There are three parts to this booklet:

**PART 1** familiarizes you with Bobst Library's resources and services, acquaints you with the layout of the building, and presents the procedures for finding books and periodicals articles.

**PART 2** introduces you to BobCat, the Library's online catalog.

**PART 3** (which corresponds to the Research Strategies class offered by the Library) covers electronic database searching, connecting to Library resources remotely, and strategies for critically evaluating information.

**CONTENTS OF THIS BOOKLET**

**PART 1 (WHITE SECTION)**

**THREE IMPORTANT FACTS ABOUT BOBST LIBRARY**

Information sources, Reference Centers & finding tools...................................................p.p. 2-3

**FINDING THE INFORMATION YOU NEED**

The 4 steps to finding a book...............................p. 5
Understanding call numbers..............................p. 6
The 4 steps to finding a periodical article.........pp. 7-8

**ORIENTATION TO THE BUILDING**

Bobst Library building scheme..........................p. 4

**LEARNING MORE ABOUT THE LIBRARY**

Complete list of Library guides........................p. 9
Library classes & tutorials..............................pp. 10

**TEST YOUR KNOWLEDGE:** Quiz........pp. 11-12

**PART 2 (BLUE SECTION)**

**INTRODUCTION TO BOBCAT**

How to Use BobCat (the online catalog)..............p. 1-9
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**PART 3 (YELLOW SECTION)**

**RESEARCH STRATEGIES**

Searching Electronic Databases........................pp. 1-2
Printing, saving, & emailing search results........pp. 3-4
Introduction to BobstWeb...............................p. 5
Remote Access to Library Resources..................p. 6
Thinking critically about information..............p. 7
Research Strategies exercise..........................pp. 8
Fact #1: The collection contains a wide variety of information sources.

- Books
- Periodicals (newspapers, magazines, & journals)
- Scripts
- Scores
- Media Items (such as video, CDs, & multimedia)
- Reports (such as annual reports)
- NYU Dissertations
- Archival Materials (such as manuscripts, rare books, & photos)
- Numerical Data (such as statistics)
- U.S. Government Documents
- U.N. & International Documents

Fact #2: The building has three Reference Centers.

The best place to start your research is in the Reference Center that pertains to your subject area, because each Reference Center has these essential resources:

- Reference librarians
- Reference books
- Periodical indexes
- BobCat, BobCatPlus & BobstWeb terminals
- Research guides by subject

See p. 9 for a complete list of guides.

HUMANITIES subjects include:
- Art
- Cinema
- Classics
- Dance
- History
- Literature
- Music
- Philosophy
- Religion
- Theater

SOCIAL SCIENCE subjects include:
- African American Studies
- Anthropology
- Communications
- Education
- Lesbian & Gay Studies
- Political Science
- Psychology
- Sociology
- Social Work
- Women's Studies

SCIENCE subjects include:
- Biology
- Chemistry
- Computer Science
- Environmental Science
- Mathematics
- Medicine
- Neural Science
- Nursing
- Nutrition
- Physics & Astronomy
**Fact #3:** There are two primary tools for finding information.

---

**BobCat (the online catalog)**

**Welcome to BobCat**

To select SEARCH TYPE use: arrow keys, <SPACEBAR>, or type search command followed by search words; then press <ENTER>. For BOOLEAN SEARCHING, combine KEYWORD commands using AND, OR, or NOT.

**SEARCH TYPE**
- FIRST WORDS: *KEYWORDS:*
  - AUTHOR (persons, organizations) **A**
  - TITLE (books, journals, series) **T**
  - JOURNAL **J**
  - SERIES **S**
  - SUBJECT (Library of Congress) **S**
  - ALL (all of the above) **ALL**

**Enter the title. EXAMPLE: tumach add about.**

For help, type **?** then press <ENTER>. To Exit, type **E** then press <ENTER>.

**Use BobCat (the online catalog) to find:**

- Books
- Scores
- Media Items
- Periodicals
- NYU Dissertations
- Scripts

**BobCat Terminal Locations:** BobCat terminals are located on every floor of the library. Areas with the highest concentration of BobCat terminals are: the Catalog Area (1st fl. atrium) & on the A level near the reserve desk. (BobCat is also available remotely. Telnet address: holmes.nyu.edu Web URL: http://www.bobcat.nyu.edu)

**Help using BobCat:** For help using BobCat, see BobCat Bulletin 1, available at the Information Desk (1st fl.) and Reference Desks (1st, 6th, & 9th fl.) or ask for help at these desks. BobCat also provides help screens.

---

**Periodical & Other Indexes**

**Use Periodical & Other Indexes to find:**

- Articles within periodicals
- U.S. Government Documents
- U.N. & International Documents
- Reports
- Numerical Data
- Index Locations: Print indexes are located on floors 1, 6, & 9 in the Reference Centers. Electronic indexes (aka databases) are located on floors A, 1, 6, & 9. (Many electronic databases are also available remotely -- from home, dorms, ACP labs, etc. -- via the Web at http://www.nyu.edu/library/bobcat/database)

**Help using indexes:** The Reference Centers have print guides for most of the electronic indexes. The indexes also have on-screen help. Reference librarians can provide additional assistance using both print and electronic indexes.
## Bobst Library Building Scheme

<table>
<thead>
<tr>
<th>Floor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th</td>
<td>University Administration</td>
</tr>
<tr>
<td>11th</td>
<td>Library Administration</td>
</tr>
<tr>
<td>10th</td>
<td>Tamiment &amp; Wagner Collections (labor history and radical movements); NYU Archives; Stacks: RD-RZ, S, T, U, V, Z</td>
</tr>
<tr>
<td>9th</td>
<td>Science &amp; Technology Reference Center; Stacks: Q, R-RC</td>
</tr>
<tr>
<td>8th</td>
<td>Stacks: P; Silent Study Wing (north lounge)</td>
</tr>
<tr>
<td>7th</td>
<td>Stacks: HM-HX, J, K, L</td>
</tr>
<tr>
<td>6th</td>
<td>Business, Social Science &amp; Documents (US Government, United Nations &amp; International) Reference Center; Silent Study Wing (north lounge)</td>
</tr>
<tr>
<td>5th</td>
<td>Stacks: E, F, G, H-HJ</td>
</tr>
<tr>
<td>4th</td>
<td>Stacks: A, B, C, D; Silent Study Wing</td>
</tr>
<tr>
<td>3rd</td>
<td>Fales Library &amp; Special Collections (19th &amp; 20th c. English and American literature)</td>
</tr>
<tr>
<td>2nd</td>
<td>Avery Fisher Center Music &amp; Media Collection; Language Lab; Library Classrooms; Silent Study Wing (north lounge)</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>REF1 Study Collection</td>
</tr>
<tr>
<td>1st</td>
<td>Circulation; Information; General &amp; Humanities Reference Center</td>
</tr>
<tr>
<td>B Level</td>
<td>Electronic Resources Center (computer labs/classrooms); NYU-Net Terminals; Late-Night Study Area</td>
</tr>
<tr>
<td>A Level</td>
<td>Reserve Collection; Current Periodicals; Microforms Center; Late-Night Study Area</td>
</tr>
</tbody>
</table>

### Where Can I Find...

**Bobcat**
- (the online catalog) terminals are located on every floor.

**BobcatPlus**
- Terminals are located on floors 1, 6, 9 & A.

**Change**
- For larger bills is available at Circulation, 1st fl.
- Dollar bill change machines are on floors A, 1, & 6.

**Computers**
- For word processing, e-mail & other applications are on B level.

**Help Desks**
- Information Desk - 1st fl.
- Reference Desks - 1st 6th, & 9th floors
- Avery Fisher Ctr. service desk - 2nd fl.
- Electronic Resources Ctr. service desk - B fl.
- Reserve Desk - A fl.

**Lost and Found**
- Items are held at Security, 1st floor.

**Periodical Indexes**
- Are on floors 1, 6, 9 (print & electronic) and A (electronic only).

**Photocopies**
- Are located on A, B, 1, 2; 4-8 (through center doors). Copy card vending machines are located on floors A, B, 1, 6, & 9.

**Restrooms**
- And waterfountains are located on A & B levels (north end) and floors 2, 4-10 (north end of east & west wings).

See Information Bulletin 12a Bobst Library Floor by Floor for maps of each level of the Library. Or take a virtual tour of Bobst at: [http://www.nyu.edu/library/bobst/info/instruct/tour.htm](http://www.nyu.edu/library/bobst/info/instruct/tour.htm)
THE 4 STEPS TO FINDING A BOOK

STEP 1: Search BobCat by author, title, or subject.

Welcome to BobCat
To select SEARCH TYPE, press arrow keys (SPACEBAR), or type search command followed by search words, then press "ENTER". For BOOLEAN SEARCHING, enclose KEYWORDS surrounded using AND, OR, OR NOT.

SEARCH TYPE: FIRST WORDS: KEYWORDS
AUTHOR (persons, organizations) A= AW=
TITLE books, journal, series T= TW=
JOURNAL (journal, magazine) J= JW=
SUBJECT (Library of Congress) S= SW=
SERIES (conference, monograph) SS= SEW=
ALL (all of the above) ALL= W=

Sample title search
There are BobCat terminals on every floor of the Library. Areas with the highest concentration of BobCat terminals are: the Catalog Area (main fl. just off atrium) & the A level near the Reserve Desk.

STEP 2: Write down the call number from the BobCat record.

For help using BobCat, see BobCat Bulletin 1: Introduction to BobCat and BobCat Bulletin 6: Introduction to BobCatPlus. (Or ask a librarian.)

STEP 3: Check the call number chart to determine the floor on which the book is shelved.

Bobst Library CALL NUMBER CHART

<table>
<thead>
<tr>
<th>Call #</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C, D</td>
<td>4</td>
</tr>
<tr>
<td>E, F, G, H-J</td>
<td>5</td>
</tr>
<tr>
<td>HM-HX, J, K, L</td>
<td>7</td>
</tr>
<tr>
<td>M</td>
<td>2</td>
</tr>
<tr>
<td>N</td>
<td>7</td>
</tr>
<tr>
<td>P</td>
<td>8</td>
</tr>
<tr>
<td>Q, R, RC</td>
<td>9</td>
</tr>
<tr>
<td>RD-RZ, S, T, U, V, Z</td>
<td>10</td>
</tr>
</tbody>
</table>

Call number charts are posted near the BobCat terminals and at various locations around the Library.

STEP 4: Retrieve the book from the shelf.

Would you like to borrow the book?
Check it out at the Circulation Desk on the main floor. Your current NYU ID card serves as your library card.

See page 4 for information about reading call numbers correctly and locating books on the shelf.
Understanding Call Numbers

This book would be shelved on the 9th floor.

Call number charts are posted at the BobCat terminals and other locations around the Library.

A call number identifies the physical location of an item in the collection. NYU libraries uses the Library of Congress Classification System in which the call number always begins with a letter (or letters) of the alphabet. As shown below, the first letter broadly identifies the item's subject matter.

Library of Congress Classification System

A General Works, Encyclopedias, Almanacs
B Philosophy, Psychology, Religion
C Archaeology, Genealogy, Biography
D History: General & Old World
E-F History, the Americas
G Geography, Anthropology, Recreation
H Social Sciences
J Political Science
K Law
L Education
M Music
N Fine Arts
P Language & Literature
Q Science
R Medicine
S Agriculture
T Technology & Photography
U Military Science
V Naval Science
Z Bibliography & Library Science

Reading Call Numbers:

The 1st line is always one or more letters.

The 3rd line is a letter-decimal combination.

The 4th line is a year:

The books at right are in correct call number order.
There are 3 types of periodicals:

**JOURNALS**
- **Type of Articles**: original scholarly research
- **Audience**: students, scholars, professionals
- **Written by**: scholars, professors, experts, scientists

**NEWSPAPERS**
- **Type of Articles**: informative, investigative, editorial
- **Audience**: general public
- **Written by**: journalists

**MAGAZINES**
- **Type of Articles**: informative, investigative, exploratory, entertaining
- **Audience**: general public
- **Written by**: journalists
- **Published by**: commercial publisher
- **Examples**: Time, Vogue, Psychology Today

To look for periodical articles on a given subject, follow the steps below:

**STEP 1:** Choose a periodical index and look up your topic.

There are hundreds of periodical indexes to choose from among the following categories:

- Business
- Humanities
- Health & Life Sciences

Periodical indexes are located in the Reference Centers (main, 6th, & 9th fl.) and on the A level.

The Reference Centers have both print & electronic indexes. The A level has electronic indexes only.

Periodical indexes come in two formats:

**PRINT INDEXES** list subjects alphabetically.

**ELECTRONIC INDEXES** (also known as research databases) prompt you for keywords describing your topic.
STEP 2: Write down, download, email or print the citation(s) or full text (if available) of the article(s) you want to retrieve.

STEP 3: Do a journal title search (j=) in BobCat to see if the Library subscribes to the periodical listed in the citation.

STEP 4: Retrieve the periodical issue from the shelves or Microform Center.

CURRENT ISSUE LOCATIONS

<table>
<thead>
<tr>
<th>Floor</th>
<th>12th fl.</th>
<th>11th fl.</th>
<th>10th fl.</th>
<th>9th fl.</th>
<th>8th fl.</th>
<th>7th fl.</th>
<th>6th fl.</th>
<th>5th fl.</th>
<th>4th fl.</th>
<th>3rd fl.</th>
<th>2nd fl.</th>
<th>1st fl.</th>
<th>B fl.</th>
<th>A fl.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCIENCE periodicals</td>
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<tr>
<td></td>
<td>MUSIC periodicals</td>
<td></td>
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</table>

PAST ISSUE LOCATIONS

<table>
<thead>
<tr>
<th>Floor</th>
<th>12th fl.</th>
<th>11th fl.</th>
<th>10th fl.</th>
<th>9th fl.</th>
<th>8th fl.</th>
<th>7th fl.</th>
<th>6th fl.</th>
<th>5th fl.</th>
<th>4th fl.</th>
<th>3rd fl.</th>
<th>2nd fl.</th>
<th>1st fl.</th>
<th>B fl.</th>
<th>A fl.</th>
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</tr>
</tbody>
</table>

Issues in print format

Issues in microfilm & microfilm

WELCOME TO BOBCAT

To enter SEARCH TYPE use arrow keys, <SPACEBAR>, or type search command followed by search words, then press <ENTER>. For BOOLEAN SEARCHING, combine KEYWORDS commands using AND, OR, OR NOT.

SEARCH TYPE FIRST WORDS: AUTHOR (persons, organizations) TITLE (books, journals, series) JOURNAL TITLE SERIES SUBJECT (Library of Congress) ALL (all of the above)

SEARCH command examples:
- RESERVE MENU
- SEARCH RE DATABASE
- NUMBER MENU
- ENHANCED MENU
- VIEW LIBRARY RECORD

BobCat search screen

BobCat record

Print jobs (initiated from the computer network on floors 1, 6, 9 & A) are sent to the Electronic Resources Center (ERC on the B Level). Pick up your printout at the ERC service desk. Be sure to have your job number!

PRINTOUTS COST .10 PER PAGE.

Bring your own IBM-compatible diskette if you want to download. Then take the diskette to the ERC service desk for printing.
List of Print Guides in alphabetical order

Bobst Library has a wide selection of print guides that describe our collections, departments, & services, and help you learn how to use Library resources effectively:

Research Guides (RG5)
- African History (RG32a)
- African Studies (RG68a)
- African American Literature (RG68b)
- African American Studies (RG32b)
- AIDS/HIV, Information (RG44)
- Anthropology (RG16)
- Architecture (RG59)
- Bibliography Style Guide (RG57)
- Biographical Sources (RG36)
- Book Reviews (RG35)
- British Parliamentary Records (RG20)
- Business of Performing Arts: Dance, Film, Television, Music, and Theater
- Career Planning and Job Hunting (RG46)
- Chemistry (RG41)
- Cinema (RG2)
- Classical Studies (RG6)
- College & Scholarship Guides (RG58)
- Communication & Media Studies (RG42)
- Company & Industry Information (RG33)
- Computers & Computer Science (RG45)
- Dance (RG64)
- Doctoral Dissertations - Finding (RG9)
- Doctoral Dissertations - Foreign (RG39)
- Economic Statistics (RG53)
- Education (RG4)
- English and American Literature (RG5)
- Fine & Decorative Arts (RG56)
- Food Science and Nutrition (RG43)
- French Language & Literature (RG27)
- German Literature (RG25)
- Grants & Proposals (RG49)
- Health Sciences: Indexes & Abstracts (RG1)
- Indexes and Abstracts - General (RG11)
- Indexes and Abstracts - Humanities (RG12)
- Indexes and Abstracts - Health (RG1)
- Indexes and Abstracts - Science & Technology (RG14)
- Indexes and Abstracts - Social Sciences (RG13)
- International Company & Industry Resources (RG67)
- International Marketing (RG60)
- Italian Language & Literature (RG40)
- Judaic Studies (RG69)
- Latin American Literature (RG28)
- Latin American Studies (RG29)
- Linguistics (RG15)
- Literary Criticism (RG19)
- Literary Theory (RG18)
- Locating Visual Materials (RG63)
- Marketing (RG62)
- Middle Eastern Studies (RG26)
- MLA Bibliography (RG52)
- Modern European History (RG48)
- Museum Studies (RG54)
- MLA Bibliography (RG52)
- Modern European History (RG48)
- Museum Studies (RG54)

Guides are available at the Information Desk (1st fl), and Reference Desks (1st, 8th & 9th floors).

Many guides are also posted on BobstWeb:
http://www.wyu.edu/library/bobst

New & Current Events Sources (RG61) New York City (RG61)
Nursing Resources (RG33)
Philosophy (RG55)
Photography (RG38)
Psychology (RG37)
Political Science (RG17)
Religion (RG51)
Science/Technology: Indexes & Abstracts (RG14)
Slavic Literature (RG66)
Slavic Studies (RG65)
Social Work (RG23)
Sociological Resources (RG21)
Spanish and Portuguese Literature (RG30a)
Spanish and Portuguese Studies (RG30b)
Television and Radio (RG50)
Theater & Performing Arts Resources (RG34)
United States Government Documents (RG23)
United States History (RG31a)
United States History - Primary Sources (RG31b)
Using ERIC (RG8)

Information Bulletins (IB5)
- Avery Fisher Center for Music & Media (IB9)
- Bobst General Information (IB7)
- Bobst Library - Floor by Floor (IB12a)
- Book Preservation (IB11)
- Center for Research Libraries (IB14b)
- Circulation Services (IB3)
- Disabled Students' Library Services (IB15)
- Electronic Databases Available in Bobst (IB6b)
- Electronic Database Searching (IB6a)
- Electronic Resources Center (IB17)
- Fales Library/Special Collection (IB21)
- Interlibrary Loan (IB5)
- Language Laboratory (IB10)
- Laptop Computers (IB23)
- Library Hours & Calendar (IB1)
- Locating Materials in Bobst (IB4)
- Microform Collection (IB19)
- Music Collection (IB18)
- New York University Archives (IB13)
- Photocopying, Self-Service (IB25)
- ProQuest Direct (IB6e)
- Reserves (IB16)
- Research Libraries Group (14a)
- RLIN Eureka (IB6d)
- Self-Guided Tour (IB12b)
- UnCover Reveal (IB6c)
- Visitors Policies (IB20)

Bobcat & BobcatPlus Guides (BB5)
- Circulation & Location Codes in bobCat (BB3)
- Enhanced Searching (BB4)
- Introduction to Bobcat (BB1)
- Introduction to BobcatPlus (BB6)
- Remote Access to BobCat & BobCatPlus (BB2)
- Searching Reserve Materials in BobCat (BB5)
**LIBRARY CLASSES**

**PRE-SCHEDULED**
Each semester, the Library offers classes in which students can learn how to effectively search catalogs, databases and the Web and discover strategies for critically evaluating information.

A schedule of library classes is available at the Information and Reference Desks (main, 6th & 9th floors) and on the Bobst Library website at: http://www nyu edu/library/bobst/info/instruct/

**ON-DEMAND**
Faculty can request subject-specific Library instruction for their class. Librarian subject-specialists will tailor a session to the particular research needs and assignment of the class.

Faculty should contact the relevant subject specialist to set up a session. Subject specialists are listed on the Bobst Library website at: http://www nyu edu/library/bobst/info/instruct/liaisons.htm

**SELF-INSTRUCTIONAL MATERIALS**

**WEB-BASED TUTORIALS & INSTRUCTIONAL GUIDES**

http://www nyu edu/library/bobst/info/instruct/tutorials.htm

- 'Virtual' Tour of Bobst Library
- How to Find a Book
- How to Find a Magazine Article
- Boolean Method of Database Searching
- Glossary of Library Terms
- Internet Basics
- The Web
- Using Databases
- The Research Paper

**VIDEOS**

**Dialog Instructional Video**
Dialog is an online system of more than 400 research databases providing access to magazine, newspaper, and journal articles as well as kinds of other documents. It is searchable from Bobst, the ACF labs, home and other remote locations.

This video shows you how to use the system and qualifies you for a Dialog account. Available at the Avery Fisher Center service desk, 2nd fl.

**Cover All Bases**
Offers helpful tips for completing a research paper – from topic selection through the writing phase. Available at the Avery Fisher Center service desk, 2nd floor. Call number: ARES/VCA 1690

**Beyond the Stacks**
An overview of various special collections contained within Bobst Library, including the Talmud Library and Wagner Labor Archives, Fales Library, Avery Fisher Center for Music and Media, and the Microform collection.

Available at the Avery Fisher Center service desk, 2nd floor.
Call number: ARES/VCA 1828

Videos are available in the Avery Fisher Center, 2nd floor of Bobst Library.

Videos are non-circulating. They are for use in the video viewing area on the 2nd floor.
1. You have been assigned a research paper on the following topic: *Can a healthy diet prevent cancer?*
   a. Which Reference Center would be the most appropriate place to begin the above assignment?
      The ____________________________ Ref. Ctr., located on the ________ fl.
   b. Which finding tool would you use to search for a book or video on the above topic?
      __________________________
   c. Which finding tool would you use to find a newspaper or journal article on the above topic?
      __________________________

2. Name the 3 different types of periodicals:
   __________________________
   __________________________
   __________________________

3. Which finding tool would you use to determine whether Bobst Library carries *National Geographic*?
   __________________________

4. Name 3 resources found in a Reference Center:
   __________________________
   __________________________
   __________________________

5. The most recent issue of *New England Journal of Medicine* would be located on which floor of Bobst Library? __________________________
6. The most recent issue of *Harvard Business Review* would be located on which floor of Bobst Library?

__________________________

7. a. The book at right would be found on the ___________ floor of Bobst Library.

b. What is the general subject matter of this book?

__________________________

8. Are the books below in proper call number order?  □ Yes  □ No  *(If no, circle the one(s) out of order.)*

9. Name 3 floors where you will find help desks.

__________________________

__________________________

__________________________

10. List 2 ways of learning more about the library.

__________________________

__________________________