teller machine industry
At the crossroads. graph U S Banker 96:14 D '85

ATM directory [table] Mag Bank Adm 61:36-48 My '85

Export-import trade

Automated teller machines
See also
Automated teller machine industry
Automobile service stations—Teller machines
Supermarkets—Teller machines
As their ATM networks mature and expand, banks are focusing on costs, practicalities. R. Feagan. il Commum News 22:35-7 O '83

ATM card rip-offs: who pays? il Money 14:13 N '83


ATMs, ATM's A-OK. AMA [American Marketing Assn.] Bank News 20:2+ F '84

ATMs are an EFT winner. L. F. Zimmer Sav Inst 106:spgn 76-7 S '85

ATMs: Barclays banks on NCR. tab Banker 135:75+ Jl '85

Attempts to scale ATMs' 33% wall. ABA Bank J 77:34-5 D '85

Branch place of business [combined ATM and night depository] Mag Bank Adm 61:100 My '85

Branching changes eye better ways to deliver services R. L. Brandt. graph tab Sav Inst 107:120-1 Mr '86

Cash dispensers, automated tellers il Mag Bank Adm 61:34 My '85

Diebold introduces 1050 interactive video system Mag Bank Adm 62:73 Ja '86

Don't shoot the technologists. T. P. Fitch. U S Banker 96:32-4 Ag '85

The effect of service automation on bank service. J. Haywood. graph tab U S Banker 96:93-9 Sep '84

From gas pumps to the teller line. T. P. Fitch. U S Banker 96:12-13+ D '85


High system availability keeps customers smiling [Wells Fargo Bank] U S Banker 97:80-1 Mr '86


How one bank mixed ATM with local network technologies. J. Kolber and T. Golway. dials pad tab Data Commun 14:205-6+ Ji '85

Preventive measures can cut ATM fraud. Sav Inst 106:97-9 Ji '85

Shared networks
See also
New York Cash Exchange

ATM saturation spurs reassessment of pricing policies. Sav Inst 106:106-7 My '85

ATMs and bank priorities [technology is ahead of marketing efforts] F. S. Nadler. Bankers Mon 101:3 F '86

Building societies: national launch of Matrix [Britain] il Banker 136:71 F '86

Consumers vs. technocrats. T. Fitch. U S Banker 97:66 F '86

Credit cards bank on ATM. S. Stien. AdWeek 27:1+ Je 13 '86

Debit and credit cards at a crossroads. H. Duffy. Mag Bank Adm 62:32+ F '86


Interlink adds retailers to ATM card uses. R. Stroud. Advert Age 56:64 Ap 29 '85


It's time to quit talking about EFT/POS. T. E. Samson. Bank Mark 18:36+ Mr '86

It's time to start thinking about redeploying ATMs. ABA Bank J 77:53-4 S '85

Legal and operational considerations at the point of sale. S. Ingram. Mag Bank Adm 61:50-4 Ap '85


Publix network in Florida. R. Hawk. il U S Banker 96:32-4+ S '85


Shared networks can give customers better service, convenience. Sav Inst 106:124-5 Ap '85

Special report, plastic wars: cooperation over competition? T. P. Fitch. tab U S Banker 96:10+ Ag '85


What's ahead for ATM networking as regional interstate banking unfolds? C. M. Brewis. Mag Bank Adm 61:14-6 D '85


Specifications
ATM directory [table] Mag Bank Adm 61:36-48 My '85
Based on the example from the previous page (marked by an arrow), list the following information.

Author of the article: __________________________

Title of the article (Check the Abbreviations List below):

____________________________________________

Periodical title: ________________________________

Volume: __________________

Pages: __________________

Month: __________________

Year: __________________

BUSINESS PERIODICALS INDEX

ABBREVIATIONS OF PERIODICALS INDEXED

Organ Behav Hum Decis Processes — Organizational Behavior and Human Decision Processes
Organ Behav Hum Perf — Organizational Behavior and Human Performance
Organ Dyn — Organizational Dynamics

BUSINESS PERIODICALS INDEXED

ABBREVIATIONS OF PERIODICALS INDEXED

P

Cap Trade J — Paper Trade Journal
Pension World — Pension World
Pension Invest Age — Pensions & Investment Age
Pers Adm — Personnel Administrator
Pers J — Personnel Journal
Pers Manage — Personnel Management
Pers Psychol — Personnel Psychology
Pers Econ — Petroleum Economist
Plan Rev — Planning Review
Plant World — Plastics World
Prof Account — The Practical Accountant
Prof Build — Professional Builder
Prof Build Apartment Bus — Professional Builder/Apartment Business
Rev Bus Econ Res — The Review of Business and Economic Research
Risk Manage — Risk Management

S

Saks Mark Manage — Sales and Marketing Management
Sav Inst — Savings Institutions
Secur Manage — Security Management
Site Sel Handb — Site Selection Handbook
Sloan Manage Rev — Sloan Management Review
SMM — SMM
Social Secur Bull — Social Security Bulletin
South Econ J — Southern Economic Journal
Stat Bull (Metro Life Insur Co) — Statistical Bulletin
(Metropolitan Life Insurance Company)
Stores — Stores
Superv Manage J — Supervisory Management Journal
Superv Manage — Supervisory Management (New York, N.Y.)
Supervision — Supervision
Surv Curr Bus — Survey of Current Business
Now find the location of your periodical.

<table>
<thead>
<tr>
<th>CALL NO.</th>
<th>TITLE AND HOLDINGS BY LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2961</td>
<td>SAVINGS BANK JOURNAL, 1ST FLOOR STACKS BY CALL NO.</td>
</tr>
<tr>
<td>33150.3</td>
<td>SAVVY, CURRENT ISSUES, 1ST FLOOR STACKS BY CALL NO.</td>
</tr>
<tr>
<td>3550.3</td>
<td>SAVINGS INSTITUTIONS SOURCEBOOK, 1ST FLOOR STACKS BY CALL NO.</td>
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<tr>
<td>33150.3</td>
<td>SAVVY, CURRENT ISSUES, 1ST FLOOR STACKS BY CALL NO.</td>
</tr>
<tr>
<td>3354.3</td>
<td>SAVVY, CURRENT ISSUES, 1ST FLOOR STACKS BY CALL NO.</td>
</tr>
</tbody>
</table>

What is the call number of the periodical?:

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<td>3354.3</td>
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</table>

Where is it located?:

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<tr>
<td>3354.3</td>
<td>SAVVY, CURRENT ISSUES, 1ST FLOOR STACKS BY CALL NO.</td>
</tr>
</tbody>
</table>
Government publications are an excellent resource for various subjects such as education, engineering, business, law, medicine, and politics. They are especially good for statistics. Our Government Publications Department houses a collection of books, periodicals, reports, pamphlets, microforms, reference sources and much more, published by the United States government, the California State government and the United Nations. Each collection has its own card catalog (Government Publications' materials will not be found in the regular Card Catalog) and call number system and is shelved separately within the Government Publications Department. There are Government Publications Reference Librarians available to help you find the information you need.
The following are some examples of Government Publication materials:

**Government Publications**

- **D 103.6/5** U.S. Army Engineers Corps. *Flood Proofing Systems and Techniques: Examples of Flood Proofed Structures in the United States.*

- **J 28.2** U.S. National Institute of Justice. *Calling the Police: Citizen Reporting of Serious Crime.*

- **Pr 40.8** U.S. Office of the President. *Report of the National Bi-Partisan Commission on Central America.*

Remember that Government Publications' materials have their own call number systems. There is one for United States materials, one for California, and one for United Nations.
I. Evaluating your information

How do I tell if the information I am reading is reliable?

Throughout your research you will be reading and summarizing the information you find. To evaluate the information you have gathered ask yourself some of the following questions:

- Is the article signed? If the article was not signed, you may question the source because there would not be a way of determining if the information is valid.

- Who wrote this article? Is this person a recognized expert in the field?

- Is there a bibliography at the end of the article or book? Are references cited (books, articles, reports, etc.) so that you can confirm what the author is telling you?

- Does the author show a bias? Remember that most people usually have an opinion that may show up in their article or book. Does he support his bias with evidence? Or does he make general, sweeping statements?

Be critical of the materials you are using. If you question the reliability of the information, write it down on a sheet of paper or a note card and attach it to your article or book. When you have finished doing your research you may find that you have the answer.

When writing a term paper or report, you need to support all your statements.

Remember, the better your sources, the better your term paper.
XI. Style Manuals

Style manuals can help you with the process of researching and writing. In addition, it will show you the form and style for your paper. Style manuals include such information as:

- topic selection
- preparing a bibliography
- collection information
- organizing your paper
- outlining the paper
- writing the paper
- and much more.

There are many style manuals available for your use. There are general style manuals and ones for particular subject areas. Your instructor may suggest one for your class. Below we have listed some of the more widely used style manuals.

Style Manuals

General


REF


REF

Subject Style Manuals

Psychology


REF
Subject Style Manuals (continued)

Literature


Biology


There are many subject style manuals available. Ask a librarian if there is one available for your major.
XII. Additional Services in the University Library

Interlibrary Loan (Room 208 - University Library)

If at any time during your library research you find our library does not own a particular book or periodical article, you may place a request with the Interlibrary Loan Department for the needed material. Interlibrary Loan requests materials from other libraries nation-wide, to be sent to our library. Normally, there is no charge for this service. It usually takes 1 - 2 weeks to receive the materials. Therefore, you must make your requests early in your library research. This service can be invaluable if you are working on a long-term project, such as a master's thesis.

Reserve Book Room

This area houses materials which are placed on reserve by an instructor for a specific course. These items are articles from magazines or journals, or books, including textbooks. Your instructor will let you know whether he/she has items for you to look at on Reserve. These materials may be used for either 2 hours, 24 hours, or 3 days.

Computer Search Service

If you are having a great deal of difficulty finding information on a topic or need to do a very comprehensive search of the literature, you may consider doing a computer search. This service allows you to access periodical indexes through a computer. The Library has access to over 250 databases. These databases are usually the same as periodical indexes. Instead of looking through a printed periodical index and writing your citations by hand, the computer can search your topic, and print out the citations for you. Reference librarians will do the computer searches, but you must pay the cost of the computer time and printing. Every search is different, but the average cost for a computer search is about $15 - $25 based on computer time connected and number of citations printed. Consult a Reference librarian for more information.
Now that you have finished the Library Guide, we hope you will find your library research at San Diego State University much easier.

Below are three things you should keep in mind when researching and writing a term paper.

1. Library research takes time. Sometimes it can be easy and you can find all the information you need quickly, but other times it can be a long, drawn-out process. Start early so you have enough time to find the information and write your paper.

2. Try to be patient and remember to ask questions. If you are having problems with library research, remember to ask a Reference librarian for help.

3. If you are having problems with writing, you should go to the Writing Clinic sponsored by the English and Comparative Literature Department.

We hope that your experience in Love Library will be a positive one. Good Luck!
APPENDIX A

SAMPLE TOPIC

The following pages are samples of types of information available to you. Every topic is different, but the basic research strategy is the same. Remember the four basic types of information sources whenever you have a topic to research:

A. Background Sources (or Reference Books)
B. Books (Library of Congress Subject Headings, Subject Card Catalog)
C. Periodical Articles (periodical indexes, Serials Printout)
D. Government Publications

Throughout your research, Reference librarians will be available to help you in your research, but allow plenty of time to learn how to use the library and to read the materials you find. Your time invested will help you be more efficient later, and help you make better grades in your classes.
A. For background information on your topic, use a specialized encyclopedia, such as this one on education.

**THE ENCYCLOPEDIA OF EDUCATION**

**JAPAN**

The modern Japanese education system was organized during the Allied Occupation of postwar Japan. It is based on America's six-three-three-four system, with six years of primary school, three years of junior high school, three years of senior high school, and four years of college. The Japanese system differs from its model in that the six-three-three-four structure is universal, only nine years of education (elementary and junior high school) are compulsory, and there is a five-year technical college, which is equivalent to a combined high school and junior college but with an integrated technical curriculum.

The American-sponsored constitution of 1946 and the Fundamental Law of Education of 1947 guarantee equal educational opportunity to all. The latter prohibits discrimination based upon race, creed, sex, social status, economic position, or family origin, and aims at the "full development of personality, striving for the rearing of the people, sound in mind and body, who shall love truth and justice, esteem individual value, respect labor, and have a deep sense of responsibility and be imbued with the independent spirit..." (Supreme Commander for the Allied Powers...
B. Books

Use the Library of Congress Subject Headings (2, big, red-covered volumes near the subject card catalog) to find out which subject headings you can use for your topic in the subject card catalog.

LIBRARY OF CONGRESS
Subject Headings

Volume I
A—K

Tenth Edition

Subject Cataloging Division
Processing Services

LIBRARY OF CONGRESS  WASHINGTON  1986
<table>
<thead>
<tr>
<th>Subject</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>General subdivisions</td>
</tr>
<tr>
<td>- Learning, Psychology of</td>
<td>Educational aims and objectives</td>
</tr>
<tr>
<td>- Ability grouping in education</td>
<td>Instructional systems</td>
</tr>
<tr>
<td>- Adult education</td>
<td>International education</td>
</tr>
<tr>
<td>- Agricultural education</td>
<td>Islamic religious education</td>
</tr>
<tr>
<td>- Area studies</td>
<td>Language and education</td>
</tr>
<tr>
<td>- Art in education</td>
<td>Learning</td>
</tr>
<tr>
<td>- Basic education</td>
<td>Learning, Psychology of</td>
</tr>
<tr>
<td>- Books and reading</td>
<td>Lyceums</td>
</tr>
<tr>
<td>- Business education</td>
<td>Mental discipline</td>
</tr>
<tr>
<td>- Case method</td>
<td>Microforms in education</td>
</tr>
<tr>
<td>- Chauffaques</td>
<td>Military education</td>
</tr>
<tr>
<td>- Christian education</td>
<td>Mining schools and education</td>
</tr>
<tr>
<td>- Church and college</td>
<td>Monitoryal system of education</td>
</tr>
<tr>
<td>- Classical education</td>
<td>Moral education</td>
</tr>
<tr>
<td>- Classification—Books—Education</td>
<td>Moving-pictures in education</td>
</tr>
<tr>
<td>- Coeducation</td>
<td>Museums—Educational aspects</td>
</tr>
<tr>
<td>- Culture</td>
<td>Music in education</td>
</tr>
<tr>
<td>- Distance education</td>
<td>Native language and education</td>
</tr>
<tr>
<td>- Domestic education</td>
<td>Nature study</td>
</tr>
<tr>
<td>- Drama in education</td>
<td>Naval education</td>
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<tr>
<td>- Economic development—Effect of education on</td>
<td>Overpressure (Education)</td>
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<td>Paperbacks in education</td>
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<td>Parents' and teachers' associations</td>
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<td>Pedagogy</td>
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<td>Physical education and training</td>
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<td></td>
<td>Pictures in education</td>
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<tr>
<td></td>
<td>Platoons schools</td>
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<td></td>
<td>Postage-stamps in education</td>
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<tr>
<td></td>
<td>Posters in education</td>
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<tr>
<td></td>
<td>Printing, Practical, in education</td>
</tr>
<tr>
<td></td>
<td>Professional education</td>
</tr>
<tr>
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<td>Progressive education</td>
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<td>Radio in education</td>
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<td>Religious education</td>
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<td>Religious education of adolescent boys</td>
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<td>Religious education of adolescents</td>
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<td>Religious education of young people</td>
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<td>Role playing</td>
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<td>Scholarships</td>
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<td>School city, state, etc.</td>
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<td>Schools</td>
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<td>Self-culture</td>
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<td>Self-government (in education)</td>
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<td>Socialization</td>
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<td>Sound recordings in education</td>
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<td>Study, Method of</td>
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<td>Universities and colleges</td>
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<td>Vacation schools</td>
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<td>- Youth</td>
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<td>Education under names of denominations, sects, orders, etc., e.g. Jesuits—Education; and under special classes of people and various social groups, e.g. Blind—Education; Mentally handicapped children—Educational; Children of migrant laborers—Education; also subdivision Study and teaching under special subjects, e.g. Science—Study and teaching; and headings beginning with the word Educational</td>
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<td>- Colomies</td>
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<td>Schedules, School</td>
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<td>Student evaluation of curriculum</td>
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<td>Teacher participation in curriculum planning</td>
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<td>Education—Finance</td>
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<td>LB2361-5; Elementary schools, LB1570-1571; Secondary schools, LB1828-9</td>
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<td>Works on the curriculum of a particular denomination, sect, or order are entered under name of denomination, etc, with subdivision Education, and also under Education—local subdivision Curricula, when confined to a given country, state, or city.</td>
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<td>Curriculum studies confined to the public or private schools of one city or county have duplicate entry as follows: 1. Education—Wisconsin Madison; 2. Education—Wisconsin Curricula</td>
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<td>Teacher participation in curriculum planning</td>
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Note under Social surveys
- 1945-1964
- 1965-
  - ss International Education Year, 1970
Look up the terms found in the Library of Congress Subject Headings in the Subject Card Catalog (Education - Japan).
Be sure to write the complete call number.

EDUCATION--JAPAN--HISTORY.

Passin, Herbert.
347 p. : ill. ; 19 cm.
Bibliography: p. 327-337.
Includes index.

1. Education--Japan--History.
2. Educational sociology--Japan--History.
3. School management and organization--Japan. I. Title

Check the book location sign to see which floor the book will be found (by the 1st letter of the call number).

SOCIETY AND EDUCATION IN JAPAN

Herbert Passin

Bureau of Publications
Teachers College · Columbia University
AND
East Asian Institute
Columbia University
For articles on your topic, use a periodical index. Then, choose the best articles for your topic.

For articles on your topic, use a periodical index. Then, choose the best articles for your topic.

The right to education in Japan. K. Aoki and M. M. McCarthy. bibl J Law Educ 13:441-52 JI '84

Search for new ideas amid doubts over competitive schooling. J. Greenlees. il Times Educ Suppl 3575:8 Ja 4 '85

Sensei, juku and kendo—a look at Japan's educational system. T. Rajca. il Momentum 15:52-3 My '84


Japanese education: how do they do it? M. I. White. Principal 64:16-20 Mr '85

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Sensei, juku and kendo—a look at Japan's educational system. T. Rajca. il Momentum 15:52-3 My '84


ABBREVIATIONS OF PERIODICALS INDEXED

J Home Econ — Journal of Home Economics
J Int Teach Educ — Journal of Int'l Teacher Education
J Instr Psychol — Journal of Instructional Psychology
J Law Educ — Journal of Law & Education
J Learn Disabilities — Journal of Learning Disabilities
The **SERIALS LISTS** will tell you if a periodical is on microfilm or microfiche or in bound volumes.

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<table>
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<tr>
<th>Call No.</th>
<th>Title and Holdings by Location</th>
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<td>L</td>
<td>PHI DELTA KAPPA. SCHOOL RESEARCH INFORMATION SERVICE.</td>
<td>1ST FLOOR STACKS BY CALL NO.</td>
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<td>LB</td>
<td>PHI DELTA KAPPA SYMPOSIUM ON EDUCATIONAL RESEARCH.</td>
<td>4TH FLOOR STACKS BY CALL NO.</td>
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<td>ANNUAL PHI DELTA KAPPA SYMPOSIUM ON EDUCATIONAL RESEARCH.</td>
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<td>CURRENT ISSUES KEPT UNTIL MICROFICHE RECEIVED (ASK AT DESK).</td>
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<td>ON MICROFICHE NO. C-896: 61(1980)-</td>
<td>MICROFORMS AND NEWSPAPER CENTER</td>
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<td>BOUND HOLDINGS: 1-25(1915-43), 26(1943), 27-51(1945-70), 54-58(1972-77).</td>
<td>1ST FLOOR STACKS BY CALL NO.</td>
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</table>

We need Phi Delta Kappan for February, 1985. We will have to use the Microfiche, number C-896, which covers volume 61, 1980 - to the present. The Bound volumes stopped in 1977, and the Microfiche only covers 1970-1980. The Microfiche and Microfilm are on the first floor by the C number (microfiche) and F number (microfilm).
The SERIALS LISTS are the four, red-covered, computer printouts that list all the periodicals our library holds. Check these by the name of the periodical, and write down the call numbers.

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<tr>
<td>P 1401 J6</td>
<td>JOURNAL OF LATIN AMERICAN STUDIES. CURRENT ISSUES.</td>
<td>PERIODICAL READING RM-1ST FLOOR</td>
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<td>INDEXED IN - SOCIAL SCIENCE INDEX, HISPANIC AMERICAN PERIODICALS INDEX</td>
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<td>K 3 J65</td>
<td>JOURNAL OF LAW AND ECONOMICS CURRENT ISSUES.</td>
<td>PERIODICAL READING RM-1ST FLOOR</td>
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<td>KF 4102 J68</td>
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<td>INDEXED IN - CURRENT INDEX TO JOURNALS IN EDUC., SOCIAL SCIENCE CITATION INDEX, EDUCATION INDEX</td>
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</table>

Interpretation: Our library subscribes to the Journal of Law and Education. The dash, or hyphen—after volume 8, 1975—means we continue to subscribe to it. The current issues (about the last year) will be found in the Periodical Reading Room on the 1st floor, by the call number KF 4102 J68. The older issues will be found also on the 1st floor, in bound volumes, by the same call number.
The Right to Education in Japan

KOJI AOKI*
MARThA McCARTHY**

Introduction

Most Western nations provide by law for free public education. Universal free schooling serves governmental interests by instilling important national values in the country's youth. In democratic nations, an educated citizenry is considered essential to governmental well-being because the welfare and safety of the state depend upon an intelligent electorate. By contrast, authoritarian regimes view education as a primary vehicle for homogenizing citizens to assure their ideological allegiance and commitment to directed policy choices.

While vital national interests underlie all provisions for public education, the different premises above give rise to differences in the manner in which the government, students, parents and school officials interact. In the United States, in recent years, the individual's interest in a free public education has been receiving increasing attention. The delineation of an individual's educational rights has generated a significant body of litigation in the United States, covering topics from student disciplinary procedures and classification practices to curriculum censorship.

However, it must be remembered that the protection of individual rights in education is a relatively recent phenomenon in the United States. Prior to 1954, less than 100 cases involving the public schools had been litigated in federal court. Local school boards had much more latitude in attaching conditions to school attendance and educational...
Use the special card catalog and other indexes on the 3rd floor for Government Publications. These materials are not in the main card catalog or periodical indexes. They have their own call number system, which is arranged by agencies and departments of the government. Our library receives reports from the United States government, California state government, and the United Nations.

Check the special catalogs under the same headings you used in the main card catalog in the general Reference room, such as our topic:

**EDUCATION - JAPAN**

![Call Number Example]

Write down the call number, HE 19.102 J27, and locate it on the book shelves within the 3rd floor government publications stacks.

You may check out government publications from the Government Publications Circulation Desk (3rd floor), just like regular books.
日本教育の現状

EDUCATION IN JAPAN
A Century of Modern Development

by
Ronald S. Anderson
Professor Emeritus, University of Hawaii

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
David Mathews, Secretary
Virginia Y. Trotter, Assistant Secretary for Education
Office of Education
T. H. Bell, Commissioner
Robert Leestma, Associate Commissioner for International Education

HE 19.102
J 27
Throughout the Library Guide you may find terms with which you are not familiar. Below is a list of terms and their definitions which you may see in the guide and while conducting library research at San Diego State University Library.

**CALL NUMBER**

The call number tells you where to find a book on the shelf. You can find the call number of a book by looking it up in the card catalog. All books and periodicals are arranged by call number.

**CARD CATALOG**

Where you will find out which books our library has. Drawers have cards arranged alphabetically with authors and titles in one section and subjects in another section. Each card also has the call number so you can locate the books on the shelves.

**CHECK OUT**

The procedure for borrowing a book from the library. You need a student ID card.

**CIRCULATION DESK**

The place you go to check out books, return books, place holds and searches on books, and pay fines for overdue books.

**DUE DATE**

The date stamped inside a book which tells you when it needs to be returned to the library. After this date, the book is late!
FINE

What you will get if you return a book late. This costs money! Regular book fines are 25¢ per day.

HOLD

This is the form to fill out at the Circulation Desk when someone else has the book you want. When the book is returned, the library will send you a notice and hold the book for you for 8 days.

INDEX

A periodical index will help you find articles on a topic. Indexes are arranged alphabetically by subject, and some contain abstracts which describe the content or main idea of an article. All indexes give author, title, and publication information. When you have found titles on your topic, you need to check to make sure the library has the periodicals.

JOURNAL

Like a magazine, but containing scholarly research published as articles, or research or technical reports or papers.

OVERDUE

This means your book is late. It has not been returned by the date stamped inside the book and you will probably get a fine.
PERIODICAL

This term usually refers to magazines or journals, but also includes newspapers and other items issued regularly.

RECALL

This is a way by which you request a book which has already been checked out by a faculty member. When the book is returned to the library, it will be held for you, and you will be notified.

REFERENCE SHELVES

These shelves contain encyclopedias, handbooks, manuals, directories, data books, and other books useful for practical, specific or background information. There are two reference rooms in our library. The General Reference area, and the Science Reference Room on the 5th floor.

RENEW

This is the procedure for re-checking a book which you currently have checked out. You may renew, or re-check a book as long as no one else has requested it.

RESHELVING AREA

This is a holding area for books returned to the library but not yet put back on the shelves. Books are arranged here in rough call number order.
A publication which is issued in successive parts, in numerical or chronological order, is considered a serial. This includes things like annual reports, annual reviews, directories, and series.

**SERIALS LIST**

An alphabetical list of serial titles (periodicals, magazines, journals, newspapers) received in our library. The call numbers of the serials are given, along with information on whether the title is on microfilm or microfiche or is in bound volumes. These are 4, red-covered computer-printed volumes located in the Reference Room, current Periodicals Reading Room, and other locations in the library.

**STACKS**

These refer to the shelves which hold most of the library's books. Both books and bound periodicals are shelved by call number.