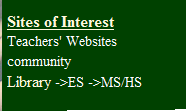
1. **Go to Explorer**



1. **Go to Home Page (at School)**
2. **Or Go to AFNORTH SCHOOL Page (at Home)** [**http://www.afnorth-is.com/index-1.html**](http://www.afnorth-is.com/index-1.html)
3. **Go to Bottom of Left Green Banner and look for**



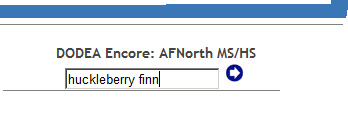
1. **Click on MS/HS and you will see this screen:**



1. **Regular use of Web Catalog (Without login)**

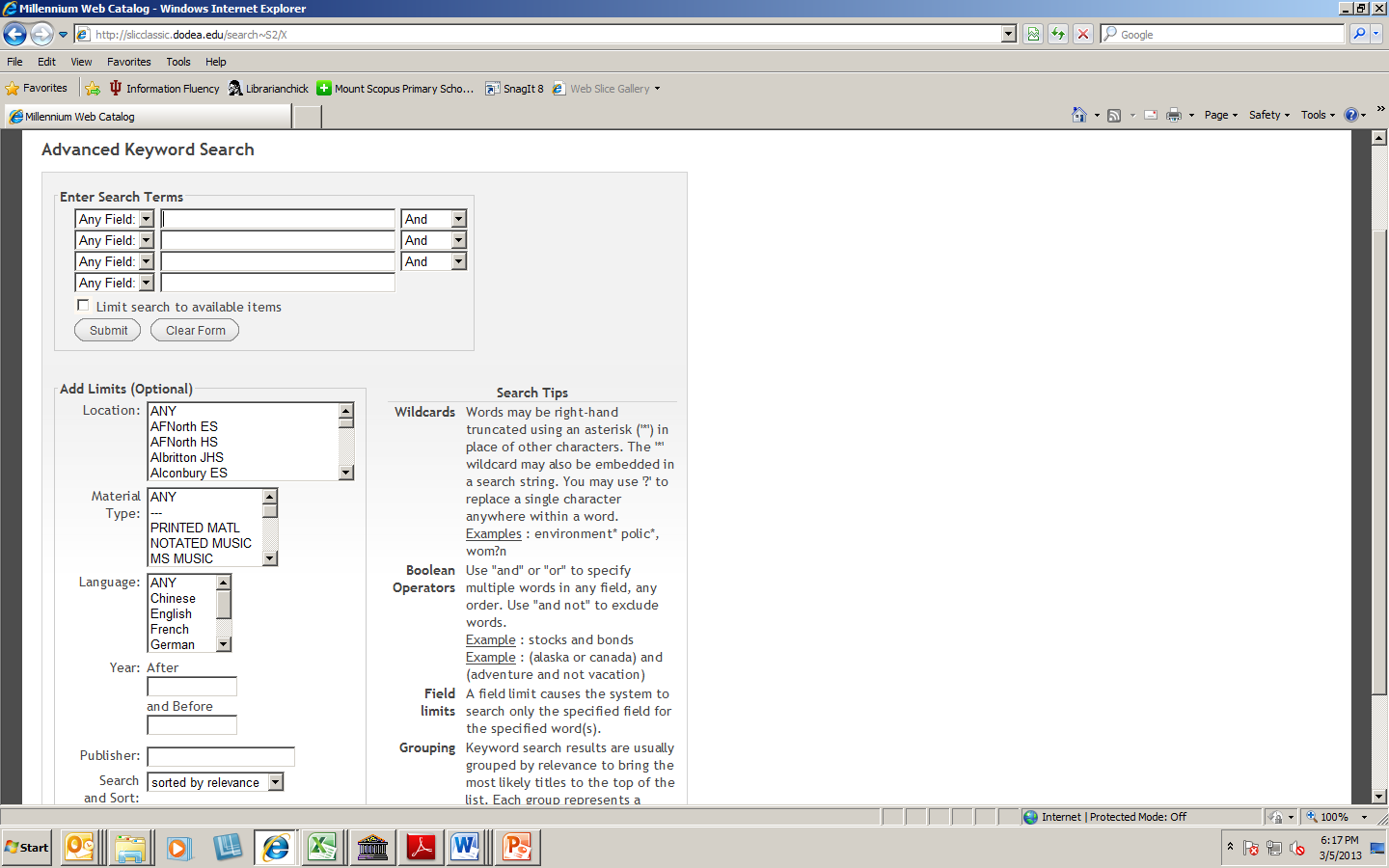
**You can use the catalog by two ways**

**Type in your topic in the box**

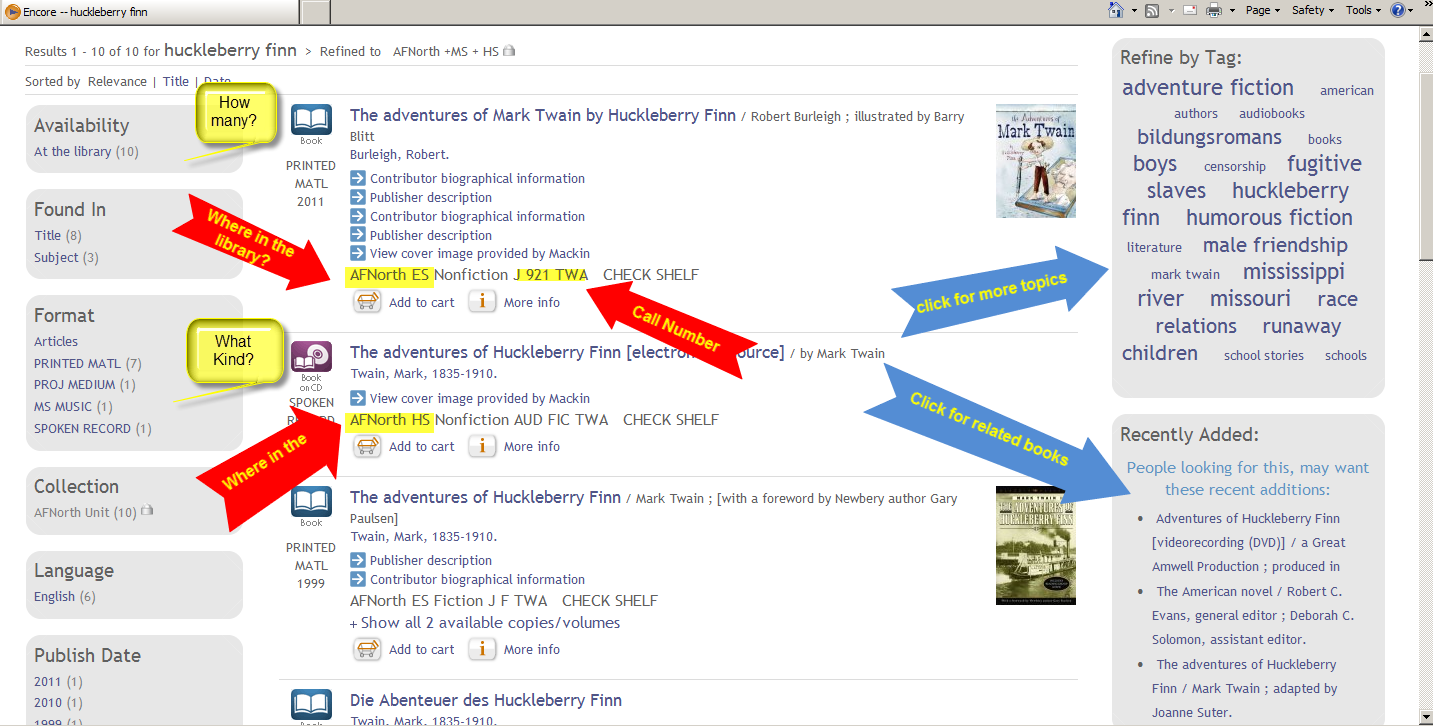


1. **Or Use:** 

**Then you will see a screen where you can make choices to limit your search.**

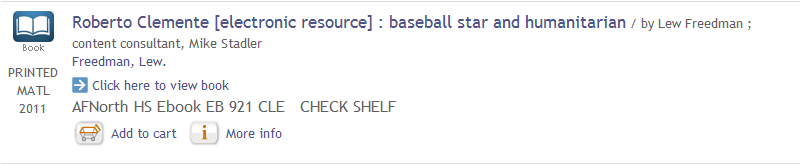


**8. Next Screen**

**.**

**AFNorth ES refers to the Elementary Section AFNorth HS refers to the Middle-High School Section**

**Additional Items:**



**If you see EB in front of the call number it means that it is an electronic book that you read on your computer.**

**Some may be downloaded to a reader or laptop hard drive but most have to be read while in the Internet.**

**DATABASES:**

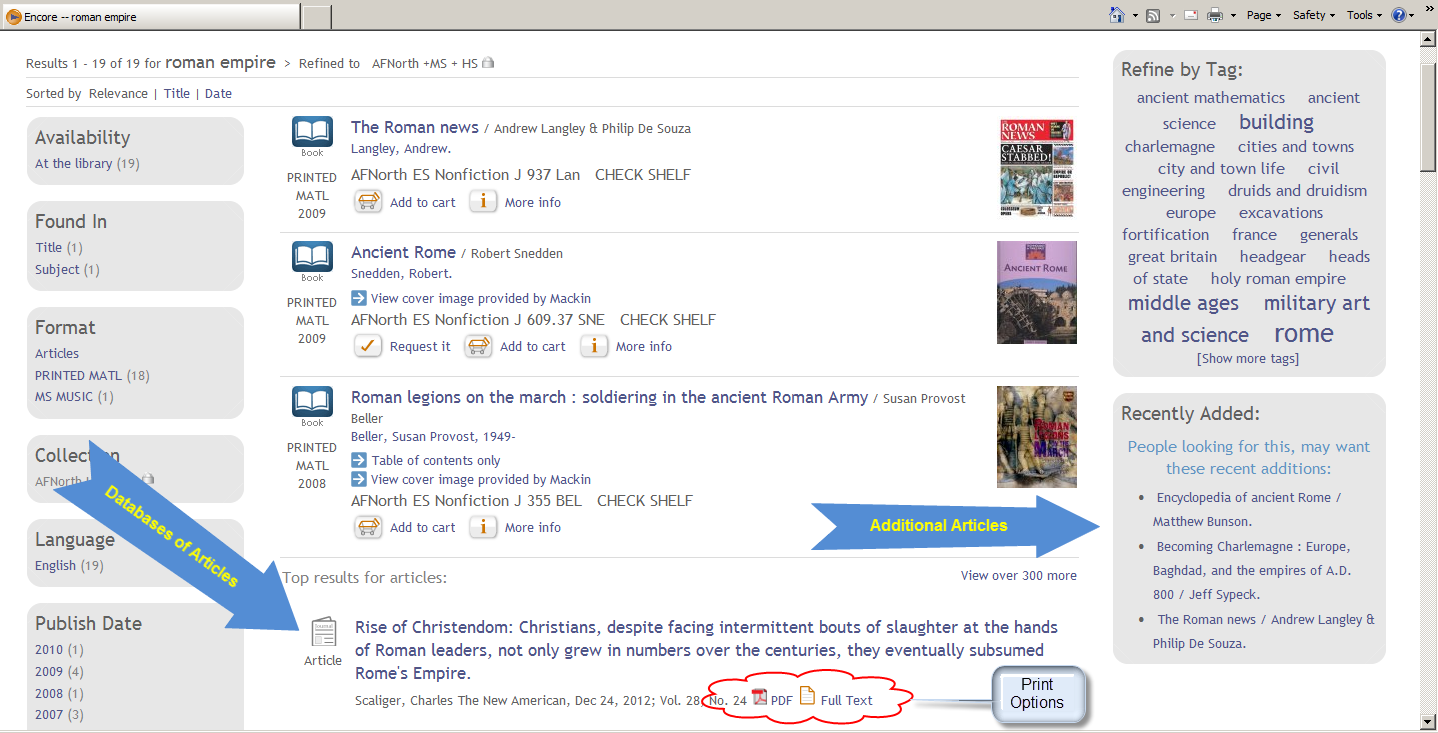
**Most databases can be reached by way of the new library system. For more sites go to**

[**http://dodea.edu/Curriculum/inforCenters/hsLibrary.cfm**](http://dodea.edu/Curriculum/inforCenters/hsLibrary.cfm)

**If the database needs a login and/or password use AFNORTH and DODEA**

**or visit the AFNORTH Homepage and click on Library Databases**



1. **Database Articles**
2. **Login Screen**

**You will need this for making a cart, a list or looking at some databases.**



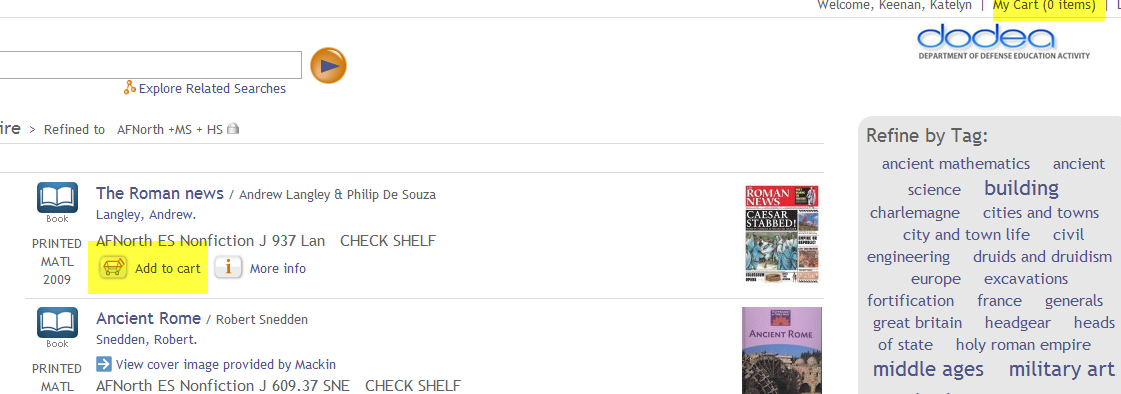
**I will give you your student number if you don’t know it. If you don’t have one today, please use:**

**Name: Student Trainer Barcode: 12345678 (This will disappear later.)**

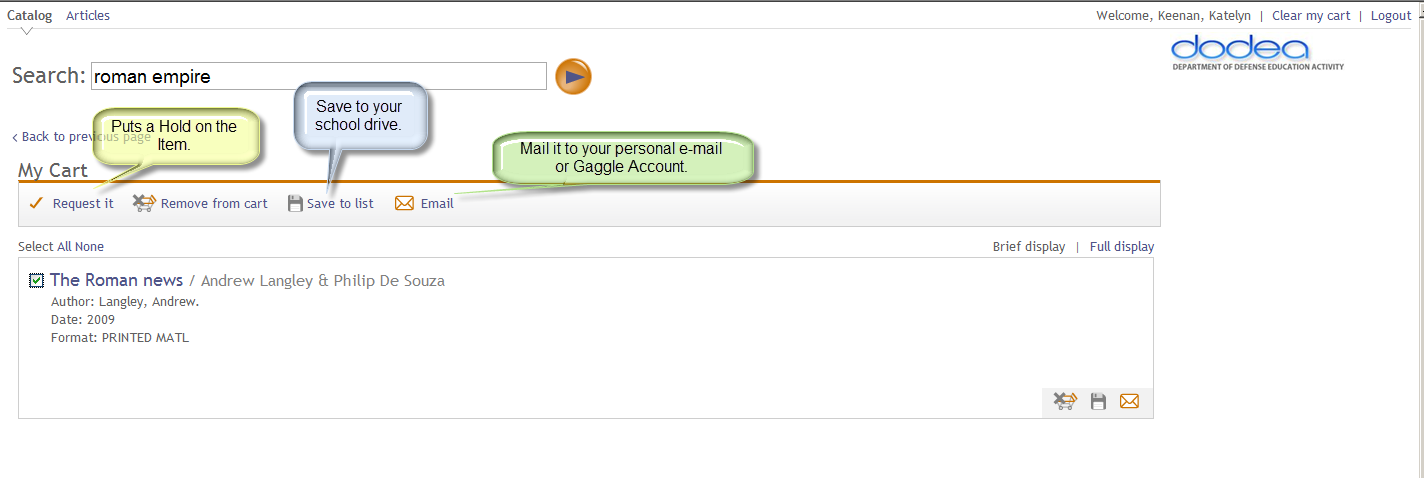
1. **You can see the full article:**



1. **You can use the list or cart options:**



1. **Your Cart**



**Or GMail**

**Additional Hints:**

**What the letters in front of or on top of the call number mean:**

**E means it is in the Elementary Section**

**(Fiction would mean it is a picture book)**

**(Non-fiction are mixed with the J non-fiction area)**

**J means it is in the Junior Section of the library either the Chapter books (Fiction) or Non-fiction area.**

**GE means it is in the German section and it is a German Language book.**

**FR means it is in the French language section either the back of the fiction (High School ) or in the Junior section**

**SP means it is in the Spanish language section either the back of the fiction (High School) or in the Junior section**

**PROF means it is in an area for teachers.**

**REF means it is in the Reference Area which is along the wall by the tables.**

**How does the Dewey Decimal system work?**

**DDC is an hierarchical number system that organizes all human knowledge into ten main categories.**

**These are:**

**000 Computer Science, information and general works**

**100 Philosophy and psychology**

**200 Religion**

**300 Social sciences**

**400 Language**

**500 Science**

**600 Technology**

**700 Arts and recreation**

**800 Literature**

**900 History and geography**

**Each main category is then divided into ten sub-categories. For example:**

**500 Science**

**510 Mathematics**

**520 Astronomy**

**530 Physics**

**540 Chemistry**

**550 Earth sciences and geology**

**560 Fossils and prehistoric life**

**570 Biology**

**580 Plants (Botany)**

**590 Animals (Zoology)**

**Each sub-category is then also divided into ten specific topics. For example:**

**530 Physics**

**531 Classical mechanics**

**532 Fluid mechanics**

**533 Gas mechanics**

**534 Sound and related vibrations**

**535 Light and related radiation**

**536 Heat**

**537 Electricity and electronics**

**538 Magnetism**

**539 Modern physics**

***Finding items on the shelves***

The spine label will always have at least three numbers,

followed by some letters (first 3 letters of author’s last name.

It is usually displayed on the spine of the item.

612

NAG

Here are some examples:

The DDC system places items about the same subject at the same number. This means that once you have identified the DDC number for the subject you are interested in, you can browse the shelves at that number.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

**133.4 133.54 302.23 510**

**ROS THO HAJ GLA**

On each shelf the items are arranged in a numerical sequence from left to right by their DDC number. Where several items have an identical DDC number, the letters are used to further arrange them.

For example,

**304.6 304.6 304.6**

**FAR JAN KRE**

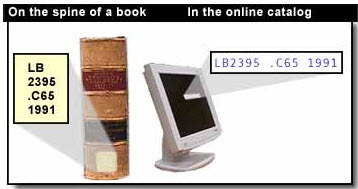
**How to look for books on the shelves.**

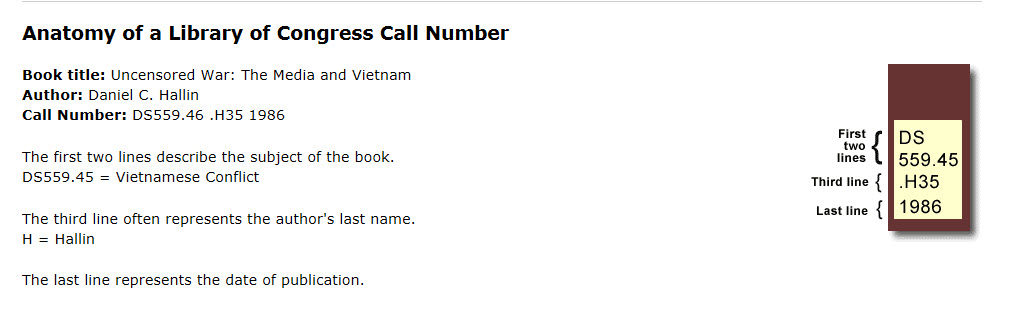
**Remember the rule (It is just like you read the shelves just like you read a book)**

**Top to Bottom and Left to Right**

**Other Library Classification Systems**

**While the Dewey Decimal Systems is the one most likely to be used in a school library most college libraries use the Library Congress System.**

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**It is arrange somewhat different than the Dewey System but the main point is to be able to find a call number in the catalog and look for it on the shelves.**

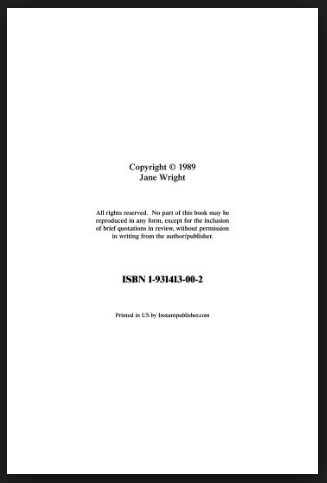
* [A -- GENERAL WORKS](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_a.pdf) -
* [B -- PHILOSOPHY. PSYCHOLOGY. RELIGION](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_b.pdf) -
* [C -- AUXILIARY SCIENCES OF HISTORY](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_c.pdf) -
* [D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC.](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_d.pdf) -
* [E -- HISTORY OF THE AMERICAS](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_ef.pdf) -
* [F -- HISTORY OF THE AMERICAS](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_ef.pdf) -
* [G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_g.pdf) -
* [H -- SOCIAL SCIENCES](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_h.pdf) -
* [J -- POLITICAL SCIENCE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_j.pdf) -
* [K -- LAW](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_k.pdf) -
* [L -- EDUCATION](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_l.pdf) -
* [M -- MUSIC AND BOOKS ON MUSIC](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_m.pdf) -
* [N -- FINE ARTS](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_n.pdf) -
* [P -- LANGUAGE AND LITERATURE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_p.pdf) -
* [Q -- SCIENCE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_q.pdf) -
* [R -- MEDICINE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_r.pdf) -
* [S -- AGRICULTURE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_s.pdf) -
* [T -- TECHNOLOGY](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_t.pdf) -
* [U -- MILITARY SCIENCE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_u.pdf) -
* [V -- NAVAL SCIENCE](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_v.pdf) -
* [Z -- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)](http://www.loc.gov/aba/cataloging/classification/lcco/lcco_z.pdf) –

Additional Questions:

Copyright and Publishing Dates:

Is a copyright date the same as a publication date?

**Sometimes yes, but generally no.**



**DATABASES**

**What to look for with DATABASES?**

1. ** Reliability**
2. **Timelessness**
3. **Relevance**

**Different Electronic Resources**

**Internet**

**CDs**

**DVDS**

**Fee-Based Databases**

**E-mails**

**Blogs**

**OPAC-online public access catalog**

**E-Books**

**E-Journals**

**Data & Statistics**

**Digitized Primary Sources**

**On-line Reference Tools**

**Indexes**

**E-Newspapers**

Q. What’s the difference between bibliographic databases, bibliographic databases with abstracts, and full-text databases?  
A. Most databases will contain all three types of results. They will also include ways to limit results in some way.

1. **Bibliographic database: contains only a citation of an article or book.***Example:* [AFNorth](http://catalog.loc.gov) Library System, database of books published which are in our library.

2. **Bibliographic database with abstracts: contains a citation and an abstract (Summary)***Example:* [PubMed](http://www.ncbi.nlm.nih.gov/pubmed), the database of the National Library of Medicine

3**. Full-text database: includes the full text of some articles or books, and citations for others.***Example:* both [EBSCOhost](http://www.wvinfodepot.org/) and [OVID](http://ovidsp.tx.ovid.com/), and [NCJRS](https://www.ncjrs.gov/App/AbstractDB/AbstractDBSearch.aspx), the National Criminal Justice Reference Service.