



Tikrit University

Collage of Education for Humanities

English Department

Research paper

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Identifying Sources

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Chapter Three: Identifying Sources

The Library: It is a place where we read and borrow books.

The Sections of the Library

1-The Reference section

It is one of the most important places in the library. It gathers conveniently in one place most of the books you 'll need to help you find material in the rest of the library. It has indexes and bibliographies, which list books and articles in books, magazines and newspapers, and it has abstracts, which briefly summarize some of the articles in those sources. A reference section also has encyclopedias, collections of biographies, atlases etc.

You cannot check out most material in the reference section because it has to be available all the time to everyone who needs. This may seem a disadvantage since you have to use the material in the library, but it's actually a big advantage to you because the reference material always should be there for you to use.

2-Reserve section

College and university libraries have a reserve section that contains books and other material you can check out for only a short time. Perhaps for as little as an hour or perhaps overnight. Some books and articles are used so frequently that they need to be available to a large number of people on short notice. However, since these materials change often, depending on the courses being taught, they are not kept in the reference section.

3-Periodical section

It is loosely, a magazine or a newspaper something printed regularly (or periodically), such as daily, weekly, or quarterly. There are three important parts to the periodical section:

a-List of periodicals: A library has a list of all periodicals available there. It could be a short list posted on a wall. The list of periodicals will tell you if the publications are available in your library.

b-Current Issues: The current issues, usually all those for the current year, often are displayed in one part of the periodical section.

c-Back issues: When issues are no longer current, they are usually collected by volume or year bound with a hard cover (like book) and placed in the "back issues" part of the periodical section. Some back issues may be on microfilm (a roll of film) or microfiche (a card of film).

Microfilm and Microfiche section: Sometimes intimidates people because they have to learn to operate special pieces of equipment to read the microform material, which contains books, magazines and newspapers filmed in very reduced size.

Finding Books : Your first step in using the library as you write a research paper is to compile a working bibliography, which is a list on separate cards of books and articles in periodicals that you think may pertain to your subject. Where should you start? We usually start with books because they are easier to find than articles, they are more likely to have a reading list than can lead us to other sources, and they usually cover topics more generally than articles do.

The Card Catalog

The key to finding books is the card catalog, which is a large file of 3×5 cards in alphabetical order listing all the books in the library as it is shown below:

The card catalog can be classified into three cards:

- 1.an author card** filed alphabetically by the author' last name.
- 2.a title card** filed alphabetically by the title, and at least one.
- 3.subject card** filed alphabetically by the subject of the book.

PS Longley, John Lewis.
3511 The tragic mask; a study of Faulkner's heroes.
.A86 Chapel Hill, University of North Carolina Press
Z88 [1963]

242 p. 24 cm.

I. Faulkner, William, 1897-1962. 2. Heroes in
literature. I. Title.
PS3511.A86Z88 813.52 63-22806

Library of Congress [5]

**Author
card**

The tragic mask
Longley, John Lewis.
The tragic mask; a study of Faulkner's heroes.
Chapel Hill, University of North Carolina Press
[1963]
242 p. 24 cm.

1. Faulkner, William, 1897-1962. 2. Heroes in literature. I. Title.
PS3511.A86Z88 813.52 63-22806
Library of Congress [5]

Title
card

	FAULKNER, WILLIAM, 1897-1962		
PS	Longley, John Lewis.		
3511		The tragic mask; a study of Faulkner's heroes.	
A86		Chapel Hill, University of North Carolina Press	
Z88		[1963]	
		242 p. 24 cm.	
1. Faulkner, William, 1897-1962. 2. Heroes in literature. I. Title.			
Subject		PS3511.A86Z88	813.52
card			63-22806
		Library of Congress	[5]

**Subject
card**

All three of these cards start as author cards. The difference is that a title card has the title typed on top so it can be alphabetized by the title more easily, and the subject card has the subject typed on top so it can be alphabetized by subject. Sometimes all three kinds of card are in the same catalogue, and sometimes they're filed separately. For example, you might find one card catalog for author and title cards and another card catalog for subject cards.

Classification Systems

Libraries arrange their books by either **Dewey decimal** classification system or, even more popular for large libraries, the **Library of Congress** classification system.

Dewey decimal classification system for organizing the contents of a library based on the division of all knowledge into 10 groups, with each group assigned 100 numbers. The 10 main groups are:

000–099, General works

100–199, Philosophy and Related Disciplines

200–299, Religion

300–399, Social sciences

400–499, Language

500–599, Natural sciences and mathematics (pure sciences)

600–699, Applied Science

700–799, Arts

800–899, Literature

900–999, History, biography, and geography.

These 10 main groups are in turn subdivided again and again to provide more specific subject groups.

This system was created by Melvil Dewey, an American librarian and educator, in 1876. Dewey was dissatisfied with the existing methods of cataloging and classification, which were often inconsistent, confusing, and inefficient. He wanted to create a simple, logical, and universal system that could be easily applied and adapted to any library.

Library of Congress classification system is a classification system that was first developed in the late nineteenth and early twentieth centuries- was developed by James Hanson (chief of the Catalog Department), with assistance from Charles Martel, in 1897, while they were working at the Library of Congress- to organize and arrange the book collections of the Library of Congress. A classification system uses letters and/or numbers (call number: it is the number that is written on the spine of the book) to arrange the books so that books on the same topic are together. The following example illustrates the call number: Book title: Uncensored War: The Media and Vietnam Author: Daniel

C. Hallin Call Number: DS559.46 .H35 1986 The first two lines describe the subject of the book. DS559.45 = Vietnamese Conflict The third line often represents the author's last name. H = Hallin The last line represents the date of publication.

The system divides all knowledge into twenty-one basic classes, each identified by a single letter of the alphabet as illustrated in the classification below:

A General Works

B Philosophy, psychology, Religion

C-D History and Topology (except America)

E-F History and Topology: America

G Geography and Anthropology

H Social Sciences

J Political Sciences

K Law

L Education

M Music

N Fine Arts

P Language and Literature

Q Science

R Medicine

S Agriculture and Forestry

T Technology

U Military

V Naval Science

Z Bibliography

Most of these alphabetical classes are further divided into more specific subclasses, identified by two-letter, or occasionally three-letter, combinations. For example, class N, Art, has subclasses NA, Architecture; NB, Sculpture, ND, Painting; as well as several other subclasses. Each subclass includes a loosely

hierarchical arrangement of the topics pertinent to the subclass, going from the general to the more specific.

Bibliography Cards for Books

The Bibliography and Note Pages in the Research

1- author(s) or group responsible

2-title and subtitle

3-translator(s)

4-editor(s)

5-edition

6-series

7-volum number

8-place of publication

9-publisher

10-date of publication

Indexes: it does not tell how valuable a source is, or even exactly what it's about (titles can be misleading), but at least it tells you something exists. It is like a single , well-organized table of contents(arranged by subject) for all the periodicals it indexes.

Bibliographies: are lists of sources for a topic, sometimes sources by someone and sometimes the sources about someone or something as it is clear in the following examples:

Allen, T. (1974). *Vanishing wildlife of North America*. Washington, D.C.: National Geographic Society.

Boorstin, D. (1992). *The creators: A history of the heroes of the imagination*. New York: Random House.

Encyclopedias: are excellent for preliminary reading when you are trying to decide on a topic or beginning to narrow it to something workable.