

Using the Library Catalog

- **Accessing the Catalog**

- From the Lake Erie College Web page (<http://www.lec.edu>), click on **Library Resources**.
- From the Lincoln Library Web page (<http://www.lec.edu/library>) click on **Library Catalog** (<http://library.lec.edu>).

- **Simple Search**

- Click in the white box and type in a word or words
- Click on **Search**
- The screen will display subject, title, location and availability information
- For more detail, click on the item.

Enhanced Searching

- **Using the SEARCH option**

PLEASE NOTE: You have the option of doing this type of search after a simple search is executed. Page down to the bottom of the screen and follow the directions below.

- Click on **Search icon**
- To change search options, highlight title, author, subject or notes.
- Click in the circle to search either items that **begin with, contain, closely match, stem from or sound like** the term you want to search.
- Click in the white box and type in a word or words
- Click on **Search**
- Click on the item you wish to access.

- **Using the BROWSE option**

- Click on the **Browse icon**
- Click on the **gray down arrow** to search title, subject, author, Dewey Call number, etc.
- Click in the white box and type in a word(s) or numbers
- Click on **Search**
- Click on the item you wish to access

- **Using the COMBINATION SEARCH option**

- Click on the **Combination Search icon**
- Click on the **gray down arrow** to change the options (as a **Title, Author, Subject, Note**) if desired
- Click in the appropriate white box(es) depending on which fields you wish to search: for example, **Find** children as a **Title**.
- You may also choose to search using AND, OR and NOT by clicking in the appropriate circle. For example, **Find** children as a **Title** and education as a **Subject**.
- To combine more than two search terms, click in the appropriate circle next to **Group Terms Like:**
- Click on **Search**
- Click on the item you wish to access (for **Location Information**, etc.)

- **Using the SET LIMITS option**

- Click on the **Set Limits** icon
- Click once to the left of the desired limit to place a checkmark in the box
- Type in the **Date(s)** you wish to limit or highlight the appropriate options in the other limit boxes (**Language, Format, Place**)
- Click on the **Set Limits** button
- Limits will be set for future searches until you choose the **New Search icon** or change the limits.

- **Compiling a list of titles:**

- Conduct your search in the **library catalog**, using keywords, author, title, subject, etc.
- Click on the title (in blue) to display the record.
- Click on **Save to list** at the top right of the screen.
- Do this for each title you wish to save.
- Click on **Review List** when done.
- To print, click on the main menu bar at the top. Choose **File**, then **print**. You will have a nice list of all your titles with bibliographic information and call number information.

- **Miscellaneous Definitions:**

- **Begin with:** the word(s) at the beginning of the record for title, author, etc. For example, **For Whom** would be the beginning of the title **For Whom the Bell Tolls**.
- **Contain:** the word(s) can be found anywhere in the record for title, author, etc. For example **Bell** will retrieve **For Whom the Bell Tolls** and also **Bell: Alexander Graham Bell and the Conquest of Solitude**.
- **Closely Match:** a word is closely matched to the word entered. For example, **heming** retrieves **hearing, Henning, healing, Hemingway**
- **Stem From:** the word is searched as multiple forms of the word. For example, **rose** retrieves **rose, risen, rising, rises, Rose**
- **Sound like:** the word is matched to words that sound similar to that word.

- **Hints:**

- You can search the stem of a word by using an **asterisk (*)** at the end of a word. For example, **EDUCAT*** for **education, educates, educational**, etc.
- Use **BOOLEAN Operators (AND or OR)** for a more precise search when doing a simple search:
 - **AND**-both terms must appear in the record
 - **OR**-one or the other term must appear in the record
 - For example, a simple search can be done as follows: **Europe OR Russia**
- Use the **BROWSE** feature to find many works on the same topic:
 - Pull up a record on the topic you are interested in
 - Write down the beginning of the call number (for example, 327.47)
 - Click on the **BROWSE button** at the top of the screen
 - Follow the instructions under **Using the Browse Option** by selecting **Dewey Call** and **typing in the number**.

***Please note that the following search options on the main page are not available:

Patron Review
Online Resources