

Hartnell College Library

www.hartnell.edu/library/

The Online Catalog: *Finding books, media and periodicals*

The online catalog is the resource to use to find out which books, media, and periodicals are available in the Hartnell College Library. From the online catalog you can find out where in the library an item is located, and if that item is available.

Hartnell's online catalog is called "Voyager" and sometimes, "WebVoyage," because you access it through the Internet or "web." Since our online catalog is on the Internet, you don't have to come to the library to find out if we own an item. If you have access to the Internet, you just need to go to Hartnell College Library's web page (<http://www.hartnell.edu/library/>), and look for the link under "Online Catalogs & Digital Library Resources." Select **Hartnell Online Catalog**, and you can search the catalog anytime—day, night, weekends, or holidays. When you're in the library, you can use the computers in the reference lab to access the online catalog.

The online catalog is a very sophisticated and powerful tool. Fortunately, it is also easy to use. As you begin to use the catalog, you may notice changes in the way the catalog looks every once and awhile. Just as the Internet is an ever changing, dynamic atmosphere so is our online catalog. New versions are constantly being released, and we are continuously making improvements in the online catalog's appearance so it will be clearer and easier to understand and navigate. If you have trouble using the online catalog, contact the Reference Librarian (759-6078) during the library's open hours.

Getting Started with Searching

Open a new window in your Internet browser (Internet Explorer, etc.) so you can toggle back and forth between the online catalog and this tutorial.

Basic Search

When you first begin using the online catalog, the "**Basic Search**" is selected. Notice that behind **Basic Search** there are two additional tabs— "**Combination Search**" and "**Course Reserve**." These are the three ways you can search in the Online Catalog.

Within **Basic Search** you can look for books by **author**, **title**, **subject heading**, **keyword**, **call number**, and **journal title**. You need to select one of these options to begin searching.

First let's discuss an **author** search. When you search by author, it's important to type the *last name of the author first*. Don't put a comma between the author's names, and don't capitalize the names. Correct spelling is very important! Electronic resources are not forgiving of spelling errors. If you are looking for books by author, Maya Angelou, type:

angelou maya

Next press the search button, or press the enter key on your keyboard. Now a link to your author will be on the search screen. Select the link and a list of books by your author will be displayed. Next select the title you are interested in, and the computer will display details about this item. On the screen the author, title, publisher, place of publication, date of publication, a call number, if the item is available (status), a location, and other information will be provided.

Call Number and Location

All books and media items in the Hartnell College Library are assigned call numbers. Each call number is unique—no two books or videos have the same call number. You will find items on the shelves based on their call number. So write down the complete call number when you find something you want. Hartnell, like most college libraries, uses the Library of Congress Classification System. These call numbers begin with letters of the alphabet, not numbers. The call number for John Steinbeck's *The Grapes of Wrath* is PS 3537 .T3234 G8 1939.

In regards to locations, the catalog may say Location: **REFERENCE COLLECTION or BOOK STACKS or ON RESERVE or COMPUTER & MEDIA SERVICES** or several other places. In addition to writing down the call number, make note of what the location is. This will save you lots of time.

Title Searching

If you have the title of a book, but not the author, you will want to do a title search. When searching by a title, it's important to know that if a title begins with "the" or "a," or "an," ignore these, and type in the next word. An example is, if

you are looking for Steinbeck's *The Grapes of Wrath*, you would type in the search box:

grapes of wrath

Notice that the word "**the**" is omitted at the beginning of the title.

Subject Heading Searching

Subject searching seems like it should be an easy way to search. And sometimes it is. If you are researching a topic like **abortion**, you would type in this subject and you would find lots of listings. But some subjects are not as straightforward. Remember that subject searching is listed as one of the headings searches. When you are looking for a subject, you are looking through a list of subjects recognized by the Library of Congress. You may want information on the **death penalty**, but Library of Congress has decided that the subject heading should be called "**capital punishment**." Think of the yellow pages of a telephone book. When you look for doctors, they're listed under physicians. Lawyers are listed under attorneys, and cars under automobiles. These are examples of a controlled vocabulary. For subjects, there is an authorized list of subject headings, and some subjects aren't on that list! Fortunately in our online catalog there are usually "cross-references" that refer you to the correct subject heading. Be alert and watch for these cross-references.

Keyword Searching

Because searching by subject headings can be difficult, it's a good idea to learn to become an expert **keyword** searcher. In keyword searching you can combine words together into a search. Keywords are words taken from any field in the item record. Words that appear as an author's name, words in a book title, subject headings, publication information, contents information are all searchable as keywords. These keywords can be combined together to narrow down your search topic. Learning to master keyword searching will not only help you to use our online catalog, but it is extremely useful when you are using search engines on the Internet to find information.

Be sure to read the computer screens carefully when keyword searching. There is some very valuable information here. When searching by keyword in the online catalog, place a "+" in front of each essential word you want searched. Phrases are enclosed in quotation marks. Another tool that you can use in keyword searching is truncation. When you truncate, you shorten the word and add a "?" to search for a variety of word endings. For example, if a student was researching the topic **slavery** and the **civil war**, a very focused keyword search

would look like:

+slav? +"civil war"

By typing "slav?" the computer will look for "slave," "slavery," "slaves," etc.

There are drawbacks with keyword searching and truncation. Sometimes the computer finds too many items that are not related to your topic. These are called "false hits," and are a common occurrence when using the Internet. There are many words in the English language that have multiple meanings. So when you are developing your search strategy, keep this in mind. Online searching, like most other skills, is a skill developed and improved over time, and with experience.

Combination Search

Combination searching can be a very powerful way to search. It uses a "fill-in the form" search screen. When using this search method it is very important to select the correct drop-down choice from the form. After typing in words to be searched, notice that you have a choice of "any of these," "all of these," or "as a phrase." You also need to indicate where you want the computer to search—keyword anywhere, author name, subject, title, etc. If you fill in more than one box, you need to indicate if you are limiting your search (select "and"), or expanding your search (select "or").

Course Reserve Search

In college libraries instructors place their own books and materials, as well as library materials, "on reserve" for students in their classes to use. Because these materials are intended to be available to all the students in an entire class (or even several classes), these items have a very limited checkout period—usually two hours. Students can search for materials on reserve by selecting the "course reserve" tab. This search screen also uses a drop-down menu. Students can select their instructor, department, course, or section from the lists in the online catalog. Reserve items need to be requested at Circulation Services, and are usually for "in library" use only.

BEYOND HARTNELL: OTHER ONLINE CATALOGS

If after searching through Hartnell's online catalog, you still don't find a particular book, or you need more books on your subject, what can you do? How can you find out if the materials are available in a nearby library?

A link to the California Libraries Catalog is listed below the Hartnell Online Catalog. Here you can search for an item or subject in all California libraries simultaneously. Or you can search by type of library (example: California Community Colleges) or a geographic region (example: Monterey Bay Area). Just like Hartnell's online catalog you can search by author, title, subject, and

keyword. Be sure to read the search screens because there are searching differences between Hartnell's online catalog and this catalog.

If you find a book listed that is not in a local library, speak with a Reference Librarian, and ask about requesting an interlibrary loan (ILL). Our ILL staff will track down what you need. Allow at least three weeks for this process.

Now you're ready to begin working on the assignment listed below. Good Luck!

Online Catalog Assignment

Select the correct answer below.

1. Students use the online catalog to:
 - a. Shop catalogs online.
 - b. Look for articles in magazines.
 - c. Find listings for books, media, and periodical titles that Hartnell owns.
 - d. Find listings for books that other libraries own.

2. The online catalog can be searched by:
 - a. Author
 - b. Title
 - c. Subject or keyword
 - d. All of the above

3. Using the Basic Search option, the correct way to search for books by **author**, Rudolfo Anaya is to select author search and type in:
 - a. anaya rudolfo
 - b. Rudolfo Anaya
 - c. Anaya, Rudolfo
 - d. rudolfo anaya

4. Also using Basic Search, when searching by **title** it is important to:
 - a. Capitalize the first word in the title.
 - b. Never include "a" or "the" in the title.
 - c. Ignore "the" or "a" if the title begins with these articles.
 - d. All of the above.

5. Some differences between **keyword** searching and **subject** searching are:
 - a. There are no differences.

- b. Subjects are based on a list of Library of Congress authorized subject headings.
 - c. Keywords can be author's names, words from a title, a publication date and more.
 - d. b and c.
6. Still using basic search, when searching by **keyword** the exact phrase "teen pregnancy" should be searched:
- a. teen pregnancy
 - b. Teen Pregnancy
 - c. pregnancy, teen
 - d. "teen pregnancy"
7. What would the search +**"vietnam war"** +**women** indicate?
- a. The searcher wants books written about the Vietnam War.
 - b. The searcher wants books about the Vietnam War and women.
 - c. The searcher wants books about women.
 - d. None of the above
8. Truncation
- a. Means to search on the word root.
 - b. Is a good technique to use when searching for multiple word endings.
 - c. Can produce false hits.
 - d. All of the above.
9. Combination Searching
- a. Is only for keyword searching.
 - b. Can be used for searching by author, title, subject, and/or keyword.
 - c. Can be used only when you know an author's complete name and the title of a book.
 - d. All of the above.
10. In Course Reserve searching
- a. Students can search by instructor.
 - b. Students can search by class name.
 - c. Students can search by department.
 - d. All of the above.
11. If you are not already at the [Hartnell College Library's web site](#), go there and complete the following questions using the **Hartnell Online Catalog**. Select "**Basic Search**" and look for books by author, **Gary Soto**. (*note: remember to*

type author's last name first) From the list below select the most recent book by this author that the library owns:

- a. Pieces of the heart
- b. California childhood
- c. Poetry lover
- d. Close to home

12. What is the publication date of the book?

- a. 2002
- b. 2001
- c. 2000
- d. 1999

13. Which call number is the right one for this book?

- a. VT 492
- b. PS508.M4P53 1993
- c. PS3569.O72 W54 1990
- d. PS3569.O72 P64 2001

14. Which is the correct publisher for this book?

- a. Creative Arts
- b. University of Pittsburgh
- c. University of New Mexico
- d. Chronicle

15. Among the listings under Gary Soto in the online catalog do you find any "non-books" listed?

- a. No, only books.
- b. Yes, there's a videorecording.
- c. Yes, there are magazine articles.

16. Now do a new basic search, this time looking for books by **subject headings**. Look for books under the possible subject heading "**mormons**." How many books are listed under this subject heading?

- a. 0-10
- b. 11-20
- c. 21-30
- d. More than 30

17. Browse through the book titles listed under this subject and find a book titled City of the Saints. Based on the information found on the screen, what city is the book about?

- a. Los Angeles
- b. St. Louis
- c. Salt Lake City
- d. Santa Fe

18. Which publication information correctly matches this book?

- a. Ann Arbor: University Microfilms, 1966.
- b. New York: Knopf, 1963.
- c. Chicago: Rio Grande, 1964.
- d. Grand Rapids: Eerdmans, 1963.

19. What is listed as the location for this book?

- a. Reference collection
- b. College and Career Reference
- c. Media Desk
- d. Book Stacks

20. Do a new basic search, this time selecting **keyword**. Type in **+women +mormon**. How many books does the online catalog find?

- a. 0-5
- b. 6-15
- c. 16-20
- d. more than 20

21. Which book was listed when you did this search?

- a. Western Women: Their Land, Their Lives
- b. Secret Ceremonies
- c. Twentieth Century Mormon Women