How To Use

ONLINE CATALOG

WHAT IS THE ONLINE CATALOG?

The online catalog is a computerized "card catalog." It contains a complete listing of the books and other types of materials here in the Kinlaw Library. The other materials listed may include items held on reserve at the Circulation Desk and audio visual materials, located in the Media Center. The catalog also lists periodical holdings.

The information on each piece of material contains the call number, the location according to type of collection, and whether the item is checked out or on the shelf. Printing is available at all the computers in the library.

BEGINNING

Always start at the main screen (the Desktop) and double-click on the icon at the top that says "Asbury College Online Catalog". If you are not already at this screen, close any program that is running. The main desktop should look something like below.
Wait for several seconds and the following window should appear.

Place your cursor in the box next to the search that you wish to execute. Type the words that you wish to search for. When you have finished entering your word(s) or phrase, then hit Enter or click the GO button with the mouse.

Initial articles in titles are not necessary (a, an, the). Punctuation is allowed when typing titles or authors but it is not needed. You can use either upper or lower case letters.

On this opening screen you have several choices in the drop down box on the left. Below are explanations of these options and how to use them.

**ALPHABETICAL SEARCHING (basic)**

**Title Alphabetical**

Alphabetical title searching is used when the entire exact title is known. This is the quickest way to find holdings when looking for entries from a bibliography, syllabus, or title list. The full title does not have to be entered. The first four to five complete words will be enough.

**Example:**

*Industrial Society and Social Welfare*

**Author Alphabetical**

Author searching is done to search for a specific author. The more correct the spelling the more accurate the search will be. Always type the last name first. Leave a space or put a comma after the last name. Partial names are acceptable. The computer will show an alphabetical listing with the third entry being closest to what was typed.

**Example:**

Howells, William Dean
Subject Alphabetical

Subject alphabetical searching is very valuable. The list shown by the computer is an alphabetical list as close to what was entered as possible. The computer will also list alternate choices (denoted by Heading is:) if the entry typed is not a standard subject heading, or return a list of related terms (denoted by Related Heading:) if the subject is a broad one. The related subjects may be more specific or have slightly different but significant meanings. When your list contains subject headings that say Related Heading: or Heading is: you can instantly jump to titles with that subject heading.

Subject headings are also listed with sub-headings. A subject with a sub-heading may be more specific than the one entered or about a certain segment of that subject (i.e. minority groups). Browsing through these sub-headings (listed alphabetically) may be more useful than long lists of titles that are on the broader subject.

Be sure to search through the related terms or sub-headings to check all possibilities so that you can be sure to cover your topic thoroughly.

Example:

Discipline
--> 3 titles listed for that exact heading
--> 7 related headings like:
   Discipline of Children
   Mental Discipline
   Self-Control
--> Subheading:
   -- Methodology

Series Alphabetical

Searching for a series of books can lead to information that is published on a regular basis by the same publisher or author(s). This is a good way to review a topic over time or to see a complete coverage of a subject by a group of authors.

Example:

Opposing Viewpoints
--> 67 + titles in this series

Reference Shelf
--> 233 + titles in this series

Dewey Call number searching

This search produces a numerical listing much like the books appear on the shelf. If you want information on a single book and you have the call number, this is an option.
KEYWORD SEARCHING (advanced or power)

Keyword searching should be used (for title, subject or author) if you are uncertain of the full title, the proper wording, or if you know only part of a subject heading. These choices are listed at the top on the main screen labeled **Advanced** or **Power**. The computer will return the number of titles or subject headings that match the words entered in the search box.

**Examples:**

- **To find:** Library Research in Psychology; a Student Manual  
  **Enter:** psychology research manual

- **OR**

- **To find:** subjects related to violence in children (like television violence)  
  **Enter:** children violence

*Always use the most important or unique terms so that your search will be efficient.*
Keyword searching (especially in the Power search) is more useful if more than one word is entered. The search can be narrowed or expanded by using various combinations of terms that all relate to the basic subject or idea. In order to accomplish this the computer uses Boolean Searching. Boolean searching finds combinations of words or groups of words by using the AND or OR functions. The AND function will return in the final set including all of the words entered. The OR function will return in the final set with at least one of the words entered.

**BOOLEAN SEARCHING (For Keyword Searches Only)**

**To narrow a search (Boolean AND)**

Enter more than one term and they will be combined. **Both** (or all) of these terms will be present in the results. The **more** terms entered, the **fewer** the results will be (e.g. more specific).

**Examples:**

**Title Keyword**

Culture --> 1891 titles
Consumer Culture --> 19 titles
Such as - *Throwaways*; *Work Culture and Consumer Education*

**Subject Keyword**

Culture --> 734 titles with subjects such as -
Christianity and culture
Culture -- history
United States -- popular culture

Popular Culture --> 210 titles with subjects such as -
Women in popular culture
Popular culture -- history -- 20th century
To broaden a search (Boolean OR)

Enter more than one term with an OR between them. Either of the terms or any of the terms will appear in the results. The more terms entered the greater the results will be (e.g. longer list to choose from).

Examples:

**Title Keyword**

painting or sculpture or drawing --> 775 titles

Such as -  
Religious Painting: Christ’s passion and Crucifixion  
African Stone Sculpture  
Marino Marini: Sculpture, Painting, Drawing

**Subject Keyword**

child or children or infant or infants or babies --> 2110 titles

With subjects such as -  
Infant baptism  
Parent and child  
World War, 1939-1945 -- children

To search for plural words (Truncation)

Put an asterisk (*) at the end of a word.

Examples:

**Tree**

retrieves --> tree, trees

**Tour**

retrieves --> tour, tourguide, tourist, tours, tourbus

Any combination of these Boolean functions can be used. Be careful to make the combination logical and simple. A long, complex, nonsense stream of words will not return what you want. Avoid putting in complete sentences or questions. The computer will look for every single word - even unimportant words like a, an, the, or, of, to, etc.

Example:

(teen* or youth) and drug*
POWER SEARCHES (more info)

Power searching will also let you search in several indexes at once. For instance, perhaps you wish to find a book by Lewis that has the word wardrobe in the title. But there are too many Lewises in the catalog to go through them all. Choose from the left choices Author Keyword and type Lewis in the box in the top center. Then choose the drop down box on the far right called And. In the next box on the left choose General Keyword and type wardrobe in the box in the middle. Then click the search button.

The computer will produce a title list of all titles with Lewis as the author and wardrobe in the title. Included in this list is even the following. It has met the criteria we asked the computer to search.

AC Main Collection  646.4 L585c  Checked In
Lewis, Dora S.

The computer ALSO found all versions / editions of The Lion, the Witch, and the Wardrobe by C. S. Lewis. Kinlaw Library has 7 - including a sound recording and a video.
The related works function is used to search for additional items after finding one that is useful. This function can only be used at a Bibliographic Detail screen as seen below. Just click once on any underlined author or subject and jump to more items under that heading.

Example:

Find *Envisioning Information* by Edward Tufte with **Title Alphabetical** search. Choose that title from the list by clicking on the title. At the Detail screen click on the **Title Info** tab. The subjects for this book will display. Then click the underlined subject **Visual Communication**. This will take you to more titles with that as the subject.

The computer will then show a list of titles, including the item that you found originally.
SORTING (DOES NOT WORK RIGHT NOW!!!)

You can sort lists of titles when you have searched either by keyword or alphabetically. Usually the keyword lists returned by the computer are in a jumbled order. It is helpful often to put them in order alphabetically. Other choices include the option of sorting by publication date, which can be useful when looking for current items under a particular subject.

At a title list the Limits and Sorts drop down boxes will appear at the top right of the window. The sort will be performed on the entire list even though it is not all shown in the window.

LIMITING

You may limit your results from the power search page only. By using certain criteria not based on subject content or words in the title you can reduce the number of titles in the list. Use this technique especially if a large number of titles are returned. You can limit by collection only.
BOOKLIST (MY LIST)

Once you find an item and you know that you are going to look for many more, you may want to save it. A quick way to do that is to put it into a booklist. When you are looking at a Bibliographic Detail or a Title List, click the MyList button on the right. The system will automatically add that title to your list. Do that for as many titles as you wish.

When you are finished adding to the list, click the “My List” tab at the top left of the screen. This will bring up the title that you have “saved” in you list so far.

This list MAY NOT have the correct AC call number in the list. If the book is currently checked out, it will NOT SHOW THIS in the list. You may print the list by choosing File - Print from the File menu in the browser.

If there is a feature that was not explained by this guide or you are having trouble with the system, please see a Reference Librarian.