

# 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):

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

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:

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

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