

San Diego Mesa College Library Career Collection

The library's Career Collection is housed in LRC Room 115 near the library's Reference Desk on the first floor of the Learning Resource Center (LRC). The books in this collection are organized into three categories: **Career Reference Books**; **Career Circulating Books**; and **Career Exam Books**, and they contain information and resources on the following subjects related to careers, jobs, and colleges:

- (A) RESEARCHING AND SELECTING A CAREER
- (B) FINDING THE RIGHT COLLEGE OR VOCATIONAL SCHOOL TO SATISFY YOUR CAREER GOALS
- (C) IDENTIFYING THE FINANCIAL AID YOU NEED
- (D) GETTING A JOB YOU'RE SEEKING

There are also **electronic books (e-books)** on these topics that will come up as part of your results when you search the online catalog. Just click on the "full text" link in the book record.

In addition, on the library's website, there are **links to Internet websites** dealing with colleges, careers, and jobs, and financial aid:

- <http://www.sdmesa.edu/library/college.htm>
- <http://www.sdmesa.edu/library/career.htm>

Researching and Selecting A Career

(Note: The copyright date of the information source you use is very important, especially in relation to salary figures mentioned in the book. Therefore, try to use the most current source.)

1. ***Occupational Outlook Handbook*** is published by the U.S. government every two years and provides comprehensive, accurate information on major occupations today and prospects for the future. This is the most important book to use regarding salary forecasts during the next decade.
Call Number: Career Reference Collection HD 8051 A62
Also available online via the library's catalog
2. ***Encyclopedia of Careers and Vocational Guidance*** is a four-volume reference source that reviews major career fields and specific jobs within each career category.
Call Number: Career Reference Collection HF 5381 E52
3. ***Career Information Center*** is a multi-volume encyclopedia providing detailed information on jobs within broad vocational categories and the training required for each job.
Call Number: Career Reference Collection HF 5382.5 U5 C32
Also available online via the library's catalog
4. ***O*Net Dictionary of Occupational Titles*** consists of very detailed descriptions of job duties and related information for 20,000 occupations.
Call Number: Career Reference Collection HB 2595 O16
Also available online via the library's catalog
5. ***VGM's Careers Encyclopedia*** is a single-volume source containing detailed descriptions of 200 alphabetically-arranged careers.
Call Number: Career Reference Collection HF 5382.5 U5 C337
6. ***Vocational Biographies*** is an ongoing series of paperbound booklets, each of which consists of 25 first-person narratives of individuals working in a particular job. In each of these personal profiles, the person describes his or her daily work life – what the job consists of, how the work is done, and what are the job's advantages and disadvantages. At the end of each article, a "Data File" provides basic facts about the job and the profession or career it's related to. A separate index helps one locate the appropriate job.
Located on Display Rack in Career Collection Room or
Also available online under "Article & Research Databases" on the library's home page

7. *Occupational Pamphlets* supplement the information in the above books.
Located in Pamphlet File in Career Collection Room
8. For *Circulating Books on Specific Careers*, use the library's online catalog – or browse through the **Circulating Career Collection** in the Career Collection Room.

Finding the Right College

1. *The College Blue Book* is a five-volume set of books describing colleges, universities and vocational schools in the U.S. and Canada. The volumes cover: degrees offered by college and subject; descriptions of the schools and “tabular data”, both arranged alphabetically by state; institutions offering occupational education; and scholarship, fellowship, grant and loan information.
Call Number: Career Reference Collection LA 226 C685
Also available online via the library's catalog
2. *Peterson's Guide to Two-Year Colleges* and *Peterson's Guide to Four-Year Colleges* are two examples of many reference resources in the Career Collection containing descriptive and evaluative information about American colleges and universities.
Call Number: Career Reference Collection L 901 P448 (two-year colleges)
Career Reference Collection L 901 P447 (four-year colleges)
3. *Test Preparation Books* containing sample college entrance (and job entrance) examinations (e.g., SAT, GMAT, Civil Service job exams) and advice on successfully taking the tests are in the **Career Exam Collection**.
4. *CollegeSource* provides access to college information, web sites, and catalogs online. Look under “**Article & Research Databases**” on the library's home page.
5. In addition to *CollegeSource* above, *College Catalogs* are available in two formats:
 - Paper copies of California college catalogs
 - “**College and University Information**” link on the library's website (see top of other side)

Locating Financial Aid

1. *Scholarships, Fellowships, Grants, and Loans, volume 5 of The College Blue Book* (see “Finding the Right College” above), identifies scholarships, fellowships, grants and loans available for college students.
Call Number: Career Reference Collection LA 226 C685
Also available online via the library's catalog
2. *College Costs and Financial Aid Handbook* is one of many financial aid books in the library's Career Reference Collection discussing the process of applying for aid and locating specific scholarships and grants open to college students.
Call Number: Career Reference Collection LB 2337.4 C82
3. Specific books discuss financial aid resources for women, Native Americans, African Americans, and Hispanic Americans.
Call Number: Career Reference Collection LB 2338 F5646 (Native Americans)
Career Reference Collection LB 2338 F5643 (African Americans)
Career Reference Collection LB 2338 F5645 (Hispanic Americans)
Career Reference Collection LB 2338 D564 (Women)
4. *Scholarships, Fellowships and Loans* is available online via the library's catalog

Getting A Job

1. For *Circulating Books on Resumes and Job Interviews*, use the library's online catalog – or browse through the **Circulating Career Collection** in the Career Collection Room.
2. *Test Preparation Books* containing sample job entrance (and college entrance) examinations (e.g., SAT, GMAT, Civil Service job exams) and advice on successfully taking the tests are in the **Career Exam Collection**.