



Some Useful LC Call Numbers:

BF: Psychology

BF 698 Personality

HD: Economic History & Conditions

HD 6951 Industrial sociology (human relations; quality of work life)

L: Education

LB 2300+ Higher Education

HF: Commerce

HF 5381+ Vocational Guidance (resumes: HF 5383)
 HF 5548.7+ Industrial psychology (workplace relations)
 HF 5549+ Personnel Management & Employment

Looking It Up: Selected Reference Materials

<i>1101 Businesses You Can Start From Home</i>	HD 2333 .H35 1995
<i>Career Information Center</i>	HF5382 .V5 C27 1999
<i>The College Handbook</i>	LB 2351 .A1 C6 1999
<i>Encyclopedia of Careers and Vocational Guidance</i>	HF5381 .E52 2003
<i>Hoover's Handbook of American Business</i>	HG 4057 .A28617 1998
<i>Occupational Outlook Handbook</i>	HF5381 .A1 .O36 2002/2003
<i>Scholarships, Fellowships & Loans</i>	LB 2338 .S35 2004

We have many career-related reference **e-books** in our *netLibrary* collection (see below); try searching the "Reference Center" collection.

In-Depth Coverage: Circulating Books

**(1) COUGARCat
 Library Catalog:**



To find...	Search by...	Example
...a specific book	Title	america's top 300 jobs
...items by an author	Author	sinetar, marsha
...books on a topic	Keyword	horticulture and vocational guidance job satisfaction
** Check the subject headings assigned to items for additional useful search terms!		

Some useful search terms: (these terms are used as *subject headings* in the LC system)

<i>business enterprises</i>	<i>job hunting</i>	<i>occupations</i>
<i>career changes</i>	<i>job satisfaction</i>	<i>vocational guidance</i>
<i>corporations</i>	<i>labor market</i>	<i>vocational interests</i>

Need an item that is checked out? Click  and enter your ID number to be next in line.

Need a book we don't have? Try SUMMIT (orbis.uoregon.edu) to identify items; request an Interlibrary Loan.

In-Depth Coverage: Circulating Books – (2) E-Books:

- NetLibrary:** CCC Library subscribes to > 1,000 current, academic e-books from *NetLibrary*. Access items through *CougarCat* (they show “e-book” in the call number) or directly from *NetLibrary*. (www.netlibrary.com).
Home access available once you have signed up on a CCC computer.
- Freebies:** Thousands of public-domain (out-of-copyright) books are posted on the Web
Our website links to some major providers: **Research Gateway >> E-Texts on the Web**
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Periodicals: Research, News, Hot Topics & Features

Journals: formal, peer-reviewed articles in which researchers report their new work

Magazines: news and features for non-specialists or the general public

Trade Journals: news, features and **career information** for professionals in a field

Article Indexes (Research Gateway>Article Indexes, or drop-down menu; ask for passwords to use from home)

Academic Search Premier (EBSCO) - all-purpose index for undergraduate research, extensive full-text

MasterFile Premier (EBSCO) – covers more popular magazines and fewer scholarly publications.

Try the **Subjects** tab to browse subject headings for more precise results.

Use **Refine Search** to limit to items available in **full text** or held **at CCC**

NewsBank: *Newsfile* and *The Oregonian* – full text articles from North American newspapers

Obtaining Articles

- | | |
|-------------------|--|
| Owned at CCC: | Alphabetical by journal title in the Periodicals section.
Our Periodicals List is on the website and in red notebooks in the Library. |
| Not owned at CCC: | Request an article Interlibrary Loan (form at Circulation Desk), or
Check SUMMIT (=“ORBIS”) catalog for other area libraries that own the title |
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World Wide Web Resources: a few good starting points

(see also our Research Guides on Web Searching and Web Evaluation)

Google (www.google.com)

Librarians' Index to the Internet (lii.org)

Directory >> Business >> Employment >> Careers

Business, Finance & Jobs

Oregon Labor Market Information System (OLMIS)

Monster (commercial site with employment tips)

www.qualityinfo.org/olmisj/OlmisZine

www.monster.com

Try searching Google to find professional associations for a career – these often have a great deal of career information:

horticulture association

nursing association

REMEMBER: Information available on the Web is information that people are willing to **give away**. Be skeptical, and evaluate the credibility of the information using the **same criteria** (author's credentials, publisher's reputation, writing style and accuracy, references cited...) you would with print material.