



## A Guide to Finding Desired TGIF Items

**To use: Click in the table of contents for instructions on retrieving items specified from that location.**

### Contents

1. Help us please - we need a copy of this item. ....	1
2. DOI: 10.XXXXXXX.....	2
3. Web URL(s).....	2
4. Find in a Library with WorldCat .....	2
5. Find Item @MSU.....	2
a. Click Here .....	2
b. A call #.....	2
c. TIC Vertical-Serial.....	2
d. Beard Vertical-Serial .....	3
e. Uncataloged - Ask at TIC [Turfgrass Information Center].....	3
6. Find at the Turfgrass Information Center .....	3
a. Physical sequential file in TIC.....	3
b. Digitally in TIC by record number: .....	3
c. Digitally in TIC by file name:.....	3
d. Related material in TIC physical sequential file: .....	3
e. Related material digitally in TIC by record number: .....	3

1. **Help us please - we need a copy of this item.**

This means that neither the Turfgrass Information Center nor the Michigan State University Libraries system currently has this item in their holdings, and that it is therefore unavailable for viewing or document delivery. If you are able to help us obtain a copy, please email [tgif@msu.edu](mailto:tgif@msu.edu).

2. **DOI: 10.XXXXXXX**

A DOI is a Digital Object Identifier, which is a number assigned to content in a digital environment to ease identification & finding. The benefit of a numerical system is its ability to cross language barriers. A DOI provides a stable URL regardless of where the item may be moved on the internet. After clicking on the DOI #, the item should appear in a new window. Alternatively, that number may be copied and pasted into the search box at <http://www.doi.org/>

3. **Web URL(s)**

This indicates that the item is available for viewing online. If the title of item is hotlinked, clicking the link will take you directly to the item. If the item has multiple URLs, clicking the hotlinked title will display a table of URL options.

"Last checked" gives the date the URL was last verified as accurate by the Turfgrass Information Center. "Requires" will designate if any external software is required by the user to view this item. This may vary from a PDF Reader to Windows Media Player, etc. "Access Conditions" will indicate if the URL is hosted on a website that requires a log-in/password to gain access to some or all of the hosted documents.

4. **Find in a Library with WorldCat**

Clicking the number next to "Accession number" will open up [OCLC's WorldCat](#) in a new window. This will search for the desired item in many libraries, listing results by closest geographic proximity to the search conducted, which may be the Michigan State University Library, and it may be elsewhere. The item could then potentially be requested using Inter-Library Loan Services. If multiple accession numbers appear, this indicates multiple varying records for this item are available within WorldCat.

5. **Find Item @MSU**

a. **Click Here**

This is a link that will open the Michigan State University Libraries Catalog record in a new window, which will provide information (including call number) necessary for finding that item - for help with locating a call number, see: <http://www.lib.msu.edu/howto/callnumbers.jsp>

b. **A call #**

This is a link that will open the Michigan State University Library system. Clicking the "Find Text @MSU" icon will open up the appropriate Michigan State University Libraries catalog record in a new window. The record will provide information necessary for finding that item - for help with locating a call number, see: <http://www.lib.msu.edu/howto/callnumbers.jsp>

c. **TIC Vertical-Serial**

Items within the TIC Vertical-Serial file are uncatalogued, unbound serials that

TIC owns copies of and that are stored within TIC.

d. **Beard Vertical-Serial**

Items within the Beard Vertical-Serial file are uncatalogued, unbound serials that TIC owns copies of and that are stored within TIC.

e. **Uncataloged - Ask at TIC [Turfgrass Information Center]**

This is an item that has not been cataloged within the Michigan State University Main Library Catalog, but is in the process of being cataloged. The Turfgrass Information Center may be able to retrieve the item for temporary use.

6. **Find at the Turfgrass Information Center**

- a. **Physical sequential file in TIC:** This means that TIC owns a physical copy which is housed within the TIC Vertical Sequential file by record number within the Turfgrass Information Center. Note: Some copies may be photocopies of an original.
- b. **Digitally in TIC by record number:** This means that TIC owns a digital copy which is housed in a digital archive within TIC by record number. Note: Some copies may be photocopies of an original.
- c. **Digitally in TIC by file name:** This means that TIC owns a digital copy which is housed in a digital archive within TIC as part of a full issue serial.
- d. **Related material in TIC physical sequential file:** This means that TIC owns some related items (associated manuscript notes, reprinted copies, etc.) housed within TIC Vertical Sequential by record number within the Turfgrass Information Center.
- e. **Related material digitally in TIC by record number:** This means that TIC owns some related item (associated manuscript notes, reprinted copies, etc.) housed in a digital archive within TIC by record number.