Searching the Catalog

Basic Lesson
Use the Catalog to find the following types of information:

- Books
- Music
- Videos
- Journal titles
  - NOT journal articles (Use databases for articles)
  - Catalog has only Journal titles that Bethel buys
- Any of the above types of information located at the libraries of Holy Cross, Saint Mary’s, & Notre Dame
This tutorial will:

• Explain where to perform a search on the catalog
• Explain the result list
• Describe the information needed to find an item (Both due date & call number)
• Show what to click to search the libraries of Bethel, Holy Cross, Saint Mary’s, and Notre Dame
Click on the “Find Books” tab
Searching the Catalog

Your results will be shown as follows:

**Number of Results**

**Results List**

- Bethel College
- Area Libraries

**Search Criteria**

- **bethel college**

<table>
<thead>
<tr>
<th>Publication Date</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 1980</td>
<td>20</td>
</tr>
<tr>
<td>1980 to 1974</td>
<td>38</td>
</tr>
<tr>
<td>1974 to 1985</td>
<td>41</td>
</tr>
<tr>
<td>1986 to 1990</td>
<td>72</td>
</tr>
<tr>
<td>After 1990</td>
<td>100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>250</td>
</tr>
<tr>
<td>Videos</td>
<td>12</td>
</tr>
<tr>
<td>Journals</td>
<td>7</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Language</th>
<th>Count</th>
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</thead>
<tbody>
<tr>
<td>English</td>
<td>250</td>
</tr>
<tr>
<td>Undetermined</td>
<td>1</td>
</tr>
<tr>
<td>Portuguese</td>
<td>4</td>
</tr>
</tbody>
</table>

**Sorted by** relevance
If you misspell a word, suggestions are given.

Bethel is misspelled.

Did you mean: bethel college?
Here is a description of what is on the results list:

- **Title of Item**
- **Author**
- **Year of Publication**
- **Place of Publication**
- **Publisher**
- **General Location**
- **Type of Item**
- **Call Number**

**Example Entry:**

*Title:* Bethel College sustained by faith.
*Author:* Bethel College [Mishawaka, Ind.]
*Year of Publication:* 1997
*Place of Publication:* Mishawaka, Ind. : Bethel College
*Publisher:* Bethel College, Bowen Library Audio Visual Collection
*Type of Item:* Video
*Call Number:* Videocassette LD 451 .B3622 A3

Available – See Locations tab for details.
**Searching the Catalog**

When you click on the title, you get a more detailed description of the item.

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**Bethel College sustained by faith.**
Bethel College [Mishawaka, Ind.]
Mishawaka, Ind. : Bethel College 1997


**Available – See Locations tab for details**

<table>
<thead>
<tr>
<th>Location</th>
<th>Full Record</th>
<th>Reviews &amp; Tags</th>
</tr>
</thead>
</table>

**Title:** Bethel College sustained by faith.

**Author:** Bethel College [Mishawaka, Ind.]

**Published:** Mishawaka, Ind. : Bethel College 1997

1 videocassette (16 min., 31 sec.): sd., col.; 1/2 in.

**Description:** Abstract: Produced for the 50th anniversary of Bethel College, this video provides a brief history and overview of the college.

**Subjects:** Bethel College [Mishawaka, Ind.]; Bethel College [Mishawaka, Ind.] – History

**Language:** English

**Record ID:** bci_aleph00102491

**Record Id:** bci_aleph00102491

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**Links**
> This item in WorldCat®
Clicking on the Locations Link, allows you to check on the due date of the item

**Bethel College sustained by faith.**
Bethel College [Mishawaka, Ind.]
Mishawaka, Ind. : Bethel College 1997

**Available - See Locations tab for details**

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<tbody>
<tr>
<td></td>
<td><strong>Title:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Bethel College sustained by faith.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Author:</strong></td>
<td><strong>Bethel College [Mishawaka, Ind.]</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Published:</strong></td>
<td>Mishawaka, Ind. : Bethel College 1997</td>
</tr>
</tbody>
</table>
Searching the Catalog

To find the item, you need to know the general area and the call number.
The general area tells you where, in the library building, the item is located

- The library has the following areas:
  - **Main**: This is the main collection of books
  - **Reference**: Upstairs—near the study seating
  - **Audiovisual**: Videos, CDs, cassettes are located downstairs, on the moving shelves
  - **Periodicals**: This years’ periodicals are upstairs near the study seating. Older years are downstairs on the moving shelves.
  - **Education Resource Center (ERC)**: This is located in B201.
Once you locate the general area that the item is located, then you use the item’s call number to find it on the shelf.

- To read call numbers, first read the top line alphabetically, then the second line numerically, and the third line is read first alphabetically then decimally.

First, find the LD section in alphabetical order.
Then, find the 451 books in numerical order.
Then, look for the B3622 books-first then Bs then 3622.
Finally, look for the A3 section.
Some items that you find may be electronic resources. You may see the following:

Electronic resources display this message.
To access electronic resources, click the title.

Click here to access electronic resources

This link may or may not work. You may get a logon for Notre Dame’s resources. Try clicking the title instead.
On the title view, click the Find It @ Bethel link to get to the electronic resource.
You will see the following

FindIt @ Bethel

Source: Matthew [0-8361-3555-5]

- Full text available via netLibrary
- Read the review or buy this book at Amazon.com
- Download Record into RefWorks Direct Export Tool

Click here to access title. If you are off campus, you will be asked to log on.
Do NOT use the catalog for finding journal articles on a topic; Use databases to find articles

- Example: Race in Huck Finn

This search found 2 books on this topic. **NO** articles were found.
DO use the catalog for finding journal Titles

- Example: Mark Twain Journal

This search brings up journal Titles related to Mark Twain.
E-Journals tab should be your main spot for finding journal titles, whether in electronic or print formats.
To search the libraries of Bethel, Holy Cross, Saint Mary’s, & Notre Dame, click on the “Area Libraries” tab.

Area Libraries Tab

Bethel College

Area Libraries

bethel college

284 results Bethel College, Bowen Library

Bethel College sustained by faith.

Bethel College [Mishawaka, Ind.]

Mishawaka, Ind. : Bethel College 1997
After performing an “Area Libraries” search, you can narrow your search by a specific library.

Click on a library to see that library’s holdings.

- **Bethel College (Mishawaka, Ind.)** (24)
  - Clergy (18)
  - United Missionary Church (16)
  - Show 17 more ▼

- **Author / Creator**
  - Huffman, J (34)
  - Reimer, E (17)
  - Bethel College (Mishawaka, Ind.) (13)
  - Show 17 more ▼

- **Library**
  - Bethel College, Bowen Library (198)
  - Notre Dame, Hesburgh Library (32)
  - Saint Mary's College (6)
  - Show 2 more ▼

- **Bethel College basketball.**
  - Bethel College [Mishawaka, Ind.] Bethel College [Mishawaka, Ind.]
  - Mishawaka, Ind. : Bethel College 1990s-
  - Bethel College, Bowen Library Reserve Collection (LD 451 .B36246 A31 )

  Available – See Locations tab for details

- **Available – See Locations tab for details**

- **Embajadores de amistad**
  - Dale Sherry [Narrator] Bethel College [Mishawaka, Ind.]
  - Mishawaka, Ind. : Bethel College 2009?
  - Bethel College, Special Collections Bethel College Archives (BV 2835.3 .E

  Available – See Locations tab for details
For Further Assistance

• If you run into any problems or have any questions, feel free to contact one of the Reference Librarians located at the Information Desk.

• You may also contact a Reference Librarian at:
  – Phone: 574.257.3283
  – E-mail: http://www.bethelcollege.edu/academics/library/forms/askalibrarian.php