




## A Guide to Finding Desired TGIF Items

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

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❖ **WANTED! Help us please - we need a copy of this item.**

This means that neither the Turfgrass Information Center, nor the Michigan State University Library system currently has this item in their holding, and 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).

❖ **DOI: 10.XXXXXXX**

A DOI is a Digital Object Identifier, and is a number assigned to content in a digital environment that should ease in identification/finding - the benefit of a numerical system is its ability to cross language barriers and the benefit of a stable URL regardless of where the item is moved on the internet. By 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/>



This indicates that the item is available for viewing online. Click the  icon to open the item in a new window. "Last checked" gives the date the URL was last verified 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 Adobe Acrobat to Windows Media Player, etc. "Access Conditions" will indicate if the web link is hosted on a website that requires a log-in/password to gain access to some or all of the hosted documents.



Clicking this symbol will open up [OCLC's WorldCat](#) in a new window; it will search for the desired item in many libraries, listing results by closest geographic proximity to the search conducted. This may be the Michigan State University Library, and it may be elsewhere. The item could potentially be requested using Inter-Library Loan Services. If multiple WorldCat icons appear below a TGIF record, this indicates multiple records for this item within WorldCat.




- **Click Here**

This is a link that will open the Michigan State University Library 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>

- **A call #**

This indicates that the item in question is located within the Michigan State University Library system. Clicking the  icon will open up the Michigan State University Library Catalog in a new window. Copy the desired call number from within the TGIF record (By highlighting and right-clicking copy) and paste it into the catalog's call number search (by right-clicking paste within the search field). This will produce the appropriate library 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>

- **A call # followed by [Turfgrass Information Center]**

This indicates an item that is available within the Turfgrass Information Center

- **A call # followed by [Beard Collection]**

This indicates an item that is available within the Beard Collection

- **A call # followed by [Government Documents]**

This is an item that is located within the Government Documents section of the Michigan State University Main Library - this location may be accompanied by "US Federal Doc." number (also called a SuDoc), which can be used to locate the item within the Michigan State University Library

- **A call # followed by [Digital and Multimedia Center]**

This is an item that is held in the Digital and Multimedia Center (DMC) of the Michigan State University Main Library, and can be used within the DMC

- **A call # followed by [Remote Storage]**  
This is an item that is housed within remote storage at Michigan State University, but may be requested for use. To request this item, visit: <http://www.lib.msu.edu/contact/request-remotestorage.jsp> and fill out the form. Some restrictions apply; requested materials may be picked up at the Michigan State University Main Library Circulation Desk.
  
- **Available from TIC Vertical-Serials**  
Items within the TIC Vertical-Serial location are uncataloged, unbound serials that TIC owns copies of and is stored within TIC
  
- **Available from Beard Vertical-Serials**  
Items within the Beard Vertical-Serials location are uncataloged, unbound serials that TIC owns copies of and is stored within TIC
  
- **Uncat.**  
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.
  
- **Available from TIC Sequential File: X**  
If an item is available within TIC's Vertical Sequential File, it means that TIC owns a copy and it is housed within TIC Vertical Sequential by record number. Note: Some copies may be photocopies of an original.
  
- **Available from Beard Collection Sequential File: X**  
If an item is available within the Beard Collection's Vertical Sequential File, it means that TIC owns a copy and it is housed within the Beard Collection Vertical Sequential by record number, residing within the Turfgrass Information Center. Note: Some copies may be photocopies of an original.