How To Use

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.
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

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**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: *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 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.

<table>
<thead>
<tr>
<th>Personal Author</th>
<th>The raven and the whale: the war of words and wits in the era of Poe and Melville.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Edward Legler</td>
<td>Miller, Henry Edward. 1865-1855. Call number: 816.9 M62. 1 of 1 copy available at ASLB.</td>
</tr>
<tr>
<td>Edgar Allan Poe</td>
<td>Miller, Henry Edward. 1865-1855. Call number: 816.9 M62. 1 of 1 copy available at ASLB.</td>
</tr>
<tr>
<td>Topic Subject</td>
<td>Poe's Raven, its origin and genesis: a compilation and a survey</td>
</tr>
<tr>
<td>History and criticism</td>
<td>Poe, Edgar Allan. 1809-1849. Call number: 816.9 P7 YL. 1 of 1 copy available at ASLB.</td>
</tr>
<tr>
<td>American literature</td>
<td>Poe, Edgar Allan. 1809-1849. Call number: 816.9 P7 YL. 1 of 1 copy available at ASLB.</td>
</tr>
<tr>
<td>Authors, American</td>
<td>Criticism</td>
</tr>
<tr>
<td>Child's poetry</td>
<td>Series Title</td>
</tr>
<tr>
<td>Criticism</td>
<td>Whole books in memory and biography</td>
</tr>
<tr>
<td>Name Subject</td>
<td>Poe, Edgar Allan. 1809-1849. Call number: 816.9 P7 YL. 1 of 1 copy available at ASLB.</td>
</tr>
<tr>
<td>American literature</td>
<td>Poe, Edgar Allan. 1809-1849. Call number: 816.9 P7 YL. 1 of 1 copy available at ASLB.</td>
</tr>
<tr>
<td>Geographic Subject</td>
<td>A child's anthology of poetry</td>
</tr>
<tr>
<td>United States</td>
<td>Location: Asbury University</td>
</tr>
</tbody>
</table>
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.

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.
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.
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.
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

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.

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.
BROWSE SEARCHING

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

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.

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.
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.