

USING THE LIBRARY CATALOG

NAME: _____ CLASS: _____ DATE: _____

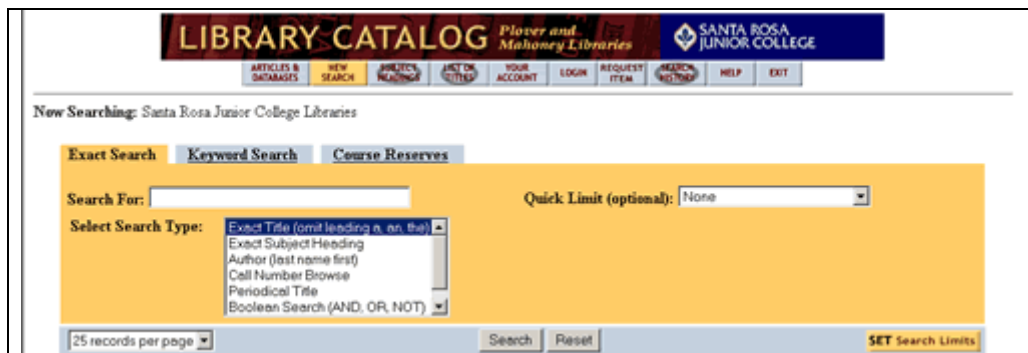
This exercise demonstrates title, subject and author search techniques using the Library Catalog (formerly OPAC) for finding books and sound recordings. If you have any questions while doing this exercise, ask the librarian for assistance.

CONNECTING TO THE LIBRARY CATALOG

Go to one of the computers and double click on the **INTERNET EXPLORER** icon to bring up the library's Menu Screen.

If you are outside of the library go to the webpage <http://www.santarosa.edu/library>

From the library's Menu under the heading **Research**, click on **Find Books**.



TITLE

Type **noble horse** in the *Search For* box. Notice the words do not need to be capitalized as both upper and lower case may be used.

Make sure the *Search Type* **Exact Title** is highlighted (default) and click the **Search** button.

The Brief Record for the book, The Noble Horse, includes the fields: *Author, Title, Publication Information, Description, Subject(s), Location, Call Number* and *Status*.

- The *Publication Information* field gives the place of publication, publisher name and date of publication (copyright date).

What date was this book published? _____

- Both the *Location* & *Call Number* are needed to find a book in the library. The *Location* field indicates what library has a copy and the specific collection within the library where the item is shelved. Some special collections in the library are: Oversized, Reference, Reserve Desk, Atlas Table, Map Case and California Case.

What *Location* is given for this book? _____

- The *Call Number* field gives the exact shelf location for the book in the library.

What is the *Call Number* for this book? _____

- The *Status* field tells if the book is checked out or available in the library. If the book is checked out the status will be “Checked Out - Due on”.

What is the *Status* for this book? _____

COMPARE EXACT VS. KEYWORD METHODS FOR TITLE SEARCH TYPE

At the top of the page, click on the **New Search** button to do another search.

Type in the title **glory of the dream**. A message appears that says “There were no results for your search!” You know there should be a book with this title in the library.

Click on the tab for **Keyword Search**. In the first *Search For* box type just the keywords **glory dream**. The results show why your first search failed. The correct title of the book is The Glory **and** the Dream, not The Glory **of** the Dream.

Who is the author? _____

- The *Subject(s)* given for a book are a useful tool for finding more books on the same topic. Click on one of the **Subject(s)** given for this book.

What subject did you choose? _____

The next screen gives an alphabetical list of subject headings. The first heading listed at the top of the page should be the heading you just selected.

How many **Titles** does the library have for that subject heading? _____

SUBJECT

Click on the **New Search** button and select the *Search Type* **Exact Subject Heading**.

Subject searching uses specialized library subject headings developed by the Library of Congress to locate materials in the library. These headings describe the concepts, topics and ideas contained inside the books and sound recordings.

Search for the subject **death penalty**.

How many **Titles** does the library have for this subject heading? _____

- The *See Also* button will list a subject heading(s) related to the one typed in, working much like a thesaurus. Click the **See Also** button next to your heading.

What *See:* link are you referred to? _____

Click on the *See:* link to get to an alphabetical list of Subject Headings with your topic at the top. Notice the list breaks your topic into many sub-headings. This alphabetical list of Subject Headings with sub-headings is a good tool to help focus a very broad topic.

How many **Titles** does the library have for this subject heading? _____

Click on the subject heading **Capital punishment**. The next screen contains a list of Titles in alphabetical order.

- The *Sort by* feature allows you to change the display's order. Click on the arrow next to the **Sort by:** box and choose **Date (newest first)** to bring the most current titles to the top of the list.

Click on one of the most recent books published.

Title: _____

What is the Location and Call Number? _____

COMPARE EXACT VS. KEYWORD METHODS FOR SUBJECT SEARCH TYPE

At the top of the screen, click on the **New Search** button.

Select the *Search Type* **Exact Subject Heading**. Search for the subject **california education**. The Subject Heading search type finds subject headings by the first subject word entered and returns an alphabetical list. The order in which you type your words is important for this alphabetical type search.

What heading is listed at the top? _____

Click on the **previous** button above the heading and look at the bottom of this list of headings on the page. Can you find a heading for california education? _____

Click on the **New Search** button and then click on the tab for **Keyword Search**.

In the first *Search For* box type **california education**. In the **Search Type** box (on the same line) highlight **Subject Keyword** and click the **Search** button.

The results are a list of titles related to your topic. The Subject Keyword search looks for all subject headings containing the words entered in any order within the subject heading. Click on one of the **Titles** in the list.

Give one of the **Subject(s)**: _____

- For a Keyword type of subject search, "word order" is NOT important. A disadvantage with this search is no subject sub-headings are given to help focus your topic.

AUTHOR

At the top of the screen, click on the **New Search** button and then click on the tab for **Exact Search**. Then select the *Search Type* **Author**.

Type **Soto, Gary** in the *Search For* box and click the **Search** button. Notice the author's names should always be entered, LAST (FAMILY) name FIRST.

An alphabetical listing of authors appears on the screen. The Titles column lists the number of books the library owns by the author.

How many books does the library have by Gary Soto? _____

Click on the **author's name** to see the list of titles written by this author. Scroll through this alphabetical list and click on the book's title, **New and Selected Poems**. This will take you to the record for this book.

Notice there are separate holdings entries for Doyle Library, on the Santa Rosa Campus and Mahoney Library, on the Petaluma Campus.

What is the Status for the Doyle Library copy of this book? _____

What is the status for the Mahoney Library copy of this book? _____

- For a book only available from a library you are not at (including from home), use the *REQUEST ITEM* button at the top of the screen. The book will be shipped and available for pickup at the Circulation Desk of the Library you choose in approximately a day.

SUBJECT SEARCH FOR AUTHORS

To locate information or criticism written ABOUT an author you must use a Subject type search. At the top of the screen, click on the **New Search** button and then select the *Search Type* **Exact Subject Heading**.

Search for the author **baldwin james**. Remember -- always enter author's last (family) name first. Click on the Heading **Baldwin, James, 1924- Criticism and interpretation**.

Scroll through the list and click on one of the titles.

What is the title? _____

ELECTRONIC BOOKS – (E-Books)

netLibrary e-books are listed in the Library's online catalog, along with the Library's printed books. When you search the catalog, you can tell which books listed there are e-books since the words "electronic resource" appear after each e-book's title. In addition, the location indicated for each e-book will include the word "E-Book" and the book's call number will end with the letters "eb."

NOTE: To use netLibrary from off campus, you must first set up an account while you are **on campus**. To create an e-book account on campus, use the link on the e-book record to get to netLibrary. While you are on campus you can also go to the website at <http://www.netlibrary.com> On the netLibrary website, click on the "**Create a free account**" link in the top right corner of the screen. Then follow the instructions on screen. (If you have problems, read the online help page "[Create an Account](#).") Once you've created an account you can then use your user name and password to log in to netLibrary from any location.

This completes the Library Catalog exercise. If you have any questions ask a reference librarian.