

USING THE LIBRARY CATALOG

NAME: _____ CLASS: _____ DATE: _____

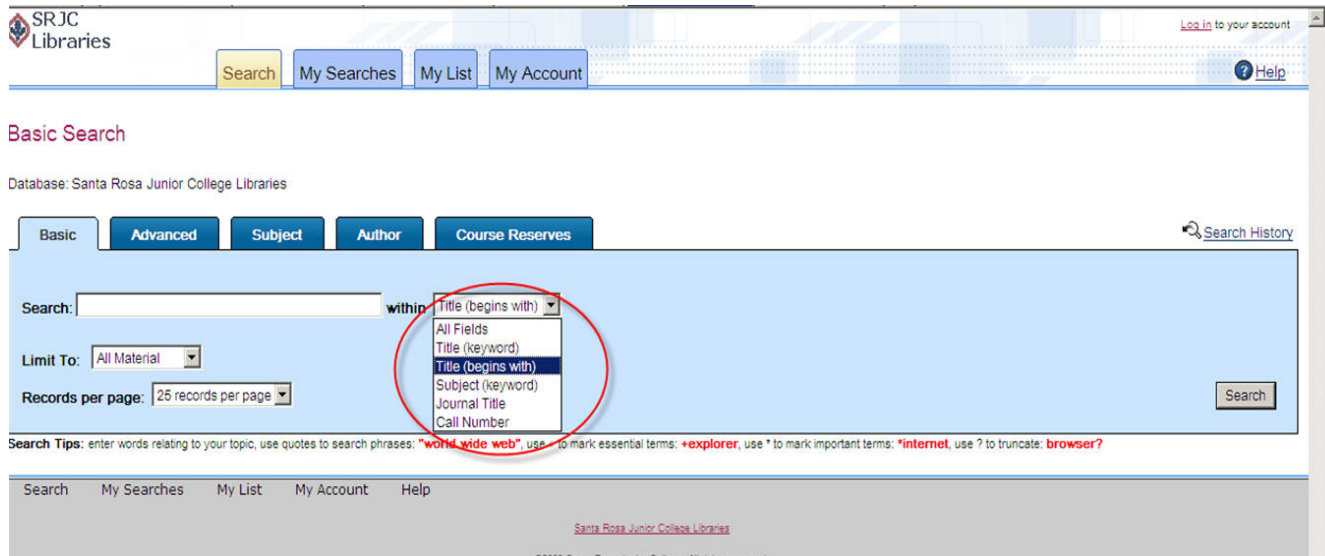
This exercise demonstrates title, subject and author search techniques using the Library Catalog for finding books and sound recordings. If you have any questions while doing this exercise, ask a librarian for assistance.

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* box. Notice the words do not need to be capitalized as both upper and lower case may be used.

Make sure the *within* **Title (begins with)** is selected from the drop down menu and click the **Search** button on the lower right hand side of your screen.

The Brief Record for the book, The Noble Horse, includes the fields: *Author, Title, Publisher, 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 **blue Search** tab to do another search.

Type in the title **glory of the dream**. A yellow box appears that says “Search resulted in no hits”. You know there should be a book with this title in the library.

Click on the drop down menu and select Title (keyword). Now 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. **The numbers in parentheses** that appear after these subjects refer to the **number of titles** in the SRJC Library that match that subject.

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

SUBJECT

Click on the **Search** tab at the top of the screen. Next select the dark blue *Search Tab* that says **Subject**.

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? _____

- Beneath the term Death Penalty is the word *See* and a blue link with the correct subject heading to use that is related to the one you typed in, working much like a thesaurus. Click the **blue link** that follows the word *See*:

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

Click on the blue links following the word *See*: 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.

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

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

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

Click on one of the most recent books published. You may need to scroll down to the bottom of the page to locate all of this information.

Title: _____

What is the Location and Call Number? _____

AUTHOR

At the top of the screen, click on the **Search** tab and then click on the dark blue **Author** tab. Notice that a box for Last Name and First Name appears. You will now search for books written by an author named Gary Soto. Enter his last name (Soto) in the Last Name box and his first name (Gary) in the first name box.

An alphabetical listing of authors appears on the screen. The numbers in parentheses after each author's name refers to 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**. You may have to click on the Next button on the bottom right hand corner of the page. When you locate **New and Selected Poems** click on the blue title link. This will take you to more information about 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 **MAKE A REQUEST** link located at the top of the screen in a light blue box located on the right of your screen.

The book will be delivered 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 **Search** tab and then select the blue **Subject** tab.

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**.

Choose the first book listed by clicking on blue title link.

What is the title? _____

Over on the right side of your screen is a tall light blue box. Locate the words **Google Books** inside this box. You may notice a picture of the book cover. Click on the **About this Book** link located near the picture of the book cover. Depending on the copyright status of the book, the Google About this Book link will take you to the full text of a book, a preview of the book, or a page with expanded information about the book. When available, reading summaries, reviews or actual passages of the book may help you decide whether or not this book is useful to you. To return to your search results simply click on the x in the upper right corner of this screen.

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