Searching the Catalog

Basic Lesson
Searching the Catalog

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
Searching the Catalog

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
Searching the Catalog

Click on the “BC Catalog” tab
Searching the Catalog

Enter your search term
 Searching the Catalog
Your results will be shown as follows:
Searching the Catalog

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**
- **Publisher**
- **Place of Publication**
- **Call Number**
- **General Location**
- **Type of Item**
- **Location**
- **Request Details**
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When you click on the title, you get a more detailed description of the item.

**Bethel College sustained by faith.**

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

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

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

**Description:** 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

**General Notes:** VHS.

**Type:** Video

**Identifiers**

**OCLC:** 62560748

**Record IDs:** Bethel College: 000102461
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Clicking on the Locations Link, allows you to check on the due date of the item.
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To find the item, you need to know the general area and the call number

Bethel College sustained by faith.
Bethel College [Mishawaka, Ind.]
Mishawaka, Ind. : Bethel College 1997
Bethel College, Bowen Library Audio Visual Collection (Videocassette LD 451 .B3622 A3 )
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.
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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
Retrieving Electronic Resources

Some items that you find may be electronic resources. You may see the following:

Electronic resources display this message
# Finding Journal Titles

Do NOT use the BC Catalog for finding journal articles on a topic; Use One Search or databases to find articles

- **Example:** Race in Huck Finn

<table>
<thead>
<tr>
<th>3 results Bethel College, Bowen Library</th>
<th></th>
</tr>
</thead>
</table>
Bethel College, Bowen Library Main Collection (PS 1305 .L95 1961 ) |
| **Race in Mark Twain's Adventures of Huckleberry Finn** Claudia Durst Johnson 1938-
Detroit. . Greenhaven Press c2009
Bethel College, Bowen Library Main Collection (PS 1305 .R33 2009 ) |
| **Adventures of Huckleberry Finn: a case study in critical controversy** Mark Twain 1835-1910. Gerald Graff James Phelan 1951-
Bethel College, Bowen Library Main Collection (PS 1305 .A2 G73 1995 ) |

This search found 3 books on this topic. **NO** articles were found.
Finding Journal Titles

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.
Searching the Catalog

To search the libraries of Bethel, Holy Cross, Saint Mary’s, & Notre Dame, click on the “Area Libraries” tab.
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.
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 Research Help Desk.

• You may also contact a Reference Librarian at:
  – Phone: 574.807.7170
  – E-mail: http://www.bethelcollege.edu/library/ask-a-librarian.html