Off the Shelf

Did you know?

On **May 4, 1970**, at **Kent State University**, **4 students** - Allison Krause, 19; Sandra Lee Scheuer, 20; Jeffrey Glenn Miller, 20; & William K. Schroeder, 19 - were **killed by National Guardsmen** who **opened fire on** a **crowd of 1,000 students** protesting President Nixon's decision to invade Cambodia. Eleven others were wounded. The shootings set off tumultuous campus demonstrations across America resulting in the temporary closing of over 450 colleges & universities.

On **May 5, 1865, Decoration Day** was **1st observed in the U.S.,** with the tradition of decorating soldiers' graves from the Civil War with flowers. The observance date was later moved to May 30th & included American graves from World Wars I & II, & became better known as Memorial Day. In 1971, Congress moved Memorial Day to the last Monday in May, thus creating a three-day holiday weekend.

National Nurses Week is May 6-12.
Nurses Inspire, Innovate, Influence.
Stop by the Library to see our display of nursing memorabilia. The display will be available to view all month. Most of the items in the display originally belonged to Carol Anderman, who was a Lankenau Hospital trained Registered Nurse.

Florence Nightingale was **born on May 12 1820** in Florence Italy. As a British nurse & public health activist she volunteered to aid British troops in Turkey where she improved hospital sanitary conditions & greatly reduced the death rate for wounded & sick soldiers. She received worldwide acclaim for her unselfish devotion to nursing, contributed to the development of modern nursing procedures, & emphasized the dignity of nursing as a profession for women.

The **1st permanent English settlement in America** was **established on May 14, 1607 at Jamestown, VA**, by a group of royally chartered Virginia Company settlers from Plymouth, England.

On **May 24, 1844**, **telegraph inventor Samuel Morse sent** the **1st official telegraph message**, "What hath God wrought?" from the Capitol building in Washington, D.C., to Baltimore, MD.

Memorial Day is May 28, 2018.

Library Trivia

Who was the 1st American in space?

Library Hours

Monday	**8:30 am – 5:00 pm**
Tuesday	**8:30 am – 5:00 pm**
Wednesday	**8:30 am – 5:00 pm**
Thursday	**9:30 am – 6:00 pm**
Friday	**8:00 am – 4:30 pm**

Online Catalog: http://pitcat.pit.edu

❧ WORDS OF WISDOM ❧
Florence Nightingale Pledge
This modified "Hippocratic Oath" was composed in 1893 by Mrs. Lystra E. Gretter & a Committee for the Farrand Training School for Nurses in Detroit, MI. It was called the Florence Nightingale Pledge as a token of esteem for the founder of modern nursing.

"I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care."

NURSES INSPIRE INNOVATE INFLUENCE
NATIONAL NURSES WEEK 2018
AMERICAN NURSES ASSOCIATION
May 8 – May 12, 2018

National Nurses Week begins each year on May 6th & ends on May 12th, Florence Nightingale's birthday. It features a host of events across the U.S. to honor nurses for the work they do, & educates the public about nurses' role in health care.

While the first National Nurses Week was celebrated in 1954 – the 100th anniversary of Nightingale's famous mission to the Crimea – it wasn't until President Ronald Reagan signed a

---

proclamation that May 6th would henceforth be National Nurses Day that the annual celebration of nurses' efforts would be nationally recognized.

The American Nurses Association (ANA) has always led efforts to celebrate nursing, ensuring that recognition is promoted as widely as possible; & in 1990 extended it to a week-long celebration of the work of the nation's registered nurses, the largest of the health care professions. ANA's state & territorial nurses associations also conduct celebrations during National Nurses Week to recognize the contributions that nurses & nursing make to the community. Here at P.I.T., the Library chooses to recognize the nursing profession, including our Practical Nurses, for the entire month of May. (If you are wondering why…well, Lynea Anderman's Mother was a Registered Nurse who trained at Lankenau Hospital School of Nursing. She was willing to lend her personal memorabilia to Lynea for the display, before turning it over to Lynea upon her death.)

Every year ANA selects a theme for the week highlighting a particular aspect of nurses' practice. The 2018 National Nurses Week theme is "Nurses: Inspire, Innovate, Influence"

Like ANA, P.I.T. takes pride in the fact that the public has rated nursing as the most honest & ethical profession for the past 16 years. Their commitment to protecting, promoting, & improving health care for all is well recognized. Nurses serve the public in a wide range of roles & work settings. Therefore, it is only fitting that we take one week each year to celebrate our profession & the vital roles nurses play in health care.

❧ MORE WORDS OF WISDOM ❧
"Nursing is an art: and if it is to be made an art, it requires an exclusive devotion as hard a preparation, as any painter's or sculptor's work; for what is the having to do with dead canvas or dead marble, compared with having to do with the living body, the temple of God's spirit? It is one of the Fine Arts: I had almost said, the finest of Fine Arts."   ~Florence Nightingale

❧ MORE WORDS OF WISDOM ☙

"Man becomes man only by his intelligence, but he is man only by his heart." ~Henri Frederic Amiel

Using the CRAAP Test
Evaluating Information on the Internet (or anywhere)

Evaluating anything you read, print or web-based, involves questioning. Is it good information or is it CRAAP?

Currency

The timeliness of the information. Are there dates to indicate:

- When it was written?
- When it was first placed on the Web?
- When it was last revised?
- Is it the most recent revision or version of the document?
- Are the links on the site current & working, i.e. are there outdated or "dead" links?
- Are there any other indications that the material is kept current?

Relevancy

The importance of the information for your needs.

- Does it relate to my topic?
- Does it help me answer a question or solve a problem?
- Does it fill in background information or provide specific information?
- Could it help to form my central argument?
- Will it help me locate other information?

- Does it provide evident or support my ideas? Does it provide a good example?
- Is it new information or am I just restating what I have already said?
- What does it add to my work? Would my assignment be just as good without it?

Authority

The source of the information.

- Is it clear who produced or sponsored the site or what institution or organization its author(s) is affiliated with?
- Is there a link describing the purpose of the sponsoring organization?
- Is this organization recognized in the field in which I am studying?
- Is it clear who wrote the materials? What are the author's qualifications?
- Is there an address to contact for more information?
- If the material is protected by copyright, is the name of the copyright holder provided?

Accuracy

The reliability, truthfulness, & correctness of the informational content presented.

- Are sources of any factual information listed in a clear & complete manner so that they can be verified if necessary?
- Is the information free of grammatical, spelling, & other errors?
- If statistical data is presented in a graph or chart form, is it legible & clearly labeled?

Purpose

The reason the information exists

- Is the information provided as a public service?
- Does the point of view appear to be objective & impartial? Does it acknowledge other perspectives or conflicting information?
- If there is any advertising on the page, is it clearly differentiate from the informational content?
- Are the authors' biases (if any) clearly stated; i.e. is it an opinion piece? A political message? A product advertisement?
- Be alert to political, religious, ideological, cultural, institutional, or personal biases.
- Is it meant to inform? Teach? Or is it meant to entertain? Persuade?

- Sell a product, an idea, or way of thinking?
- Is the information factual or is it propaganda? Opinion?

Remember to consider these five points when you are selecting the information & resources for your research paper or project. Keeping these items in mind for all the resources you use – including internet sources – will help you to produce well thought out & supportable research.

Image created by Andrea Casselman

❧ MORE WORDS OF WISDOM ☙

"Research means that you don't know, but are willing to find out."

~ Charles Kettering

Research Tips

The following 9 steps outline a simple & effective strategy for finding information for a research paper & documenting the sources you find. Depending on your topic & your familiarity with the Library, you may need to rearrange or recycle these steps. Adapt this outline to your needs.

1. Identify & Develop Your Topic

State your topic as a question. For example, if you are interested in finding out about use of alcoholic beverages by college students, you might pose the question, "What effect does use of alcoholic beverages have on the health of college students?" Or, "Are alcohol related deaths on the increase among college students?" Identify the main concepts or keywords in your question. For help in clarifying your topic or ideas about where to look next or to be sure you're using a reference source effectively Ask a Librarian.

2. Find Background Information

Look up your keywords in the indexes to general encyclopedias (e.g., Britannica Online). Read articles in these encyclopedias to set the context for your research. Note any relevant items in the bibliographies at the end of the encyclopedia articles. Additional background information may be found in your class lecture notes, textbooks, & reserve readings.

3. Check the Research & Subject Guides

P.I.T.'s Librarian has created a number of Research & Subject Guides to help you get started on your research. They are available online through the link on the Online Library webpage.

4. Use the Online Catalog to Find Books

Connect to PITCat, the P.I.T. Library's online catalog. Use keyword searching (e.g., drinking) for a narrow or complex search topic. Use subject searching for a broad subject (e.g., health). Print or write down the citation (author, title, etc.), the call numbers, & special location (e.g., Reference). Note the circulation status. When you pull the book from the shelf, scan the bibliography for additional sources, especially book-length bibliographies & annual reviews on your subject; they list citations to hundreds of books & articles in one subject area.

5. Use ebook Databases to Find Digital Books/ebooks

Use the ebook databases (*AccessEngineering*, *AccessPhysiotherapy*, *Gale Virtual Reference Library*, & *Proquest Ebook Central*) to locate additional book resources. These books are digital rather than physical & you can click on a link in your search results list to open the book on your computer screen. As with PITCat, you can use keyword searching for a narrow or complex search topic. Use subject searching for a broad subject. These books have all of the characteristics of a book that you use in print.

6. Use Indexes (Databases) to Find Journal Articles

Use periodical indexes to find citations to articles. At the P.I.T. Library, the indexes are found in online databases. (Other libraries may have them in print too.) Choose the database best suited to your particular topic; ask the Librarian if you need help selecting the best database. There are several databases, providing full text for most of the articles or books, which can be accessed through the Online Library webpage. You can find periodical articles by the article author, title or subject. All of the databases allow you to print full articles or selected pages. Most also allow you to email the material to yourself. Ask the Librarian if you have any questions about the use of the databases.

7. Find Internet Resources

The P.I.T. Librarian is happy to assist you in locating authoritative websites as additional resources for your research. Information on how to evaluate websites, *Evaluating Internet Sources,* is available in the handout boxes at the end of the shelving near the door of the Library.

8. Evaluate What You Find

See *Evaluating Internet Sources.* If you have found too many or too few sources, you may need to narrow or broaden your topic. Check with the Librarian or your instructor.

9. Cite What You Find Using a Standard Format

Format the citations to all of the references in your bibliography using one of the standard formats: MLA or APA. See your instructor if you are not certain which format should be used. For citation examples of many types of sources in each style, see the P.I.T. Library's "short form" of each style (available for pick up in the Library or on all of the Library's Resource & Subject Guides) or ask the Librarian for assistance.

Special Research Tips

✓ **WORK FROM THE GENERAL TO THE SPECIFIC**. Find background information first, then use more specific & recent sources.

✓ **RECORD WHAT YOU FIND & WHERE YOU FOUND IT**. Write out a complete citation for each source you find & print out the Web page, or e-mail to yourself; you may need it again later.

✓ **BE ORGANIZED, PURPOSEFUL, & RESILIENT**. Focus on your topic & your research so that the end result is a well-developed research paper or project.

❧ MORE WORDS OF WISDOM ☙

"A nurse will always give us hope, an angel with a stethoscope.

~Terri Guillemets
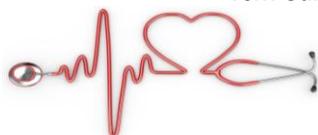
INTERLIBRARY LOAN SERVICES

Because no library can provide complete information about every topic, library users are encouraged to request an Interlibrary Loan for materials unavailable at the P.I.T. Library. Library users should always check the resources of **this** Library before placing Interlibrary Loan requests so that they can make use of the materials available on-site. The Library staff will then try to obtain the materials for you through local, state, & national interlibrary loan networks. The service also provides materials from the P.I.T. Library collection to other libraries worldwide.

- **Who can use Interlibrary Loan?**
  Any member of the P.I.T. community is eligible to use the ILL service. This includes faculty, full and part time students, administrators & support staff.

- **What kinds of materials can I get through Interlibrary Loan?**
  P.I.T. Library's ILL service can obtain many types of materials through the various networks utilized. Books, copies of articles, videos or DVDs, & sound recordings are commonly obtained for the P.I.T. community.

- **How much does it cost?**
  Books & copies of articles can usually be obtained at no cost, however, interlibrary loans do occasionally incur an incidental cost or fee because of the policies of other libraries or because of costs required by law (i.e. royalties.) The library user is responsible for paying all incidental costs or fees for interlibrary loans. These costs most commonly occur for copies of magazine or journal articles. The P.I.T. Librarians will not approve the shipment of any item for which a fee will be charged, unless you, the user, have agreed to the fees.

- **How much time does it take to get the material?**
  The ILL user must allow adequate time for the verification, processing, & delivery time to & from the lending institution. Requests are usually filled within two weeks. Some items may arrive more quickly & some may take longer depending on the nature of the material requested.

- **How long can I keep the material?**
  The lending library sets the due date; so each book received may have a different due date. Generally the loan period is between two & four weeks.

- **Can I renew Interlibrary Loan books?**
  ILL books can be renewed if the lending library has not placed a No Renewal restriction on the material. All

renewals must be requested on or before the due date. Requests for renewals of overdue items will be denied.

- **How do I request an Interlibrary Loan?**
Contact Lynea in the Library. She can assist you in completing our ILL request form.

- **Where do I pick up & return my ILL material?**
All ILL print, video, or sound material can be picked up & returned at the P.I.T. Library. Items requested by CC students or staff can be picked up from the Academic Support Counselors there. If your photocopy is actually sent to us via email, we will be happy to forward it to you at your email address.

- **Further questions??**
Feel free to stop in the Library any time with questions or comments. You may also send a query via email: landerman@pit.edu or library@pit.edu, or call the Library at 610-892-1524; voicemail is available so don't hesitate to call after hours & leave a message.

☙ MORE WORDS OF WISDOM ❧
"Nurses are the heart of healthcare."
~Donna Wilk Cardillo

Current & Upcoming Library Displays!

For May, our display focuses on Nursing in recognition of National Nurse's Week/Month. The display includes a lot of nursing memorabilia which is mostly from the collection of Carol Anderman, a Lankenau Hospital trained Registered Nurse. She received her training as part of the Nurse Cadet Corps during World War II. Nurses who trained as part of the Corps were eligible for a government subsidy that paid for tuition, books, uniforms, & a stipend. In exchange, they were required to pledge to actively serve in essential civilian or federal government services (including the military) for the duration of World War II.

Our June display has not yet been determined, but there are several ideas percolating around. Feel free to share your idea with Lynea & we'll see what happens!

Print and/or video resources that are included in the display are usually from the P.I.T. Library collection & most can be checked out. Just ask Lynea for assistance. If you have suggestions for future display topics, feel free to email Lynea at: landerman@pit.edu.

☙ MORE WORDS OF WISDOM ❧
The Cadet Pledge
"At this moment of my induction into the United States Cadet Nurse Corps of the United States Public Health Service, I am solemnly aware of the obligations I assume toward my country and toward my chosen profession; I will follow faithfully the teachings of my instructors and the guidance of the physicians with whom I work; I will hold in trust the finest traditions of nursing and the spirit of the Corps; I will keep my body strong, my mind alert, and my heart steadfast; I will be kind, tolerant, and understanding; Above all, I will dedicate myself now and forever to the triumph of life over death; As a Cadet nurse, I pledge to my county my service in essential nursing for the duration of the war."

READ, or we feed you to the lions

Lions 84 ; Non-readers 0

From the Director's Shelf…

Yes, it's true…I'm the daughter of a Registered Nurse. That's why P.I.T. Library celebrates nurses all month instead of just for one week. If you are enrolled in the Practical Nursing program (or interested in it or any medical field), I encourage you to stop by to see the collection of nursing memorabilia that is in the Library's display cabinet. Nearly all of it belonged to my mother & much of it dates to her years in training or working. (The Cherry Ames books were mine growing up. She's the nurse equivalent of Nancy Drew.)

My mother was fortunate (her term) that, after her training, she spent most of her working years at one end of nursing or the other. Yes, she spent time as a student working in all of the areas of the hospital (the stories she could tell about nights in the E.R….).

She preferred to drink tea, but she said she learned to drink coffee while she was in training & working at hospitals because that was all that was available during the night.

Back to my comment about one end of nursing or the other…My mother spent a lot of her working years in 2 specific areas of care: maternity (especially labor & delivery) & nursing home care (personal care, long term nursing, & palliative care). She enjoyed both areas for different reasons. Obviously, in labor & delivery she was assisting new lives into the world. (This was in the days of everyone, including Dad, in the waiting room.) She thoroughly enjoyed working in the nursing home because she really got to know the residents. They were there long-term & were usually there each time she went back.

She also enjoyed the nursing homes because her duties varied. She worked part-time in those years, so she wasn't always in the same department. Some days she was on one of the floors of the full-care nursing area or the memory care area, & another day she would walk around the campus providing medical care in the residents' apartments (ex. a weekly vitamin shot or changing bandages).

I hope that you enjoy seeing some of these bits of history from the nursing field. If you have any questions about anything, please feel free to ask me.

Still confused or have questions about anything related to the Library? You don't have to be on campus to get my help! The Director of the Library, Lynea Anderman, is available to assist by phone (610-892-1524), Ask a Librarian e-form, email (landerman@pit.edu or library@pit.edu), or fax (610-892-1523) -- or just stop by the Library to speak to me.

Lynea @your library™

XAE   ΦΘΚ
Spoken here
See: Lynea Anderman
OR Mark Whitehead
Have questions about either organization? Contact us…
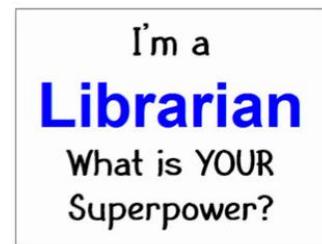
I'm a **Librarian** What is YOUR Superpower?
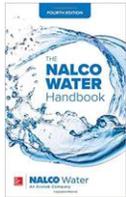
On the Web:

The Nalco Water Handbook
(4th ed.)

The *AccessEngineering* database recently notified us that they have added the newest edition of *The Nalco Water Handbook*.

This industry-standard resource from the world's leading water management company offers practical guidance on the use & treatment of water & wastewater in industrial & institutional facilities.

Revised to align with the latest regulations & technologies, *The Nalco Water Handbook*, 4th edition explains water management fundamentals & clearly shows how to improve water quality, minimize usage, & optimize treatment processes. Throughout, new emphasis is placed on today's prevailing issues, including water scarcity, stressors, & business risk.

P.I.T. students & faculty are encouraged to make use of this excellent resource which they can access through the link to AccessEngineering database on the Library's homepage & the Library's Research & Subject guides.
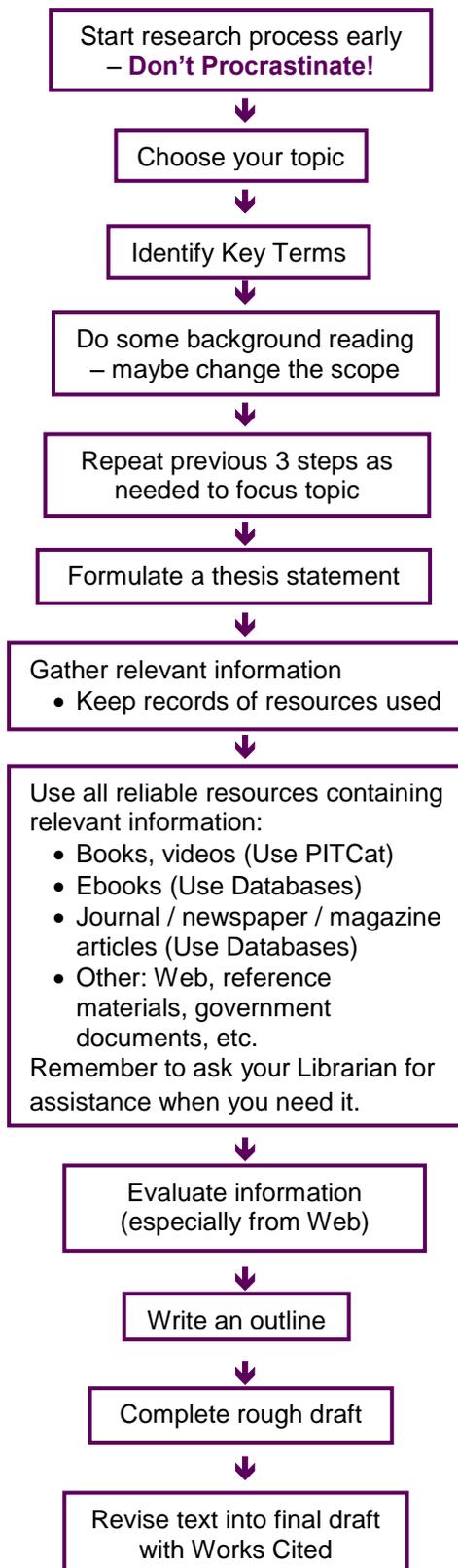
Library Trivia Answer

Alan Shepard became the first American in space on May 5, 1961. He piloted the spacecraft Freedom 7 during a 15-minute 28-second suborbital flight that reached an altitude of 116 miles (186 kilometers) above the earth. Shepard's success occurred 23 days after the Russians had launched the first-ever human in space, cosmonaut Yuri Gagarin, during an era of intense technological competition between the Russians & Americans known as the Space Race.
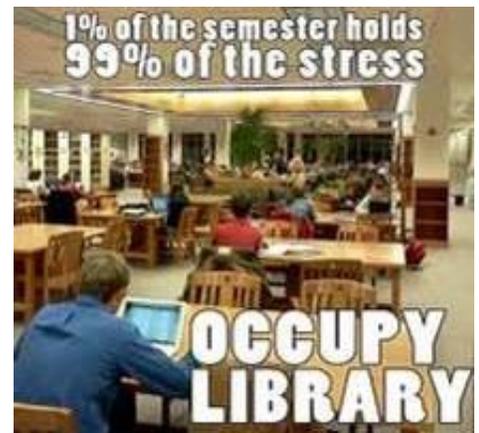
P.I.T. Library Research: A Flowchart of the Steps

Start research process early – **Don't Procrastinate!**

⬇

Choose your topic

⬇

Identify Key Terms

⬇

Do some background reading – maybe change the scope

⬇

Repeat previous 3 steps as needed to focus topic

⬇

Formulate a thesis statement

⬇

Gather relevant information
- Keep records of resources used

⬇

Use all reliable resources containing relevant information:
- Books, videos (Use PITCat)
- Ebooks (Use Databases)
- Journal / newspaper / magazine articles (Use Databases)
- Other: Web, reference materials, government documents, etc.

Remember to ask your Librarian for assistance when you need it.

⬇

Evaluate information (especially from Web)

⬇

Write an outline

⬇

Complete rough draft

⬇

Revise text into final draft with Works Cited

ELECTRONIC RESOURCES @ P.I.T. Library!

The Library provides access to an array of online databases accessing full text books, journal articles, reference materials, pamphlets & other print material; plus graphic or video materials when available.

I continue to review additional databases, so keep watching for announcements of new databases to support your research.

For **EASIEST ACCESS TO THE DATABASES:** click on the link found on the "Online Library" website. The databases listed below are those that the Library subscribes to on your behalf. They are excellent tools for your research.

Academic OneFile: any subjects – primarily full-text articles from journals, magazines, newspapers, books; plus video & audio.

AccessEngineering: engineering and related subjects – hundreds of full-text books including major handbooks, multimedia, global engineering news, & more.

AccessPhysiotherapy: physical therapy & related subjects – numerous full-text PT textbooks, multimedia, integrated drug database, & more.

AccessScience: any science subject – full-text journal articles & full-text from reference materials.

Encyclopædia Britannica Online: any subject. This is the full-text of the encyclopedia plus limited full-text journal articles.

Ferguson's Career Guidance Center: comprehensive full-text career resources.

Gale Biography in Context: full-text biographical information from a variety of resources including academic journal, book excerpts, video, audio, etc.

Gale Virtual Reference Library: full-text ebooks on a range of subjects.

Health and Wellness Resource Center with Alternative Health Module: medical & health subjects – full text reference materials & journal articles, plus video resources.

Jstor: any subjects – many full-text journal articles (Trial database)

Merriam-Webster Unabridged Dictionary: largest & most comprehensive American dictionary.

Nursing Resource Center: supports nursing students & faculty; results reflect the "nursing process" – full text reference materials, textbooks, journal articles, & video resources.

Proquest Ebook Complete: full-text ebooks on any topic.

Small Business Resource Center: supports business students & faculty; focusing particularly on small business & entrepreneurship – full text reference materials, business plans, journal articles, & websites.

All electronic resources can be accessed on campus & most can be accessed from home using the passwords available from the Librarian. Instructions & training are available from Lynea for anyone who is interested in using these databases, including faculty & staff groups or individuals. It's never too late to ask for assistance! **Quick start guides or searching tip sheets** for these databases are available on the Library's online Research & Subject Guides & in the Library.

∽ MORE WORDS OF WISDOM ∾
"A library is a house of hope. It's a place where we all, whatever our situation, can feed our ideas and develop our dreams."
~ Doug Wilhelm

Got a research paper to write? Friend a librarian

The spring term is well underway. Mid-terms are rapidly approaching. Those end-of-the-term deadlines are not quite as distant as you think. More than likely, your to-do list includes at least one research paper.

Ah, college research papers -- most students need at least two, if not four years, to learn out how to accomplish them quickly & accurately (especially through sleepless nights with family & jobs or caffeine jitters).

But you do have a secret weapon available. What is your secret weapon?

Actually, that should be: *Who* is your secret weapon? **P.I.T.'s Librarian** (aka: the Director of the Library).

No, seriously. Here are some reasons why:

❖ **She can help get you started, even if you don't understand your topic.**

As soon as you get a research paper assignment or any research project, stop by the Library & ask for help. Reference services can be an underutilized resource for one-on-one individualized help. If you're not on campus, you can call me (610-892-1524) or even email me (landerman@pit.edu or library@pit.edu). Don't forget that you can also use the Ask-a-Librarian form, too.

Understanding the assignment is half the battle. I often work with students to assist them with either narrowing their research topic or broadening it. A topic that is too narrow won't produce enough results for the student to write their paper & a topic that is too broad can easily overwhelm the student with thousands (or hundreds of thousands) of results.

❖ **Librarians are Google experts (and experts on what Google does NOT have).**

Let's get this straight: Most reference librarians do not hate Google. We just get frustrated when students assume the 1st hit is a reliable source.

If used correctly, search engines like Google can be beneficial. Plus, Google offers more advanced search options, like Google Scholar & Google Books. A reference librarian can show students how to use them.

Googling is not a cause for dismay. I don't know anyone who doesn't use Google for some research; but in 2017, it's still the case that reference books & scholarly articles from academic journals provide the most authoritative information on most topics. Many of these resources are now in electronic formats within the various databases that the Library provides for your research.

But when you use Google, students (& faculty) need to take a hard look at the sources of the information they retrieve.

Think of your sources as your expert witnesses: if you were in court & your expert witness showed up in jeans & flip-flops... do you think the jury would be impressed? Select your expert witnesses with an eye on not just what they say, but on the impression they'll make on your audience.

And don't think that being tech savvy alone makes you a good researcher. A cook can be amazingly adept with the gadgets found in today's kitchens, but still whip up horribly tasting meals. It's very easy to conduct awful information searches, yet still be quite proficient with technology.

❖ **We have access to information you didn't even know existed.**

P.I.T. Library, like most college libraries, provides our students with access to a wide variety of online resources which include electronic books, journal articles, videos, & numerous other information sources. The Librarian can help you determine which ones to use & how they work.

You need to understand that research is like being a detective. Just looking is not enough. To solve the case you need to look in the best places for the clues. Then you need to analyze the results to make sure you have solved the case.

∽ MORE WORDS OF WISDOM ∾
"What a school thinks about its library is a measure of what it feels about education."
~ Harold Howe

Across the Reference Desk
I Need to Find a Book about…Or, The Thing about Subject Headings

What do you call that thingy you can plug into a computer to save files on? You know, the one that looks like a little plastic pack of gum or a lipstick tube. Is it a flash drive? A USB drive? A thumb drive? How about a portable storage device?

We often use a lot of different names when we're talking about an object & that multiplicity is even more pronounced when we're describing a concept or idea. So to help make it easier for people to find information about a particular object or idea, librarians use what's called a *controlled*

vocabulary. Essentially, this means that everybody agrees to call something by a particular name & keep it in a particular place. For instance, if you'd like to find information on black history in the P.I.T. Library, you can perform a subject search in the catalog for *African Americans – History,* & the material you find will most likely be located on the shelf in E185. This arrangement may make more sense if you think of the library as a supermarket. You know when you go grocery shopping that certain things are in certain places: popsicles are in the ice cream aisle, apples are in produce, & gum is with the candy. Why? Because the supermarket says so! It makes it easier for both shoppers & employees to find certain items because they created a system where everything is categorized & assigned a certain place. We apply this type of thinking to all kinds of things we need to organize, such as music, pictures, & movies. Give it a name, decide where it fits best, & keep it there.

This name game becomes a bit more complicated when your research takes you out of the library shelves & into journals, newspapers, visual media, & the Internet. In these formats you not only need to know what something is called now, but also what it used to be called or what it's called by different groups of people. If you're researching HIV/AIDS, you need to know that those terms didn't exist when the disease first came to the public's attention; any articles written or news clips produced in the 80's will instead call it GRID, or Gay Related Immune Deficiency. Later came the names Human Immunodeficiency Virus (HIV) & Acquired Immune Deficiency Syndrome (AIDS). This situation applies to a myriad of other medical, psychological, social, & cultural terms that have been around long enough to evolve. New information & a changing public sensibility sometimes require that we alter the labels & names we use; therefore, a big part of finding the information you need is knowing - & using during your research process - all the possibilities for what something may be called. This is also why you want to turn to your Librarian for assistance when you seem to be stuck for terminology that works for your topic.

The Library Environment

To protect & preserve the materials, equipment, & requirements of the Library environment, we need you to assist us in maintaining the following conditions within the Library:

➢ Avoid disturbing others:
  ❖ **Keep conversations & other noise (even with headphones) to a minimum. Think purr, not roar.**
  ❖ **Cell phones must be turned OFF or set to vibrate**. Cell phone use is permitted *outside* the Library.
➢ **Computers** are arranged to maximize space & **should NOT be moved.**
➢ Please do **NOT unplug** any **equipment.**
➢ **Return headphones & cables to** their location on **top** of the **CPU**. Want to use your own headphones or ear buds? Please use the jacks on the front of the CPU the Library's headphones.
➢ **Food and beverages are prohibited**. Please use the P.I.T. Stop Café for your meals or major snacks.
➢ **Trash cans** are located at or near every table. **Please USE them**!
➢ **Log-off the computer** when leaving the Library.

This is your Library.
Please help us care for it.
Thank you for your cooperation.

Six Tips for Avoiding Plagiarism

1. **Use your own ideas**. It should be your paper & your ideas that should be the focus.
2. **Use the ideas of others sparingly**—only to support or reinforce your own argument.
3. When taking notes or copying information from online databases, the Web, magazines, books, etc., **include a complete citation** for each item you use as a source of information.
4. **Use quotation marks** when directly stating another person's words.

5. **Correctly cite** any direct quotes or paraphrasing of the words or ideas of someone else. In text citations or footnotes are required & work along with your bibliography or works cited page.

A good strategy is to take 30 minutes & **write a short draft of your paper without using any notes**. It will help you think through what you want to say & help prevent your being too dependent upon your sources.

PITCat: the Library's online catalog

Looking for a book or video? Check **PITCat**, our online catalog, accessible from any computer with internet access. Go to: **http://pitcat.pit.edu** & search our catalog to determine what resources we own or provide access.

ATTENTION: ID-Card Photo Session Schedule

Lynea is available in the Library for ID/Library Card photos during the following times:

Monday – Wednesday	9:00 am to 4:30 pm
Thursday	10:00 am to 5:30 pm
Friday	8:30 am to 4:00 pm

If you can't get your ID/Library Card photo taken during one of these times, stop by the Library to arrange an appointment with Lynea!