Using Catalog Classic
This tutorial will:

• Explain when to use Catalog *Classic* and when to use Catalog *Plus*

• How to search Catalog *Classic*
  – Advanced searching
  – Browse searching

• How to use Catalog *Classic’s* features
  – Including: Saving searches, E-mailing results, Exporting records to RefWorks, Renewing books
Catalog Plus useful when you:

- Want to do a quick keyword search
- Are unsure of how Catalog *Classic* works and want a simpler interface
- Want to perform a search of the combined libraries of Bethel, Holy Cross, Notre Dame, and Saint Mary’s
Catalog Classic is useful when you:

- Want to renew your books
- Perform complex searches
  - Browse through subject headings
  - Search in different fields. Fields like:
    - Basic book information: Author, Title, Subject
    - Where the item is located: Main Collection, Reference, AudioVisual Collection, ERC
Basic search screen has keyword searching as its default search

- You are able to search by title, author, and subject from the basic screen
Advanced Search is divided into two main areas: Browse & Keyword

- You can perform a search in only one of the two areas, not both
A keyword search searches for words

- Default is to search for words anywhere in the information about the book
- Keyword searching does not search the content of the book
- Advanced keyword searching searches for words in the information about the book that you specify
Searching “All subjects” with the word “War” will search only the subject area for the word war.

Search performed

Search term

Search for:

- All Subjects

And

- All fields

Words adjacent? No Yes

Search words:

- war

Go Clear
The search searched this area only. Since the word was found here, this result was displayed.

Though the word “war” was found in the title and contents areas, these areas were not searched.
Multi-field keyword search allows you to perform complex searches

- This search looks for all authors with the word “Yoder” and for subjects with the word “war”
<table>
<thead>
<tr>
<th>#</th>
<th>Year</th>
<th>Author</th>
<th>Title</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1945</td>
<td>Yoder, Sanford Calvin,</td>
<td>For conscience sake : a study of Mennonite migrations resulting from the World War / &lt;Book&gt;</td>
<td>Bethel College Main Collection BX 8115. Y6 1945 Regular.</td>
</tr>
<tr>
<td>3</td>
<td>1933</td>
<td>Yoder, Sanford Calvin,</td>
<td>Migratory movements among the Mennonites as a result of the World War / &lt;Dissertation/Thesis&gt;</td>
<td>Special Collections Missionary Church Archives. BX 8115. Y6 1945 No Loan.</td>
</tr>
<tr>
<td>4</td>
<td>1984</td>
<td>Yoder, John Howard.</td>
<td>When war is unjust : being honest in just-war thinking / &lt;Book&gt;</td>
<td>Bethel College Main Collection U 212. Y83 1984 Regular.</td>
</tr>
</tbody>
</table>

The author word “Yoder” appears here.

The title word “War” appears here.
Browse searches differ from keyword searches in that a search returns a list of headings—headings like authors, titles, or subjects.

- Searching headings allows you to see the “preferred” form of the search (the word that is used to describe the item).
  - Ex. Some authors may use a pseudonym when writing a book. Using a browse search allows you to find out which form of the name is used—the pseudonym or the “real” name.

- If you are searching for people, last names come first.
From the Basic Search screen, choose one of the browse search below:

All the Browse searches say “beings with ...”
Browse Searches

From the Advanced Search screen, use the search in the top box

Remember to select the browse search that you want to perform.
If you are looking for George Eliot’s real name, “Marian Evans,” you will get this result:

This is a cross reference. It tells you to see, “Eliot, George.” Click on the link to get results.
An author browse search will give you all the books that the library has that were written by George Eliot.
Browse search are useful for subjects as well

Here’s a browse search for the “War of 1812”
The browse search for the War of 1812 gives this as a result:

Notice it says to search for “United States—History—War of 1818.”

The subject heading is long and not easy to remember.

Click on the link to get results.
Here are the results of browse for the War of 1812:

<table>
<thead>
<tr>
<th>#</th>
<th>Year</th>
<th>Author</th>
<th>Title</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2007</td>
<td>Latimer, Jon.</td>
<td>1812: war with America / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Table of contents only);Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 L96 2007 Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display full record</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2004</td>
<td>Bomeman, Walter R.,</td>
<td>1812: the war that forged a nation / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 B66 2004 Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display full record</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1989</td>
<td>Hickey, Donald R.,</td>
<td>The War of 1812: a forgotten conflict / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 H83 1989 Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display full record</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1975</td>
<td>Lloyd, Alan,</td>
<td>The scorching of Washington: the War of 1812 / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 L55 1975 Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display full record</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1972</td>
<td>Lord, Walter,</td>
<td>The dawn's early light / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 L85 1972 Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display full record</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1965</td>
<td>Coley, Harry Lewis,</td>
<td>The War of 1812 / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 C7 1965 Regular</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display full record</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1965</td>
<td>White, Patrick Cecil Teller.</td>
<td>A nation on trial: America and the War of 1812 / &lt;Book&gt;</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bethel College Owned: 1 Checked Out: 0</td>
<td>E 354 W6 1965 Regular</td>
</tr>
</tbody>
</table>
Searching Sub-Collections

In addition to searching all of the library’s collections, you can search parts of the library as well:

- Click on the tabs to search a sub-collection

**BETHEL COLLEGE LIBRARY**

- **Full catalog**
  - Searches all the library’s collections

- **Periodicals**
  - Searches for journal titles that the library subscribes to. (Does NOT search for articles)

- **ERC**
  - Searches the ERC’s collection—children’s books

- **Reserves**
  - Searches for material that professors have put on Reserve

- **More**
  - Searches other collections not listed in tabs
By clicking on “More” allows you to search the following collections:

**Bethel: Full Catalog**
- Course Reserves
- Electronic Resources
- Periodicals
- Education Resource Center
- Audio Visual
- Missionary Church Archives
- Bethel College Archives
- Otis Bowen Archives

The top choices are available on the tabs.

Search the Audiovisual collection—Videos, CDs, etc.

Search for books in the Missionary Church Archives.
Searching Other Catalogs

By clicking on one of the names, you can change which catalog you are searching in.

Click here will mean that you are searching Saint Mary’s catalog.
Other Features

By clicking on one of the names, you can change which catalog you are searching in:

- Previous Searches
- My e-Shelf
- Preferences
- Help

These will be dealt with in upcoming slides

This lists the previous search that you have done in your current session

This brings up a help page that discusses the functions of the catalog

This links to Bethel’s Databases page

This links to Bethel’s Ask-a-Librarian page

This links to Notre Dame’s feedback about the catalog form

This links to Bethel’s ILL Book Request form
The preference button allows you to change the appearance of the catalog.

Changes how many records show on the brief display list.

Changes what information is displayed on the brief display list.

Preferences - Set Display Format

This function lets you determine the way the system shows brief views, you will always be able to expand an individual record.

No. of brief records per page:
- 10
- 15
- 20 (default)
- 50
- 99

Format:
- Title only
- Table view
- Full view
To use the My e-Shelf feature, first select the records you want by checking the box.
My e-Shelf

Then click on “Add to My e-Shelf”
To view items in My e-Shelf, click “My e-Shelf”
You will then get a list of items that you have placed in your e-Shelf

- To create permanent e-Shelves, you will need to sign-in
Signing In to Your Account

Signing in allows you to:

• Save searches
• See what you have checked out & renew books
To sign in you need your

- Barcode number
  - Number appears below barcode on your Bethel ID
    
    ![Barcode Image]

  - Looks like: 80000000000123

- Birth date (mmdd format)
Once you log in you will see:

**My Account** | **Loans/Renewals** | **Recall & Hold Requests**

**Set Preferences** | **Change PIN**

**Bethel Admin - My Account - Blowers, Kevin**

**Activities** (click to view more info, renew, delete, etc.)

<table>
<thead>
<tr>
<th></th>
<th>Notre Dame</th>
<th>Saint Mary's</th>
<th>Bethel</th>
<th>Holy Cross</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans/Renewals</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Recall &amp; Hold Requests</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Contact Registrar or Human Resources to update contact information

**Address**

Kevin Blowers
Renewing Books

To renew books, click on the number on the Loan/Renewals line.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Notre Dame</th>
<th>Saint Mary's</th>
<th>Bethel</th>
<th>Holy Cross</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans/Renewals</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Recall &amp; Hold Requests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Contact Registrar or Human Resources to update contact information.

Address: Kevin Blowers
Renewing Books

This will list all items that you have checked out at the library that you have chosen.

<table>
<thead>
<tr>
<th>No.</th>
<th>Title / Author</th>
<th>Due date</th>
<th>Due hour</th>
<th>Library</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The second part of King Henry the Fourth containing his death and the coronation of King Henry the F</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2811 .A23 B375 2000</td>
</tr>
<tr>
<td>2</td>
<td>The life of Henry the Fifth [videorecording] / by William Shakespeare ; a BBC-TV production in assoc</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2812 .A23 B375 2000</td>
</tr>
<tr>
<td>3</td>
<td>The first part of Henry the Sixt [sic] [videorecording] / by William Shakespeare ; a BBC Television</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2814 .A23 B375 2000</td>
</tr>
<tr>
<td>4</td>
<td>The second part of Henry the Sixth [videorecording] / by William Shakespeare ; a BBC Television prod</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2815 .A23 B375 2000</td>
</tr>
</tbody>
</table>
To renew items, click on the Renew All button or the number of the item you want to renew.

<table>
<thead>
<tr>
<th>No.</th>
<th>Title / Author</th>
<th>Due date</th>
<th>Due hour</th>
<th>Library</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The second part of King Henry the Fourth containing his death and the coronation of King Henry the F</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2811.A23 B375 2000</td>
</tr>
<tr>
<td>2</td>
<td>The life of Henry the Fifth [videorecording] / by William Shakespeare ; a BBC-TV production in assoc</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2812.A23 B375 2000</td>
</tr>
<tr>
<td>3</td>
<td>The first part of Henry the Sixth [sic] [videorecording] / by William Shakespeare ; a BBC Television</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2814.A23 B375 2000</td>
</tr>
<tr>
<td>4</td>
<td>The second part of Henry the Sixth [videorecording] / by William Shakespeare ; a BBC Television prod</td>
<td>06/29/10</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>DVD PR 2815.A23 B375 2000</td>
</tr>
</tbody>
</table>
After renewing items, you will be given your list of items with the new due dates.

### Bethel Admin - Successfully renewed items:

<table>
<thead>
<tr>
<th>No.</th>
<th>Due date</th>
<th>Due hour</th>
<th>Title</th>
<th>Library</th>
<th>Call Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The second part of King Henry the Fourth containing his death and the coronation of King Henry the F</td>
<td>3 Days</td>
<td>07/06/10 - After Recall: 07/02/10</td>
<td>12:00 AM Bethel College</td>
<td>08000002338087</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The life of Henry the Fifth [videorecording] / by William Shakespeare ; a BBC-TV production in assoc</td>
<td>3 Days</td>
<td>07/06/10 - After Recall: 07/02/10</td>
<td>12:00 AM Bethel College</td>
<td>08000002338079</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The first part of Henry the Sixt [sic] [videorecording] / by William Shakespeare ; a BBC Television</td>
<td>3 Days</td>
<td>07/06/10 - After Recall: 07/02/10</td>
<td>12:00 AM Bethel College</td>
<td>08000002338061</td>
<td></td>
</tr>
</tbody>
</table>
Renewing Books

- Item will not renew if:
  - The item is not overdue
  - The has been declared “Lost” or “Claims Returned”
  - The item has been recalled or put on hold
  - Your ID card has expired or been blocked
Using My e-Shelf in conjunction with My account, allows you to:

• Save the items that you had in your e-Shelf for retrieval later

• Create folders to organize your saved items
To use My e-Shelf with My Account, first Sign in to your account.

Once signed in, you can click on My e-Shelf to see what you have saved.

This message shows that you are signed in.
Then add items to My e-Shelf as explained above.

Once items are added, you should see this message:

Selected items were added to My e-Shelf.
When you click on My e-Shelf, you will see the following:

This box tells you which folder you have selected and how many items are in that folder.
You can leave items in the “Basket” folder, or you can add folders to organize things.

Click on Folder Management to add or change folders.

<table>
<thead>
<tr>
<th>#</th>
<th>Year</th>
<th>Author</th>
<th>Title</th>
<th>Location / Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Special Collections Bethel College Archives</td>
</tr>
</tbody>
</table>
The Folder Management screen looks like this:

To create a new folder, enter a name here and then click on the “Create” button.
After creating a folder called “Bethel,” we see this:

Notice, this is an empty folder.
To move items to folder:

1. First, select the items you want to move to the folder.
2. Then, click the “Move” button.
The selected items are now in the “Bethel” folder.
To access this information again, sign in My Account and select My e-Shelf

• Find the Folder pull down menu and look for the folder that you want to open
This information is saved, and you can return to it whenever you want.

### My e-Shelf

<table>
<thead>
<tr>
<th>#</th>
<th>Year</th>
<th>Author</th>
<th>Title</th>
<th>Location / Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>199u</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Bethel College basketball.</td>
<td>Bethel College Reference Collection LD 451.B36245 A31 3 Days</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Special Collections Bethel College Archives LD 451.B3621a A3 No Loan</td>
</tr>
<tr>
<td>3</td>
<td>1982</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Alumni directory /</td>
<td>Special Collections Missionary Church Archives LD 451.B3621a A3 No Loan</td>
</tr>
</tbody>
</table>
### To e-mail records, first select your records

<table>
<thead>
<tr>
<th>Record</th>
<th>Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Best sermons (New York, N.Y. : 1944)</td>
<td>E-mail sermons. Click on Location link(s) at right for Holdings information. Display full record. Bethel College Main Collection RV 4241. B38 Regular.</td>
</tr>
</tbody>
</table>
Then click “Email/Save/Export”
Fill out this form:

Choose the records you want to e-mail

Choose what information you want to send; easiest to leave as is

Ignore

Add notes, if you want

Be sure to fill out your Email address

Click “Go” to send
This will display once “Go” is clicked:
E-mailing Records

- To send records to RefWorks, first select the records you want and then click “Email/Save/Export”
- This is the same procedure as Emailing records as described above
When you see this screen, click on “Export”
Sending Records to RefWorks

- When you see this screen, leave the “RefWorks” radio button filled in
- Click “Go”
You will then be prompted to log in to RefWorks (unless you are already logged in).
The records you selected should then appear in RefWorks.
See the Refworks tutorial for information on how to use it.
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