

20 Library Terms for Getting Started in the Library

1 SMU PYXIS

This is the name of our digital library. "PYXIS" refers to a constellation (of stars) used to help sailors navigate. Similarly our digital library helps you navigate our sea or learning within our electronic and print resources. You can search the resources using the different tools of SMU PYXIS: Catalogue, eJournals, Databases, Articles, Repository and Research Guides.

2 Catalogue

This refers to the library's collection of print and electronic resources. It is also known as the Online Catalogue or OPAC (Online Public Access Catalogue). You can search the catalogue in different ways, using the author name, book title, or doing a keyword search.

3 eJournals

Most journals (periodicals, magazines) in the Library are available electronically and are listed in e-journals. Over 30,000 eJournals in this list have full text **articles** and most are part of **databases**. Journals (print or e-) are different from books and are published at regular intervals such as monthly, quarterly or annually.

4 Databases

The library has over 110 databases in all subjects. Some of the titles of the database we subscribe to are: Business Source Premier, ABI/INFORM, Bloomberg, Academic Search Premier and PsycINFO. Databases include not only journal articles but also market research and country reports and data. Most of these databases are accessible both on campus and remotely.

5 Articles

If you don't know which **database** or **ejournal** to use to find information on your topic, use **Articles**, which searches across multiple databases. This is a good starting point to get an overview of the coverage of your topic in different databases. Note that only core databases are included in the Articles search. Search all other databases individually under the **Database** listing option. For further help, contact a research librarian.

6 Repository

If you are looking for research and scholarly publications such as articles and conference papers by SMU Faculty, then search the Repository.

7 Research Librarians

They are trained in searching and using print and electronic resources to help you in your information needs. If you need help with your research, then go to the Information Service Centre. Each school has at least one subject specialist, Research Librarian attached to it. Research Librarians also create knowledge portals of evaluated resources called Research guides and conduct library training classes.

8 Customer Service Centre (CSC), Level 2

Approach the staff on duty for general enquiries relating to loan/return of library materials. This desk is also where you can make payment for fines.

9 Information Service Centre (ISC), Level 3

Librarians are available on weekdays during term time between 12pm to 6pm. They help find resources for your term papers or projects. For more in-depth help, set up a consultation with a Research Librarian. Check the library website for service hours during non-term times or send us an email.

- 10 Course Support Service (CSS), Level 5
The CSS team works closely with faculty and produces electronic reading lists and course packs in addition to other services such as Interlibrary Loans and Document Delivery. Course pack sales are normally held at the start of the semester.
- 11 Collaborative Study Area (CSA), Level 2
The Collaborative Study Area is an informal space comprising of 10 pods with moveable white boards for group work and discussions. This is a high activity zone so expect noise. The Quiet Areas for individual learning are on Levels 2 (opposite Course Reserves) and 4.
- 12 Course Reserves (CR), Level 2
CR are recommended readings and selected texts that are set aside by your faculty. In the catalogue, these are reflected as "Course Reserves". You may borrow only 1 CR item at a time for 2 hours. Overnight loans start from 6pm and weekend loans after 12 noon on Saturday until 10.30am the following Monday.
- 13 Media Resources (MR), Level 2
DVDs, CD-ROMs and CDs are collectively termed Media Resources. Some items are Reference, which means they can only be used within the library premises. Lending items can be borrowed for 7 days.
- 14 LifeStyle Collection, Level 2
The LifeStyle collection has light and leisure reading materials consisting of titles in popular fiction, literature, self help, travel and hobbies.
- 15 Print Journals, Periodicals and Magazines, Level 3
The library has a limited number of print journals. You need to know the volume and page number of the journal in addition to the name of the journal to find a specific article. You may identify an article through a **database** or **article** search. Journals cannot be borrowed. Always remember that you can ask a librarian for help.
- 16 Stacks, Level 4
The Stacks consist of books that can be borrowed. Items in stacks can be searched using the catalogue search on SMU PYXIS. Note the **Call number** of the item from the catalogue record before proceeding to Stacks.
- 17 Call Number [Library of Congress Classification System]
This is the unique number assigned to books. The call number is made up of 3 parts e.g. HM1211.H574 2005. **HM1211** refers to the subject of the book, **.H574** refers to the author's surname, and **2005**, the date of publication. Use this number to find a book on the shelf.
- 18 Borrowing Stations
Use these stations to borrow library materials. They are located on Level 2 and Level 3. You need your student card to borrow. Return your books using the bookdrops which are located inside and outside the library on Level 2.
- 19 Holds and Recalls
Holds refers to reservations. If an item is out on loan, you may request it and a hold is placed on the item. Once it becomes available, you will be alerted via email. A recall is done when someone else wants to borrow the item you have borrowed.
- 20 Reading or Reference List
This is a list of selected resources, both print and electronic, recommended by your professor for your course. Use SMU PYXIS to locate these items. If you need help, ask a librarian.