

Searching the Catalog and Understanding a Record

Script and worksheet for a basic tutorial on searching the library catalog for Campus Library materials and understanding a catalog record. <http://www.screencast.com/t/riHoAp3KoJU>

What to say	What to do
I'm going to show you how to do a basic search of the library catalog for materials available from the Bothell/CCC Campus Library, <i>and</i> how to understand the parts of a library record.	Start at the Library home page, http://library.uwb.edu
Let's say we want to find a book about comic books and film. We also want to be able to be able to check it out right away from the Bothell/CCC Campus Library. From this page we can't limit our search by library, so first click the "UW Libraries Catalog" link.	Click UW Libraries Catalog
On this page there is an additional option to limit your search by library. So I will do a keyword search for comic books and film and select "Bothell/CCC Campus Library."	Type "comic books and film" and select BOTHELL/CCC CAMPUS LIBRARY
Scroll through the results list and see which ones might be of interest.	
Let's look into this one and get to know the parts of a library record.	Click "May Contain Graphic Material"
The basic information is at the top: the author, title and publication information.	
The LOCATION tells you which library has the book (you can also see copies owned by other UW Libraries) and where in the library the book is located. Bothell/CCC Stacks means the book is in the Campus Library on the 3 rd floor.	
The call number tells you where to find the book on the library shelves	
...And the status tells you if the book is AVAILABLE and ready to check out.	
At the bottom of the page are details that might be useful to know before you search for the book on the shelf: the book's length, physical size, whether it has a bibliography, and any Library of Congress subject headings it might have.	
This book has one subject heading -- Comic strip characters in motion pictures. I can click this heading to see all the other books at the library that are about comic strip characters in motion pictures.	Click subject heading (twice)

<p>In the middle of the page is the information you need in order to find the book. "Location" shows the library where it is held (stacks means bookshelves) – you can learn more by clicking the link.</p>	<p>Click location</p>
<p>This concludes our brief introduction to searching the library catalog . Now, try searching for a topic that interests you.</p>	

Worksheet:

1. Watch the tutorial on searching the library catalog and understanding the parts of a record.
 2. Thinking of your research topic, write down two keywords that might be useful for searching the catalog for books on this topic:
 - a. Keyword A: _____
 - b. Keyword B: _____
 3. Do a search for BOTHELL/CCC CAMPUS LIBRARY materials using each keyword by itself, then using both keywords. How many results do you get searching for...
 - a. Keyword A? _____
 - b. Keyword B? _____
 - c. Both together? _____
 4. From your results page, click the title that looks the most interesting and relevant to your topic. Study the record and fill in the following information about it:

Title: _____

Author: _____

LOCATION: _____

What information would you use to find this item on the shelves?

 5. Does this item have any Library of Congress Subject Headings associated with it? If yes, write one of them here: _____
- How many other items are available that have the same subject heading? _____