

Tips on Using the Web Catalog

Feb. 2008

A. Finding the right title

- If not sure of the correct title, you can use **KEYWORD** search with the main words of which you are sure. This can include part of the author's name as well as words in the title or the subject.
- When doing a **TITLE** search, the item may be listed with or without its subtitle. Be sure to check out all occurrences of the title before determining whether or not or where the item is available.

Example: The book *Prey* by Michael Crichton is listed under both *Prey* and *Prey A Novel*.

The screenshot shows a search interface with a search bar containing 'prey' and a dropdown menu set to 'TITLE'. Below the search bar are buttons for 'System Sorted', 'Sort', and 'Search', along with a checkbox for 'Limit results to available items'. There are also buttons for 'Save Marked items' and 'Save ALL on page'. Below this is a table of search results:

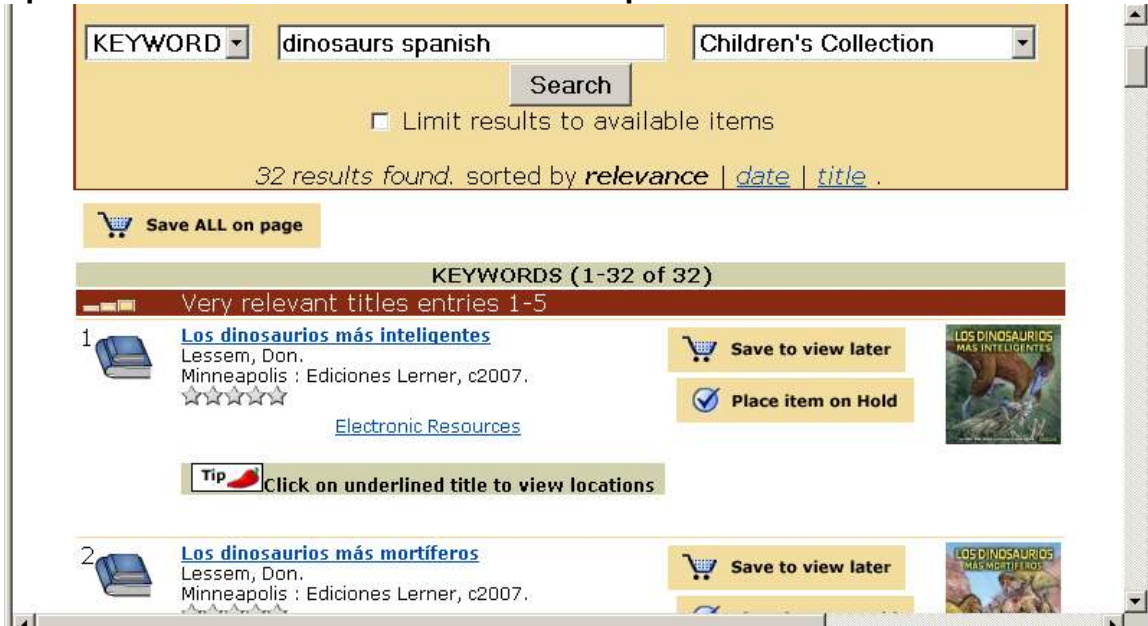
Num Save	TITLES (1-10 of 10)	Year	Entries 17 Found
1	<input type="checkbox"/> Prey		6
2	<input type="checkbox"/> Prey A Novel : Brennan, Allison.; Fiction Brennan	c2006	1
3	<input type="checkbox"/> Prey Animals : Aaseng, Nathan.; 599 Aaseng	c1987	1
4	<input type="checkbox"/> Prey Dancing A Dr Clare Burtonall Mystery : Gash, Jonathan.; Fiction Gash	c1998	1
5	<input type="checkbox"/> Prey For A Miracle		2
6	<input type="checkbox"/> Prey Novel : Crichton, Michael,; Fiction Crichton	2002	1

When you click on *Prey*, you get the Large Print and audio versions, but not the regular print version.

The screenshot shows three entries for the book 'Prey' by Michael Crichton. Each entry includes a format icon, a 'Tip' box, and action buttons. The first entry is for 'LARGE PRINT' (LP) with a tip to click on the underlined title to view locations. The second entry is for 'BOOK ON TAPE' with a tip to click on the underlined title to view locations. The third entry is for 'BOOK ON CD' with a tip to click on the underlined title to view locations. Each entry also has 'Save to view later' and 'Place item on Hold' buttons. A book cover for 'PREY' by Michael Crichton is visible on the right side of the page.

The print version is listed as *Prey Novel*. The same situation may occur with non-fiction titles as well, so look carefully when there are title choices.

B. In addition to limiting your search by Collection, you can use the Keyword Search to limit by subject and language, very useful if you are looking for Spanish Children's books on a certain topic




Or search for an essay or title contained in an anthology, if the information is in the notes field of the record. Before *Brokeback Mountain* was published as a separate book after the movie was released, it was available in a collection of stories, but not retrievable with a title search.

C. Using Advanced Search to limit your search:


You can use this search to enter a combination of terms in title, author, subject and/or note fields, choice of format, and publication information. The language feature does not work well, and you cannot limit it by age group, but you can limit by location.


D. Finding more information on book titles:


Some titles will have the words Electronic Resources under the title on the title list screen.

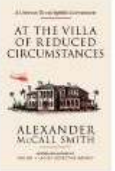
6  [At the villa of reduced circumstances](#)
McCall Smith, Alexander, 1948-
c2003.

[Electronic Resources](#)

Tip  Click on underlined title to view locations

 Save to view later

 Place item on Hold



Or a web URL once you have clicked on a title:


RECORD: [FLEX LOCAL](#)

Author	McCall Smith, Alexander, 1948-
Title	At the villa of reduced circumstances / Alexander McCall Smith ; illustrations by Iain McIntosh.
Publisher	c2003.

Click on the following to:

[Connect to](#)
<http://www.loc.gov/catdir/description/random051/2004043117.html>

Clicking on either may bring you to a brief description of the title as provided by the publisher:

[Return to Catalog](#) 

AUTHOR: McCall Smith, Alexander, 1948-
TITLE: At the villa of reduced circumstances / Alexander McCall Smith ; illustrations by Iain McIntosh.

Publisher description for At the villa of reduced circumstances / Alexander McCall Smith ; illustrations by Iain McIntosh.

[Bibliographic record](#) and links to related information available from the Library of Congress catalog

Information from electronic data provided by the publisher. May be incomplete or contain other coding.

The many fans of Precious Ramotswe will find further cause for celebration in the protagonist of Alexander McCall Smith's irresistibly funny trilogy, the eminent (if shamefully under-read) philologist Professor Dr. Mortiz-Maria von Igelfeld of the

On book title records, there may be a picture of the book jacket which you can click on to read reviews.

The screenshot shows a library catalog interface. At the top, there are navigation buttons: Start Over, Place a hold, Save, MARC Display, Return to List, Limit/Sort Search, and Another Search. Below these is a search bar with 'TITLE' selected and 'blue shoes' entered. There are also dropdown menus for 'View Entire Collection' and 'System Sorted', and a 'Search' button. A checkbox for 'Limit results to available items' is present. The search results show 'Record 2 of 4' and 'Record: Prev Next'. The main record information includes: Author: McCall Smith, Alexander, 1948-; Title: Blue shoes and happiness [large print] / Alexander McCall Smith.; Publisher: 2006. There are tabs for 'Copy Status', 'More Details', and 'Find Similar Items'. A 'Click Book Jacket to Read Reviews' button is on the right, next to a book jacket image for 'Blue Shoes and Happiness'.

Clicking on this will show you reviews of many, but not all, of the titles.

The screenshot shows a booklist review titled 'Booklist Reviews 2006 March #1'. The review text reads: /*Starred Review*/ In this seventh installment in McCall Smith's delightful No. 1 Ladies' Detective Agency series, "traditionally built" Botswana detective Precious Ramotswe faces one of her toughest challenges: losing weight. Luckily, there are plenty of dilemmas to keep her mind off her girth: a nearby village that seems under the influence of witchcraft, a cook suspected of filching food for her increasingly party guests, and a newspaper advice columnist who's doing more damage

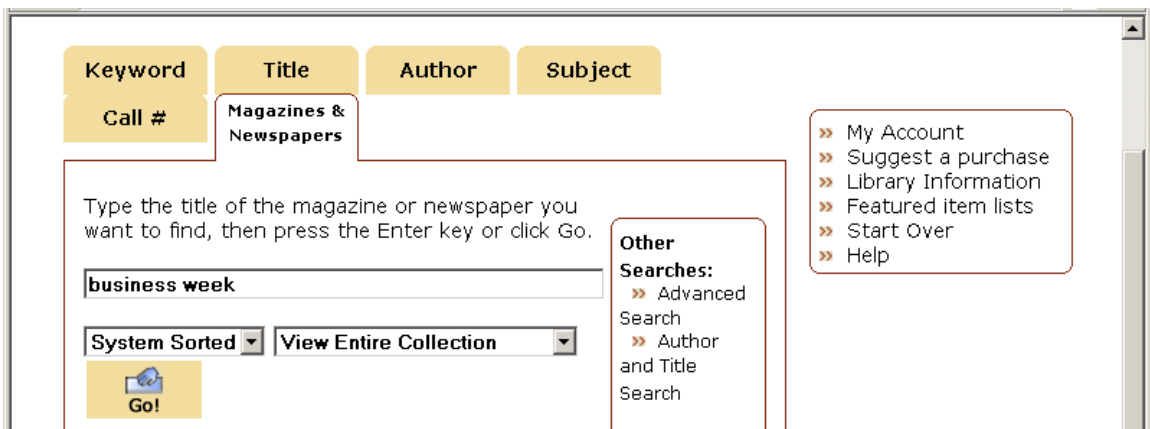
If you want to see what else is in the library on the same or similar subjects, or the name of a fiction series, click on the Find Similar Items tab.

The screenshot shows the 'Find Similar Items' tab selected. The main record information is repeated: Author: McCall Smith, Alexander, 1948-; Title: Blue shoes and happiness / Alexander McCall Smith.; Publisher: 2006. The 'Find Similar Items' section lists: Author: McCall Smith, Alexander, 1948-; Series: The No. 1 Ladies Detective Agency series; McCall Smith, Alexander, 1948- No. 1 Ladies Detective Agency series. Below this is a link 'Show similar items'. The Subject section lists: Ramotswe, Precious (Fictitious character) -- Fiction.; No. 1 Ladies' Detective Agency (Imaginary organization) -- Fiction.; Women private investigators -- Botswana -- Fiction. Below this is another link 'Show similar items'. The final subjects listed are: Botswana -- Fiction.; Mystery fiction.

- D. Producing Title Lists from the catalog
 - a. Choose and **SAVE** the titles you wish to include
 - b. Click on **VIEW SAVED** at the top of the page.

- c. Instead of placing holds, click on the first choice – Export Saved
 - d. Click on Brief Display
 - e. If emailing the list, enter email address
 - f. At the desk or from outside the library, you may print by clicking on SCREEN and then SUBMIT.
 - g. You will see a list on your screen which you may then print.
- TIP:** If you want a list of all titles in the system by a particular author, you can SORT the result list by Year or Title before saving them all for printing.
- TIP:** You can get a list of titles by a fiction author, whether or not we own them, from NOVELIST.

E. There is now a tab for looking up magazines and newspapers by title:



The result will indicate the latest issue received at the owning branches.



Clicking on the words “Latest Received” shows the holdings for the Main Library, as well as when past issues for a particular branch were received, or not received.

Title Business week.
Call # 650 Business Cherry Hills
LIB. HAS HOLDINGS FOR MAIN LIBRARY: Paper: Current + 2 yrs; Microfilm:
 Sept. 1929-June 1972; Microfiche: 1980, 1987-2002.

**Current
 Receipts Are:**

Dec 26, 2005- Jan 2, 2006 ARRIVED on 12-16-05 3965	Jan 9, 2006 ARRIVED on 01-03- 06 3966	Jan 16, 2006 ARRIVED on 01-07-06 3967	Jan 23, 2006 ARRIVED on 01-14-06 3968	Jan 30, 2006 ARRIVED on 01-21- 06 3969	Feb 6, 2006 ARRIVED on 01-28- 06 3970
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