

# USING THE ONLINE LIBRARY CATALOG

@ Holy Family University Library & LRC

1/19/2006

Search the online library catalog to find books, print journal titles (not individual articles), videos, CDs, curriculum materials, software, DVDs, and other items owned by the Library and LRC. For journals, the catalog will tell you what years the library owns for that title. For books, videos, and other materials, it will provide the call number and status of the item, so that you can find it on the shelf.

## TO ACCESS THE CATALOG

- 1) Use a web browser to access the library homepage at: <http://familycat.holyfamily.edu/>
- 2) Click "**Search Catalog**." (You do not need a username or password to search the catalog from home.)

## SEARCHING THE CATALOG

- 1) Type keyword(s) for your search into the search box.
- 2) **Optional:** Limit your search by selecting a particular library from the drop-down menu or by clicking **Power Search**.
- 3) Click on the drop-down menu next to the search box to select a type of search:

### Author

Search for items by a particular author or creator:

- Use last name first name format (no comma needed):

Ex.  Returns search results by the author: **Ernest Hemingway**

### Title

Search for items with a specific title:

- Do NOT use articles (a, an, the) at the beginning of a title.
- DO type articles between words in a title.

Ex.  Returns search results with the title: **The Old Man and the Sea**

### Subject

Search for items about a specific person or subject:

- To search for items about a particular person, type the last name first.

Ex.  Returns search results about the author: **Robert Frost**

- Every item in the catalog has been assigned one or more Library of Congress "subject headings" that identify the topic of the book.

**Note:** *Frequently there are multiple words that refer to the same concept, or one term that refers to different concepts depending on the topic. For example, the term **inclusion** means something very different to educators than it does to medical professionals. Subject headings help resolve this problem by giving all of the materials on the same topic the same subject heading, even if the authors used different terminology.*

Ex.  Returns search results about the subject: **Literature**  
*May suggest narrower subjects (**Literature -- Stories, plots, etc.**) and related subjects (Search also under: **Fiction**).*

### Keyword

Search for items using keyword(s) that may appear in ANY part of an item's record:

- Returns a larger search results list— Limit the number of results using the "tips" below...

Ex.  Returns all search results containing the keyword: **frost**  
Results may include items about **Jack Frost** and **frost in plants**, authors named **Frost**, titles containing the word **frost**, etc...

**Note:** *Hitting "Enter" after typing in your keyword(s) will default to a search using the italicized button.*

## SEARCHING TIPS

- ✓ Limit or expand a **keyword search** by combining search terms with **Boolean operators**:
  - **AND** → Limits your search to results with both words Ex: anxiety AND test
- ✓ Use **#** as a "wildcard" letter for unknown letters:
  - wom#n → **woman** or **women**
- ✓ Truncate or shorten words with **?** to find variations of a term:
  - disab? → **disabled, disability, disable...**

- ✓ Use the "**Author**" and "**Title**" options when you know the correct beginning words of the name of the item or the author.
- ✓ Searching is not case sensitive—you may use lower or upper case letters.
- ✓ Punctuation (such as periods, commas, apostrophes, etc.) is optional. If a hyphen is part of a name or term you must include the hyphen.

## RESULTS LIST

- ✓ The results list provides bibliographic information about an item, including the author, title, publisher, and date—as well as holdings information to help you find the item.
- ✓ Click on the "Details" link to see more information about an item, including **Subject Heading(s)** that may help you locate additional items related to the same topic.

The following is a sample record:

#6	LC1201 .G68 1999	1999
<a href="#">Details</a>	<b>The inclusive early childhood classroom : easy ways to adapt learning centers for all children</b>	
<a href="#">Keep</a>	Gould, Patti, 1949-	
	3 copies available at Northeast Philadelphia Campus Library and Newtown Learning Resource Center	

Locations where an item can be found in the library or LRC:

- **Bottom shelves**— Indicates an oversize item; shelved on the bottom shelf of the rack.
- **Curric Lib**—The Curriculum Library includes juvenile books, resources, & teaching materials. *(NEP: The Curriculum Library is located on the lower floor.)*
- **Stacks**—The standard location for most books; indicates the item can be checked out. *(NEP: Circulating books are located on the upper & lower floors.)*
- **Juv**—Juvenile or children's books and materials
- **Reference**—The Reference section includes dictionaries, encyclopedias, almanacs, etc., as well as frequently used materials. Reference books cannot be taken out of the library. *(NEP: Reference books are located on the main floor.)*
- **Reserve**—Items on reserve are materials such as articles and books that your instructor puts on hold in the library for students to check out and read. Reserved items cannot be taken out of the library. *(NEP: Reserve items are located behind the Circulation Desk.)*

**Call Number:** Identifies where an item can be found on the shelf:

- Look for the HQs, then for HQ1154, then for .W65
- NEP: Circulating books A – PQ are located on the upper floor. PR – Z are located on the lower floor.

**Status:** Identifies whether a circulating item is available for checkout:

- **Available**—The item is in the library and should be on the shelf. *Use the location and call number to locate an item.*
- **Charged**—The item has been checked out of the library. *You may request to be notified when an item returns to the library by placing a "hold" on an item at the circulation desk.*

**QUESTIONS?** Holy Family librarians are available to assist you!

**Call:** 215-637-5828 (Northeast Campus Library) or 215-504-2000 x4010 (Newtown LRC)

**Email:** [reference@holyfamily.edu](mailto:reference@holyfamily.edu)

**Visit:** [www.holyfamily.edu/library](http://www.holyfamily.edu/library)