In-Lab Assignment 2: Finding resources in the library

While many resources are now available online, scientists must often refer to older literature that is found in print only. It is important to know how and where to find print material in the library.

The following exercise introduces you to call numbers and to how print material is organized in the McPherson Library. UVic shelves books according to the Library of Congress Classification scheme, whereby a unique ‘call number’ is assigned to each book. The call number is a combination of letters and numbers reflecting the subject matter (‘subject class’) of the book (for example, ‘S’ represents Agriculture). Assigning a call number to each book means that books with the same subject class are shelved together.

To complete this exercise you will need to:

1. Sign up for a call number range. See the sign up sheet in the lab.
2. Go to the library and find the call number range for which you signed up as well as use the online library catalogue.
3. Complete part 1 and part 2 of the exercise worksheet (see below).
4. Submit a Word file (.doc or .docx format) digital copy of your completed worksheet to the assignment drop box on the Biology 186 CourseSpaces page by Wednesday, May 16th at 11:00pm.

Before you go to the library, review the following resources:

1. How to Read a Library of Congress Call Number: [https://www.youtube.com/watch?v=4djuA5ZfOGE](https://www.youtube.com/watch?v=4djuA5ZfOGE)
3. Library of Congress Classification Outline: [http://www.loc.gov/catdir/cps0/lcco/](http://www.loc.gov/catdir/cps0/lcco/)
4. UVic Libraries Call Number Video: Locate Your Book, Reading Call Numbers [https://www.youtube.com/watch?v=YF0r9Is1nI](https://www.youtube.com/watch?v=YF0r9Is1nI)
In-Lab Assignment 2: Exercise Worksheet

Student name: _______________________  V#: ______________________  Lab section: ___

Part 1:

1. The call number range for which you signed up is ___________________ to ___________________.
   (Note: Transcribe the call number exactly as it is written on the Lab Sign-up sheet.)

2. Visit the McPherson Library and find the appropriate section/shelf for your call number range. In your own words, and by looking at books on the shelf within your assigned call number range, which topic(s) best describe the books shelved in this area?

___________________________________________________________________________

3. Select one book from this call number range. Take a photograph (or scan) of the page(s) that provide all of the information needed to provide a proper reference. Paste the photograph(s) (or scanned image(s)) in your Word document assignment submission.

4. Based on the book you selected, provide the following information:
   a) What is the call number printed on the spine of the book?

   b) Provide the full reference for this book (following the guidelines provided in your lab manual for the proper referencing style).

5. Refer to your selected book’s call number to answer the following questions:
   a) Which component of your book’s call number represents the Class? ________________
   b) What is the subject area for this Class? _______________________________________
   c) Which component of your book’s call number represents the Subclass? ______________
   d) What is the subject area of this Subclass? _____________________________________
   e) Which numeric range does your call number fall into? ___________________________
   f) What is the subject area of that call number range? ______________________________
g) Which part of your call number is the Cutter number? ___________________________

Note: For books in the UVic Libraries, Cutter numbers are not preceded by a decimal point.

h) What does a Cutter number usually represent? _________________________________

6. Refer to the online catalogue record for your book. What is one subject heading assigned to your book?

___________________________________________________________________________

Part 2:

1. Search the library database or Web of Science to find a book or journal article that will help you conduct your research and write your formal scientific report based on the experiment you will conduct in lab 4.

2. Provide the full reference for the book or journal article you selected. Follow the guidelines provided in your lab manual for the proper referencing style.

3. In a maximum of three sentences, summarize what the book or article is about.

In-Lab Assignment 2 Submission Details:
Submit a digital copy of the exercise worksheet, in .doc or .docx format, to the assignment drop box on the Biology 186 CourseSpaces page by 11:00pm on Wednesday, May 16th. Include your name and student number in the file name.
Late assignments will not be accepted.