Access Tools

LIBR 1105
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Access Tools Module

- This module will introduce you to different types of access tools used to locate information sources such as books and periodicals within libraries, print & electronic resources.
- Please supplement this presentation by reviewing the handout: "Searching the GIL Online Catalog".
- There will also be assignments & activities that will help reinforce what you’ve learned.
Access tools are utilities, such as Internet Search Engines, Online Library Catalogs, Bibliographies and Indexes, [electronic or print], that are used to locate information. Different access tools are used to find different kinds of information. Here, we will explore various kinds of access tools and how they are used.
Gateways to Information
Various Access Tools

If we did not have resources to help us efficiently find books, articles, CDs, DVDs, microfilm or government documents, it would take an inordinate amount of time to find what we are looking for. This would also mean trying various unorganized approaches to doing so.

- **Index**—an alphabetical list of subjects covered within a book. [click link to view: INDEX] *click page to enlarge image
Various Access Tools

- **Online Catalogs** – an organized inventory database of what a library may or may not own; books, magazines, newspapers, dvds, cds, and microforms. The GIL online catalog is the CSU Libraries resource for what the library owns. {click to view: GIL Online Catalog}

- **Bibliographies** – arranges citations on a particular subject or works by or about an author. {click to view: sample bibliography page – click image to enlarge}
What Information is Found in Access Tools?

- **Citation** - is a description of an information resource in access tools such as **GIL** the CSU Libraries online catalog, bibliographies, or online databases such as **GALILEO**. A citation for a **book** can provide the author, title, place of publication and page numbers. For an **article** it can be the title of the journal, volume, date, year and page numbers.
Citation for a book in GIL

Author: Morrison, Toni.
Title: Paradise / Toni Morrison.
Description: 318 p. ; 25 cm.
Subject(s): Communal living -- Oklahoma -- Fiction.
African Americans -- Oklahoma -- Fiction.
Women -- Oklahoma -- Fiction.
Oklahoma -- Fiction.
Citation for a journal article (GALILEO)

Sexual orientation, work, and income in Canada

*author, title of journal, date, volume, issue & page number*
Let’s take a moment to examine, before the internet and online databases existed, how resources such as books were accessed on any topic. The major resource or {access tool} consulted was a print bibliography, commonly defined as:

A compilation of listed resources, typically books, on any subject.

Bibliographies consist of a myriad of topics such as:
Print Bibliographies

- Bibliographies of a particular author’s body of work: Ernest Hemingway, Albert Einstein.
- Bibliographies of works written about an author’s works or written about a notable person or group.
- Bibliographies on a specific topic whether: historical events, famous cult films, social phenomenons, and scientific research to name a few.
- On the next slide you can take a look at sample pages from two different bibliographies. Please pay attention to the notes annotated on both!
Sample Bibliography Pages

- Be sure to view the following PDF for this module located in CougerView:
  - Bibliography Page From: “Essay and General Literature Index”

- Be sure to view the following PDF for this module located in CougerView:
Now we’ll examine another way to access information on a topic using an online catalog, a more commonly used access tool in today’s information age. Remember what you learned from the Research Process Module about brainstorming keyterms and using the Library of Congress Subject Headings, as you’ll need these skills in order to effectively and efficiently use GIL.
You will need to view the many GIL tutorials that will demonstrate the many ways you can utilize the online catalog. Please refer to the handout, "Searching the GIL Online Catalog" and review the presentation concerning “Boolean Searching” while reviewing the tutorials:

1. Introduction to GIL Online
2. GIL Express & Online Students
3. GIL Part II & Online Students
SUMMARY
What Access Tools Do:

An access tool provides systemic access to the content of an information source.

- A single book index is a guide to the contents of that book. Usually located at the back of a book.
- The library online catalog is a larger index, or systematic guide to the materials in the library.
- A bibliography, especially a book length bibliography, performs the same way a index does by arranging citations for material on a particular subject or works about or by one author.
Assignments & Activities

- View PDF Images [sample pages from print bibliographies]. *files are located in CougerView for this module unit*
- Review Online Tutorials for GIL
- GIL Online Catalog Assignment
- Access Tools Quiz