



Seminary Library Catalog SEARCH TIPS

When you search our online catalog, you are searching the **inventory records** of **what we own**. You are not accessing the full text or audio files themselves. It is only a listing of the items in our collection.

The catalog is **not like Google**. You cannot ask the library system a question or type out a full sentence. You need to pick keywords or names related to what you are looking for.

If you are using the basic search box, you can type a simple combination of words in the default search box. Example: Lewis Christianity will bring up a list of items written by or about C. S. Lewis, that deal with Christianity.

Too many results? Note the **links along the left hand side** of the results list. You can click on a topic, a name, a format, a year, etc.

If you want to try and be more precise, use the pull-down menu to the left of the search box to specify title, subject, author, etc.

Title search: You can omit the initial article. For example, type God of Jesus Christ, not The God of Jesus Christ

Author search: Type last name, followed by first name. Example: Kasper, Walter, not Walter Kasper. Note: do **not** include titles or honorifics such as “Father” “Pope” “Msgr.” etc.

Subject search: Stick to using keywords, since the Library of Congress subject headings can be tricky. Be flexible and creative. Example: if “confession” does not bring up what you want, try a synonym, such as “reconciliation.” You also might have to widen your search to “sacraments” etc.

Advanced search: This is a good option if you are having difficulty. You can type a keyword or name in more than one field (just hit the “plus” sign to add an extra search field). You can also limit by format in Advanced Search. Example: limit to audiobooks or DVDs.

Examine each catalog record for helpful information:

If a title looks promising, **CLICK** on the title itself (which is blue). This will open up the record for that item. It will show:

- whether the item is available
- what the official subject headings are (these are **CLICKABLE**)
- the call number and location of the book
- publishing information you need for a citation

Did you know . . .?: You can put items in a “cart” and print out or email the list to yourself or to the library? If you are logged in, you can save your own private lists?; you can “tag” books with keywords?; you can look at your record and renew items?

Need more help? ASK A LIBRARIAN
email us: libraryweb@icseminary.edu or call 631-423-0483 x141