

## How to Use the Online Catalog

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The online catalog lists the books, magazines and journals, videos, and other items available in the Library, along with each item's circulation status (whether it is checked out or on the shelf). The online catalog is available [directly off the Library's web site](#). You can search it whether you are on or off campus.

### How to do a Basic Search

At the basic search screen:

1. Enter your search term(s) in the box and press enter.
  - a. You can do a more specific search using one of the buttons to the right of the box.
2. You will be given a list of books or other items that contain your search term(s), along with a call number (indicating the location of the book on the shelf) and the circulation status.
  - a. Click on the title to see more information about the book.
  - b. Click on the author to see more books by this author.
  - c. Click on the call number to see items near this one on the shelf (i.e., items on the same subject).

### How to do a Power Search

The Power search allows you to customize your search by combining specific title, author, and subject criteria. At the Basic search screen, click on the "Power" button and follow the on-screen cues.

### How to use Search Limits

Limiters allow you to further refine your search by date of publication or material type.

1. Click on the "Limiters" button.
2. Select the limits you want.
  - a. To limit by date of publication, choose "Select" under "Publication Year" and enter the desired date range.
  - b. To limit to a specific type of material (e.g., videos), use the checkboxes under "Material Type" to check *only* the type of material desired.
3. Click "OK" to set the limits.
4. You will automatically return to the basic search screen. Enter your search term(s) and press enter.

Remember, the limits you set will affect all subsequent searches. To return to normal searching, go to the "Limiters" page and choose "Clear Limiters."

## How to browse the Shelves Virtually

You can browse the library shelves “virtually” using the call numbers search feature.

1. Enter a full or partial call number in the search box.
2. Click on the “Call #” button.
3. You will be given a list of books. Use the arrow keys on the screen to go “up” and “down” the list. Going “up” the list is equivalent to reading left on a shelf of books; going “down” the list is equivalent to reading right on a shelf.

Certain collections in the library have a call number prefix to indicate they are shelved in special locations. You can use the prefixes to scan the contents of these special collections (e.g., type in REC and click on “Call #” to scan the titles in the Recreational Reading Collection).

CHI	Children’s Literature Collection
ESL	English as a Second Language Collection
LAN	Language Collection
REC	Recreational Reading Collection
REF	Reference Collection
AV	Video Collection (VHS and DVD)
YAD	Young Adult Literature Collection

## How to refine your search with Boolean Operators

Boolean searching allows you to combine search terms to create more complex searches.

<i>AND</i>	searches for both terms, narrows search; automatic with two or more words earthquakes and Japan oceans and pollution
<i>OR</i>	searches for either term, broadens search; good for synonyms or vocabulary that has changed over time Indians or Native Americans colleges or universities
<i>BUT NOT</i>	eliminates records with the given term, narrows search; good for weeding out “false hits” where the initial term has more than one meaning AIDS but not hearing Asimov but not fiction

## How to print and email records

When viewing the full record for the item, use the print or email option in your browser.