Using the Library Catalog

http://library.dcccd.edu/

Searching by Author

The LIBRARY CATALOG will search for three types of authors:

- personal authors
- corporate authors
- conferences

Personal Authors

To find all the books in the DCCCD Libraries written by a particular person you must perform an author search. On the LIBRARY CATALOG Search Screen click on the Author button: This will take you to the Author Search Screen. Type your author’s name in the box, last name first, and press the Enter key or click on BEGIN Search.

EXAMPLES:
- hemingway ernest <enter>
- faulkner william <enter>

This will produce a list of entries for items produced by the person whose name you typed in. If the LIBRARY CATALOG finds an exact match, it will immediately display a list of the books written by the person which the library owns. You may scroll through this list by clicking on the Next Page or Previous Page buttons. When on a list of books by an author, click on the title to see the complete record. Be sure to note the location, call number and availability of each item that you decide you want. This information is found in the box in the middle of each record.

Sometimes, however, authors may have names that are the same or very similar. If that is the case (for example, a name like John Smith), the LIBRARY CATALOG displays a list of names that most closely match the one you typed in. Select the entry that best matches what you are looking for by clicking on it and the LIBRARY CATALOG will display the books in the library by that person.

Corporate Authors

To find all the books in the DCCCD Libraries sponsored by a particular corporation, organization, or association, you must perform an author search. On the Author Search Screen, type the organization’s complete name in the box and press the Enter key or click on BEGIN Search.

EXAMPLES:
- university of texas at austin <enter>
- microsoft corporation <enter>

The LIBRARY CATALOG will then retrieve a list of books for which that group is responsible.

Conferences

To find all the books in the DCCCD Libraries that were issued by or the result of a particular conference or meeting (for example, conference proceedings, papers, etc.) you must perform an author search. On the Author Search Screen, type in the box the conference or meeting’s complete name or the name of the organization that sponsored the conference and press the Enter key or click on BEGIN Search.

EXAMPLES:
- conference on natural gas <enter>
- american association of law libraries <enter>

The LIBRARY CATALOG should then retrieve a list of books for which that group is responsible.
Searching by Title

To find out if the DCCCD Libraries have a specific book, you may search the LIBRARY CATALOG for the book's title. On the LIBRARY CATALOG Search Screen click on the **Title** button: This will take you to the Title Search Screen. Type as much of the title as you know in the box and press the Enter key or click on BEGIN Search.

**EXAMPLES:**

gone with the wind <enter>  
or  
gone with the w <enter>

You will then retrieve a list of books owned by the DCCCD Libraries which have titles beginning with the words you typed in. You may scroll through this list by clicking on the Next Page or Previous Page buttons. Click on the entry that most closely matches your search to see the complete record. Be sure to note the location, call number and availability of each item that you decide you want. This information is found in the box in the middle of each record.

If the libraries do not own the book, you will see a screen listing similar titles to the one you typed in with a notation in the middle that says "Your entry ... would be here". This tells you that the item is not available at the DCCCD Libraries. Remember, however, that all DCCCD Libraries offer an Interlibrary Loan service that may be able to obtain a copy of the book from another library. Ask for assistance at the Reference Desk.

**HINTS:**

1. The LIBRARY CATALOG ignores initial articles if they appear as the first word in a title. So if your title begins with the, a, or an you don’t have to bother to type those words in. However, if an article appears within a title, be sure to include it.

2. If you can only remember a word or two in the title, but not the full title, you might try retrieving the book using a keyword search.
Searching by Keyword

The LIBRARY CATALOG allows you to search its database by keyword. This means you may search using any word or words that best describes the topic on which you're looking for information.

It's advisable to use a keyword search when:

1. You don't know all the words in a title or subject heading.
2. There is no subject heading that matches your topic.
3. The topic consists of more than one concept and you need to combine terms to search for all of them at once.

To perform a keyword search, on the LIBRARY CATALOG Search Screen click on the Keywords button: This will take you to the Keyword Search Screen. Type your keyword(s) in the box and press the Enter key or click on BEGIN Search.

EXAMPLE:

```
   car insurance <enter>
```

The LIBRARY CATALOG will retrieve every record in its database with those words. You may scroll through this list by clicking on the Next Page or Previous Page buttons. Click on a title to see the complete record for that item. Be sure to note the location, call number and availability of each item that you decide you want. This information is found in the box in the middle of each record.

**Use Boolean Operators To Combine Your Search Terms:** The Words **AND, OR, AND NOT**

**AND** Narrows a search and finds fewer results.

Use **AND** to retrieve records that have all the words you type in:

**EXAMPLE:**

```
   indians AND texas <enter>
```

The LIBRARY CATALOG assumes you want an "AND" search if you don't include an operator between your search terms.

```
   indians texas <enter>
```

**OR** Broadens a search and finds more results.

Use **OR** to retrieve records that have at least one, but not necessarily all, of the words you type in:

**EXAMPLE:**

```
   native OR indians OR indigenous OR aboriginal <enter>
```

**AND NOT** Eliminates a word from your search.

Use **AND NOT** to eliminate a term from your search on a topic:

**EXAMPLE:**

```
   cowboys AND NOT football <enter>
```

**HINT:** You may use a keyword search to determine the appropriate subject heading for your topic. For example, a search on the word "movies" brings up a list of records in the LIBRARY CATALOG with that word. If you look at those records you will find that the SUBJECT heading for movies is "motion pictures". Subject headings on the LIBRARY CATALOG records also serve as hypertext links to other records with the identical subject heading. While on a record with the subject heading "motion pictures", for example, click on the heading, which should be highlighted and underlined. This will pull up a list of all the books the library has on motion pictures, whether or not the word "movies" appears in the individual records.
Searching by Subject Heading

Subject headings are standard terms used by libraries to describe the contents of the materials in their collections. A subject heading may describe a person, an event, an idea, or a place. Subject headings describe not only books but also media items (videorecordings, audio recordings, etc.), newspapers and magazines, and more.

In order to do a subject search you must know the subject heading that the library uses to describe the topic you want to find information on. The DCCCD Libraries take their subject headings from the Library of Congress Subject Headings, which is published in four large, red volumes. The DCCCD Libraries, like most academic and research libraries, uses these standard terms rather than inventing its own, which would be a costly and time-consuming task.

To search by subject, determine the correct subject heading to use. You may do this by consulting the Library of Congress Subject Headings or by asking one of the librarians at the Reference Desk for assistance.

On the LIBRARY CATALOG Search Screen click on the Subject button: This will take you to the Subject Search Screen. Type your subject heading in the box and press the Enter key or click on BEGIN Search.

EXAMPLES:
- indians of north america <enter>
- vietnamese conflict, 1961-1975 <enter>

This will produce a list of entries which have the subject heading you typed in. You may scroll through this list by clicking on the Next Page or Previous Page buttons. Select the entry that best matches what you are looking for by clicking on it. When on a list of books, click on the title to see the complete record. Be sure to note the location, call number and availability of each item that you decide you want. This information is found in the box in the middle of each record.

HINT: If you don't find much doing a subject search on your term, change your search to a keyword search by choosing “Word” in the box beside “You Searched:” at the top of the screen. Now you can do the same search as a KEYWORD search. You may get a very different result!