Using Catalog *Classic*
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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 citation managers, renewing books
When to Use Catalog *Plus*

*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
When to Use Catalog *Plus*

Catalog *Classic* is useful when you:

- Perform complex searches
  - Browse through subject headings and get cross references
  - 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

Basic search screen has keyword searching as its default search

- You are able to search by title, author, and subject from the basic screen

Basic title, author, subject searching
Advanced Search 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

**Browse search**

**Keyword search**
Keyword Searches

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
Keyword Searches

Searching “All subjects” with the word “War” will search only the subject area for the word war

Search performed  Search term
Keyword Searches

Though the word “war” was found in the title and contents areas, these areas were not searched.

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

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”
### Keyword Searches

<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>2009</td>
<td>Yoder, John Howard.</td>
<td>Christian attitudes to war, peace, and revolution / Book</td>
<td>Bethel College Main Collection BT 796.2 Y56 2009 Regular</td>
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<tr>
<td></td>
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<td></td>
<td>Bethel College Owned: 1 Checked Out: 0 Display full record</td>
<td></td>
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<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 / Book</td>
<td>Bethel College Main Collection BX 8115.7 Y6 1945 Regular</td>
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<tr>
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<td></td>
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<td>3</td>
<td>1943</td>
<td>Yoder, Sanford Calvin.</td>
<td>Migratory movements among the Mennonites as a result of the World War / DissertationThesis Special Collections Owned: 1 Checked Out: 0 Display full record</td>
<td>Special Collections Missionary Church Archives LD 509.1 W55 1943 Y53 No Loan</td>
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<tr>
<td>4</td>
<td>1984</td>
<td>Yoder, John Howard.</td>
<td>When war is unjust: being honest in just-war thinking / Book</td>
<td>Bethel College Main Collection U 212.2 Y63 1984 Regular</td>
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<td>Yoder, John Howard.</td>
<td>The war of the lamb: the ethics of nonviolence and peacemaking / Book</td>
<td>Bethel College Main Collection BT 736.5 Y6158 2009 Regular</td>
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<td>Yoder, Edwin.</td>
<td>Joe Alsop’s cold war: a study of journalistic influence and intrigue / Book</td>
<td>Bethel College Main Collection PN 4874 A43 Y53 1996 Regular</td>
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<tr>
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<td></td>
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<td>Bethel College Owned: 1 Checked Out: 0 Display full record</td>
<td></td>
</tr>
</tbody>
</table>

The author word “Yoder” appears here

The title word “War” appears here
Browse Searches

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.
Browse Searches

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.

<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>2009</td>
<td>Eliot, G.</td>
<td>Adam Bede &lt;Fiction&gt;</td>
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<tr>
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<td>Adam Bede / &lt;Fiction&gt;</td>
<td>Bethel College Main Collection</td>
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<td>PR 4558 .A1 1968 Regular</td>
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<td>1908</td>
<td>Eliot, G.</td>
<td>Adam Bede / &lt;Fiction&gt;</td>
<td>Bethel College Main Collection</td>
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<td>PR 4558 .A1 1908 Regular</td>
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<tr>
<td>4</td>
<td>2009</td>
<td>Eliot, G.</td>
<td>Daniel Deronda</td>
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<td>Daniel Deronda / &lt;Fiction&gt;</td>
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</tr>
<tr>
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<td></td>
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<td></td>
<td>PR 4558 .A1 1996 Regular</td>
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<tr>
<td>6</td>
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<td>Essays of George Eliot / &lt;Book&gt;</td>
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<td></td>
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<td></td>
<td>PR 4559 .E7 1963s Regular</td>
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<tr>
<td>7</td>
<td>1908</td>
<td>Eliot, G.</td>
<td>Felix Holt / &lt;Fiction&gt;</td>
<td>Bethel College Main Collection</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PR 4550 .A1 1908 Regular</td>
</tr>
</tbody>
</table>
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>
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<th>Title</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2012</td>
<td></td>
<td><em>Tohopoka : rethinking the Creek war and the war of 1812</em> / &lt;Electronic Resource&gt;</td>
<td>Bethel College Main Collection F 354 .E97 2012 Regular</td>
</tr>
<tr>
<td>2</td>
<td>2012</td>
<td>Eustace, Nicole</td>
<td><em>1812 : war and the passions of patriotism</em> / &lt;Book&gt;</td>
<td>Bethel College Main Collection F 354 .L35 2007 Regular</td>
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<tr>
<td>3</td>
<td>2010</td>
<td></td>
<td><em>War in an age of revolution, 1776-1816</em> / &lt;Book&gt;</td>
<td>Bethel College Main Collection U 99 .W36 2010 Regular</td>
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<tr>
<td>4</td>
<td>2007</td>
<td>Latimer, Jon</td>
<td><em>1812 : war with America</em> / &lt;Book&gt;</td>
<td>Bethel College Main Collection F 354 .E96 2004 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**

Notre Dame | Saint Mary’s | Holy Cross | Bethel | ND Law | Other Catalogs

- Basic Search
- Advanced Search
- Command Search
- Previous Searches
- My e-Shelf
- Preferences
- Help
- Ask-a-Librarian
- Interlibrary Loan
- Feedback
- Find Articles

**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
Searching Sub-Collections

By clicking on “More” allows you to search the following collections:

- **Search the Audiovisual collection—Videos, CDs, etc.**
- **Search for books in the Bethel College Archives**
- **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 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

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

These will be dealt with in upcoming slides.

- Ask-a-Librarian
- Interlibrary Loan
- Feedback
- Find Articles

This links to Bethel’s Databases page.

This links to Bethel’s ILL Book Request form.

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

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

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
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”
My e-Shelf

To view items in My e-Shelf, click “My e-Shelf”

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

This is a temporary list. All items and folders will be deleted when this session ends.

<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>1994</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Bethel College basketball.</td>
<td>Bethel College Reference Collection</td>
</tr>
<tr>
<td>2</td>
<td>1997</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Alumni directory /</td>
<td>Bethel College Reference Collection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Special Collections Bethel College Archives</td>
</tr>
</tbody>
</table>
Signing In to Your Account

Signing in allows you to:

- Save searches
- See what you have checked out & renew books
Signing In to Your Account

To sign in you need your

- Barcode number
  - Number appears below barcode on your Bethel ID
    - Looks like: 80000000000123
- Birth date (mmdd format)
Signing In to Your Account

Once you log in you will see:

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>
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<tbody>
<tr>
<td>Loans/Renewals</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>12</td>
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<tr>
<td>Recall &amp; Hold Requests</td>
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<td>0</td>
<td>4</td>
<td>0</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</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.
Renewing Books

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

Bethel Admin - Items on Loan for: Blowers, Kevin

<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>
<th>De</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rabbit, run / John Updike.</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>PS 3571 .P4 R3 1950</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No man is an island / by Thomas Merton.</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BX 2350 .2 M4494 1978</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lights, drama, worship! : plays, sketches, &amp; readings for the Church / Karen F. Williams.</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BV 1534 .4 W55 2004</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Lights, drama, worship! : plays, sketches, &amp; readings for the Church / Karen F. Williams.</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BV 1534 .4 W55 2004</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Lights, drama, worship! : plays, sketches, &amp; readings for the Church / Karen F. Williams.</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BV 1534 .4 W55 2004</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Skits that teach : lactose-free for those who can't stand cheesy skits / by Eddie James and Tommy Wo</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BV 1534 .4 J342 2006</td>
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<tr>
<td>8</td>
<td>Instant skits : using improv to create memorable moments in ministry / Eddie James and Tommy Woodard</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BV 1534 .4 J34 2005</td>
<td></td>
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<td>10</td>
<td>The way of a pilgrim ; and, The pilgrim continues his way / translated from the Russian by R.M. Fren</td>
<td>May-31-2016</td>
<td>11:59 PM</td>
<td>Bethel College</td>
<td>BX 382 .C8513 1965</td>
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<tr>
<td>11</td>
<td>We have always lived in the castle / Shirley Jackson.</td>
<td>May-31-2016</td>
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<td>Bethel College</td>
<td>PS 3519 .A392 W4 1984</td>
<td></td>
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<tr>
<td>12</td>
<td>The fragrance of God / Vigan Guroian.</td>
<td>May-31-2016</td>
<td>12:00 AM</td>
<td>Bethel College</td>
<td>GV 4606 .G36 G95 2006</td>
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Renewing Books

To renew items, click on the Renew All button or the number of the item you want to renew.

Bethel Admin - Items on Loan for: Blowers, Kevin

Click the underlined number to view details on or renew a single loan.

<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>Rabbit, run / John Updike</td>
<td>May-31-2016 11:58 PM</td>
<td>Bethel College PS 3571 .P4 R3 1660</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>No man is an island / by Thomas Morton</td>
<td>May-31-2016 11:58 PM</td>
<td>Bethel College BX 2350.2 .M4404 1978</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Skits that teach : lactose-free for those who can't stand cheesy skits / by Eddie James and Tommy Wo</td>
<td>May-31-2016 11:59 PM</td>
<td>Bethel College BV 1534.4 .J342 2006</td>
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</tr>
<tr>
<td>8</td>
<td>Instant skits : using improv to create memorable moments in ministry / Eddie James and Tommy Woodard</td>
<td>May-31-2016 11:59 PM</td>
<td>Bethel College BV 1534.4 .J34 2005</td>
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<tr>
<td>10</td>
<td>We have always lived in the castle / Shirley Jackson.</td>
<td>May-31-2016 12:00 AM</td>
<td>Bethel College PS 3519 .A392 W4 1984</td>
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Renewing Books

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>
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<tbody>
<tr>
<td>1</td>
<td>May-31-2016</td>
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<td>Rabbit, run / John Updike.</td>
<td>Bethel College PS 3571 .P4 R3 1960</td>
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<tr>
<td>2</td>
<td>May-31-2016</td>
<td>12:00 AM</td>
<td>No man is an island / by Thomas Merton.</td>
<td>Bethel College BX 2350.2 .M4494 1974</td>
<td></td>
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<tr>
<td>3</td>
<td>May-31-2016</td>
<td>12:00 AM</td>
<td>Lights, drama, worship! : plays, sketches, &amp; readings for the Church / Karen F. Williams.</td>
<td>Bethel College BV 1534.4 .W55 2004</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>May-31-2016</td>
<td>12:00 AM</td>
<td>Lights, drama, worship! : plays, sketches, &amp; readings for the Church / Karen F. Williams.</td>
<td>Bethel College BV 1534.4 .W55 2004</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>May-31-2016</td>
<td>12:00 AM</td>
<td>Lights, drama, worship! : plays, sketches, &amp; readings for the Church / Karen F. Williams.</td>
<td>Bethel College BV 1534.4 .W55 2004</td>
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<td>6</td>
<td>May-31-2016</td>
<td>12:00 AM</td>
<td>Skits that teach : lactose-free for those who can't stand cheesy skits / by Eddie James and Tommy Wo</td>
<td>Bethel College BV 1534.4 .J342 2006</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
My e-Shelf with My Account

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
My e-Shelf with My Account

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
**My e-Shelf with My Account**

Then add items to My e-Shelf as explained above

Once items are added, you should see this message

- Find Articles

  **Selected items were added to My e-Shelf.**
My e-Shelf with My Account

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.

<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>2013</td>
<td>Thurston, Robert W.,</td>
<td>Coffee: a comprehensive guide to the bean, the beverage, and the industry</td>
<td>Bethel College Main Collection HD 9199 A2 C59 2013 Regular</td>
</tr>
<tr>
<td>3</td>
<td>2010</td>
<td>Sobey, Edwin J. C.,</td>
<td>The way kitchens work [electronic resource]: the science behind the microwave, teflon pan, garba</td>
<td></td>
</tr>
</tbody>
</table>
My e-Shelf with My Account

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.

My e-Shelf

<table>
<thead>
<tr>
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<td>2013</td>
<td>Thurston, Robert W.</td>
<td>Coffee: a comprehensive guide to the bean, the beverage, and the industry /</td>
<td>Bethel College Main Collection, HD 9199 A2 C59 2013 Regular</td>
</tr>
<tr>
<td>3</td>
<td>2010</td>
<td>Sobey, Edwin J. C.</td>
<td>The way kitchens work [electronic resource]: the science behind the microwave, teflon pan, garba</td>
<td></td>
</tr>
</tbody>
</table>
My e-Shelf with My Account

The Folder Management screen looks like this:

To create a new folder, enter a name here and then click on the “Create” button.
My e-Shelf with My Account

After creating a folder called “Coffee,” we see this:

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

First, select the items you want to move to the folder

Then, click the “Move” button
My e-Shelf with My Account

The selected items are now in the “Bethel” folder

My e-Shelf - Folder Management

Manage Folders

Select Folder: coffee (3)
Make new folder
Rename Folder: coffee

Records in Folder coffee:

- [ ] Select All
- [ ] Select: A comprehensive guide to the bean, the beverage, row and the industry / edited by Robert W. Thu
- [ ] Select: The global coffee economy in Africa, Asia and Latin America, row 1500-1989 (electronic resource) / edite
- [ ] Select: The way kitchens work [electronic resource]: the science behind the microwave, teffon pan, garbage

Manage UNFILED Records

Unfiled Records (0):

- [ ] Select All

There are currently no documents under this folder
My e-Shelf with My Account

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
My e-Shelf with My Account

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>2</td>
<td>1982</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Alumni directory</td>
<td>Special Collections Bethel College Archives LD 451.B3621a A3 1982 No Loan</td>
</tr>
</tbody>
</table>
# E-mailing Records

To e-mail records, first select your records

<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></td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Bethel College basketball.</td>
<td>Bethel College Reference Collection</td>
</tr>
<tr>
<td>2</td>
<td>1961</td>
<td>Wenger, J. C. (John Christian)</td>
<td>The Mennonites in Indiana and Michigan</td>
<td>Bethel College Main Collection</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Alumni directory</td>
<td>Bethel College Reference Collection</td>
</tr>
<tr>
<td>4</td>
<td>1982</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Alumni directory</td>
<td>Special Collections Bethel College Archives</td>
</tr>
<tr>
<td>5</td>
<td>1997</td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Bethel College sustained by faith.</td>
<td>Bethel College Audio Visual Collection Videocassette</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Bethel College (Mishawaka, Ind.)</td>
<td>Bethel magazine.</td>
<td>Bethel College Periodicals</td>
</tr>
</tbody>
</table>

*Click on Location link(s) at right for Holdings information. Display full record.*
Then click “Email/Save/Export”
E-mailing Records

Fill out this form:

1. Choose the records you want to e-mail
2. Choose what information you want to send; easiest to leave as is
3. Ignore
4. Add notes, if you want
5. Be sure to fill out your Email address

Click “Go” to send
E-mailing Records

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

• To send records to RefWorks or EndNote, first select the records you want and then click “Email/Save/Export”

• This is the same procedure as Emailing records as described above
E-mailing Records

When you see this screen, click on “Export”
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