

# Finding Books in the Axe Library Online Catalog

Begin at the library home page <http://library.pittstate.edu>

Under the heading "Find Books", click on Online Catalog

Choose an index to begin your search. The following indexes are available:

**Subject Keyword:** searches all words in the subject headings. A good starting place.

**Subject:** searches a list of subject headings. This index is useful to locate a variety of headings and let you select the ones you want to search.

**Title Keyword:** locates any word that appears in the title or the additional notes in the record. It is the broadest search index available.

**Title:** locates an exact title.

**Author:** locates a list of authors in the exact order that you enter the name. Always enter the author's last (family) name followed by the first (given) name.

**Author Keyword:** searches for names in any order and in any part of the record. Names in the notes will be located as well as names of editors and illustrators.

Use the Subject Keyword search to find a topic. Enter a term and click GO. Be aware that the "Subject Keyword" and the "Title Keyword" search different parts of the record. If nothing is retrieved with "Subject Keyword", try the "Title Keyword."

Examine the search results. Click on a heading that describes the topic. Note the **Count** on the right to see how many titles are attached to each heading. **Click on a heading** to see the list of titles.

Sort the titles. Click on the *Sort by* drop down box. Selections include: publication date, title, author or library. Sorting by library will put all of the titles in Axe at the top of the list. (The catalog has the public library and school library holdings in addition to holdings in Axe Library). Sorting by date will put the books with most recent date first.

Click on a title you are interested in. The **top** of the record provides a complete description of the source. Also listed in the record are the **subject headings** for the book. These headings can be used as "hot links" to locate other similar titles.

The **bottom** part of the record (*copy/holding information*) shows where the book is located and provides the call number of the book. Also, check to see if the book is "In". The **due** date is given when the book is checked out.

Make a booklist. Click on the box "Add to My Book List" to save a title to a list.

Email or print your booklist. Click on "My Book List" at the top of the page. To put the results in call number order, click the heading Call #. Print the page by using the Print command under FILE. Locations and formats do not show when using the Print command. To receive complete information, including locations, status, and formats, email the list as "plain text." Emailing as html provides a link to the catalog record.

For additional help: Ask a Reference Librarian <http://library.pittstate.edu/help/>