How to find a book or manual

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Introduction

In this sense, the most appropriate information source for finding books and dossiers are **catalogues**.

Catalogues are usually defined as secondary information sources, which are those that provide information that is the result of the prior analysis of the primary sources (books and dossiers), but which do not contain new, final or original information but refer to primary sources or documents.

In terms of information and document searches, **primary sources are deemed to be all those that are original**. By original we mean those documents that have not been modified in any way. This is "raw" information. Primary information is also that which researchers expressly create for a specific study. This information does not exist at the time when the need to use it first arises.

In turn, by **secondary documents** we mean those that are **the result of analysis - the result of processing primary resources**. In this case, it is "processed" information which already existed or had already been produced. Thus, databases (containing journal articles) or catalogues (containing books and other documents) can be deemed secondary sources; so too are those studies and sources already in existence (such as statistical data) that are subsequently used for research. This already existing information is available at the time when there is the need for it.

Likewise, there are **tertiary documents**, which are those made up of reviews of primary and secondary materials, such as bibliographies of bibliographies, bibliographic indexes, etc.

Researchers may find it useful to combine knowledge and use of primary and secondary sources in order to discern between new data and fundamental and consolidated data when developing their research in a given subject or discipline.

Examples of primary sources

Manuals
Encyclopaedias
Dictionaries
Monographs
Journals
Conference proceedings
Doctoral theses
Research reports

Examples of secondary sources

Revisions
Compilation articles
Bibliographies
Reviews
Abstracts
Catalogues
Tables of contents
Databases

Examples of tertiary sources

Bibliographies of bibliographies
Bibliographic indices
Reference work guides
Information source manuals

1. How to use a library catalogue: the example of the BUOC

Generally speaking, a library catalogue fulfils two basic functions regarding a search process:

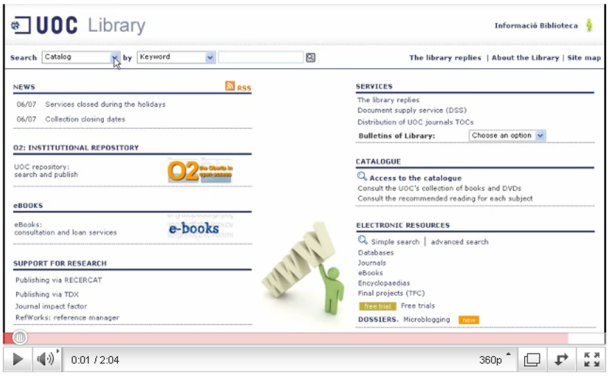
1) it enables a document to be found on the basis of known data (author, title, etc.),

2) it allows you to know what documents on a specific subject there are in the library's collection (themed search).

The introduction of IT in library management, especially during the last two decades, and the new telecommunications networks have allowed libraries to offer users the possibility of consulting their catalogues remotely. Generically, libraries' computerised catalogues are known by the name of OPAC (*Online Public Access Catalogue*).

More recently, the evolution represented by what has been called the web 2.0 has allowed the online catalogues of libraries to cease to be exclusively bibliographical databases and evolve towards what is called the social catalogue (we'll see this exemplified in the UOC Library catalogue) to enrich the information of the register provided and equip users with tools that enable them to share the Library, its services and its contents, and even, in some cases, genuine full-text databases, where the user can not only identify whether a document is part of the library's collection, but can also access it and consult all or part of its content on their computer screen.

UOC Information Literacy – Search in the UOC's catalogue



http://www.youtube.com/watch?v=kLiLV9ALxgk

2. How to use a group catalogue: the example of the CCUC

Unlike a library catalogue, which gives access solely to the bibliographic collection of that library, a group catalogue provides access to the bibliographic information of different documentation centres or libraries, which generally have the same aim or are part of the same organisation, institution or union.

Their main aim is to make available to users the collections of the different libraries that participate in the catalogue from a single entry point. Group catalogues are, therefore, an extremely important bibliographic instrument and an essential source of information when running bibliographic searches.

In Spain, there are group catalogues of great informational value, such as the REBIUN catalogue (University Library Network), which provides access to the bibliographic collection of more than 60 Spanish universities; the CSIC Libraries Group Catalogue, which provides access to the collection of the network of almost 100 libraries in this organisation; the RBIC (Group Catalogue of the Cervantes Institute Library Network), which provides access to the collections of all the Cervantes Institute libraries worldwide; and the CCPB (the Spanish Bibliographic Heritage Group Catalogue), the aim of which is the inventory and description of the Bibliographic Heritage (between the fifteenth and the twentieth centuries) deposited in Spanish public and private libraries that are part of the Spanish Historic Heritage due to their age, unique nature or wealth.

As regards Catalonia, we also have a large number of group catalogues of great informational value, such as the CCUC (Catalan Universities Group Catalogue), which provides access to the bibliographic data of all the universities in Catalonia; the Specialist Libraries Catalogue of the Catalan Government (BEG), which allows consultation of the collections of 35 libraries and documentation centres that provide support to the agencies of the public administration in Catalonia; Aladí, which is the group catalogue of the Municipal Libraries Network of the province of Barcelona; and the Public Reading Group Catalogue of Catalonia, which provides access to the collections of the public libraries of the Catalan Government.

UOC **Information Literacy – Search in the University Union Catalogue of Catalonia**

http://www.youtube.com/watch?v=peyIp53YvTQ

3. How to find e-books

Everything seems to point towards the second decade of the twenty-first century seeing the definitive expansion of e-books and their popularisation. The arrival of electronic ink e-book readers, led by Amazon's *Kindle*, has been an extraordinary aid to their dissemination, and the growing demand for e-book readers and for digital versions of the books that can be found in bookshops, along with the changes occurring in the publishing world, lead to this prediction.

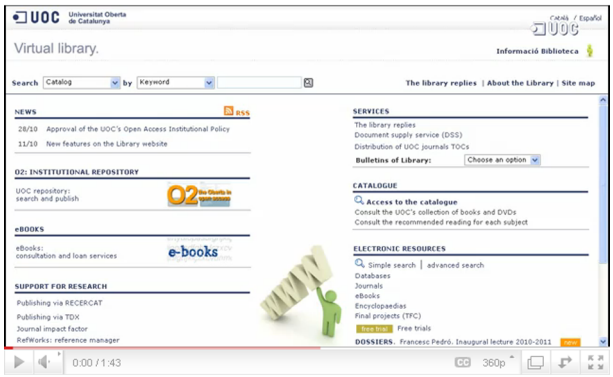
When acquiring an e-book, however, the first thing to remember is that there are different formats and, often, each version requires a different application for them to be displayed. Therefore, the first thing you need to know is what file format or formats can be displayed by the e-book reader that you have.

The most widely-used e-book formats include: .EPUB, .PRC (Mobipocket), .PDF, AZW (Kindle), .LIT (Microsoft), .HTML, .TXT and .DOC. Despite this, if you acquire a work published in a different standard from the one that a specific e-book reader can read, you can always use one of the format conversion programs that you'll find on the internet, such as Calibre (open-source software) or ABC Amber ePub converter.

In any event, e-books are increasingly entering the bibliographic collections of libraries, now making up a considerable part and growing constantly. As in the case of books on paper, e-books can also be loaned, an option that appears to be gaining more supporters every day as users acquire devices for reading e-books.

The UOC Library, for example, offers a series of e-books from its catalogue, most with free download, and an e-book reader lending service to its users.

uoc Search for an e-book - Information Literacy



http://www.youtube.com/watch?v=QPi4TCWWKk0

Once you know the file formats that your device can read, you can access any of the many websites where you can find e-books to download, be it free or paying.

Some of the most popular free e-book download websites are Digital Book Index, Project Gutenberg, The Online Books Page and, in Spain, LIBROdot.com and Elaleph.

3.1. How to use Google Books

The Google Books Project was presented in autumn 2004 to promote and disseminate books via the internet through the mass digitisation of books. It includes books from libraries such as the Library of Catalonia and the Hispanic Digital Library (which have entered the public domain and which, in these cases, are 100% visible) with others published in any language and on any subject by publishers worldwide, including the most recent new titles, which are only partially visible as they are subject to copyright.

From the information search point of view, Google Books is an excellent information source for finding books on the internet. The Google Books search engine lets you run searches by author, title, publisher or words in the digitised text of the book. You will not always find 100% accessible texts, as sometimes you can only see the cover, the title page or the table of contents, but on many occasions you can consult excerpts, complete chapters or even the whole book. In fact, when you run a search and the results are displayed, you have the option of filtering them by the following options:

1) All books

2) Limited preview and full view

3) Only complete view

4) Only public domain

Besides being a very interesting information source for finding books on the internet, Google Books can be a highly useful information source if you are searching for a book that is no longer on sale, if you are interested in consulting bibliographic curiosities from past centuries, if you need to create a bibliography for a piece of work, if you want to follow an author, if you want to give an original citation, if you're looking for a part of a book where there is a specific sentence, etc. If the book that you are searching for in Google Books is not digitised, it can also be useful for finding the original, knowing what libraries you can find it in or even buying it if it is on sale.

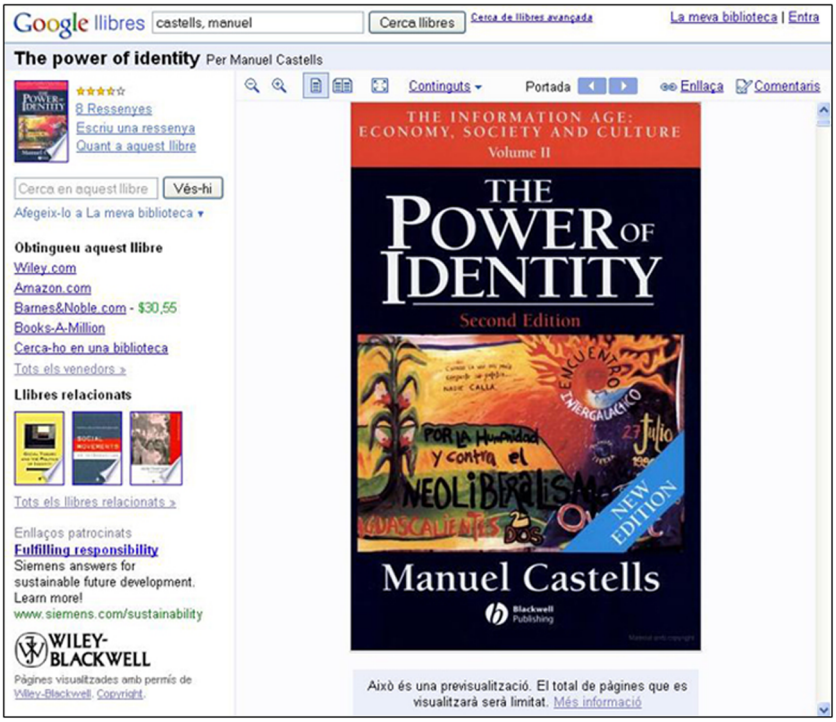


Fig. 1

Once you find a book, by accessing its specifications on the left of the screen (Fig. 1), you'll find a list of links to bookshops to buy the book, and at the end is the option to search for the document in a library ("search in a library"). Google links you to the register of that work in the REBIUN catalogue, which is the group catalogue of Spanish University Libraries. In some cases, if the title does not appear in the REBIUN catalogue, it links you to other catalogues, such as WORLDCAT, the leading university libraries catalogue in the United States.

Yet of all the information that Google Books offers in relation to a specific work, perhaps the most interesting, due to its originality, is what you find from the "About this book" link, where you'll find information of interest that will allow you to monitor the book comprehensively:

- All the details about the book and the library from which the copy was obtained
- Other editions of this book

- Book reviews
- The "Most Popular Passages", i.e. the most commonly cited texts or excerpts from the book in other works
- Related books, e.g. works by the same author
- Other books in which this book is cited
- Websites on which the book is cited
- References of academic works that cite the book, with a link to each of these works through Google Scholar.
- And even, in some cases, such as travel books labelled as "travel", the Google Maps image with the geographical places cited in the book

Self-evaluation

1. Before obtaining an e-book we need to know which file formats are supported by our e-reader.

a) True
b) False

2. The books available in Google Books can all be read in their entirety.

a) True
b) False

3. The most popular e-book formats are: EPUB, PRC (Mobipocket), PDF and AZW.

a) True
b) False

4. A catalogue is a primary source of information as it always provides access to the original document.

a) True
b) False

5. The primary source of information for locating books and articles is a catalogue.

a) True
b) False

6. A collective catalogue provides full bibliographic information for a documentation centre or library.

a) True
b) False

7. When we search in a catalogue using the 'keyword' field, all the search fields 'author, title, subject, etc' are searched.

a) True
b) False

8. When we locate a document in the Collective Catalogue of the University Library Consortium of Catalonia (CCUC), we can go directly to one of the libraries holding the document to consult it and can borrow it through the inter-library lending service, provided we are users of one of the libraries in the University Library Consortium.

a) True
b) False

Answer key

Self-evaluation

1.

2. b

3. a

4. b

5. a

6. b

7. a

8. a

Bibliography

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