

# LIBRARY CATALOG – BASIC SEARCHING

The library catalog is a searchable inventory of the items housed in the Mary and John Gray Library, as well as links to many of our electronic resources. Items listed in the catalog include:

- books
- ebooks
- journal titles
- government documents
- reserve materials
- archive materials
- audio recordings (CDs, etc.)
- video media (DVDs, etc.)
- music scores

## TO ACCESS THE LIBRARY CATALOG

1. At the Reference computers, click on the **Library Catalog and Other Resources** icon, or from any Internet-ready computer, go to **<http://library.lamar.edu>**.
2. The catalog interface is below the heading **Find Books and More**.

## SEARCH BY

- **Keyword:** With this option selected, the catalog will look for your words *in any order, anywhere* in the field you select (title, author, everything, etc.)
  - Example: a title search by keyword for **way of science** would find *Goethe's Way of Science, Science as a Way of Knowing, and The Christian Science Way of Life*.
  - Example: an author search by keyword for **Poe** would list books by Edgar Allan Poe, Sophie A. Poe, the Poe Society of Baltimore, and Eileen Poe-Yamagata.
- **Browse:** With this option selected, the catalog creates an alphabetic list for you to browse.
  - Example: a title search for **separate peace** set to browse would pull up a list of titles like: *A Separate Peace, Separate Place, Separate Plates of William Blake, Separate Problem, etc.*
  - Example: a subject search for **vegetarian** set to browse would pull up a list of subjects such as: vegetarian cookery, vegetarianism, vegetarianism—health aspects, vegetarianism in literature, vegetarians, vegetation, etc.
- **Exact:** With this option, the catalog will immediately display a record if it finds just one item that matches your search. If it finds more than one, it will display a results list. If it finds none, it will display a browse list.
- **Search Library:** On the right hand side of the screen is a pull-down menu where you can specify to search our collection (Mary & John Gray Library), the library at Lamar State College – Orange (Ron E. Lewis Library), or both.

## SEARCH ACROSS

To search the catalog, type in search terms in the **Search For** window and click one of these six buttons:

- **Everything:** This is a loose search that matches your search terms with the full record (see **Full Record**, page 4) for every item. When doing an **Everything** search, be sure to select the **Keyword** option above the **Search For** window.
  - Example: a search for **Texas** would list all of the books with the word **Texas** anywhere in the title, author, publisher, subject headings, or any other part of the full record.

- **Authors:** Use this search to see what we have *written by* a particular author. Be sure to type the author's last name first. To find material *about* an author, use their name as a **Subject** search.
  - Example: **Shakespeare, William.**
  - With the **Browse** option selected, this search will create an alphabetic list of authors listed by last name. Click a name to see a list of books by that author.
- **Titles:** Use this search when you know the title of a book, DVD, etc. to see if we have a copy. This search ignores words like "A," "An," or "The" at the beginning of the title.
  - Example: to look up *A Separate Peace*, just type **Separate Peace**; to look up *The Hobbit*, just type **Hobbit**.
  - With the **Browse** option selected, this search will create an alphabetic list of titles. Click on a title to see the catalog record for that book.
- **Subjects:** This search allows you to find material on a particular subject.
  - Example: a subject search for **music** will list items that have **music** listed as a subject.
  - With the **Browse** option selected, this search will create an alphabetic list of subject headings beginning with the terms you entered. Click on a heading to see a list of materials about that subject.
- **Series:** Use this search to find all the books, DVDs, etc. in a particular series. This works like the **Title** search described above.
- **Periodicals:** This is the same as the **Title** search, but finds only journals, magazines, newspapers, and other periodicals.

### FINDING MATERIAL IN THE LIBRARY

When you see an item you would like to find in the library, you should access the **Full Record** (see page 4) to find its call number and location. Ask at the reference desk on the first floor for assistance finding material. If the item is held at LSC Orange (Ron E. Lewis Library) or is "unavailable" (checked out), you may place a **Hold** on that item (see bottom of page 4).

#### Locations

Reference	1 <sup>st</sup> Floor
Current Periodicals	2 <sup>nd</sup> Floor
Reserves	2 <sup>nd</sup> Floor
Government Documents	2 <sup>nd</sup> Floor
Stacks	3 <sup>rd</sup> – 6 <sup>th</sup> Floor
Special Collections	7 <sup>th</sup> Floor
Media Services	7 <sup>th</sup> Floor

#### Call Numbers in the Stacks




A – HD	3 <sup>rd</sup> Floor
HE – PN	4 <sup>th</sup> Floor
PQ – QD	5 <sup>th</sup> Floor
QE – Z	6 <sup>th</sup> Floor

**Note:** Click the **URL** button (near the **Keep** box) to access online publications such as NetLibrary eBooks. Visit or call the reference desk for help.

### THE KEPT LIST

1. As you search, check the **Keep** box beside any item that you want to find in the library. You may mark up to twenty items.
2. Click the **Kept** button at the top of the **Search Results** or **Full Record** page to see a list of the marked items.
3. Click on the **Print Text** button to create a printer-friendly version, then print the page using the print button at the top of the screen. You can also email the list by typing an address into the email window then clicking the **Email** button.
4. Any item with a **LAMAR UNIV CALL NUMBER** may be found in the library. See **Finding Material**, above.


## SEARCH RESULTS

<a href="#">Go Back</a>	<a href="#">Help</a>	<a href="#">New Search</a>	<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Kept</a>	<a href="#">Logout</a>
<b>Search Results</b>	"NURSING" search found <b>489</b> titles.					
<a href="#">Full Details</a>	<b>RT41 .M488 2004</b>				<b>2004</b>	<b>Narrow Results</b> General Medicine Internal Medicine Naval Maintenance Nursing Pathology Pediatrics Public Aspects of Medicine Therapeutics, Pharmacology <a href="#">More...</a>
	Medical-surgical nursing : assessment and management of clinical problems Lewis, Sharon Mantik. 2 copies available at LAMARUNIV				6th ed.	
<a href="#">Full Details</a>	<b>RT41 .M49 2003</b>				<b>2003</b>	
	Medical-surgical nursing : health and illness perspectives Phipps, Wilma J., 1925- No copies currently available. (Estimated wait is 84 days)				7th ed.	
<a href="#">Full Details</a>	<b>RM170 .I25 2002</b>				<b>2002</b>	
	I.V. therapy made incredibly easy Lippincott Williams & Wilkins. 1 copy available at LSC-ORANGE in STACKS				2nd ed.	

1. The number of results for your search. In this case, the number of items under the subject "Nursing."
2. Each item has a call number to help you find it on the shelf.
3. The title of the book, journal, film, etc.
4. The author's name.
5. The copyright date and edition.
6. Holdings. This lets you know how many copies are available and where they are (either at Lamar University or LSC-Orange). "No copies" means all copies are checked out or otherwise unavailable. If the materials are checked out, an estimated time until the due date is indicated.
7. **Full Details:** Click this button to see the full details of the item, including full bibliographic information, subject information, and where it is shelved.
8. **Keep:** Check this box to add this item to your **Kept** list for printing out.
9. **Go Back:** Click this button to go back to the search screen.
10. **Help:** Click this button for information about this page.
11. **New Search:** Click this button to begin a new search.
12. **Previous** and **Next:** Click this button to see the previous or next page of search results.
13. **Kept:** Click this button to see a list of the items you checked to print out.
14. **Logout:** Click this button to exit the catalog.
15. **Narrow Results:** Click any topic in this box to narrow your search by listing only the results about that particular topic.

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## FULL DETAILS

<a href="#">Go Back</a>	<a href="#">Help</a>	<a href="#">New Search</a>	<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">X - Refs</a>	<a href="#">Change Display</a>	<a href="#">Logout</a>
<b>Full View From</b>	record <b>25</b> of <b>489</b> for search "NURSING"						

Catalog	<b>RT41 .F882 2001</b> <b>Fundamentals of nursing : the art and science of nursing care</b> <b>Taylor, Carol, CSFN.</b> HOLDINGS: 2 copies available at LAMARUNIV and LSC-ORANGE.      2 copies total in all locations	<div style="border: 1px solid black; padding: 2px; background-color: #0056b3; color: white; width: fit-content; margin: 0 auto;">Hold</div>
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Personal Author **Taylor, Carol, CSFN.**

Title **Fundamentals of nursing : the art and science of nursing care / Carol Taylor, Carol Lillis, Priscilla LeMone.**

Edition **4th ed.**

Publication info **Philadelphia : Lippincott, c2001.**

Physical descrip **xxxv, 1387 p.: ill. ; 28 cm.**

Held by **LAMARUNIV LSC-ORANGE**

Subject term **Nursing.**

Added author **Lillis, Carol.**

Added author **LeMone, Priscilla.**

More by  
this author  
More like  
this

**Mary & John Gray Library**    Copies    Material    Location

RT41 .F882 2001                      1 Book    Stacks

**Ron E. Lewis Library**            Copies    Material    Location

RT41 .F882 2001                      1 Book    Stacks

Note: **Help**, **New Search**, **Kept**, **Logout**, and **Keep** work the same as on the **Search Results** page.

1. Brief record: the same information shown on the Results List screen.
2. Full bibliographic information including publisher and description.
3. **Subject term(s)**: These are the basic topics for the item. Click on a term to find more on that subject.
4. **Added authors**: Authors besides the primary author. Click on a name to find more by that author.
5. Indicates which library has how many copies
6. **Location**: Indicates which part of the library has the book.
7. **More by this Author**: Click this button to search for all material in the catalog written by the main author and any added authors (see #4, above) of this item.
8. **More Like This**: Click this button to search for all material in the catalog under all of the subject terms of this item.
9. **Go Back**: Click this button to go back to the search results.
10. **Previous** and **Next**: Click these buttons to go back or forward one record in the results list.
11. **X-Ref**: Click this button to see a list of cross-references for similar subjects.
12. **Change Display**: Click this button to toggle between normal record displays and MARC record format.
13. **Hold**: This button has two functions. You can either:
  - a. Place a hold on an item that is checked out from the Gray Library. You will be notified when it is turned back in.
  - b. Place a hold on an item that is available at the Lewis Library stacks. Our courier service will bring it to the Gray Library for you to check out.