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# How To Use

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## ONLINE CATALOG

### WHAT IS THE ONLINE CATALOG?

The online catalog is a computerized list of all the items a library owns. Ours 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, audio visual materials, located in the Media Center, juvenile and children's literature, located in the Curriculum Lab, and materials listed in Special Collections, located in the Archives. 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.

### BEGINNING

Always start at the Library Web page (<http://www.asbury.edu/library>) and click on the link that says **"Find Books."** Then click on the link **"Search for Our Books."** You should see an opening search screen like below.

The screenshot shows the Asbury University Kinlaw Library online catalog search interface. At the top, there are two logos: the Asbury University logo with the tagline "Academic Excellence & Spiritual Vitality" and the Kinlaw Library logo with the tagline "Where Individuals and Information Interface". To the right of the logos is a yellow button labeled "My Account". Below the logos, there are links for "Asbury Home" and "Library Home". The main navigation area includes "Search the Catalog", "Advanced Search" (underlined), and "Browse the Catalog". Below this is a search form with fields for "Search:" (a text input), "Type:" (a dropdown menu set to "Keyword"), "Format:" (a dropdown menu set to "All Formats"), and "Location:" (a dropdown menu set to "Asbury University"). A purple "Search" button is to the right of the "Location" dropdown. At the bottom of the page, there is a purple footer bar with the text "Copyright © 2015 Asbury U".

Place your cursor in the search box and type the words that you wish to search for. Choose from the TYPE: box the search that you wish to execute. When you have finished entering your word(s) or phrase, then hit **ENTER** or click the Search 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 for type of search. Below are explanations of these options and how to use them.

**Keyword** – search title, author, subject all at once

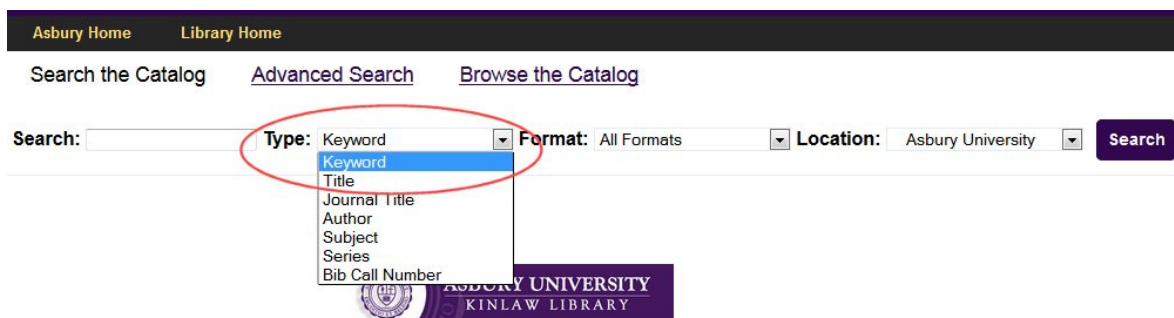
**Title** – search for words in the title of the work

**Journal Title** – search for the journal and magazine titles we own

**Author** – search the author's name – last name, first name works best

**Subject** – search in the subjects (also try the browse feature)

**Series** – if you know the set of works by name



## KEYWORD SEARCHING

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. The computer will return a list of titles that match the words entered in the search box.

### Examples:

To find:	<i>Library Research in Psychology; a Student Manual</i>
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 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.

## RESULTS LIST

When you have clicked the search button, the system will return to you a list of results. This is usually a title list if you did a keyword search. Other types of results lists will occur if you chose a browse search. Here is a typical results list.

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[Search the Catalog](#)   [Advanced Search](#)   [Browse the Catalog](#)

**Search:**    **Type:**    **Format:**    **Location:**

[Another Search](#)   [Advanced Search](#)   **Sort by**    [Show More Details](#)   ☐ Limit to available items

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**Search Results**   Results 1 - 5 of about 5   (page 1 of 1)


Personal Author	
<a href="#">Hutchisson, James M.</a>	(1)
<a href="#">Legler, Henry Eduard 1861-1917</a>	(1)
<a href="#">Miller, Perry 1905-1963</a>	(1)
<a href="#">Poe, Edgar Allan 1809-1849</a>	(1)

Topic Subject	More
<a href="#">History and criticism</a>	(2)
<a href="#">American literature</a>	(1)
<a href="#">Authors, American</a>	(1)
<a href="#">Children's poetry</a>	(1)
<a href="#">Criticism</a>	(1)

Series Title	
<a href="#">Willie Morris books in memoir and biography</a>	(1)


Name Subject	
<a href="#">Poe, Edgar Allan 1809-1849</a>	(3)
<a href="#">Melville, Herman 1819-1891</a>	(1)

Geographic Subject	
<a href="#">United States</a>	(2)

- 

**[The raven and the whale : the war of words and wits in the era of Poe and Melville.](#)**  
[Miller, Perry, 1905-1963.](#)  
Books and Serials ([1973, c1955])  
**Call number:** 810.9 M62  
1 of 1 copy available at ASLAN - Network.  
1 of 1 copy available at Asbury University.

☒ Place Hold

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**[Poe's Raven, its origin and genesis : a compilation and a survey](#)**  
[Legler, Henry Eduard, 1861-1917](#)  
Books and Serials (1972.)  
**Call number:** 811 P7r YL  
1 of 1 copy available at ASLAN - Network.  
1 of 1 copy available at Asbury University.
☒ Place Hold   

ASBURY UNIVERSITY - KINLAW LIBRARY   One Macklem Drive, Wilmore, KY 40390

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## DETAILS SCREEN

You can see more information about each title from the results screen. Just click on the title. You will then see a screen like below.

The screenshot shows the library's homepage with the Asbury University and Kinlaw Library logos. Below the navigation bar, there's a search bar with 'poe' entered. The search results show 'The American face of Edgar Allan Poe' by Shawn Rosenheim and Stephen Rachman. A red circle highlights the 'Place Hold', 'Add to my list', and 'Print / Email' buttons. Below the book cover, there's a table with columns: LOCATION, CALL NUMBER / COPY NOTES, BARCODE, SHELVING LOCATION, STATUS, and DUE DATE. The row for 'Kinlaw Library' shows call number '818 P7 Yro', barcode '1011006368', shelving location 'STACKS-AU', and status 'Available'.

LOCATION	CALL NUMBER / COPY NOTES	BARCODE	SHELVING LOCATION	STATUS	DUE DATE
Kinlaw Library	818 P7 Yro	1011006368	STACKS-AU	Available	-

At the bottom of the item information, you will see more detailed information about **where** the item is located – including the call number, and the current status. If it says “Available” it means it is on the shelf. You may also see that the Seminary has a copy or two.

This screen will also reveal additional options you can make for this title. These may include “Add to My List” and “Hold” options.

When you scroll down the page, there is more information about this item. There may be other content information such as the list of table of contents. Most importantly you will see subject information for this item. If you like this item, you can click on any of those subjects to find more with the same subject listing.

The screenshot shows the detailed record page for the book. It includes a table with the same columns as the results page. Below the table, there's a 'Record details' section with ISBNs, physical description, and publisher. A red circle highlights the 'Content descriptions' section, which includes a bibliography note. Below that, there's a 'Search for related items by subject' section with a subject string. A red arrow points to the subject string. At the bottom, there's a section for 'AWARDS, REVIEWS, & SUGGESTED READS', 'SHELF BROWSER', and 'MARC RECORD'.

**Record details**

- ISBN: 0801850258 (pbk : acid-free paper)
- ISBN: 080185024X (cloth : acid-free paper)
- Physical Description: xx, 364 p. : 25 cm.
- Publisher: Baltimore : Johns Hopkins University Press, 1995.

**Content descriptions**

**Bibliography, etc. Note:** Includes bibliographical references (p. [345]-361).

**Formatted Contents Note:** Introduction : Beyond "The problem of Poe" / Shawn Rosenheim and Stephen Rachman -- Being odd, getting even (Descartes, Emerson, Poe) / Stanley Cavell -- Strange fits : Poe and Wordsworth on the nature of poetic language / Barbara Johnson -- "Es lässt sich nicht schreiben" : plagiarism and "The man of the crowd" / Stephen Rachman -- Terminate or liquidate? Poe, sensationalism, and the sentimental tradition / Jonathan Elmer -- Revivification and Utopian time : Poe versus Stowe / Eva Cherniavsky -- A clew to a clue : locked rooms and labyrinths in Poe and Borges / John T. Irwin -- Detective fiction, psychoanalysis, and the analytic sublime / Shawn Rosenheim -- Amorous bondage : Poe, ladies, and slaves / Joan Dayan -- Poe and gentry Virginia / David Leverenz -- "Horrible to relate!": recovering the body of Marie Rog t / Laura Saltz -- Poe, literary nationalism, and authorial identity / Meredith L. McGill -- "Ut pictura Poe": poetic politics in "The island of the Fay" and "Morning on the Wissahiccon" / Louis A. Renza -- The poetics of extinction / Gillian Brown.

**Search for related items by subject**

**Subject:** Poe, Edgar Allan, 1809-1849 > Criticism and interpretation.  
National characteristics, American, in literature.  
Literature, Comparative > American and foreign.  
Literature, Comparative > Foreign and American.

**AWARDS, REVIEWS, & SUGGESTED READS**

**SHELF BROWSER**

**MARC RECORD**



## RELATED WORKS

To find more related items after finding one that is useful, use any author name or subject word. This function can be used at a record detail screen as seen above, or in a results list as seen below. Just click once on any underlined author or subject and jump to more items under that heading. These are hyperlinks to more items.

### Example:

- Find *Envisioning Information* by Edward Tufte with a **keyword** search.
- Choose that title from the list by clicking on the title.
- At the record screen scroll down. The subjects for this book will be at the bottom. 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 with that same subject, including the item that you found originally.

Search: Visual communication Type: Subject Format: All Formats Location: Asbury University Search

Another Search Advanced Search Sort by Sort by Relevance Show More Details Limit to available items

Search Results Results 1 - 10 of about 23 (page 1 of 3) 1 2 3 Next ►

Personal Author	More		
<a href="#">Tufte, Edward R. 1942-</a> (2)		1. <a href="#">Envisioning information</a> <a href="#">Tufte, Edward R., 1942-</a>	Place Hold Add to my list
<a href="#">Caldwell, John Thornton 1954-</a> (1)		Books and Serials (c1990.) Call number: 302.23 T84e 1 of 1 copy available at ASLAN - Network. 1 of 1 copy available at Asbury University.	
<a href="#">Denton, Craig</a> (1)		2. <a href="#">Beautiful evidence</a> <a href="#">Tufte, Edward R., 1942-</a>	Place Hold Add to my list
<a href="#">Hariman, Robert</a> (1)		Books and Serials (c2006.) Call number: 302.23 T84b 1 of 1 copy available at ASLAN - Network. 1 of 1 copy available at Asbury University.	
<a href="#">Heller, Steven</a> (1)			
Topic Subject	More		
<a href="#">Visual communication</a> (16)		3. <a href="#">Visual communication : images with messages</a> <a href="#">Lester, Paul Martin</a>	Place Hold Add to my list
<a href="#">Visual perception</a> (7)		Books and Serials (c2000.) Call number: 302.23 L47v 2000 1 of 1 copy available at ASLAN - Network. 1 of 1 copy available at Asbury University.	
<a href="#">Graphic arts</a> (4)			
<a href="#">Art</a> (3)		4. <a href="#">Graphics for visual communication</a> <a href="#">Denton, Craig</a>	Place Hold Add to my list
<a href="#">Communication</a> (3)		Books and Serials (c1992.) Call number: 302.222 D45g 1 of 1 copy available at ASLAN - Network. 1 of 1 copy available at Asbury University.	
Series Title			
<a href="#">Communication, media, and culture</a> (1)			
<a href="#">Perspectives (Bloomington, Indiana)</a> (1)			
Name Subject			
<a href="#">Association for Educational Communications and Technology</a> (1)		5. <a href="#">The vision machine</a> <a href="#">Virillo, Paul</a>	Place Hold Add to my list
<a href="#">Rand, Paul 1914-</a> (1)		Books and Serials (1994.) Call number: 701.15 V48v 1 of 1 copy available at ASLAN - Network. 1 of 1 copy available at Asbury University.	
Geographic Subject			
		6. <a href="#">The psychology of graphic images : seeing, drawing, communicating</a> <a href="#">Massironi, Manfredo. 1937-</a>	Place Hold Add to my list

## ADVANCED SEARCHES

When you search in several indexes at once, you are increasing your chances to find exactly what you want without having to sort through a long list of results. 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** and type Lewis in the box. Then choose the drop down box on the far left called **And**. In the next box choose **Title** and type wardrobe in the box on the right. Then click the search button. From this screen you can also choose material types and collections.

The computer will produce a title list of all titles with Lewis as the author and wardrobe in the title.

The computer **also** found all versions / editions of The Lion, the Witch, and the Wardrobe by C. S. Lewis. Kinlaw Library has several - including a sound recording and videos.

[Asbury Home](#) [Library Home](#)

Search the Catalog [Basic Search](#) [Browse the Catalog](#)

Advanced Search Numeric Search Expert Search

**Search Input**

	Author	Contains	lewis	X
And	Title	Contains	wardrobe	X
And	Author	Contains		X

[Add Search Row](#)

Search Clear Form

**Search Filters**

<b>Item Type</b> Audiobooks & Spoken R Books and Serials Kits Maps & Atlases	<b>Item Form</b> Direct electronic Electronic Microfiche Microfilm	<b>Language</b> Aramaic Chinese English French	<b>Audience</b> Adolescent Adult General Juvenile
<b>Video Format</b> Blu-ray disc DVD VHS	<b>Bib Level</b> Monograph/Item Serial	<b>Literary Form</b> Fiction Non-Fiction Novels Poetry	
<b>Search Library</b> Asbury University	<b>Publication Year</b> Is	<b>Sort Results</b> Sort by Relevance	

☐ Limit to Available

## 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 --> 2275 titles

Consumer Culture --> 17 titles

Such as - *Throwaways; Work Culture and Consumer Education*

##### Subject Keyword

Culture --> 2292 titles with subjects such as -

Christianity and culture

Culture -- history

Culture conflict

Popular Culture --> 246 titles with subjects such as -

Women in popular culture

Popular culture -- history -- 20th century

### To broaden a search (Boolean OR) Available on the ADVANCED SEARCH screen only.

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 --> 752 titles

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

##### Subject Keyword

child or infant or babies --> 1319 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

Results

## Call Number searching (under Numeric Search)

This search produces a Shelf Browsing feature that shows the books in order much like they appear on the shelf. If you want information on a single book and you have the call number, this is an option.



## LIMITING

You may limit your results from the **Advanced search page**. 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 library, language, material types, and publication year. These limits will always appear **BELOW** the search boxes on the main screen.

The screenshot shows the 'Advanced Search' interface. At the top are three tabs: 'Advanced Search' (selected), 'Numeric Search', and 'Expert Search'. Below is the 'Search Input' section with three rows of search criteria: 'Keyword Contains', 'And Title Contains', and 'And Author Contains'. Each row has a text input field and a clear 'X' button. Below the input fields is a link 'Add Search Row' and two buttons: 'Search' and 'Clear Form'. The 'Search Filters' section follows, containing several filter categories: 'Item Type' (Audiobooks & Spoken Records, Books and Serials, Kits, Maps & Atlases), 'Item Form' (Direct electronic, Electronic, Microfiche, Microfilm), 'Language' (Aramaic, Chinese, English, French), 'Audience' (Adolescent, Adult, General, Juvenile), 'Video Format' (Blu-ray disc, DVD, VHS), 'Bib Level' (Monograph/Item, Serial), 'Literary Form' (Fiction, Non-Fiction, Novels, Poetry), 'Search Library' (Asbury University), 'Publication Year' (Is), 'Sort Results' (Sort by Relevance), and a checkbox for 'Limit to Available'.

## SORTING

You can sort lists of titles when you create your search. Usually the keyword lists returned by the computer are in a jumbled order. It is often helpful to put them in order alphabetically, or by some other means, like relevance. Other choices include the option of sorting by publication date, which can be useful when looking for current items under a particular subject. You can sort at any time. These options will appear at the top of a results list. Just make a new choice and redo your search. The new list will be in sorted order.

[Refine My Original Search \]](#)

The screenshot shows the 'Search Results' page. At the top are three tabs: 'Another Search', 'Advanced Search', and 'Sort by'. The 'Sort by' dropdown menu is open, showing options: 'Sort by Relevance' (selected), 'Sort by Title' (Title: A to Z, Title: Z to A), 'Sort by Author' (Author: A to Z, Author: Z to A), and 'Sort by Publication Date' (Date: Newest to Oldest, Date: Oldest to Newest). Below the tabs is a 'Show More Details' button. The 'Search Results' section shows 'Results 1 - 10 of about 139 (page 1)'. A table lists results with columns 'Personal Author' and 'More'. The first result is 'Poe, Edgar Allan 1809-1849' with 16 items. The second is 'Poe, Harry Lee 1950-' with 3 items. The third is 'Gale, Robert L. 1919-' with 2 items. A 'Next' button is visible on the right.

## BROWSE SEARCHING

The screenshot shows the top navigation bar with links for 'Asbury Home' and 'Library Home'. Below this are three tabs: 'Basic Search', 'Advanced Search', and 'Browse the Catalog'. The 'Basic Search' tab is active. The search interface includes a 'Search:' text box, a 'Browse for:' dropdown menu with options 'Titles', 'Authors', 'Subjects', and 'Series', a 'Library:' dropdown menu with 'Asbury University' selected, and a 'Browse' button.

Browse searching will do an alphabetical search and return a list of entries in alphabetic order. Enter a search term or set of words to browse in the box, then click the appropriate selection from the dropdown box.

### Title Browse

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 Browse

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

The screenshot shows the search results for 'Howells, William Dean'. The search bar contains 'howells, william dean'. The 'Browse for:' dropdown is set to 'Authors'. The results list includes:

- Howells, Herbert 1892- (3)
- Howells, John G. (3)
- Howells, W. W. (William White) 1908- (2)
- Howells, William Cooper 1807-1894 (1)
- **Howells, William Dean 1837-1920 (29)**
- Howells, Winifred M. (1)
- Howerton, George (1)
- Howes, Carolee (1)
- Howes, Elaine V. (1)
- Howes, Frank Norman 1901-1973 (1)

Navigation buttons 'Back' and 'Next' are visible at the bottom of the results list.

### Subject Browse

Subject alphabetical searching is very valuable. The list shown by the computer is an alphabetical list as close to what was entered as possible.

### Series Browse

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.

## PLACE HOLDS

When you are looking at an item detail screen, like below, you will see a “Place Hold” link on the right. This item in the example is currently checked out. You can place a hold on any book that is currently checked out (or not on the shelf). You would place a “hold” on any item that is currently unavailable (not on the shelf) so that when it is returned, you will be next in line to check it out. The Library will notify you when a book has been returned if you placed a hold on it.

In order to place the hold, you will need your library account BARCODE and password / pin number. You may choose to be notified by phone, or email. The phone number set up in your account will automatically show up. Once you select the “Yes, by phone”, you can supply a different phone number for this hold only. The notification method will be selected automatically if you have set it up in your account preferences. If you choose your method on this screen, it will override any default set up in your account.

You can view and cancel a hold at any time. You need to log into your account to do this.

Asbury Home Library Home

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search: marketing Type: Title Format: All Formats Location: Asbury University Search

◀ Search Results Showing Item 1 of 319 Next ▶

Marketing / Charles W. Lamb, Jr., Joseph F. Hair, Jr., Carl McDaniel.  
[Lamb, Charles W.](#) (Author). [Hair, Joseph F.](#) (Added Author). [McDaniel, Carl D.](#) (Added Author). [Lamb, Charles W. Principles of marketing.](#) (Added Author).

Books and Serials

**Available copies**

- 0 copies at ASLAN - Network.
- 0 copies at Asbury University.

**Current holds**

0 current holds with 1 total copy.

[Place Hold](#)  
[Add to my list](#)  
[Print / Email](#)

LOCATION	CALL NUMBER / COPY NOTES	BARCODE	SHELVING LOCATION	STATUS	DUE DATE
<a href="#">Kinlaw Library</a>	658.8 L26m	1000801456	STACKS-AU	Checked out	05/29/2015

**Record details**

- ISBN: 0538849487
- Physical Description: liii, 890 p. : ill. (some col.), col. maps ; 29 cm.

In order to complete the hold, you will need to login to the system with your library barcode and password. The barcode is the number on your student ID. See the Circulation Desk staff for more information on this procedure.

Once you click the “Place Hold” button, and have logged in, you will see the options screen – as below.

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search: Type: Keyword Format: All Formats Location: Asbury University

**Log in to Your Account**  
Please enter the following information:  
**Library Card Number or Username**  
\*  
Please include leading zeros and no spaces.  
Example: 0026626051

**PIN Number or Password**  
\*  
If this is your first time logging in, please enter the last 4 digits of your phone number. Example: 0926  
[Forgot your password?](#)

☐ Stay logged in? **Log in**

**Questions?**  
Visit our FAQs section for answers to common questions about how to use your account.

**FAQs**

[My Account](#)
[Logout](#)

0 Checked Out
0 On Hold
0 Ready for Pickup
\$0.00 Fines

[Asbury Home](#)
[Library Home](#)

[Search the Catalog](#)
[Advanced Search](#)
[Browse the Catalog](#)

Search: 
Type: 
Format: 
Location:

### Place Hold

Marketing / Charles W. Lamb, Jr., Joseph F. Hair, Jr., Carl McDaniel.

Pickup location:

Notify when hold is ready for pickup?

☒ Yes, by Email

Email Address:

☐ Yes, by Phone

Phone Number:

Click the appropriate check boxes next to “email” or “phone” and click the Submit button. Your hold will be placed. You will be notified when it is available to pick it up at the Circulation Desk.

**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.**

Created: 6/06  
Revised: 7/15  
JW

Kinlaw Library, Asbury University, Wilmore, KY 40390