Online Catalog

Southeastern Technical College Library
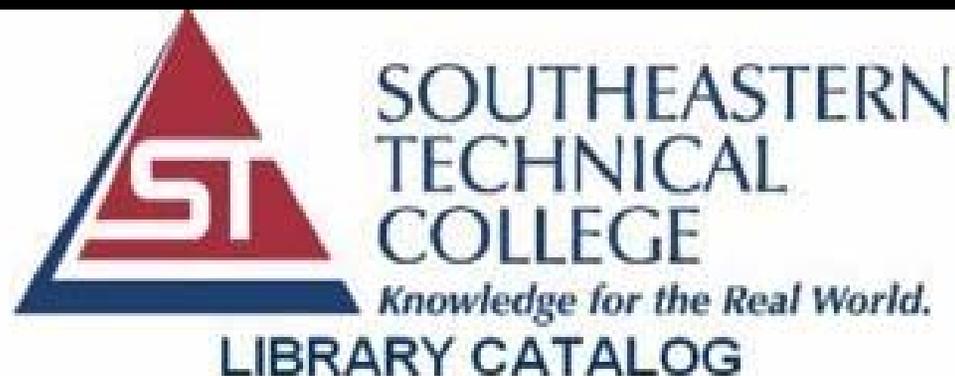
http://library.southeasterntech.edu/Catalog.asp

Elements of the Search Window

- Perform a general search of the catalog;

- Select Search the catalog (search only author, title, subjects or notes)

- Select Browse (move forward or backward through a word or number search list, or search additional fields);

- Select Combination Search (search author, title, subject And/or notes simultaneously); or

- Select Online Help

Available Search Types

- **Begin with** - selects only items that have the search query at the beginning of the line.

- **Contain** - selects items that have the search query anywhere in the field. The results set will include items that would be found with a begin with search.

- **Closely match** -- finds not only items that would be identified in a contain search, but also words that have some of the same characters in the same position as the original query.

- **Stem from** -- finds not only items that would be identified in a contain search but also verb forms and singular or plural nouns with the same root.

- **Sound like** -- finds not only items that would be identified in a contain search, but also words that begin with the same letter followed by similar (or similar sounding) consonants. Vowels are ignored.

Limiting Searches

- Word Order
- Word Position
- Date of publication
- Language
- Format
- Place of Publication
- Branch
- Collection

Conducting Boolean Searches

Operator	Example	Explanation
AND or &	Shakespeare & Bard	Search for both Shakespeare and bard in the same field
OR or |	Shakespeare or Bard	Search for Shakespeare or bard in the same field
Not or ~	Shakespeare ~ Bard	Search for Shakespeare and not bard in the same field

Structuring the Search

- If you entered **William Shakespeare AND Julius Caesar** as a search query, the PAC would search for records that contained all four words in any order. This problem can be solved by nesting words within parentheses.

- For example, the query (**William Shakespeare**) **AND (Julius Caesar)** would cause the PAC to search for occurrences of **William Shakespeare** and then search among the results for records that also contained **Julius Caesar**.

Conducting Wildcard Searches

- A search of **titles** that **begin with sales*** might return a results list with titles starting with **Salesperson**, **Salesmanship**, or similar words. A search on **titles** using the query **sales*** might return a results list with titles such as **Death of a Salesman** or **Effective Sales Management**.

- You may also use the * character in a search as a substitute for any individual character. For example, a **titles** search on **wom*****n** will return results that include both **woman** and **women**.

Browsing the Catalog

- The **Browse** feature gives you a different way to search for and display results than the **Search** and **Combination** search options.

- First, it lets you select **Titles, Authors, Subjects, Notes, Local Call No.**, **ISBN, ISSN, LC Call No.**, OR **LCCN**. (These fields **CANNOT** be searched in combination.)

- Second, it creates an **alphabetical list** of the results for your limited search and displays them in the form of a list in which you can move up or down (browse).

- For example, you could perform a **Title** search for works containing **Shakespeare**. The results would be available in the form of a word list which you can browse using the up or down arrows.

Creating and Printing Bibliographies

- You can save, display, organize, and print records you select from your searches.
- To save an individual record to a bibliography:
- Select the **Save to List** button at the top of the screen. A new screen will be displayed with the message **The item was added to your list.** (The display now includes a **Review List** and a **Clear List** button.)
- To save multiple items simultaneously:
- Click the check box next to each item you want to save.
- Click the **Save Checked Items to List** button. A new screen will be displayed with the message **The checked items have been added to your list.**
- Then, Select the **Review List** button at the top of the screen to display the current bibliography .

Placing a Book Request

- Call the library where the book or video is located
  - 912-538-3132 Vidalia
  - 912-654-5276 Glennville
  - 478-289-2322 Swainsboro
- Ask a Librarian
  - library@southeasterntech.edu
  - Fill out the Ask a Librarian form on the library page