

Library Survival Skills

Objectives and Contents:

Objectives:

The course seeks to help attendees to:

- Become familiar with important Library service departments.
- Learn to use the Library web page as a gateway to resources.
- Solve common practical Library problems.

Course Contents:

1. How Our Library Works
2. Service Areas
3. Library Web Page
4. Finding and Using Scientific Journals
5. Electronic Journals: Or, Maybe I Don't Have To Go To The Library After All!
6. Five Common Problems and How to Solve Them (includes practice exercises)


How Our Library Works

Books are grouped by **collection** and **subject**. Subject arrangement is determined by the National Library of Medicine's classification scheme. This means that call numbers begin with 2 letters followed by numbers (e.g. WY 100, QV 740).

- Main book collection is on the 4th floor.
- Reserve and Reference books are located on the 2nd floor.
- The History of Medicine collection is on the 4th floor. It is open M-F from 8:00-12:00 and 1:00-5:00.
- Use the **Library Catalog** to determine what books we own and their call numbers. The traditional catalog gave information *about* the item. However, modern catalogs (including our own) are linking to the item's content.
- There is a Library Catalog search box on the Library's home page. Clicking on the words, "Library Catalog" will take you into the catalog search page.

Electronic Journals are available from the [Our Journals](#) search box on the Library's web page at <http://library.utmb.edu/>.

PLEASE NOTE:

- Full-text e-journals started to appear in the mid 1990's. Some titles may have more, and some less, than this.
- The e-journal situation is "fluid". Journals change names, are offered by different publishers, change web site addresses, and the same journal may be offered in slightly different versions by different companies.
-  Look for the Find It @ UTMB button when searching our databases.

For more information about electronic journals, sign up for the library class: **Electronic Journals: Tips & Tricks**

Print Journals are arranged **alphabetically** by **title** on the 3rd floor.

- New or current journals are shelved with older issues, placed in plastic boxes until they are bound.
- Acronyms or initialisms are shelved as if they are real words (to find BMJ, go to the B's and look for a "word" that would start with BM (after Bi and before Bo)).
- Journals sometimes change titles. When this occurs, the new title is shelved alphabetically. We do not attempt to keep titles together. (For example, JAMA is now the official name of that journal. It was previously known as the Journal of the American Medical Association. So this journal is in 2 places on the 3rd floor: JAMA and Journal of...)
- The journals are located on either side of the 3rd floor with A-I on one side and J-Z along the other.
- Pre-1975 journals are located in storage. Request materials from storage using ILLiad (no charge for this service).

Service Areas You're Likely To Need, A Lot!

Circulation

- Manages checkouts and returns, fines, and the Reserve Collection
 - Books checkout for 2 weeks
 - Reserve books checkout for 2 hours
 - Bound journals checkout for 24 hours
 - Current (unbound) journals checkout for 4 hours
- Helps users without a UTMB email onto the public computers.
- Holds photocopies, interlibrary loans, and literature searches for users to pick up.
- Sells copy cards
- Issues HARLiC and TexShare cards for using other libraries.
- Library fines
 - Books/Bound Journals: \$1 per day per item
 - Reserve Books/Current (unbound) journals: \$1 per **hour** per item
- If you want to **renew an item** or discuss a fine, call Circulation at ext. 22385.
- Items may also be renewed online in the Library catalog.
 - Connect to the Library Web page (<http://library.utmb.edu/>)
 1. Select Library Catalog
 2. Click **My Info**
 3. Enter badge number preceded by a letter (e.g. P000099999, C88888)
 - P** – students
 - C**- employees
 - S** – Shriners Burns staff
 - X** – visiting students
 4. Type in your last name in the space provided
 5. Scan down to **Charged Items**
 6. Click **Renew Item**. Scroll down to verify items were renewed.
 7. Click **Exit**

Service Areas (cont.)

Reference

Reference Librarians are available to help people use the library.

- Conducts orientations to MML services
- Teaches instructional sessions and courses
- Helps users with information resources
- Performs searches in the scientific and technical literature.
- Answers questions (in person, by phone, by chat or email via Ask a Librarian on the Library's home page)
- Call 22372, email ref@utmb.edu, or use Ask a Librarian to contact a librarian about any of the above issues

Document Delivery (Photocopy and Interlibrary Loan) – x22386

The Document Delivery Service uses ILLiad for users to place photocopy or interlibrary loan requests. Items that can be delivered electronically are done so via ILLiad.

ILLiad

- Link available on the Library's home page and in Find It @UTMB.
- One time registration eliminates re-entering personal information with each order
- Personal profile keeps track of orders placed
 - Track the progress of a current order
 - Modify or cancel requests in progress
 - Review orders placed in the past

Photocopy

We will copy items in our collection for you. A copy may be a scanned version of the print item.

- Fee: \$0.15 per page
- Delivered via ILLiad account. If a print copy is requested, it may be picked up at the Circulation Desk or sent through campus mail.

Interlibrary Loan (ILL)

Libraries also cooperate to **share resources** through the **Interlibrary Loan (ILL) service**. If our library does not have a book or journal, etc., we can usually obtain the item from another library.

- Books, journals, audiovisuals, microforms are all candidates for Interlibrary Loan (ILL) service.
- There is no charge for ILL.
- Pick up books and printed material at the Circulation Desk or receive printed material through campus mail
- Electronic copies are delivered via ILLiad. An email is sent prompting you to check your ILLiad account when an item is received.

Annex Materials

The Library has an Annex for off-site storage of older journals and some other resources. Items may be requested from the Annex via ILLiad. Individual articles will be scanned and posted to ILLiad at no charge. Entire journals/books may also be brought to the Library if needed.

Library Agreements/Consortia

The library participates in agreements with other libraries in the Houston area and across the state to give you borrowing privileges at other libraries.

Texas Health Science Libraries Consortium (THSLC) – MML plus the four libraries in the Texas Medical Center.

- No special card is needed. Simply present your UTMB id at the participating library.
- Materials must be returned to the library where they are checked out.
- Libraries are:
 - Houston Academy of Medicine Texas Medical Center Library
 - UT MD Anderson Cancer Center Research Medical Library
 - UT Houston Health Science Center Dental Branch Library
 - UT Houston Health Science Center School of Public Health Library

Houston Area Research Library Consortium (HARLiC) – MML plus seven research oriented libraries in the Houston area

- A HARLiC card is required to borrow materials from participating libraries.
- Card must be obtained from MML's Circulation department prior to visiting the other libraries.
- Materials must be returned to the library where they are checked out.
- Libraries are MML plus:
 - Houston Academy of Medicine Texas Medical Center Library
 - Houston Public Library
 - Prairie View A&M University Library
 - Rice University Library
 - Texas Southern University Library
 - University of Houston Libraries (Main campus)

TexShare – is a cooperative program that involves academic and public libraries across the state.

- A TexShare card is required to check materials out from participating libraries.
- Card must be obtained from MML's Circulation department prior to visiting the other libraries.
- Materials must be returned to the library where they are checked out.
- A brochure is available in the Reference area that lists participating institutions.

The Medical Library Web Page

The Library's web page is the starting place to locate and begin using electronic services.



Connect to: <http://library.utmb.edu/>

- **Connect** to electronic journals via Our Journals
- **Search** the Library Catalog to find out if we own a book
- **Place** document delivery requests (photocopies or ILL's) via ILLiad
- **Search** MEDLINE and many other scientific literature services
- **Sign up** for MML classes and workshops
- **Read** the MML blog, **LibraryLink**
- **Ask** our Reference Librarians a question
- **Use** electronic medical/scientific textbooks
- **Connect** to other web-based information services



THINK: LIBRARY WEB PAGE!!!! LOOK THERE FIRST!!!

Finding and Using Scientific Journals

The UTMB library has access to over 25,000 journals in both print and electronic formats. You can find out if MML has the journal you need by:

1. Go to the Library web page.
2. In the **Our Journals** search box, type in **journal title or Medline abbreviation**

Example: to find Journal of the American Society of Nephrology (type in journal of the american society of neph...). The following record should be retrieved.

Journal of the American Society of Nephrology (1046-6673)

from v. 4 (1994) to v. 14 (2003) in [Print Collection – Click for Library Catalog](#)

from 07/01/1990 to 1 year ago in [Highwire Press \(Free Journals\)](#)

from 01/01/1995 to 12/31/2004 in [MD Consult Core Collection](#)

Five Common Problems And How To Solve Them

1. **“I need to find a certain article, but I only have parts of the reference.”**
 - Go to the Library home page.
 - Click on PubMed (Medline) in the Core Resources section.
 - Select the Single Citation Matcher from the list of services in the blue sidebar.
 - Fill out the form using the pieces of the information you have.
 - Click on Search.

Practice Exercises:

1. Kario K. 2000. White coat hypertension
 2. European Heart Journal. Volume 21, page 1647.
 3. Elliott HL. Volume 244. The article is probably about hypertension.
2. **“I have this abbreviation and I need to know the full journal name.” OR “I have the full journal name and I need the abbreviation.”**
 1. Go to the Library home page.
 2. In the Find/Search for section below the search boxes, select Journal Abbreviations.
 3. Enter the journal name or abbreviation in the search blank and click the **Go** button.

Note: This connects you to the PubMed Journals Database. If the journal is not included in the Medline database, it will not be found in this search system. If this happens, you can call the reference desk and ask for assistance or come to the library and look for the book: *Periodical Title Abbreviations*. It is in the Reference collection under the call number Z 6945.A2 P445 2001 VOL. 1-2

Practice Exercises:

1. What is the full title for Hosp Top?
2. What is the full title for Mol Divers?
3. What is the abbreviation for Respiratory Care?
4. What is the abbreviation for Acta Paediatrica Scandinavica?

Common Problems (cont.)

3. “I have to find this reference, but I don’t know if it is a book, a journal, or what.”

How to tell if it’s a book or book chapter:

- Citations to books typically have 2 pieces of information the place and the publisher. (Journal references typically do not list a place or publisher).

Ex. Authors. Book title. Place of publication: Publisher, Date.

Leyva F. Hypertension and Co-existing disease. Malden: Blackwell, 2000.

- Citations to book chapters typically have 2 sections. The first section gives information about the chapter. You will then see **IN** followed by the information about the book.

Ex. Authors. Book chapter title. In: Authors. Book title. Place of publication: Publisher, Date.

Teplitz C. Pathology of Burns. In CP Artz and JA Moncrief. *The Treatment of Burns*, 2nd ed. Philadelphia: Saunders, 1969.

When looking for a book chapter in the library catalog, you will need to look for the book title or the book authors rather than the chapter title or chapter authors.

How to tell if it’s a journal:

Journal citations include information about volume, issue and page numbers

Ex. Authors. Article title. Journal (or journal abbreviation).

Volume(issue):page numbers, date.

Killeen GF, McKenzie FE, Foy BD, Schieffelin C, Billingsley PF, Beier JC. The potential impact of integrated malaria transmission control on entomologic inoculation rate in highly endemic areas. *Am J Trop Med Hyg* 62(5):545-51, 2000.

Practice Exercises:

For the following, identify which items are books, book chapters, or journal articles.

1. Colliver JA, Verhulst SJ, Williams RG, Norcini JJ. Reliability of performance on standardized patient cases: A comparison of consistency measures based on generalizability theory. *Teaching and Learning in Medicine* 1989; 1:31-7.
2. Livingston SA, Zieky MJ. *Passing scores*. Princeton: Educational Testing Service, 1982.
3. Dawson-Saunders B. Examining bias on OSCE examinations. In RM Harden, IR Hart, H Mulholland (Eds.), *Approaches to the assessment of clinical competence* (pp. 409-14). Dundee: Centre for Medical Education, 1992.

Common Problems (cont.)

4. “I need to know the Impact Factor of a journal.”

Impact Factor data is available in **JOURNAL CITATION REPORTS (JCR)**. The Institute for Scientific Information (ISI) releases the JCR annually. It is linked as “Impact Factors” in the Core Resources section of the Library’s home page.

Practice Exercises:

1. What is the impact factor of *American Journal of Forensic Medicine and Pathology*?
2. What are the top 3 journals in pediatrics, based on journal impact factors?

5. “How can I find out what other online resources are available from the library?”

1. Go to the Library Home page.
2. Click on “See All” at the bottom of the Core Resources section. This page lists core databases directly on the page. The navigation box allows you to locate databases by first letter and by subject categories.