



The Online Catalog in 3 Easy Steps

<http://library.usi.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=bbSearch>



1. Why Use the Online Catalog?

The online catalog lets you locate the items the Rice Library has, for example:

- books
- subject-specific encyclopedias
- government documents
- maps
- audiovisual materials (CDs, DVDs, videos)
- print journal titles (but not their contents; not articles.)

To find an item in the library, you must identify its:

Title Location Call Number Status

2. Effectively searching the Online Catalog

Fig. 1

Catalog: DAVID L RICE LIBRARY
Advanced Search
Basic Search | **Advanced Search** | Course Reserve | Recent Acquisitions

Search for: cars as a phrase Search by: Keyword

AND OR NOT

Search for: electr? all of these Search by: Keyword

AND OR NOT

Search for: any of these Search by: Keyword

10 records per page Search Reset Limits

Enter your search terms in one or more of the three search boxes as shown above with an example for **cars AND electr?**. The question mark after **e l e c t r** truncates the search term; electr? will search all records with any word starting with those letters including **electric**, **electrical** and **electronic**. You are not necessarily searching for an exact word, but rather the concept. Also, if you're not sure how to spell a term, guess the first four letters and then put a ?.

You can combine keywords with the word **AND** by simply entering a term in the first search box and another term in the second search box. Avoid typing in long phrases. Focus your search by using multiple search boxes.

Select Search and note how many hits you get. If you get too many or too few, try different words and truncate words that may have multiple endings as suggested above.

Coming up with the right search terms is key to a successful search. If you need assistance, call, visit or email the Reference Desk during **desk hours** and a librarian will be glad to assist you.

Search by Subject Keyword by identifying the terms highlighted in blue in the Subject (LCSH) field of records of interest (see second arrow in Fig. 2). Revise your original search by using these more effective search terms. See circled examples in Fig. 3 for an example of an effective search, maximizing the power of the online catalog.

3. How to read an item record for a particular book

Fig. 2

Detailed Record | Brief Record | Table of Contents | MARC Format

Catalog: DAVID L RICE LIBRARY
Author: [Anderson, Curtis D. \(Curtis Darrel\), 1947-](#)
Title: Electric and hybrid cars : a history / Curtis D. Anderson and Judy Anderson.
Published: Jefferson, N.C. : McFarland, c2005.
Description: Book
x, 189 p. : ill. ; 27 cm.
Subject (LCSH): [Automobiles, Electric.](#)
[Hybrid electric cars.](#)
Other Author(s): [Anderson, Judy, 1946-](#)
Notes: Includes bibliographical references (p. 175-184) and index.
Location: GENERAL COLLECTION
Call Number: [TL220 .A53 2005](#)
Number of Items: 1
Status: copy1 Checked Out - Due on 06/10/2005
Linked Resources: [Table of contents](#)

First arrow: The author, title and publication information that you will need to cite the item if you decide to use it for a paper.

Second arrow: The Subject terms (called LCSH – Library of Congress Subject Headings). In this example I searched for materials on cars. This title was of interest to me. If I redid my search using **automobiles** and **electric** and **history** in the three search boxes, I would retrieve information for all the items (mostly books) that the library owns on the history of electric cars.

Third arrow: Always note the **Location** and **Call Number**. You will need both of these to find the item. Scroll to the bottom of the page to see a complete list of locations and the corresponding floors. If the Location is **Electronic Book**, there will be a link in the record to click to read the book online. How to use ebooks: <http://www.usi.edu/library/documents/netLibrary.pdf>

Fourth arrow: Always note the **Status** of the item. The item could be **Checked Out**, as in Fig. 3. It could be **On Order** or **In Process**, which means the item is not yet available for check out. **Available** means that it should be on the shelf. Ask the librarian at the Reference Desk if you cannot find the item.

Also note that for some records, you can view the **Table of Contents**, sometimes provided at the bottom of the page as in Fig. 2, and sometimes under the Table of Contents tab above the record.

Fig. 3

Catalog: DAVID L RICE LIBRARY
Advanced Search
Basic Search | **Advanced Search** | Course Reserve | Recent Acquisitions

Search for: auto? as a phrase Search by: **Subject Keyword**

AND OR NOT

Search for: electr? all of these Search by: **Subject Keyword**

AND OR NOT

Search for: any of these Search by: Keyword

10 records per page Search Reset Limits