

# Ritter Library Guide To Reference Services

The Ritter Library Reference Desk is located on the Main Floor of the library. This desk is staffed every hour the library is open by professional Reference librarians who can help you effectively use the library's resources.

Library research is not easy - at least, not until you have learned how to go about it. Research can be confusing and frustrating when confronted by an array of unfamiliar books, journals, loose-leaf services, and computerized information services. The Reference librarians are available to help you identify and use the best resources for your particular information need. Whenever you have a question about library resources or information research, please make use of the Reference librarians. They enjoy being of assistance.

## SERVICES

### Reference services include help in:

1. finding information on a topic;
2. developing a search strategy for research papers;
3. using the library's catalogs, periodical indexes, databases and Internet resources;
4. locating facts and statistical data;
5. answering questions about library policies, services and facilities.

### The following services are also available:

- Course-related group instruction, designed to meet the library research needs of a particular class, is available by arrangement between the instructor and the Reference department.
- Interlibrary loan is available for borrowing books and periodical articles from other libraries. For more information, see the library guide "Interlibrary Loan Services".
- Online database searching is available in many databases through the DIALOG service and other services. For more information, see the library guide "Online Computer Searching in Ritter Library"

### Reference service is available during all library open hours:

Monday - Thursday	8:30am - 11:00pm
Friday	8:30am - 6:00pm
Saturday	10:00am - 6:00pm
Sunday	12:30pm - 11:00pm

(On Weekend College Sundays the Library opens at 10:00am)

Special hours as posted

## REFERENCE COLLECTION

The Reference Collection consists of books, databases and other materials which are generally consulted for specific kinds of information. The Reference Collection is housed on the Main Floor of the library. Reference books may not be checked out of the library, but pages may be photocopied. (Library photocopiers are located on the Main Floor, Second (top) Floor, and at the Entrance Level). Reference materials are listed in Ritter Library's Book Catalog. You will see the words "Location: Reference" to the left of the call number.

Reference materials which are heavily used, such as The World Almanac, the Statistical Abstract of the United States, and the Encyclopedia of Associations are shelved in the Ready Reference Collection located immediately behind the Reference Desk. Ready Reference books are identified in the Book Catalog by the words "Ready Reference".

### **The Reference Collection includes the following types of resources:**

- periodical indexes and abstracts (computerized and print)
- almanacs and yearbooks
- atlases and maps
- biographical sources
- business services (computerized databases, loose-leaf and bound volumes)
- dictionaries (English language, foreign language, and special topic)
- encyclopedias (general and specialized)
- handbooks and manuals
- legal sources
- literary reviews and criticism
- statistical sources
- tax services
- bibliographies