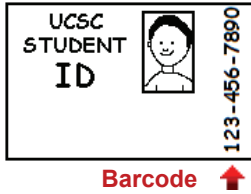


Quick Guide: Library Basics
UCSC Library—<http://library.ucsc.edu>

Your Library Card



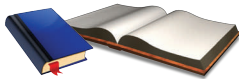
Your student ID is your **library card**—*Bring your ID to the **Library Check-Out Desk** to start your account.*

TO LOGIN to DATABASES**

Use library databases anytime from your dorm or a computer lab
*When you're off campus, login at <http://oca.ucsc.edu>—The **login** is the **Barcode** on your Student ID*

Notes:

Research Databases **



Books

Use **CRUZCAT** to see what's at the UCSC library*

To order books at other UCs use **Melyl**—you'll be notified when they arrive (about 5 days); pick-up is at the check-out desk.



Current Sociology



Articles (in Peer-Reviewed Journals)

Before you can get your hands on an article*, you have to run a search in a database to find a good selection of them

Recommended Databases:**

- CSA Illumina
- Academic Search Complete
- JSTOR

These databases and more are at: <http://library.ucsc.edu/find/databases>

*See other side to get copies of **Books & Articles**

24/7 Research Help



OR



Find us at the **Reference Desk** to get your questions answered

If you're in your dorm or house, **Instant Message (IM) or call us**

- The IM chat box is at:

<http://library.ucsc.edu/ask-a-librarian>

- Our number is: [831-459-5171](tel:831-459-5171)

HOURS OF SERVICE

IM anytime—It's available 24/7!

Phone or desk hours:

- Mon. —Thu.** 10 a.m. to 9 p.m.
- Friday** 10 a.m. to 5 p.m.
- Saturday** Closed
- Sunday** 1 p.m. to 5 p.m.

Note: Intersession hours vary

(Over)

Quick Guide: Library Basics UCSC Library—<http://library.ucsc.edu>

To Find Books on the Shelf

CRUZCAT provides the **Location & Call Number** of books—this information is needed to find books on the shelf (the Stacks)

To find books in the Stacks:

- ① Find the Call Number Range on the bookshelf ends

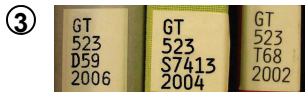
HT	HT
169	421
S82	P73



Crank open the moveable shelves, one-at-a-time

Location	Where to look
McH STACKS	McHenry (use the first letter of the book's call number to find the right floor) 4th floor —A•B•C•D•E•F GF-GV•H-HT 3rd floor —HV-HZ•J•K L•M•N•P•TR
McH REF	McHenry 2nd floor
S&E STACKS	Science & Engineering Library

Find your call number among other books



Notes:

To View Articles Online

Copy the article citation and use steps 1 thru 3 to get to the text of the article.

Note: To avoid retracing your steps to find *that one good* article again, print it, save it, or e-mail it as soon as you find it; at the very least, write down the full citation.

A citation in MLA format

title of article...

Bennett, Andy. "Towards a Cultural Sociology of Popular Music." *Journal Of Sociology* 44.4 (2008): 419-32.

pages title of journal volume issue

1. When you're looking at your results in a database

For Each Article Look For:	Additional information:	What to do if this doesn't work:
An HTML or PDF link <i>Click on it</i>	When article opens <i>Save or e-mail it</i>	Go to step 2

2. The other option is "**UC-eLinks**." *Click on it for each article—The article should automatically load.*
Otherwise follow these steps:

Look For:	Additional information:	What to do if this doesn't work:
Find " Get it Online " header Under it there should be a link(s) to the article	Article should load automatically. If not, click on HTML or PDF links to open it	No " Get it Online " header? Go to " Find a Print Copy "
Find " Find a Print Copy " header Under it there should be a link to CRUZCAT For this step copy all citation information (see citation example above)	Two ways to track down your article when the journal shows up in CRUZCAT: In CRUZCAT's journal listing look for: 1. Library Has Available Online (this provides a link to the online content) OR 2. Library Has (this means we have a paper copy in the Stacks—write Call Number) In both cases, look at the start-to-end dates to make sure we own the year you need.	If we don't own the journal you need, go to " Request It "
Find " Request it " header Under it there is a link to an order form	Fill in your personal information— Articles are sent by e-mail in about 2 days	

3. If you already have a full citation go to <http://library.ucsc.edu/services/borrowing/interlibrary-loan> and use option 3.

(Over)