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

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>Shakespeare &amp; Bard</td>
<td>Search for both Shakespeare and bard in the same field</td>
</tr>
<tr>
<td>or &amp;</td>
<td>Shakespeare &amp; Bard</td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Shakespeare or Bard</td>
<td>Search for Shakespeare or bard in the same field</td>
</tr>
<tr>
<td>or</td>
<td>Shakespeare or Bard</td>
<td></td>
</tr>
<tr>
<td><strong>Not</strong></td>
<td>Shakespeare ~ Bard</td>
<td>Search for Shakespeare and not bard in the same field</td>
</tr>
<tr>
<td>or ~</td>
<td>Shakespeare ~ Bard</td>
<td></td>
</tr>
</tbody>
</table>
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