



Information Gathering and Assessment for the Musician

In-Class Guide – Library Catalog

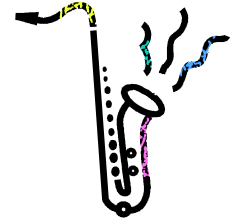
Reference Department
Albert S. Cook Library

Find the library's home page at: <http://cooklibrary.towson.edu>

Open the library catalog by going to the **Research – Library Catalogs** link

Cook Library Catalog – lists items found in Cook Library

USMAI Combined Catalog – lists items in entire University of Maryland system



Location of materials in Cook

- **Stacks** = materials you can check out and take home – Floors 4 & 5
- **Reference** = materials that must be used in the building – Floor 3
- **Media Resource Services Lab (MRS)** = AV materials/media software lab - Floor 2

Types of basic catalog searches

- **Words anywhere:** will search for term anywhere in title, subject or author areas of record
- **Author words:** will search for an author by that name in the author field in records
- **Subject words:** will search for materials which have substantial amounts of content about this topic
- **Title words:** will search for materials with those words appearing in the title field of records

Browse types of searches will take you to an alphabetical list of choices close to what you have typed for you to select the search terms you want. Browse searching is similar to the way information is organized in a telephone directory. The library catalog features these types of browse searches:

- **author beginning with ...** (type in author last name)
- **title beginning with...** (type in first word of title, ignoring “A” “An” or “The”)
- **subject beginning with...** (type in the word that best describes the subject)

Note: To see examples of **specific types of searches (for scores, sound recordings, books about a composer)** see the handout titled **Quick Guide to Searching for Music in the Cook Library Catalog.**

Remember that the **Advanced Search** feature allows you to limit by media type (scores, CD, book, DVD, etc.) and also to combine terms together. Use the drop down menu for format and the date limit to narrow your search.

Transferring Books/Scores from Other USMAI campus libraries for pick up here at TU

To **place a request** (transfer from another USMAI library to TU) or to **recall** (bring back a copy that is checked out to someone) a book or score, do the following:

Search the Cook Library or Combined USMAI Catalog to locate the book or score that you want (remember sound recordings cannot be transferred or recalled)

When the **full record** is displayed (information about the book/score fills the screen)

- click on **All Locations: AVAILABILITY** link
- click on **REQUEST** link
- if you have not already **signed in**, when prompted, select TU as your institution and input your 14 digit ID number and last name as it appears on your TU Onecard



Signing in to Your Library Account

Signing in to your library account allows you to save searches and catalog records for books, scores, and CD's and renew your library items. **You can sign in to your library account by opening either catalog (Cook or USMAI) and click on the "Sign In" link at the top of the screen. Select TU as your institution and enter your 14 digit ID number and your last name as it is printed on your TU OneCard.**

E-Books

In many searches, you will see electronic books in your result list. They will usually have a format note of "electronic resource." In some cases, you can just click on the internet link and the e-book will display. Sometimes you have to visit one of the electronic book databases and search for that title to see the electronic version.

Electronic book databases containing music titles:

- NetLibrary
- Ebrary Academic Complete - may require you to download its reader for electronic text to display



To search for a specific e-book title within Netlibrary & Ebrary databases:

- While viewing the catalog record for the e-book you want to see, look for a note indicating which of the two databases includes that title
- Open the appropriate database and go to the "Advanced Search" mode
- Type in the book title and select "title" search
- From the result screen, click on the book's icon to see e-text

Other resources on Cook Library Homepage

♪ **Access to other libraries (Services – Borrowing – Who May Borrow from Cook Library)** – how to go in person and borrow from a select list of other academic libraries

♪ **Encyclopedias, Dictionaries, and More (Research – Online Reference Shelf)** – electronic versions of dictionaries, almanacs and other tools available 24 hours a day

♪ **Citing Sources (Research – Citing Sources)** – selected examples from MLA and Chicago style manuals to aid you in writing your own bibliography – scroll down to the **Research and Documentation Online by Diana Hacker** website for detailed examples and sample papers in each citation style



*Confused? Need more help? On my web page and blog you will find **Wozworld Quick Guides to Library Research**. Use these illustrated guides for help with off campus access to databases, searching the library catalog for scores, and more. For an individual research consultation, please call or email me to schedule an appointment.*

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For research help on this or any other research project, contact a reference librarian in person at the Cook Library Reference Desk, by phone at (410) 704-2462, or via the web at <http://cooklibrary.towson.edu>.