THE DECKER LIBRARY

The Decker Library is located in the Bunting Center on the First Floor and Lower Level. Please feel welcome to visit the library, whether in support of scholarly research or creative inspiration. If you need help finding books, magazines, DVDs, using the copiers or scanners, or with any of the library’s online resources and databases, please don’t hesitate to contact us. We want you to feel welcome and be comfortable exploring the excellent resources we have gathered to support your creative activities. We are here to help you find what you need when you need it.

Resources
What’s here for you? Almost 85,000 books, nearly 300 current journal titles, over 5,000 DVDs, and more! Check out our website at http://www.mica.edu/library/ to access our resources and services 24/7.

You will need a valid MICARD to check out books and DVDs, request interlibrary loans, and borrow materials from selected area college libraries. Our books circulate for 21 days; renewals are permitted. DVDs circulate for 2 days. Use the Bookmyne app to search the catalog and access your library account.

Research Appointments
Is this your first visit to the library? Do you have questions about your assignments? Perhaps you are preparing for a studio critique and need information related to your work(s)? Or you need to research an artist or designer? Contact a librarian for a private research appointment at refer@mica.edu.

Computers
iMacs and PCs are on both floors of the library to use for researching, for writing papers, using the Internet, to check email, or for printing out.

Laptop Lounge
Visit the Laptop Lounge on the lower level. It’s cozy, comfortable and here you’ll find ample power outlets. We have secure wireless throughout the library. Just log in to the MICA Network using your MICA username and password.

Screening Room
The Decker Library Screening Room is available for group film screenings and study sessions. Reserve the room online at https://sites.google.com/a/mica.edu/screening-roomcalendar/.

Pay for Print Center
We offer the use of a color laser printer for computer printing and a multifunction machine that provides color and black & white photocopying as well as free scanning. The Pay for Print Center is located on the lower level of the Decker Library. It is recommended that you limit your files for printouts to 1MB.

You must have money placed on your MICARD in order to pay for photocopying and computer printing within the library. It’s easy to add dollars 24/7 via https://mica.managemyid.com website.

For further assistance, you can contact the Office of Student Account Services by calling 410-225-2356, or by stopping by their office located in the Student Services Center, Suite 240, Bunting Center.

Library Etiquette
No food or uncovered beverages are permitted in the library. Please set your phone’s ringtone to mute or vibrate once you enter the building. Cell phone conversation is not permitted at any time in the library.

Website http://www.mica.edu/library
Facebook http://tinyurl.com/DeckerLib
Twitter http://twitter.com/DeckerLibrary
Tumblr http://deckerlibrary.tumblr.com
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To access online resources on-campus, choose “Research Databases” on the Decker Library’s website (www.mica.edu/library). From off campus, click on the “off-campus access” link below the database, log-in with your MICA username and password (same as MICA Portal log-in), and proceed with research. The following is a selected list:

**A-Z Journal List**
Titles to which the Decker Library has either print holdings or access in full text online; with links to full-text journal articles.

**Academic Search Premier**
Scholarly, multidisciplinary, full text for ~4,800 journals, indexing for 8,600+. Includes art, education, literature, language, social, ethnic and area studies, science and more. Multilingual.

**Art Source**
Covers a broad range of art and architecture subjects, with 600+ full text journals, 220+ full text books, and 63,000+ images. Includes Art Full Text and Art Index Retrospective.

**ARTstor**
Digital image library of nearly 1.6 million artworks from many time periods and cultures. On-campus registration is necessary for off-campus use.

**Berg Fashion Library**
Searchable access to an expanding range of Berg content collection, including the Berg Encyclopedia of World Dress and Fashion online, e-books, reference works, images, and much more.

**Business Source Premier**
Full text for more than 2,300 journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance, and economics.

**Credo Reference**
Fully searchable full text from ~630 reference books in a broad range of subjects.

**JSTOR**
Full text for 300+ scholarly journals in a broad variety of disciplines, including history of art and architecture, religion, language and literature, music, film studies, folklore, performing arts, education, psychology, business, law, public policy, and administration.

**Mango Languages**
Languages Learning system for Spanish, French, Japanese, Brazilian Portuguese, German, Mandarin Chinese, Greek, Italian and more. Log-in not required, but you may create a personal profile and log-in each time to track your progress.

**Material ConneXion**
Library of advanced, innovative and sustainable materials and processes is a resource for all studio and design disciplines, including painting, sculpture, architecture, interior design, industrial design and packaging, fashion, textiles, and more.

**MRC Image Catalog**
Go to the Decker Library’s catalog to search MICA’s Media Resources collection of over 100,000 digital images. From off-campus, you will be prompted to log-in using your MICA user name and password.

**National Newspapers**

**Oxford Art Online**

**World Cat Libraries**
Search the holdings of the largest library network in the world.
To access online resources on-campus, choose “Research Databases” on the Decker Library’s website (www.mica.edu/library). From off campus, click on the “off-campus access” link below the database, log in with your MICA username and password (same as MICA Portal log-in).

Refining Your Search

After selecting the database you wish to search, you will come to a screen that allows you to type in your keywords, author, title, or subjects to find articles. For example, when searching Art Source for articles by or about the artist Sarah Sze, you can simply type “sarah sze,” then click “Search.” You may also select other databases to search together, and add or limit search terms by using the arrows and filling in the boxes below.

Results & Full Text

Here is the first search result for “sarah sze” from Art Source. While databases look different from each other, they work in a similar way. Your results appear in a list with entries looking something like this. All databases have a full record display which includes article title and author, publication name, volume/issue, page numbers, subject links, article summary and more. They may or may not offer the full text of the article. If they do not, they will offer a complete citation. You will need this to track down the article itself either in our library collection, in another database we subscribe to, or through interlibrary loan. Ask a librarian for more help with this. A PDF full text version is available for the article above.

Saving Your Results

All of the databases allow you to print, email or save both search results and full text articles.

TIP: Databases will “Cite” providing standard style formats like Chicago or MLA, but be sure to double-check to see if it follows the correct version you need before copying it onto your bibliography.
Accessing the Catalog

To find items in our collection, go to our homepage at www.mica.edu/library and click the “Search the Catalog” button.

If you are off campus, the next screen will ask you to sign-in with your MICA user name and password. You will also have the option to use the catalog as a guest, however access to some of our resources requires you to be logged-in or on campus.

In the upper right corner of the catalog screen, you will find the following options:

LOG IN: Off-campus users and guests will need to log-in in order to gain access to some of our resources.

MY ACCOUNT: Log into your library account with your MICA user name and password to access or create My Lists and to renew items.

ADA MODE: Select this option if you have accessibility needs.

(?): Select this option for help using the Catalog.

Narrowing Your Search

Use the drop-down menus to the right of the home button to narrow your search.

EVERYTHING: Here you will be able to choose which item types you would like to search. The default option is “Everything,” however you may limit your search to books, films, images, periodicals, or reserves.

ALL FIELDS: Use this menu to narrow your search by field. You may search based on title, author, subject, ISBN, or keywords.

Sample Subject Search

Put the words “outsider art” in the search box. From the “All Fields” drop-down menu, select “Subject.” After pressing the “Search” button, your results will appear in a list with individual entries.

Each entry in the results list displays the item’s title, author, publishing date, call number, location and availability.

You can use the faceted search options in the left sidebar to further narrow your search results.
Viewing an Item in Detail Display

From the search results list, click on an item’s title to view its detail display. An item’s detail display contains the full bibliographic record.

You can perform a new search for related materials by clicking any hyperlinked information from the record. You can also send yourself an item’s information by clicking the “Text This To Me” button at top right. Use the drop-down menu that reads “Select an Action” to e-mail, print, or add the item to My Lists.

The holding information lists an item’s type, location, call number, availability status, the number of copies the library currently owns, and any other relevant notes. If an item is available, its location will be reiterated under “Status.” If an item is checked-out, it will list the due date.

Finding Items On the Shelves

By Location

DVDs and VHS tapes are shelved alphabetically by title. They are located on the First Floor of the library near the Circulation Desk.

Books are shelved in several separate locations throughout the library.

FICTION: Works of fiction are kept on the lower level of the library, along the far wall. They are organized alphabetically by the author’s last name.

CIRCULATING NON-FICTION: Books are shelved by Library of Congress call numbers and size on the lower level of the library.

STACKS: Books 12 inches tall and under. Turn left at the bottom of the stairs to reach this area.

QUARTO: Books over 12 inches in height. Turn right at the bottom of the stairs.

FOLIO: Books over 15 inches tall. Located in a separate room on the lower level.

NON-CIRCULATING MATERIALS:

REFERENCE: Books that do not circulate, located straight across from the base of the stairs.

READY-REFERENCE: These books are shelved within the Reference section.

CAGE: Rare books, book arts materials, older periodicals, and other items. Ask for these at the Reference/Information Desk by call number. You will need to give us your MICARD and sit at a designated table for viewing.

Using Call Numbers

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Books in the Decker Library are arranged by the Library of Congress Classification System (see the backside of the map provided in this packet) which begins with a letter or letters, shelved so that the sequence always reads from left to right.

– Books are shelved alphabetically by the first letter or letters. Read the first line in alphabetical order. (NA, NB, NC…)

– Based on the next line, or after the letter(s), books are then arranged in numerical order. Read this second line as a whole number. (10, 100, 500, 510…)

– The next line is arranged alphabetically by the next letter and then decimally by number. Read alphabetically first, then by digit order. (.G6, .G67, .G675…)

– The year is the publishing year and is arranged chronologically. (1999, 2000, 2001…)

Occasionally, books are misshelved or missing—please ask for assistance at any time. We are more than happy to help locate items.
Please note that the books in each section of our library are in the order of this classification system. For example, there is a “TR” section in the Quarto area, in the Stacks area, in the Reference area, and in the Folio area.

Classifications Outline

A: General Works (e.g. Encyclopedias, Dictionaries, or Museum Studies)
   AM: Museums; Collectors and Collecting

B: Philosophy, Psychology, Religion

C: History, Archaeology, Genealogy, General Biography, Heraldry

D: World History

E-F: History of America and Canada

G: Geography, Anthropology, Environment, Dancing, Sports, Games

H: Social Sciences, Sociology, Economics, Business (Logos)
   HQ: Sexuality, Gender Studies, Women

J: Political Science

K: Law

L: Education

M: Music, Books on Music and Musicians

N: Fine Arts
   N: Visual Arts
   NA: Architecture
   NB: Sculpture
   NC: Drawing, Design, Illustration
   ND: Painting

NE: Print Media

NK: Decorative Arts

NX: Arts in General

P: Language, Literature, Theater, Movies, Television
   PN: Cinema, Comics, Graphic Novels
   PZ: Children’s Books

Q: Science, Natural Sciences, Math, Astronomy, Life Sciences, Biology, Human Anatomy

R: Medicine

S: Agriculture, Landscape, Gardens

T: Technology, Photography, Film, Cookbooks
   TR: Photography
   TT: Handicrafts, Arts and Crafts
   TX: Cooking and Cookbooks

U: Military Science

V: Naval Science

Z: Bibliography (includes Typography), Writing, Paleography

Website http://www.mica.edu/library
Reference refer@mica.edu 410-225-2273