LIBRARY HANDBOOK

2020-2021

1818 S. Western Ave. #200, Los Angeles, California 90006
Phone: (310) 739-0132
Fax: (270) 714-0317
E-mail: info@daybreak.education
Homepage: www.daybreak.education

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1. WELCOME

Welcome to the Library! This handbook is designed to make your use of the Library more productive and efficient as you begin and continue your education at Daybreak University.

The handbook not only describes the varied material contained in the Library but ways of finding them easily and the regulations governing their use. All library resources are linked by computer network for research and circulation.

Refer to your handbook often, but always feel free to ask questions if you become confused or uncertain. The Library is here to support you in your educational and personal endeavors; please allow us to help you use it most effectively!

1.1 Mission Statement

The Mission of Daybreak University is to be a facilitator for the students' self-actualization, in spite of the darker sides of their lives. Daybreak University provides rigorous education that inspires spiritual healing and transformational change in individuals, couples, families, and communities through professional research, academic and practical excellence with a compassionate heart of God. The vision of Daybreak University is transforming the world by changing one relationship at a time.

1.2 Institutional Objectives

In pursuing its mission, Daybreak University seeks to achieve these four university wide objectives:

1. Achieve excellence in education and research.
2. Develop innovative and effective practitioners.
3. Develop a lifelong commitment to service and reflect Christian spirituality of love and compassion into learning and practice.
4. Promote cultural and individual diversity and attitudes of respect for all.

1.3 Library Purpose Statement

The mission of the Daybreak University Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training

of students to fulfill the mission of the school. We develop collections, catalogs, staff, services, policies, and facilities to support this task.

This mission is supported by the following goals:

Bibliographic Resources

- To provide well organized collection of books, periodicals, audiovisual and electronic media which effectively supports the curriculum, course offerings, and usage of the institution
- To develop a collection that is comparable to accredited colleges which is similar with our size

Technology and Electronic Resources

- To provide technological tool, software, and hardware that facilitate research and easy access to information
- To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards, which includes access to databases and full-text materials and provides a gateway to a wide variety of external resources

Research Guides and Information Literacy Instruction

- To provide reference and research assistance in order to support students' learning and faculty's instruction
- To provide training in information literacy and research skills such as academic style, plagiarism, copyrights, fair use, information retrieval, etc.
- To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students

Network and Inter-Library Loan

- To provide access to additional resources from other collections such as cooperative agreements, inter-library loan, resource sharing programs
- To partner with faculty in developing and implementing possibilities of using library resources to better support their instruction

Facilities

- To provide comfortable, well-lit, and attractively furnished study space for users to be able to fully use the library services and materials within the library

- To provide sufficient, safe, and attractive space for display, processing, and storage of the collection

Assessment and Plan

- To assess library usage and survey user satisfaction for improvement of library services
- To regularly evaluate library services in order to reflect the result into a strategic action plan

1.4 Librarian Job Description

Librarian is responsible for management of the library resources and services and reports to and consults with Academic Dean. Responsibilities include:

- Develops and enforces policies concerning the development of library resources and services, in consultation with the faculty.
- Develops and implements plans for the library and information technology.
- Manages the selection, acquisition and cataloging of books, periodicals and other library materials to support the school's curricula.
- Manages the various services of the library.
- Assist in the educational use of technology
- Prepares the annual library budget.

2. GENERAL INFORMATION

2.1 Contact Information

- Telephone: (310) 739-0132
- Fax: (270) 714-0317
- E-mail: library@daybreak.education

2.2 Library Hours of Operation

- **Monday through Friday: 9:30 a.m. - 7:30 p.m.**

- **CLOSED: Saturday and Sunday, quarter breaks and holiday breaks.**

  - New Year's Day
  - Martin Luther King's Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day

Any change in hours is posted on the Library circulation desk.

2.3 Library Location

The Daybreak University is located on the main floor. Library hours are during weekdays are 9:30am to 7:30pm. Times are posted outside of the Library entrance.

The Daybreak University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables.

The library contains in excess of 5,000 physical books and 100,000 e-books in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends.

We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

- Total Number of Volumes: about 5,000 physical books and 100,000 e-books
- Volumes on counseling and psychology: about 3,500
- Volumes on religious subject: about 1,500
- Periodicals: 10,000 e-journals with 40 databases

2.4 Online Public Access Catalog

The Daybreak University Library uses the Library World Automated System for its online public access catalog (OPAC). The following inserts show how the screen will appear on the computer.

Click on the "Daybreak Library" menu at the Daybreak University website. This will take you to the Library webpage.

Click on the "LIBRARY" menu at the Daybreak University website. This will take you to the Library Online Catalog.

Choose the Library on the Daybreak University homepage (www.daybreak.education). You may search the books by author, title, or subject. Borrower ID and password are not required to search the library catalog of in-house materials.

Daybreak University Library web page can be accessed outside the library through:

https://opac.libraryworld.com/opac/signin.php?libraryname=DAYBREAK%20LIBRARY
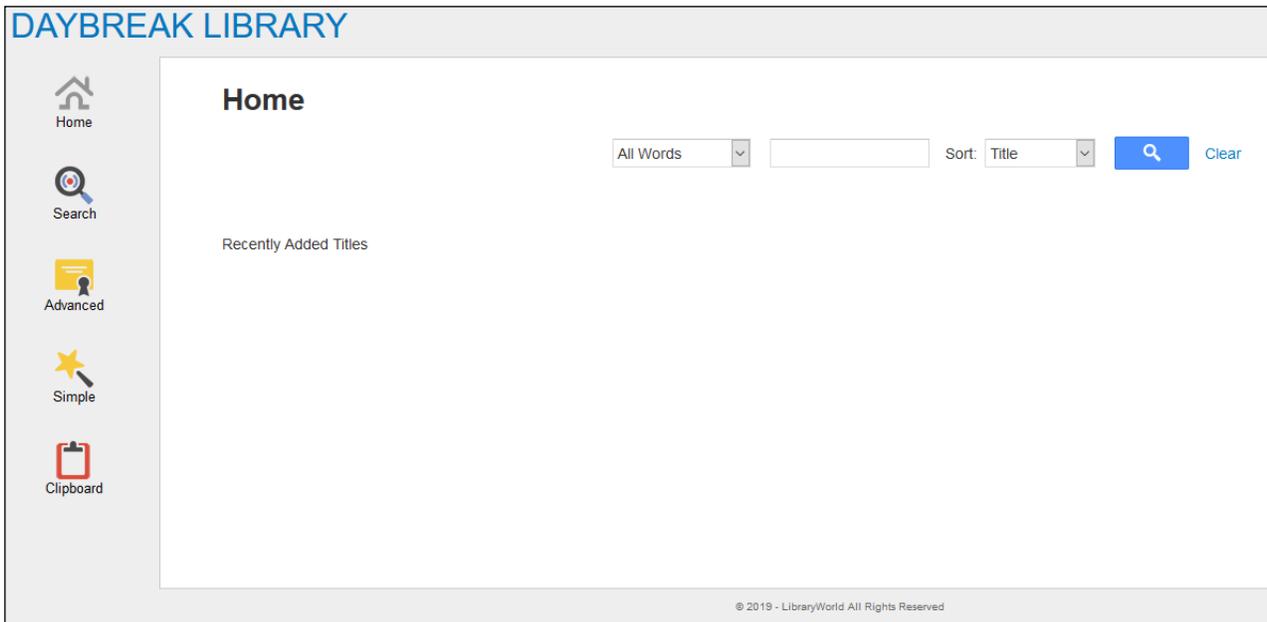
The next screen is the basic search screen. Enter the word or search term you wish to search. A **KEYWORD** search is the default search mechanism, and may be faster if you do not have specific information. If you wish to search by **AUTHOR**, **TITLE**, or **SUBJECT**, click the appropriate radio button. An **AUTHOR**, **TITLE**, or **SUBJECT** search is good to use when you know specific information. Feel free to ask the librarian for specific subject headings. In the case of authors, the last name should be given first.
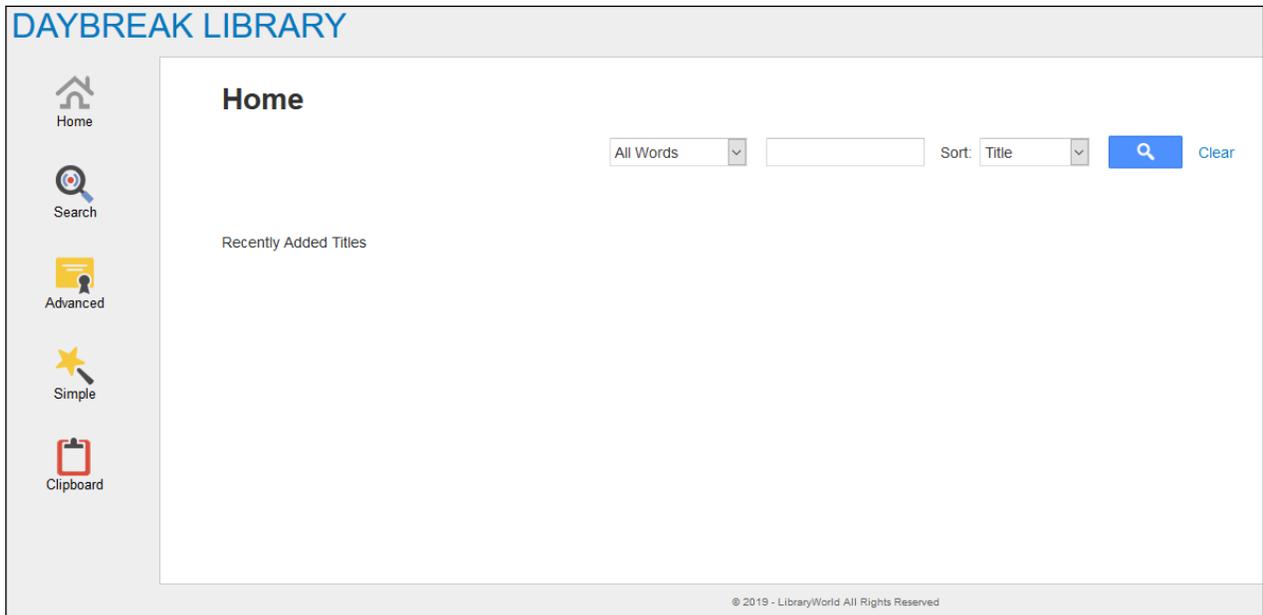
The search system is extremely spelling sensitive, so if you do obtain results when you execute your search, please check your spelling.

Once you've made your selections, click "search" to begin your search.

You will then see a list of your search results. From here, you may look at the detail of each particular item. The shelf status (whether the item is on the shelf or checked out) will display to the right.

By selecting one of the titles from the results list, you will see more detail regarding the item. The author and title information is given, as is the call number and other bibliographic information. From here, you can select "Show card" to see the information about the item in a card-catalog format. You may select "Show copies" to see additional information about a particular item, including shelf status, due date, and other information.

From this screen, you can also place an item that is checked out, on hold, or create a list of titles for a bibliography by clicking on the appropriate buttons to the right.

If you cannot find the materials you are looking for, please ask Library staff member for assistance.

3. THE CLASSIFICATION SYSTEM

3.1 Library Congress Classification System

The Daybreak University Library uses the Library of Congress classification system (LC).

This system of classification is used by most college and university libraries. The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number which consists of a series of letters and numbers:

EXAMPLE:

> **GV** broad subject--RECREATION
> **995** further identifies the subject
> **.B37** B is the first letter of the author's last name, 37 further identifies the Author

Once you have identified a call number, you can locate materials in separate areas of the Library. Generally, these areas are circulation, reference (REF or R) and media (VCR, VCT, DVD, EQ). NOTE: Oversize books are shelved in a separate area. Ask for assistance when looking for these books.

Reference and audiovisual materials let you know that they are shelved separately from circulating books because they have REF or other collection code above the call number. When you find the correct area, each shelf has designated signs with letters/numbers on the end panels. Locate the first letter of the call number (B for example) on the end panel. Then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc.

Follow these two rules when you encounter decimals in a call number:
1. Numbers that follow a decimal are read as whole numbers.
2. Numbers that follow a decimal are read as decimals.

EXAMPLE:

B	BC	BJ	BT	BT	MT
123	11	222	160.4	160.48	881.7
.R4	.K2	.T31	.T62	.Z21	.A43

3.2 Guide to the Library Congress Classification System

A. General Works
AE - Encyclopedias
AI - Indexes
AM - Museums
AP - Periodicals
AS - Academics
AY - Yearbooks, almanacs

B. Philosophy, Psychology, Religion
B - History & systems of philosophy
BC - Logic
BD - Speculative philosophy
BF - Psychology
BH - Aesthetics
BJ - Ethics
BL - Religions, mythology, rationalism
BM - Judaism
BP - Islam, Bahaism, Theosophy
BR - Christianity (General)
BS - The Bible
BT - Doctrinal theology
BV - Practical theology
BX - Denominations and Sects

C. Auxiliary Sciences of History
CB - History of civilization & culture
CC - Archaeology (General)
CD - Diplomacy, archives, seals
CE - Chronology
CJ - Numismatics
CN - Epigraphy
CR - Heraldry
CS - Genealogy
CT - Biography (General)

D. History - General & Eastern

D - History (General)
DA - Great Britain
DB - Austria, Czechoslovakia, Hungary
DC - France
DD - Germany
DE - Mediterranean, Greco-Roman world
DF - Greece
DG - Italy
DH - DJ: The Benelux
DK - Russia
DL - Northern Europe
DP - Spain, Portugal
DQ - Switzerland
DR - Eastern Europe; Turkey
DS - Asia
DS520-DS689: Southeast Asia
DT - Africa
DU - Oceania, Australia, N.Z.
DX – Gypsies

E & F. History -Western Hemisphere

E - America (General), U.S.
F1-F975 – U.S. local history
F1001-F1140 - Canada
F1201-F1392 - Mexico
F1401-F3799 - Central and South American, the Caribbean area

G. Geography, Anthropology, Recreation

5G - Atlases, Globes, Maps
GA – Mathematical geography, cartography
GB - Physical geography
GC - Oceanography
GF - Human ecology
GN - Anthropology
GR - Folklore
GT - Manners and customs

GV - Sports and recreation
GV1580-GV1799 – Dance

H. Social Sciences and Business
H - Social Sciences (General)

HA - Statistics

HB - Economic theory

HC - Economic history

HD - Land, agriculture, communication

HE - Transportation

HF - Commerce

HG - Finance

HJ - Public finance

HM - Sociology

HN - Social history

HQ - Social groups; the family, marriage, women

HS - Societies and clubs

HV - Social pathology, criminology, welfare

HX - Socialism, communism, anarchism

J. Political Science
J - Official documents

JA - Collections and general works

JC - Political theory

JF - Constitutional history

JK - U.S. constitutional history

JS - Local government

JX - International law & Relations

L. Education
L - Education (General)

LA - History of education

LB - Theory and practice

LC - Special aspects

LD - Individual U.S. institutions

LH – College/school publications

LJ - Student fraternities & societies

LT - Textbooks (General)

M. Music
M - Music (General)
ML - Literature of music
MT - Music instruction and Study

N. Fine Arts
N - Visual arts (General)
NA - Architecture
NB - Sculpture
NC - Drawing, design, illustration
ND - Painting
NE - Print media
NK - Decorative arts, applied arts
NX - Arts in general

P. Language and Literature
P - Linguistics
PA - Greek and Latin
PB - Modern European languages; Celtic languages
PC - Romance languages
PD - Old Germanic and Scandinavian languages
PE - English language
PF - Dutch, Flemish, German languages
PG - Slavic languages and literature
PJ - Middle Eastern languages and literature
PK - Indo-Iranian languages and literature
PL - East Asian, African, and Oceanic languages and literature
PM - American Indian; artificial languages
PN - Literature, literary history and collections
PN1993-PN1996 – Motion Pictures
PQ - Romance literature
PR - English literature
PS - American literature

PT - Germanic literature
PZ - Children's literature

Q. Science
Q - Science (General)
QA - Mathematics
QB - Astronomy
QC - Physics
QD - Chemistry
QE - Geology
QH - Natural History (General)
QK - Botany
QL - Zoology
QM - Human Anatomy
QP - Physiology
QR – Microbiology

R. Medicine
R - Medicine
RA - Public aspects of medicine
RB - Pathology
RC - Internal Medicine
RD - Surgery
RE - Ophthalmology
RF - Otorhinolaryngology
RG - Gynecology and obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics; pharmacology
RS - Pharmacy and material medical
RT - Nursing
RX - Homeopathy
RZ - Other systems of Medicine

S. Agriculture
S - Agriculture (General)

SB - Plant culture
SD - Forestry
SF - Animal culture
SH - Aquaculture, fisheries, fishing
SK – Hunting

T. Technology

T - Technology (General)
TA - Engineering (General)
TC - Hydraulic engineering
TD – Environmental technology
TE - Railroad engineering
TG - Bridge engineering
TH - Building engineering
TJ - Mechanical engineering and machinery
TK - Electrical engineering; electronics
TL - Motor vehicles; aeronautics; astronautics
TN - Mining engineering; metallurgy
TP - Chemical technology
TR - Photography
TS - Manufactures
TT - Handicrafts; arts and crafts
TX - Home economics; Cooking

U. Military Service

UA - Armies
UB - Military administration
UC - Maintenance and transportation
UD - Infantry
UE - Calvary; armored and mechanized Calvary
UF - Artillery
UG - Military engineering
UH - Other services

V. Naval Science

VA - Navies
VB - Naval administration
VC - Naval maintenance
VD - Naval seamen
VE - Marines
VF - Naval ordinance
VG - Minor services of navies
VK - Navigation. Merchant marine
VM - Naval architecture. Shipbuilding. Marine engineering.

Z. Library Science

If you cannot locate the books you want, remember:

1. Double check the call number.
2. The book may be slightly out of place; look in the vicinity of its placement.
3. The book may be checked out; you may want to put a tracer on it if you cannot locate a suitable substitute in the stacks.
4. Ask the library staff for assistance.

4. CIRCULATION SERVICES

4.1 Circulation Period

- Students Circulation Period-books can be checked out for four weeks.
- Faculty is asked to return items as soon as possible once they have completed using them.
- Reference books and periodicals do not circulate. They are in library use only.
- Media-Audio Visual materials can be checked out by faculty and staff members only. These items are loaned until the end of the term. Faculty is asked to return items as soon as possible once they have completed using them. These items cannot be checked out to students, but may be used by students in the library.
- Reserve books -books are "in-library use only", overnight (due by 9:30 a.m. the following day), or as specified by instructor.

4.2 Personal Hold Requests

Students, faculty, and staff may request that a circulation item be held for them if the item has been checked out and unavailable. These holds can be placed by asking the librarian. You will be notified when the item is returned to the Library and is available to you.

4.3 Fines and Overdue Materials

At the end of each quarter, faculty overdue notices are sent to those faculty members who have failed to return books and other materials to the library. However, faculty and staff borrowing privileges may be suspended when materials have not been returned after one academic year. The prompt return of materials is necessary if the library is to give you and others quality service. Fines are imposed on the late materials as follows:

- Four-week check-out of Books-.25 cents per day, per book
- Reserve check-out of materials - $2.00 per hour, per item

4.4 Lost Items

If a book is lost, the user should inform the library staff immediately. The student will be charged the replacement cost of the book plus a $10.00 of processing fee.

4.5 Copier

Copiers with enlarging and reduction features are located in main school office. The cost is .10 cents per page.

5. REFERENCE SERVICES

5.1 Reference Collection

Books in this area contain specific factual information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

5.2 Using Reference Materials

Reference materials are books that can be used by itself as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source information, which is not its main purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the included in the reference book. It is therefore, important to look for indexes and other access keys in reference books. The library's reference collection contains many books that will be useful in research. The librarians can help you identify and use the most useful of reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

5.3 Multimedia Services

Multi-media items available for use in the library include DVDs, VCR Cassettes, transparencies, audio-cassettes, slides, records, and other items. These are for use in the Library, and can be located like any other item through use of the OPAC card catalog. Please contact with the library staffs for assistance in finding these materials.

Equipment items are loaned to faculty for classroom use. An AV Materials Reservation Form is available for faculty use on the library web site. Faculty is encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

6. SPECIAL LIBRARY SERVICES

6.1 Interlibrary Loan

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library.

Borrowing Restrictions
The library determined borrowing restrictions by the type of materials or any other conditions to allow circulation.

Copyright Issues
Copyright law limits the number of photocopied articles that can be borrowed through Inter Library Loan. Once we have reached our limit, we will inform you what the closest library owning that title is.

Ask a Librarian
Have a question? This service is available to all Daybreak students. You ask question in person, by phone, or by email.

6.2 Library Card

Your Student ID Card is your library card to borrow materials from the library. You will need to come by the library to get a barcode added ID Card.

6.3 Library Orientations / Information Literacy Instruction

The University Librarians offer Orientation Programs and Information Literacy Instruction for classes and individuals upon the request. Basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided are discussed during this instructional session. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

6.4 Course Reserves

Faculty may place items from the library collections on reserve, or offer items to be held on reserve for student use as related to a specific course. Faculty members should meet with the Campus Librarian to make any necessary arrangements.

6.5 Purchase Recommendations

Faculty members are encouraged to recommend items to be added to the collections. Forms to make such recommendations are available on the Daybreak University Library website. All purchases made will be consistent with the college's collection development/management policies.

It is the policy of the Daybreak University that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

7. ACCESSING LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN) PROXY

- To access LIRN subscription go to: **https://proxy.lirn.net/DaybreakUniv**

    o **Username: 78958**
    o **Password: lightheat82**

    o **Please note URL, Username, and Passwords are case sensitive.**

- To access your subscription, go to the LIRN homepage at https://www.lirn.net

- Select the "Databases" button or go directly to https://www.lirn.net/databases;

- Enter your LIRN ID when prompted.

- Once you have logged in, the resources you have subscribed to will appear on the LIRN Gateway Menu.

Note that on the LIRN Gateway Menu, there is a search box that allows your students to directly query across vendors using our federated search service, LIRNSearch.

The default view for your subscription is the Subject view. You can change this view during your current session by clicking on one of the other tabs (alphabetical, simple, vendor).

Our Librarian staff has composed a YouTube Video that you might find useful.

This can be found on the LIRNotes channel (https://www.youtube.com/watch?v=nl7tjhNMyFo).

If you have any questions, please contact us at library@daybreak.education

8. DATABASE LIST

Education
American Doctoral Dissertations, 1933-1955
Career & Technical Education Database
Cyberbullying Searchable Information Center
Education Database
ERIC
ProQuest Central
Psychology Database
Research Library: Literature & Language
Research Library: Social Science
Teacher Reference Center

General & Interdisciplinary
American Doctoral Dissertations, 1933-1955
Continental Europe Database
Directory of Open Access Journals
East & South Asia Database
East Europe, Central Europe Database
ERIC
India Database
Latin America & Iberian Database
Middle East & Africa Database
ProQuest Central
ProQuest Newsstand
Research Library
Turkey Database
UK & Ireland Database

Health & Medical
H1N1 (Influenza) Searchable Information Center
American Doctoral Dissertations, 1933-1955
Biology Database
Breast Cancer Searchable Information Center
Directory of Open Access Journals
Family Health Database
Health & Medical Collection

Health Management Database
Medline Plus
Merck Manual - Professional Edition
Nursing & Allied Health Database
ProQuest Central
Public Health Database
PUBMED
Research Library: Health & Medicine

History & Social Science
American Doctoral Dissertations, 1933-1955
Criminal Justice Database
Education Database
European Views of the Americas: 1493 to 1750
Linguistics Database
Military Database
Political Science Database
ProQuest Central
ProQuest Newsstand
Psychology Database
Research Library: History
Research Library: Social Science
Social Science Database
Sociology Database

Language & Literature
American Doctoral Dissertations, 1933-1955
Linguistics Database
ProQuest Central
Research Library: Literature & Language

Law & Criminal Justice
Accounting, Tax & Banking Collection
American Doctoral Dissertations, 1933-1955
Criminal Justice Database
Military Database
ProQuest Central

News & Current Events

ABI/INFORM Collection
ABI/INFORM Dateline
ABI/INFORM Global
African Newsstand
Asia Newsstream
Australia & New Zealand Newsstream
Canadian Business & Current Affairs Database (CBCA)
Canadian Newsstream
European Newsstream
International Newsstream
Middle East Newsstream
Natural Disaster and Extreme Weather Searchable Information Center
ProQuest Central
ProQuest Newsstand
US Major Dailies
US Midwest Newsstream
US Newsstream
US North Central Newsstream
US Northeast Newsstream
US South Central Newsstream
US Southeast Newsstream
US West Newsstream

Psychology

American Doctoral Dissertations, 1933-1955
Criminal Justice Database
Cyberbullying Searchable Information Center
ProQuest Central
Psychology Database
Research Library: Health & Medicine
Research Library: Social Science
Social Science Database
Sociology Database

Religion & Philosophy

American Doctoral Dissertations, 1933-1955
East Texas Baptist University's Bible Study Guide Commentary Series

ProQuest Central
Religion Database
Research Library

Science & Technology
American Doctoral Dissertations, 1933-1955
Biology Database
Computing Database
Green File
ProQuest Central
ProQuest Newsstand
Research Library: Science & Technology
Science Database
Telecommunications Database

Success Skills
Career & Technical Education Database
ProQuest Central

9. EBSCO SOCINDEX WITH FULL TEXT DATABASE

A Rich Full-Text Sociology Database

SocINDEX with Full Text is a robust sociology research database. It provides full-text, peer-reviewed sociology journals covering many studies including gender studies, criminal justice, social psychology, racial studies, religion and social work. SocINDEX with Full Text is a full-text research database covering sociology and related disciplines. It features hundreds of full-text journals and millions of records with subject headings from a sociological thesaurus.

URL: http://search.ebscohost.com
Institution: DAYBREAK UNIVERSITY
ID/PW: dbuniv / Daybreak20*

To access your subscription, go to the EBSCO SocINDEX with Full Text Database website at http://search.ebscohost.com ; enter your Institution's ID and password when prompted. Once you have logged in, the resources you have subscribed to will appear on the screen.

Note that on the Menu, there is a search box that allows your students to directly query across vendors using our federated search service.

Our Librarian staff has composed an instructional material that you might find useful. This can be found on the library desk.

If you have any questions, please contact us at libdaybreak@gmail.com or call 310-739-0132.

Content Includes

- More than 620 active full-text journals and magazines
- More than 600 active full-text peer-reviewed journals
- More than 300 active full-text peer-reviewed journals with no embargo
- More than 440 active full-text journals indexed in Web of Science or Scopus

Core Coverage Journals in all Related Core Disciplines

SocINDEX with Full Text covers a broad range of studies, including gender studies, criminal justice, social psychology, religion, racial studies and social work.

In addition to full-text journals, *SocINDEX with Full Text* contains informative abstracts for core coverage journals dating as far back as 1895. Complete with extensive indexing for books, monographs, conference papers and other non-periodical content sources, the database also includes searchable cited references.

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Profiles of the Experts

SocINDEX with Full Text features more than 25,000 author profiles covering the most prolific, most cited and most frequently searched for authors in the database. Each profile includes biographical data and bibliographic information, which together allow users to quickly see an author's areas of expertise and focus.