

Audrey's copy

0 To begin (music?)
picture of building

Welcome to Dixie College Library. Because you will be coming to the library to study, to find information for your papers and projects, for leisure reading and to meet your friends, I'd like to take you on a tour of our library.

N ✓ 1. Library director in picture with library in background
(picture comes on just before Tape starts)

The library provides a wide range of services and materials to patrons.

N ✓ 2
+
2 Wide angle shot, showing students studying, shelves information desk, compute catalog etc.
(2 pictures w/ this sentence)

Whether at the information desk or working elsewhere in the library, the reference librarians are always happy to help you find any information that you may need.

✓ 3. Reference librarian at desk helping student.

The computer catalog provides access to the books and media in the library. You will be able to locate any item by title, author or subject with this system. Ask the staff to help you learn how to use the online catalog.

✓ 4. Online catalog, with student using.

At the circulation desk

N 5. Vista of circulation desk
people being waited on by
work study students

you can get a library card,

N 6. Focus on library card and
form students fill out to
receive card.

check out a book

N 7. Picture of work study student⁺
handing checked out book to
patron.

get a book that has been put
on Reserve by your teacher for
limited use in the library

N 8. Picture of Reserve shelves
with teachers name under
books.

or place a request to borrow
materials from another library
by interlibrary loan.

✓ 9. ~~Student handing interlibrary
loan form to staff member~~
Staff working at OCLC

Over there ~~is~~ ^{is located in the center of the library and} The Reference Collection. ~~It~~ contains many resources

10. Wide angle shot of reference collection, one or two students looking for a book

such as books about authors and their works or biographical information about important people,

✓ 11. Close up shot of Contemporary Authors and other Biographical Dictionaries

atlases of the world or United States,

N 12. Close up of atlas stand

and encyclopedias, both general and specific.

N 13. Encyclopedias with several subject encyclopedias visible

Reference books of all kinds provide bits of information that will answer your questions and help you prepare your reports.

N 14. Close up shot of shelves with reference titles that are interest-catching.

Records, cassettes, CDs and videos are available for checkout. You can browse through ~~these~~ items or check for specific titles on the online catalog.

N 4A - Shot of cassette + record stand

Many of our students like to study together. Small rooms are available where you can talk over your assignments without disturbing library users.

However, others prefer the privacy of individual study carrels.

The library subscribes to around 200 magazines and newspapers. The most recent issues are displayed in the lounge area.

Older magazines are shelved upstairs on the mezzanine in alphabetical order

and a few of the more popular magazines are also stored on microfiche in these cabinets in Rm. 107.

You can read articles from the microfiche or make copies of the article on the Reader Printer.

4
N 15. Group of students, papers on desk, writing on board student standing in front of board.

N 16. Student working at study carrel.

N 17. Wide angle shot, student lounging, some viewing magazines, some reading

N 18. Wide angle shot of magazine shelves, student sitting on floor reading magazine

N 19. Microfiche with microfiche drawers

N 20. Picture of reader-printer with student holding copy of article and microfiche

Indexes to these magazines and other material in the library are on the index table.

N

21. Shot of index table with several titles in the foreground.

Pamphlets and news articles that are too small to be shelved can be found in the vertical file, filed in alphabetical order.

N

22. Picture of vertical file with closeup of files so title can be read.

Reader's Guide on CD-Rom is a new and exciting index to magazines on computer that you will enjoy using. *This system provides more powerful searching capabilities than the paper Reader's Guide indexes.*

N

23. Shot of student sitting at CD-Rom printing out copy of information searched.

You will find it beside the Electronic Encyclopedia, which is a 22-vol. encyclopedia on a CD-Rom computer system. It represents the latest in searching techniques.

N

24. Long view of both Reader's Guide and Electronic Encyclopedia with students using.

Special material such as the history of Dixie College and history of southwest Utah or valuable books that need to be protected are located in the Special Collections and Archives. Librarians can help you access these materials.

- ✓ 25. Shot of old books in Special Collections.

A computer lab and a variety of software programs are available for student use, along with several typewriters.

- N 26. Shot of students using computers.

These are located downstairs in the ~~basement~~ *book of the* library.

This has been a very quick introduction to the library. For more information about locating information or using resources, ask the staff for assistance. They are always happy to serve you.

6
N 27. View of staff members with library in background suggesting attitude of service to students.

Welcome to Dixie College Library. You will be pleased to know that your library has a computerized catalog system to enable you to quickly and efficiently locate materials.

Our library has the Dynix Online Library System, the latest and best in library technology. ~~Not only that, but we are fully loaded, which means that every cataloged title owned by the library is in the system.~~

There are four terminals for your use across from the circulation desk, and you will use these to locate materials, instead of the old card catalog.

Many of you are computer literate and you will not find it difficult to understand the Dynix System. However, if it seems intimidating to you, ask one of our library staff for help. We are always happy to assist you. Because it is your key to library materials, here are a few tips to help you become familiar with the online catalog.

From the menu you will select title, author or subject by typing in the corresponding number.

You will notice that the title

00 Picture: library

(Have picture shown just before Tape)
N 28 Library Director standing in front of online catalog

N 29 ① Close up of 1st screen showing Dynix Co.

N 30 Students seated at terminal searching, showing all four terminals.

N 31 Close up of one student working at computer.

✓ 32 ② Close up of menu.

✓ 33 Close up of menu,

search says "keyword." This means that you should type in the most prominent words of your title, without bothering to put in small words like "a, an, the, etc." You can see that I have typed Gone Wind to search for Gone with the wind

When you press the return key you will see a list of titles that contain these two words. From this list you will select one or more titles by number.

Press the return and you will see the bib record or a duplicate of the card you used to see in the card file. Then, if you want to look at another bib record to check number of pages or edition etc. you can press "N" for next.

When you see the title you want to locate, it is vital that you press the return again and look at the Holding screen, which will give you the full call number (including where it is located, such as Reference or Special Collections) and tell you whether the book is in or out. If you do not look at this screen, you could be searching for a book in the wrong place or looking on the shelf when is already checked out.

✓ 34 ④ Picture of printout

✓ 35 ⑤ Picture of printout

✓ 36 ⑥ Picture of printout - ~~Two~~
views on one screen. List
holdings symbols & printout
36 (Two pictures for this
dialogue)

Return to the menu by pressing Q (for Quit) or just the return key. This time you will want to choose an Author search. Let's choose John Steinbeck. Type in his last name only, unless it is a very common name like Smith, in which case you could add a first initial.

If you want the Steinbeck who wrote "The Red Pony" you will select #4, since you probably know he is dead and could not have been born in 1946.

After you press the return you will see a list of all the books written by Steinbeck that we have in our library. You may have to go through many screens before you complete this list because we may have many titles by the same author.

If you did not find the title you were looking for, you could type "O" for other and check to see if Washington County Library has what you are looking for. We share the same system and can borrow books from one another through interlibrary loan.

N 1 ⑦ Picture of printout

N 38 ⑧ Printout of list of authors

N 39 ⑨ Next printout - double picture with 1st and last page titles *list of titles*

✓40 Picture of Washington County Library

t Go back to the menu and try a subject search. This might be the search you will use the most when you are trying to locate materials for your papers. You will see two subject searches. Subject Authority gives you an alphabetical listing like the author search. For example, I have chosen the subject "Basketball."

N 41 Picture of menu with subject headings typed at bottom.

When you press the return you will see a list of subject headings (DO not be confused and think you have a list of titles.) Select from this list the subjects you are interested in. This may be one or multiples (3,7,9) or many (3-15)

✓42 Picture of subj. headings

✓43 ⑪ Picture of paper showing how to choose multiples

This will produce a list of titles on the subjects you indicated.

✓44 ⑫ Picture of list of titles

om
of
ns
If you are not finding the information you are looking for, try typing in RT for Related Terms to see if the computer will give you any other terms that would be helpful.

✓45 ⑬ Closeup of prompts at bottom of page with other half picture showing Related Te prompt

Go back to the menu and try the Subject Keyword search. This is very helpful when you don't know the correct subject heading. Type in the word "Basketball" again.

N 46 (14) Menu again, with Subject Keyword circled.

You will find that you get a list of all subject headings that contain the word "Basketball" regardless of where it is in the heading—in other words, not an alphabetical listing. From these subject headings, you might get other ideas to help you locate your information.

N 47 (15) Printout of subject headings

Of course, from the subject headings you will go to the bib screen and then to the holdings screen to make sure the item is not already checked out.

N 48 Picture of student working on computer.

We strongly urge you to ask one of the staff for help if you are puzzled by the system. This system is ~~very~~ User Friendly and just a few minutes of one-on-one help will make you an expert searcher. The library staff is always glad to help.

N 49 Picture of staff sitting at computer helping student

[=]	[=]	[=]	[=]	[=]
[=]	[=]	[=]	[=]	[=]

For assistance press "?" then the key labeled "RETURN".
To use the catalog press the key labeled "RETURN".

10:26AM

```

1. Title KEYWORD Search
2. Author AUTHORITY Search
3. Subject AUTHORITY Search
4. Subject KEYWORD in context Search
5. Bulletin Board
6. Display HELP message
7. Quit searching

```

Enter your selection (1-7) and press "RETURN" :

11 JUL 89

Dixie College Library
PUBLIC ACCESS CATALOG

10:27AM

Welcome to the online catalog,
Please select one of the following search methods.

1. Title KEYWORD Search
2. Author AUTHORITY Search
3. Subject AUTHORITY Search
4. Subject KEYWORD in context Search
5. Bulletin Board
6. Display HELP message
7. Quit searching

Enter Title words: GONE WIND

enter a number, Other locations, Quit :

11 JUL 89

Dixie College Library
PUBLIC ACCESS CATALOG

10:28AM

Title KEYWORD Search: GONE WIND

Total=5

AUTHOR	TITLE (truncated)
1. Harwell, Richard Bar	Gone with the wind as book and film
2. Mitchell, Margaret,	Gone with the wind.
3. Mitchell, Margaret,	Gone with the wind
4. Mitchell, Margaret,	Gone with the wind : motion picture
5. Mitchell, Margaret,	Gone with the wind [sound recording

CALL#	LIB
813.5 M6	DCL
813.5 M6	DCL
813.5 M6	DCL
813.5 M6	DCL
Phono 78	DCL

enter a number, Other locations, Quit :

2,3,4