Study Guide

Examination for Information Retrieval

Students should be able to:

- Identify methods for locating a variety of books in the Hofstra library.
- Know the characteristics and purposes of a Library of Congress (LC) call number.
- Identify classification systems for books in a library, e.g., Dewey Decimal, Library of Congress, Superintendent of Documents, etc.
- Know the general contents of large collections in a library, e.g. the Reference Collection, the General Collection, the Reserve Collection, etc.
- Identify the types of digital and reduced image formats for making a large amount of information available in a minimal amount of space in a library.
- Identify methods for locating a variety of periodicals in a library.
- Know the types and characteristics of a variety of periodicals available in a library.
- Know the typical order of tasks involved in a library research project.
- Know the characteristics of electronic search engines and directories.
- Know the meanings and uses of web-based technologies: For example,
  - URL
  - Internet
  - Netscape and Internet Explorer
  - World Wide Web
  - E-mail
  - Browser
  - Cookies
  - Firewall
  - HTML
  - Hyperlinks
  - Boolean operators.