MAGDALEN COLLEGE
OF THE LIBERAL ARTS

Introduction to the College Library

Searching for Books:

The Library Catalog: You may access the catalog from any computer in the library using the "Catalog" tab from Google Chrome. Or you can access the catalog from anywhere you have an internet connection: From the college web page, www.magdalen.edu, look for the Library tab, then link to the Catalog to search for items in our collection.

What is our Classification System? What is a Call Number?
- Our system, the Library of Congress Classification System, uses letters and numbers to arrange library materials. Call numbers will help you locate books and audiovisuals on the library shelves.
- Call numbers are usually on the spine of a book or on the covers of audiovisual materials. With this system, if you find a book in the catalog, then go to the shelf, you will see a number of books on the same subject or by the same author all together.

Searching the Online Catalog: Once in the library catalog, you may begin your search by using a keyword, title, author, etc. For example, I could search for the author Tolkien and come up with books both by and about Tolkien or his works.

Electronic Books (E- Books)
- The library also subscribes to the HEB Collection (ACLS Humanities E-Books). It includes approximately 5,000 books which are accessible from our online catalog. In our catalog, you will see [electronic resource] after the title of the book and a URL to connect to the book itself.
- The HEB Collection allows users to perform keyword and Boolean searches, as well as full text searching across all titles in the collection. The librarian will be happy to assist you in searching for e-books.

Interlibrary Loans
- As a college library, we belong to a group of other libraries that have agreed to loan materials to each other at no, or little cost. Talk to library staff about items you wish to borrow or copies of journal articles you will need for your research.
- Articles may come in within a day or two, books take a bit longer (usually about a week).

Library Homepage
- Our library provides many links to information for your research
- Included on the webpage are links to the online catalog, research guides, library policies, and citation guides

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- The internet may be used for your research and assignments but be aware of the limitations of browsing the internet for your sources. Search engines such as Google and Yahoo are limited. Make sure the information you retrieve is relevant to your topic. Librarians will help you use websites that are scholarly and trusted.
- Check the source of websites and the authority of their creators and authors.