

SUNDOWN

AT THE LIBRARY



HOW TO USE
YOUR
COFFEYVILLE
COMMUNITY
COLLEGE
LIBRARY

WELCOME TO THE LIBRARY!



So...wondering what the Graham Library at Coffeyville Community College can do for you?

We can help you *succeed*, that's what!

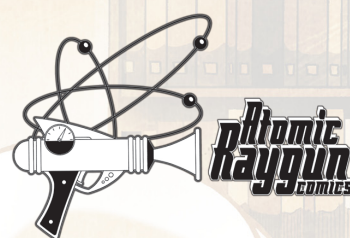
You're not in high school anymore. You've got new challenges ahead of you, and we're here to help you meet those challenges! Producing good work at the college level takes access to information resources and the ability to use those resources. Well, we've got lots of stuff to help assure your academic success: books, periodicals, database access, computers, and more! And of course, we're ready to show you how to use it all! To get you started, we've created this handy comic book guide. Once you've read the comic, you can dig deeper into the instructional material we've prepared for you. How to develop a research plan, how to search a database, how to find a book on the shelf, and much, much more. We've got you covered. But first, we'll have to rid the library of those pesky Dalton ghosts...

Written by Matt Upson

Art by C. Michael Hall

Colors by Dustin Evans

Instructional pages written by Matt Upson & C. Michael Hall



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Coffeyville, Kansas

October 5, 1892

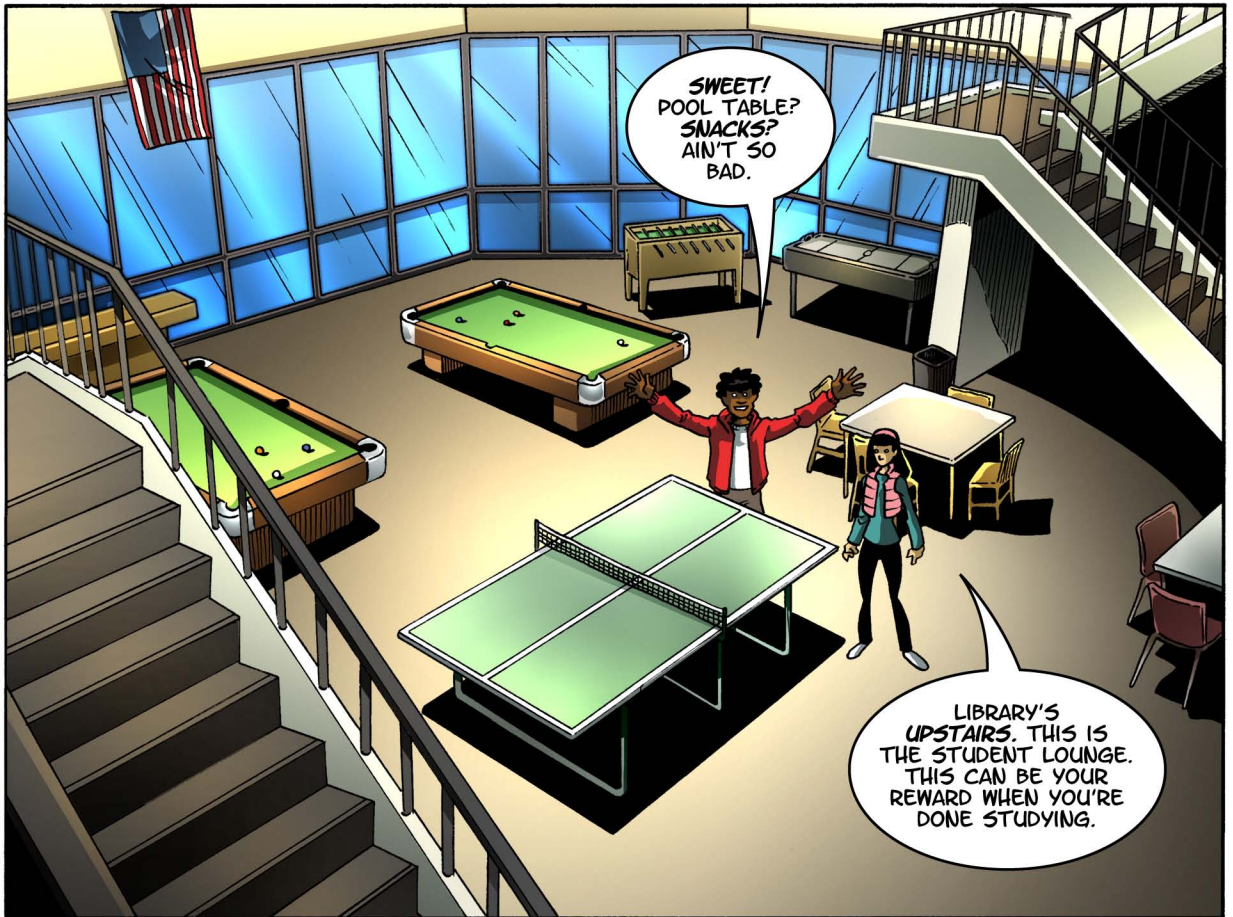


The Dalton Gang runs
into a bit of bad luck...



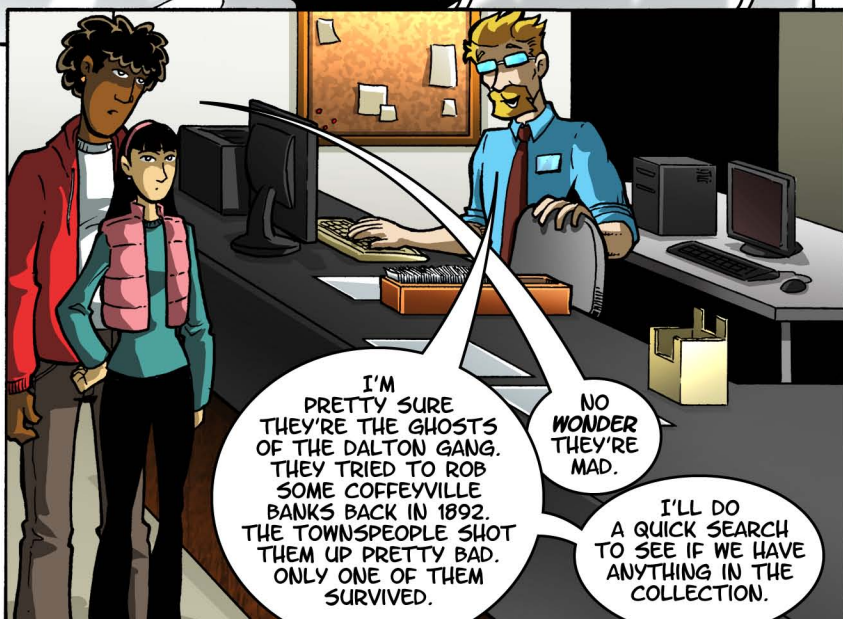
GET
TO THE
HORSES!













*Want to know more about the Dewey Decimal System? See page 13!



**Check with your librarian for details, and see page 19!



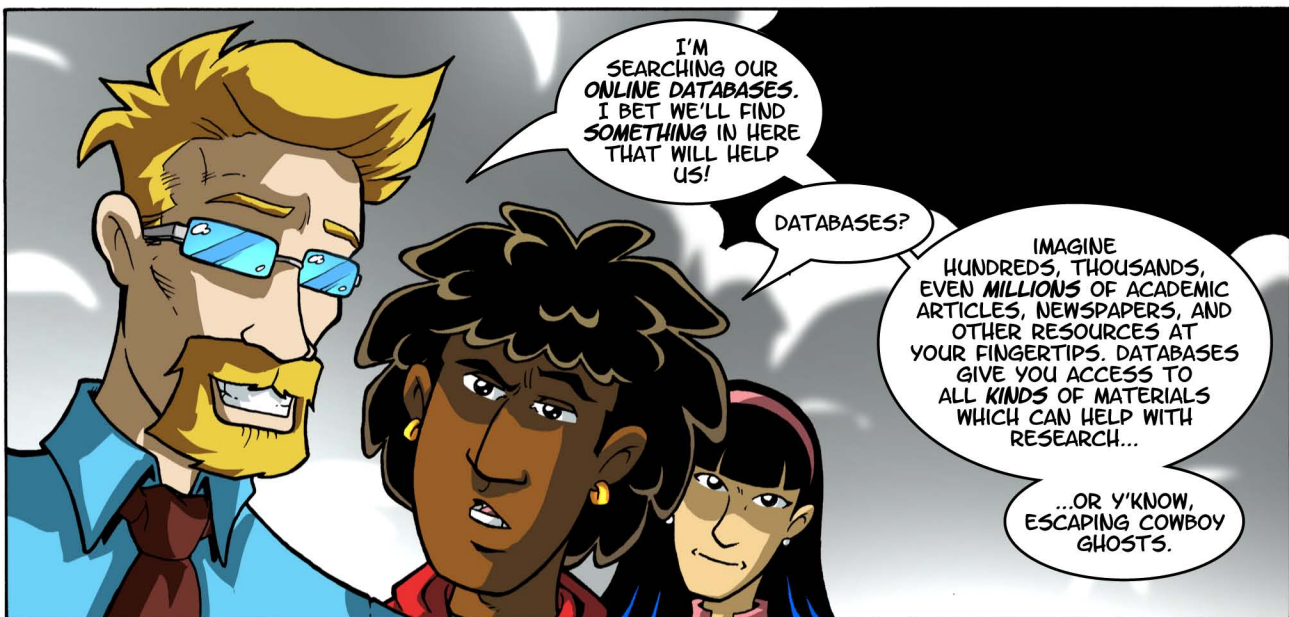


SIT
TIGHT FOR A
SEC. WE HAVE
WIRELESS INTERNET,
SO I CAN KEEP
SEARCHING FOR
CLUES WHILE WE
CATCH OUR
BREATH.



NOW,
LET'S SEE
HERE...

WHAT
ARE YOU
LOOKING
FOR?

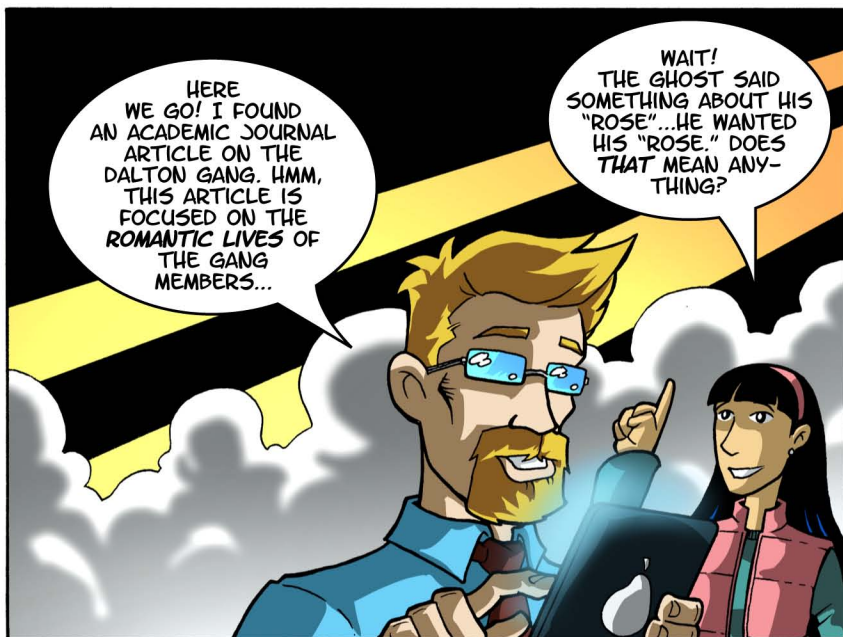


I'M
SEARCHING OUR
ONLINE DATABASES.
I BET WE'LL FIND
SOMETHING IN HERE
THAT WILL HELP
US!

DATABASES?

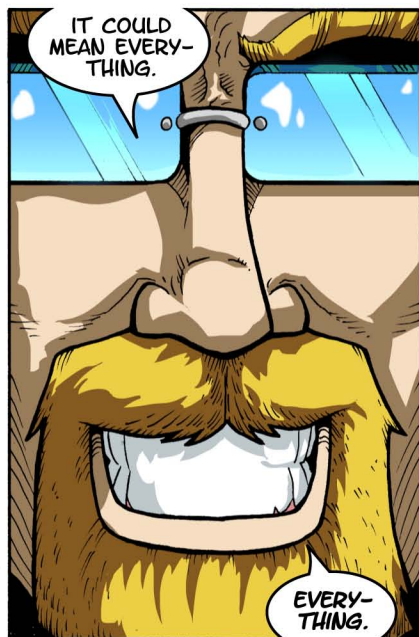
IMAGINE
HUNDREDS, THOUSANDS,
EVEN MILLIONS OF ACADEMIC
ARTICLES, NEWSPAPERS, AND
OTHER RESOURCES AT
YOUR FINGERTIPS. DATABASES
GIVE YOU ACCESS TO
ALL KINDS OF MATERIALS
WHICH CAN HELP WITH
RESEARCH...

...OR Y'KNOW,
ESCAPING COWBOY
GHOSTS.



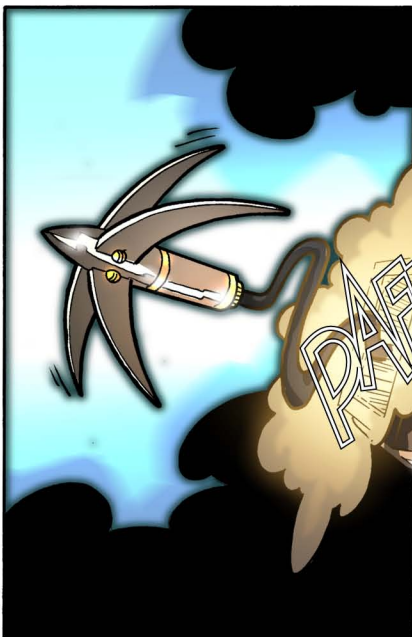
HERE
WE GO! I FOUND
AN ACADEMIC JOURNAL
ARTICLE ON THE
DALTON GANG. HMM,
THIS ARTICLE IS
FOCUSED ON THE
ROMANTIC LIVES OF
THE GANG
MEMBERS...

WAIT!
THE GHOST SAID
SOMETHING ABOUT HIS
"ROSE"...HE WANTED
HIS "ROSE." DOES
THAT MEAN ANY-
THING?

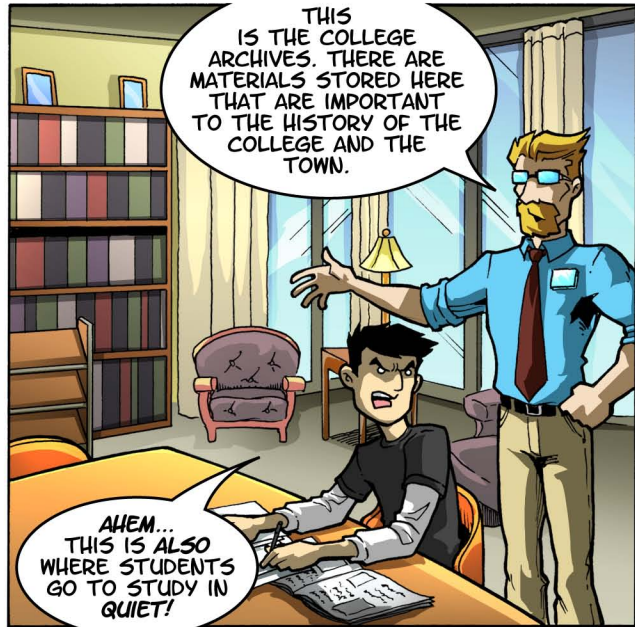


IT COULD
MEAN EVERY-
THING.

EVERY-
THING.









THAT WAS FUN...GAVE ME A CHANCE TO USE MY GRAPPLING HOOK LAUNCHER.

AND MORE IMPORTANTLY, IT GAVE ME THE OPPORTUNITY TO HELP YOU FIGURE OUT HOW TO USE OUR RESOURCES, EVEN THOUGH THAT'S NOT USUALLY HOW I TEACH LIBRARY SKILLS.

YEAH, I WOULD PAY WAY MORE ATTENTION IN CLASS IF MY LIFE WAS IN DANGER.



DON'T BE STRANGERS NOW, YOU HEAR? WE ARE HERE TO HELP YOU TAKE CARE OF BUSINESS AND BE SUCCESSFUL. WE KNOW HOW TO HELP.

WE'LL BE BACK. WHENEVER THERE'S A PAPER DUE OR LAST-MINUTE CRAMMING TO BE DONE, WE'LL BE HERE!



Soon...

YOU KNOW, MAYBE YOU COULD EVEN VISIT THE LIBRARY BEFORE THINGS ARE DUE. A LITTLE PLANNING AND EFFORT AHEAD OF TIME?

NAH, NOT MY STYLE. I'M MORE OF A--

HEY, WHO DOES THIS HORSE BELONG TO?

THE END

CALL NUMBERS & THE DEWEY DECIMAL SYSTEM

The library's collection of books wouldn't be any good to anybody if it wasn't organized... how would you find anything? So instead of sorting things the way you probably do in your dorm room (the "Just put it anywhere" system), library books are organized using the Dewey Decimal System: each book is assigned a *call number* from 000 to 999, placing it in a specific section. Once you know what section you're looking for, you can find your book!

000 GENERALITIES

- 010 Bibliographies & catalogs
- 020 Library & information sciences
- 030 General encyclopedic works
- 040 Unassigned
- 050 General serials & their indexes
- 060 General organizations & museology
- 070 News media, journalism, publishing
- 080 General collections
- 090 Manuscripts & rare books

100 PHILOSOPHY & PSYCHOLOGY

- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Paranormal phenomena
- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral philosophy)
- 180 Ancient, medieval, Oriental philosophy
- 190 Modern Western philosophy

200 RELIGION

- 210 Natural theology
- 220 Bible
- 230 Christian Theology
- 240 Christian moral & devotional theology
- 250 Christian orders & local churches
- 260 Christian social theology
- 270 Christian church history
- 280 Christian denominations & sects
- 290 Other and comparative religions

300 SOCIAL SCIENCES

- 310 General statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social services; associations
- 370 Education
- 380 Commerce, communications, transport
- 390 Customs, etiquette, folklore

400 LANGUAGE

- 410 Linguistics
- 420 English & Old English
- 430 Germanic languages, i.e., German
- 440 Romance languages, i.e., French
- 450 Italian, Romanian, Rhaeto-Romanic languages
- 460 Spanish & Portuguese languages
- 470 Italic languages, i.e., Latin
- 480 Hellenic languages, i.e., Classical Greek
- 490 Other languages

500 NATURAL SCIENCES & MATHEMATICS

- 510 Mathematics
- 520 Astronomy & allied sciences
- 530 Physics
- 540 Chemistry & allied sciences
- 550 Earth sciences
- 560 Paleontology, Paleozoology
- 570 Life Sciences
- 580 Botanical sciences
- 590 Zoological sciences

600 TECHNOLOGY & APPLIED SCIENCES

- 610 Medical sciences
- 620 Engineering & allied sciences
- 630 Agriculture
- 650 Management & auxiliary services
- 660 Chemical engineering
- 640 Home economics & family living
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Buildings

700 THE ARTS

- 710 Civic & landscape art
- 720 Architecture
- 730 Plastic arts
- 740 Drawing & decorative arts
- 750 Painting & paintings
- 760 Graphic arts
- 780 Music
- 770 Photography & photographs
- 790 Recreational & performing arts

800 LITERATURE & RHETORIC

- 810 American literature in English
- 820 English and Old English literature
- 830 Literatures of Germanic languages
- 840 Literatures of Romance languages
- 850 Italian, Romanian, Rhaeto-Romanic
- 860 Spanish & Portuguese literatures
- 870 Italic literatures, i.e., Latin
- 880 Hellenic literatures, i.e., Classical Greek
- 890 Literatures of other languages

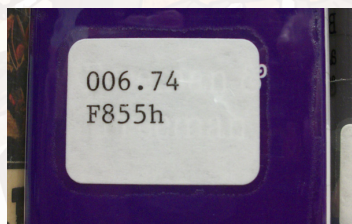
900 GEOGRAPHY & HISTORY

- 910 Geography & travel
- 920 Biography, genealogy, insignias
- 930 History of the ancient world
- 940 General history of Europe
- 950 General history of Asia & Far East
- 960 General history of Africa
- 970 General history of North America
- 980 General history of South America
- 990 General history of other areas

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FINDING STUFF: HOW CALL NUMBERS WORK

Somewhere on every book in the library you'll find a call number; usually it's on the spine, but sometimes it's on the front or back cover, especially if the book's spine is too narrow for a label. Here's an example...



The label you're looking at is from a book in the Adult Nonfiction collection. Nonfiction books are sorted by two numbers: the top number is the Dewey number, and the bottom is the Cutter number.

Let's talk first about the Dewey number. Of course, as we learned from that list of subject areas on page 13, Dewey call numbers aren't random. Those numbers are more than just a way to track books...they *mean* something. When we break a call number down, we discover that each digit narrows the subject area. The number on this label, 006.74, breaks down as follows...

000 – Computer Science, Information, and General Works

006 – Specialized Computer Methods

006.7 – Multimedia Systems

006.74 – Markup Languages

Of course, you don't have to know all of that to search for a book; we're just showing you how the system organizes information (it's called a *hierarchy*...now you can impress your friends with a shiny new word!). Really, once you've searched the catalog and been given a call number, it's just a matter of finding the number on the shelf! Reading the numbers on the shelf isn't all that tricky, but sometimes those decimals confuse people, so let's practice...

881.49 comes before 881.5

First, look at the whole number to the left of the decimal point. That's pretty self-explanatory: 881 comes after 880 and before 882. Next, look at the number to the right of the decimal. At first you might see a number like 881.49 and think 881.5 should come first because 5 comes before 49, but that's not how it works; each number to the right of the decimal is read digit-by-digit, so you need to pay attention to *place value*! 881.49 comes before 881.5, just like 881.505 comes before, say, 881.52. Just remember, sequence is determined by reading the call number to the *left* of the decimal point as a *whole number*, and the numbers to the *right* of the decimal point *digit-by-digit*, comparing numbers in the same place value. Here are some more examples of how call numbers are arranged on the shelf...

670.28 comes before 670.3

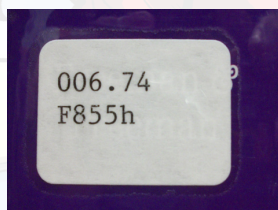
Even though 28 is bigger than 3, 672.28 comes before 672.3 because we read digit-by-digit; since 3 is greater than 2, and the two digits are in the same place (remember, it's all about place value!), 670.28 comes before 670.3.

909.384 comes before 909.39

The 3s in the first place after the decimal are the same, so next we compare the digits in the second place after the decimal. 8 comes before 9, so 909.384 comes before 909.39.

...and so on. Just remember to check your whole number first, then check the decimal digit-by-digit, by place value.

OK, so we've talked about that first number. What about that second line of stuff? That weird set of numbers and letters at the bottom is called the Cutter number – it allows us to combine the name of the author and the title of the work into one brief alphanumeric combination. So, looking back at this label...



...we see F855h. The “F” stands for the author’s last name (In this case, it’s Freeman). The lower case “h” is the first letter of the title (the title of this book is *Head First HTML with CSS & XHTML*). Cutter numbers allow books on the same topic by the same author to be shelved next to each other; they also allow us to tell different authors with the same last name apart. Figuring out how the call numbers are arranged on the shelf can be a little confusing, but you just need to break it down. If you’re scanning the shelf by Cutter number, just start with the first letter; next, scan via the number; and finally, scan via the last letter.

And if you just can’t find something you’re looking for, don’t hesitate to ask someone on the library staff for help! The book you’re looking for might be mis-shelved, checked out, or on reserve (meaning that it’s being held in a special area for some reason). Remember: *when in doubt, ask for help!*

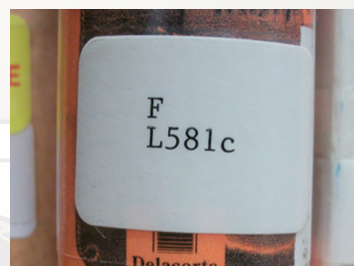
SPECIAL COLLECTIONS

There are some sections of the library where the books have special labels to help library users tell them apart from the rest of the collection. General reference books like dictionaries and encyclopedias, for example, have labels which look like this:



Books in these sections often have special rules regarding how they’re shelved and checked out; reference books, for example, aren’t usually allowed to leave the library. Check with your librarian for details.

Our fiction books don’t have a Dewey number. They’re shelved using only the Cutter number, and their spine labels look like this...



See, the cool thing about these labels is that whether you're looking for something in the Young Adult collection...



...or the Career Instruction collection...



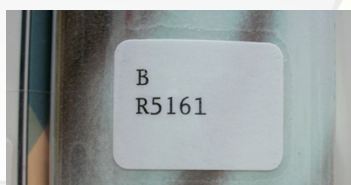
...or even fiction in the Junior collection...



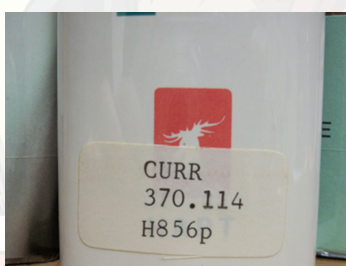
...you read them using the same skills we taught you earlier. All you have to know to find a book on the shelf is whether or not it's fiction or nonfiction. If it's nonfiction, it is shelved using a Dewey number and a Cutter number; if it's fiction, it's shelved using just a Cutter number. The rest of the information on the label just tells you where in the library it's kept!

Oh, and just to be thorough, here are the rest of our collection labels, and what they mean...

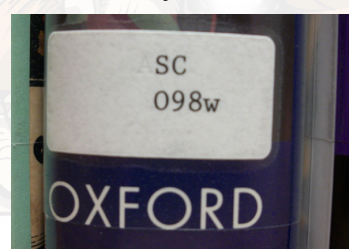
Biography



Curriculum



Short Story Collection



Paperback Fiction



McNaughton New Release



Junior Nonfiction

Young Adult Fiction

SEARCHING THE CATALOG

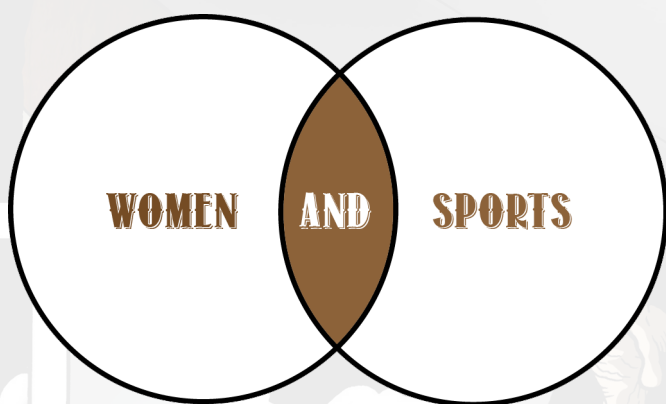
When you're looking for materials in the library, you can browse the sections you're interested in; if you want a book on dinosaurs, for instance, you can just browse the 560s (see page 13). There are times, though, when you're not sure where to find what you're looking for, and that's why we have a catalog. The catalog is an online listing of the library's materials, and it's accessible from the computers in the library, from your laptop, your iPad, or even your smart-phone. Our library's catalog can be found at <http://www.coffeyville.edu/library/Card-Catalog-Links.cfm>.

Searching the catalog is as simple as plugging a word into the search field. Don't be afraid to experiment if your first search doesn't pan out. Try searching for synonyms, or perhaps words with similar and/or related meanings. Be as specific as you can. If "primates" is too broad a subject, try "monkeys" or "apes" to narrow it down. And for words with derivative forms (don't worry, it's not nearly as fancy as it sounds) you can type an asterisk (that's one of these things: *) in your search to include different forms of your search term. A search for "Human*" would include results for "humane," "humanity," and "humanitarian," for instance. (See, we told you the whole derivative forms thing wasn't as fancy as it sounded.)

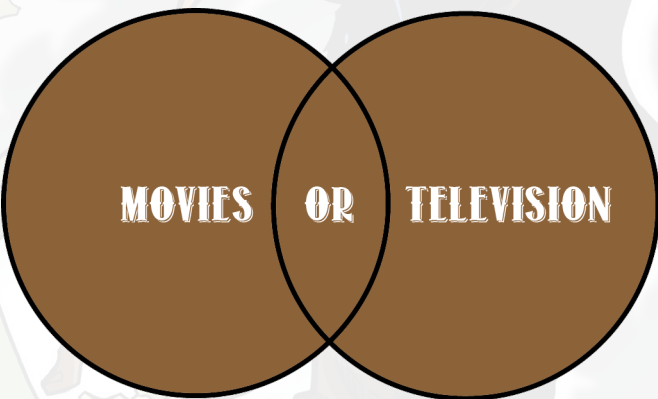
Of course, if you always use one-word searches, you'll always end up scanning really broad subject areas, and you'll always get way more information than you need, much of which has nothing to do with what you really want to know. Imagine doing a search for the word "sports" and just how many results that would bring up! You'd never be able to sift through them all to find the specific information you're looking for, not even by narrowing the search with really clever single-word search terms. What's missing here is a way to perform much more specific searches.

The solution: add the terms AND, OR, and NOT to your searches.

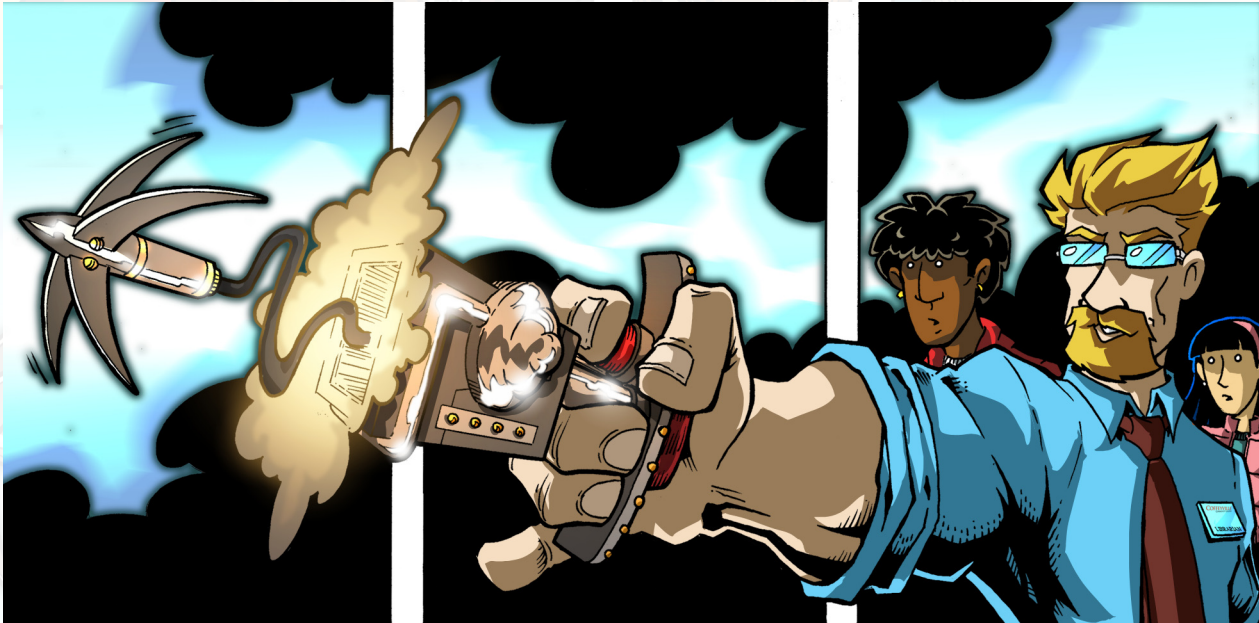
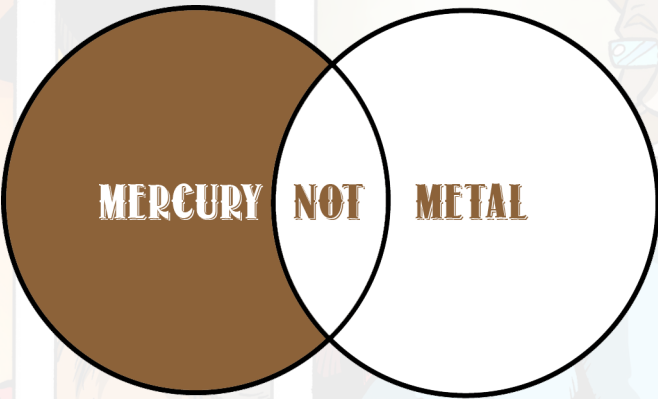
For example, if you want to know the history of women in sports, the word "sports" will bring up way too many results, and many of them won't have anything to do with women. You can use more than one term to create an advanced search. If you want to do a search for books about women in sports, you can use the word AND to join terms together: just do a search for "women AND sports." This diagram shows us how a search like this filters out the results we don't want; the shaded part represents the books in the collection which are about both women and sports, while the empty spaces are those books about women or sports that don't mention both subjects.



Of course, it's possible you *want* a really broad search. Maybe you have an interest in a couple of subjects, and you're still exploring the relationship between those subjects. Fair enough. In this situation, you can do a search using the word **OR** to join subject areas together. For example, a search for "movies **OR** television" would bring up a mixed list of items, some about movies, some about television. Some might be about both, which is why the whole diagram is shaded in; this search hits every search condition.



You can also exclude subjects from a search by using the word **NOT**. This can be very useful if you're searching for a subject term that might have multiple meanings. Let's say you want to research the planet Mercury for a science class, but you don't want the metallic element showing up in your search results; just type "Mercury **NOT** metal" in your search, and it will eliminate any results that mention the element mercury. As we can see from the diagram, using **NOT** excludes any mention of the metal and lets us focus on the planet.



INTERLIBRARY LOAN

Sometimes what you need to complete your research isn't in the library, but don't give up hope: we can get it from another library through a process called Interlibrary Loan, or ILL. Libraries are about free access to information, so libraries regularly share materials, shipping them from one location to another, so patrons everywhere can get the information they need. And the best part is that it doesn't cost you a thing!

The library website has links to ILL request forms which you can fill out. These can be found at <http://www.coffeyville.edu/library/Interlibrary-Loan-Request-Form.cfm>. You can also take the information directly to library staffers, and they'll input the request for you. ILL isn't as immediate as finding something on the shelf, obviously, so don't wait until the last minute to request your materials! It will take time for them to arrive.

ACADEMIC & SCHOLARLY JOURNALS

Scholarly (also known as academic or peer-reviewed) journals provide access to the best, most up-to-date research in a field or academic discipline. These journals contain research articles and reviews written by researchers and academic faculty (professors). What makes these journals so valuable is the fact that the research contained in them is reviewed by other professionals in order to ensure accuracy and relevance. They're also more current than textbooks: because of the length of time it takes to write, edit, publish, and distribute a textbook, the information you get in a textbook is actually at least a couple years old by the time you read it, even if it's a new book! Journal articles are cutting edge: they're where the latest research—the stuff that's being studied and evaluated *right now*—is published.

You can use our online database providers (such as Gale or Lexis/Nexis) to find thousands of articles online that can't be accessed through a Google search. The articles found in our databases are just digital versions of the physical copies of a journal, so don't be afraid that by using the database you are somehow cheating, or not looking at the right information. For example, the information that you find in a hard copy of *The Journal of American History* will be the same that you find in our databases.

We have many subject specific databases that can help you with any topic. If you go to our "Online Resources" page at <http://www.coffeyville.edu/library/Online-Resources.cfm#college>, you will find many different resources that offer journal articles, encyclopedia entries, art and music samples, and ebooks. Try browsing through these resources and test some of them out. (NOTE: You can access many of these links from anywhere, on-campus or off-, but for some, access is limited to on-campus use only.)

We have access to databases covering business, science, history, communication, psychology, sociology, education, and many more (ask us for help if you can't find a database fitting your research field). Once you decide on which database(s) you'd like to search, look for options that can help narrow down your hunt. Most, but not all of the articles in the database are those "peer reviewed" articles we talked about above, and most databases allow you to limit your

search to those types of articles; just look at the clickable search conditions and select options such as “Scholarly (Peer Reviewed) Journals” or something similar.

While we’re here, let’s talk about full-text options. You can limit your search to “full-text” articles that you can print off right then and there, but you might miss out on many other articles that we can access elsewhere (through Interlibrary Loan, for example). These results that are not full-text will have something called an *abstract*. An abstract is just a summary of the article. You can read through this abstract and quickly decide if that article would be good to read. If it isn’t available in full-text, you can search for it in other databases or request a hard copy via ILL.

And finally, to formulate your search terms, use the guidelines we talked about in the section on searching. See how these skills build on one another? You’re going to master all of this in no time at all!

EVALUATING JOURNAL ARTICLES

Here are a few tips to determine if an article is a good choice for you:

- Figure out the *purpose* of the article: *why* was it written?
- *Who* is the audience? You probably don’t want an article written for elementary science students if you are working on a paper for a college biology course.
- Is the research objective or is it *biased*? Does it take sides without justification?
- Does the article provide *clear conclusions* that are based on the provided research?
- *When* was it published? Is it up-to-date?
- How authoritative is the *author*? Are they a recognized expert in the field?
- What kind of *references* did they use in their research? Did they use valid, accepted research as their basis?
- Is it useful and relevant to *your* research?



ABOUT THE CREATORS

C. Michael Hall, Writer/Artist

C. Michael Hall (you can call him Mike) is a full-time writer, cartoonist, and public speaker, advocating for comics and graphic novels in libraries and educational settings. An award-winning cartoonist and a former librarian, Mike has a degree in History and Politics from McPherson College (his senior thesis was entitled "King Andrew I: How Andrew Jackson Transformed, and was Transformed by, the American Political Cartoon"). He teaches a college course in cartooning in Southeastern Kansas, where he lives with his wife-to-be and three cats. His website can be found at www.cmichaelhall.com.



Matt Upson, Writer

Matt Upson has been an academic library director, educator, and the director of a library science graduate program. He has a degree in education from Oklahoma State University and a Master of Library Science degree from Emporia State University. Reading is obviously his favorite pastime, but he also enjoys running (slowly) and traveling. He lives in the middle of Kansas with his beautiful wife, infant son, and adorable dog. You can view his website at <http://upsonlibrarian.weebly.com>.

Dustin Evans, Colorist

Dustin Evans has been drawing since he could hold a pencil. In 2005 he graduated from Oklahoma State University with a BFA in Illustration and Graphic Design. Dustin began working professionally as an illustrator in 2004 with Disney and Ape Entertainment. Since then he has gone on to work with several clients big and small. He resides in Oklahoma with his family. His website can be seen at www.dustinevans.biz.



Marty Evensvold, Graham Library Director

Marty attended Sam Houston State University, where he received his Master of Library Science degree (he also holds a Bachelor of Science in Computer Operations Technology as well as a Radio/TV/Film Communications degree). Marty grew up in Dodge City, KS. He enjoys making feature films on the side and spending time at sporting events with his wife, Debra. Marty has two sons, Glenn and Isaiah.