

Finding Jobs & Career Resources in the Library Catalog

Where to look and what search terms you can use

Where to Look in the Library

Books and DVDs on employment, career development, test preparation, certification, and other topics relevant to advancing your job search, skills, and general employability can be found throughout our collections.

Study guides for Civil Service tests are located in several areas depending on the job title. For example, Civil Service examinations for law-related jobs are in the 340s, the general area where Law books are.

Here are some popular topics and their “call numbers” (their locations in the library):

Topic	Call Number
Resumes & Cover Letters	650.14
Civil Service Test Study Guides	351.076, 651.3 (and other areas)
Nursing (LPN/LVN/NCLEX/etc.)	610.73
Adult Education (GED, SAT, teacher certification, etc.)	370s

If you do not know where to begin, our Reference Librarians will be happy to show you where these and other materials are located within our library.

An Entire Library System of Materials

As a member of Middletown Thrall Library, or any library within the Ramapo Catskill Library System (RCLS), you are privileged to locate and request circulating items from any RCLS library.

What this means: if Thrall does not own a book (such as a specific study guide) you need, there is still a chance of locating it within the library system and having it delivered to Thrall so you can pick it up and return it just like a regular book from our library.

Notifications of an item’s arrival can be made either by postcard (which costs \$.35 per request) or by e-mail (free).

At times (especially near exam dates) there can be delays (from days to weeks) until items become available, so we encourage you to inquire about books well before you need them.

Employment Topics

& Related Subject Headings in the Library Catalog

As there are many jobs in numerous capacities all throughout the world – and new jobs (and related issues) coming into existence every year – finding the information you need in the library catalog can require some effort, depending on your topic(s) of interest.

In hopes of making your research time more productive, we are providing this list of topics, which you can use as search terms in the library catalog.

We recommend you using these search terms in a **Subject Search**, but you can also try searching by Keyword. To search by Subject, simply enter one or more of the following terms in the Subject search box at the Library Catalog screen:

Age and Employment	Job Evaluation
Applications for Positions	Job Hunting
Career Changes	Job Offers
Career Development	Job Security; Employment Re-entry
Cover Letters	Job Vacancies
Discrimination in Employment	Labor Laws and Legislation
Downsizing of Organizations	Labor Market
Employee Empowerment	Management - Employee Participation
Employee Fringe Benefits	Migrant Labor
Employee Loyalty	Occupational Aptitude Tests
Employee Motivation	Occupational Diseases
Employee Orientation	Occupations
Employee Retention	Pension Trusts
Employee Rights	Personnel Management
Employee Screening	Plant Shutdowns
Employee Selection	Postemployment Benefits
Employees - Counseling of	Problem Employees
Employees - Dismissal of	Professional Employees
Employees - Rating of	Professions
Employees - Recruiting	Promotions
Employees - Training of	Resumés
Employer-sponsored Health Insurance	Retirement
Employment Agencies	Technological Unemployment
Employment Forecasting	Temporary Employees
Employment Interviewing	Temporary Employment
Employment Tax Credit	Unemployed
Employment Tests	Unemployment
Insurance, Unemployment	Vocational Guidance
Job Analysis	White Collar Workers
Job Descriptions	Women - Employment
Job Enrichment	Workers' Compensation

For more assistance: Please stop by the Reference Department and speak with one of our librarians.