Middletown Thrall Library Reference Department Introduces Job Seekers to
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):

<table>
<thead>
<tr>
<th>Topic</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumes &amp; Cover Letters</td>
<td>650.14</td>
</tr>
<tr>
<td>Civil Service Test Study Guides</td>
<td>351.076, 651.3 (and other areas)</td>
</tr>
<tr>
<td>Nursing (LPN/LVN/NCLEX/etc.)</td>
<td>610.73</td>
</tr>
<tr>
<td>Adult Education</td>
<td>370s</td>
</tr>
</tbody>
</table>

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

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