

Category: Technology/Computers

There are four subcategories that fall under Technology and Computers:

- Windows (PC), Mac Operating Systems
- Software (Microsoft Office, etc.)
- Website Design and Development
- Technology (iPods, blogs, etc.)

Your Existing Collection

For any of the subcategories, consider the following points when selecting new material:

- What you have already on your shelves
 - Circulation statistics of existing collection
 - Size and age of existing collection
- Gaps: are there topics you do not have covered but believe there is a demand for?
- Patron feedback and trends in Polaris requests that may indicate what patrons want

SimplyReports allows you to generate a shelf list report for your library that can assist you with evaluating your existing collection. For instructions on how to create the report, please visit <http://www.peacelibrarysystem.ab.ca/Coord-Collection-Dev> and download the document *How to Run a Shelf List Report in SimplyReports*.

What to Consider

Computers and technology can change very quickly, making older versions obsolete. When new software or technologies come out, people are anxious to learn how to use them so you should be sure to have materials relating to the newest releases and trends as soon as they are available.

However, not everyone is able to upgrade immediately, so you may wish to hang onto information pertaining to the previous version of a software etc., but not all of its predecessors. For example, a library should focus on having materials on Windows 7 (current version), perhaps a few on Windows Vista (previous version), but Windows XP and Windows 95 are now considered obsolete and are safe to be weeded.

For public libraries, it is best to focus on materials for general adults and avoid overly technical or scholarly items. As well, look for books that are broad and/or cover software etc., that are commonly used by everyone (such as Microsoft Office programs, iPods and general website development techniques), rather than focusing on specialized or specific programs (such as C++, OpenCV, and Programming) unless you know there is a demand for them.

You may also want to do a search for your topic in TRACpac to see what is available throughout TRAC, and specifically in the Peace region. If there are already 50 item records for a title you are considering, you may wish to opt for a title that has fewer holdings.

Books in the Computer & Technology category are largely series based, with few stand-alone guides. Some are more visual with heavy use of screenshots (usually indicated in their titles) and some are more text based, while other series offer a mixture of both.

Below is a list of popular computer book series with the publisher indicated in parentheses:

Text based

Complete Idiot's Guide to ... (Alpha)
... For Dummies (Wiley)

Visual

Master Visually ... (Wiley)
Teach Yourself Visually ... (Wiley)
Visual Quickstart Guide (Peachpit Press)

Combination

How to do Everything with ... (McGraw-Hill)
... Plain & Simple (Microsoft Press)
Rough Guide to ... (DK)
Sams Teach Yourself ... (Sams)
... Simplified (Wiley)
... Step by Step (Microsoft Press)
Teach Yourself ... (Hodder Headline)

Searching & Selecting Titles

There are several ways that you can find new titles for your collection. Title Source 3 allows you to perform a search for a specific call number range and specify things such as publication date ranges, audience and physical format. This will help you to find the most current items that are appropriate for your library.

For instructions on how to do a search in Title Source 3 for a specific call number range, please visit <http://www.peacelibrarysystem.ab.ca/Coord-Collection-Dev> and download the document *How to search for books within a specific Dewey range using Title Source 3*.

Another way to find titles is to search by subject. In addition to searching Title Source 3 by subject or call number, you can also try <http://www.chapters.indigo.ca> or <http://www.amazon.ca>. These websites do not allow you to filter your results like Title Source 3, but are great for subject or keyword searches and offer more Canadian content. If you find a title you like, you can then search for it in Title Source 3 and add it to your cart to be sent to ordering.

If the book has been reviewed, the review will be available on Title Source 3, Amazon and Chapters for you to read and help determine if it is appropriate for your library. Amazon and Chapters also offer customer reviews and ratings. These can be helpful as they reflect the public's assessment of the material as opposed to a critical reviewer. Sometimes a "look inside" feature is available so you can view the item's table of contents, index and even portions of chapters if the publisher allows it. Always take the opportunity to look inside and consider the purpose of the item (what is the aim of the book - to instruct, to inform, to provide an overview?), the authority of the author (read their bio – do they have credentials? Do they seem to have a bias?), the scope (do they try to cover too much or not enough?), the currency (does the book use facts and figures from the 1980s? Is it the latest edition?), the audience (is it written in a readable style or is it too academic?) and format (will it be durable? Does it have too many photographs/illustrations or not enough?).

Yet another way to find titles on your topic is to see what other libraries outside of TRAC have. Almost every public library has an online catalogue that you can browse. Try seeing what the Vancouver, Edmonton, Calgary or Toronto Public Libraries offer to their patrons.

If you need further assistance with searching and selecting titles, please contact your consultant at PLS headquarters.

Subcategory Specific Information

The following Dewey call number ranges are suggestions for searching to help you locate titles on your topic. These ranges are not exclusive – there may be titles that fall outside of the given call numbers or overlap with other topics. If you find a suitable title and would like to find similar items, you can also see how the subject is listed in Title Source 3, Chapters, Amazon and/or TRACpac and do subject searches.

Many of the call numbers below have an asterisk (*). This is often referred to as a “wildcard” and represents any other numbers that follow. Therefore, 006.7* represents 006.7, 006.73, 006.756, 006.78586, and so on. The more numbers after the decimal point the more specific the call number is. These wildcards can be used in Polaris and Title Source 3.

Windows (PC), Mac Operating Systems

Call number range: 004.16 – 004.1675 and 005.44*

Some keywords/subjects: Macs, MacBook, PC, laptop, Netbooks, Windows or Windows 7, Snow Leopard (Mac operating system; version 10.4 and beyond)

Software

Call number range: 005.3* - 005.5* and 005.7*

Some keywords/subjects: Microsoft Office, Excel, Word, PowerPoint, Outlook, Google Docs, Mozilla Firefox, Internet Explorer, Thunderbird

Website Design and Development

Call number range: 005.7* and 006.7*

Some keywords/subjects: Web page or webpage, web site or website, HTML, CSS, XML

Technology

Call number range: 004 – 006.7*

Some keywords/subjects: Podcasting, wiki(s), Wordpress, Facebook, blogging, Youtube, Twitter, MySpace, Photoshop, iPods/iTunes, iPad, iPhones, BlackBerry, Android phones