



## How Do I ... Find Materials in UC Library

UC Library collects materials in multiple material types, or formats. Material type determines:

- What search tool is used to find what the library owns
- Where the material is located in the library

### Types of Materials Available in the Library

- **Print**
  - Includes regular and oversize: books, indexes, journals (or periodicals), newspapers
  - Search Tool: UC Library Catalog
- **Microform**
  - Includes: indexes, journals (or periodicals), newspapers
  - Search Tool: UC Library Catalog
- **Online**
  - Includes: databases, e-journals (electronic journals), e-newspapers (electronic newspapers), e-books (electronic books), websites
  - Database Search Tool: UC Library Databases web page
  - E-Journal and E-Newspaper Search Tool: UC Library E-Journal Portal
  - E-Book Search Tool: UC Library Catalog
- **Media**
  - Includes: video (VHS and DVD), audio
  - UC Library does not currently collect media materials. Media materials are available in the UC Media Center, located on the ground floor of the library building.
  - Learn more about the UC Media Center at:  
<http://www.utica.edu/academic/iits/compuserservices/mediacenter/index.cfm>

### Accessing the Library's Search Tools

- Use **Find It Fast!** on the UC Library Home Page: <http://www.utica.edu/academic/library/>
- The quick search boxes provide access to all the library's search tools in one convenient location



## How to Find Materials in the Library

### Books

- Search Tool: UC Library Catalog
  
- **New Books – Print**
  - What: Books recently added to the library's collection
  - Note: books are displayed for approximately one month
  - Location: New Book Shelves
  - Use: In library or checkout
  - Organization: Library of Congress Classification
  
- **Stack Books – Print**
  - What: books for general and research use
  - Location: Stacks, Oversize
  - Use: In library or checkout
  - Organization: Library of Congress Classification
  
- **Reference Books – Print**
  - What: books used primarily for research (e.g. dictionaries, encyclopedias, etc.)
  - Location: Reference
  - Use: In library only
  - Organization: Library of Congress Classification
  
- **E-Books (Electronic Books)**
  - What: electronic versions of books for general and research use
  - Location: Internet
  - Use: Current UC students, faculty and staff
  - Access: On and off campus by computer

### Indexes and Databases

#### Indexes

- Search Tool: UC Library Catalog
  - Formats: print and microform
  - Location: multiple depending on title (Library Catalog specifies)
  - Print indexes are in library use only

#### Databases

- Search Tool: UC Library Databases Web Page
  - What: online indexes with search engines
  - Location: Internet
  - Use: Current UC students, faculty and staff
  - Access: On or off campus by computer
  - Note: many databases include full text content



## Journals

- **Current Journal Issues – Print**
  - Search Tool: UC Library Catalog
    - What: current issues of print journals
    - Location: Current Shelf
    - Use: In library only
    - Organization: alphabetical order by journal title
  
- **Older Journal Issues – Bound Print**
  - Search Tool: UC Library Catalog
    - What: older issues of print journals bound into a volume
    - Location: Stacks, Science, Oversize
    - Use: In library only
    - Organization
      - Stack location: Library of Congress Classification
      - Science location: alphabetical order by journal title
  
- **Older Journal Issues – Microform**
  - Search Tool: UC Library Catalog
    - What: older issues of journal transferred to microfilm or microfiche
    - Location: Microform
    - Use: In library only
    - Organization: alphabetical order by title
  
- **E-Journals (Electronic Journals)**
  - Search Tool: UC Library E-Journal Portal
    - What: electronic journals that provide comparable or enhanced journal content
    - Location: Internet
    - Use: Current UC students, faculty and staff
    - Access: On or off campus by computer

## Newspapers

- **Current Newspaper Issues – Print**
  - Search Tool: UC Library Catalog
    - What: current editions of local, state and international newspapers
    - Location: Newspapers
    - Use: In library only
    - Organization: alphabetical order by title
  
- **Older Newspaper Issues – Print**



**Frank E. Gannett Memorial Library**

- Search Tool: UC Library Catalog
  - What: past, or archival, editions of local, state and international newspapers
  - Location: Microform
  - Use: In library only
  - Organization: alphabetical order by title
  
- **E-Newspapers (Electronic Newspapers)**
  - Search Tools:
    - UC Library Databases:
      - Use a database to search for topical newspaper articles
    - UC Library E-Journal Portal
      - Use the UC Library E-Journal Portal to find and browse available e-newspaper titles
  - What: current and archival newspaper content available online
  - Location: Internet
  - Use: Current UC students, faculty and staff
  - Access: On or off campus by computer