Printing a single record (from Brief or Full Record Display)

1. Print the current record by clicking on the PRINT button of your Internet browser, OR
2. Use the Print/Save Options table at the bottom of the record:
   a. Select the format you want from the Select Download Format drop down menu box (Full Record, Brief Record, etc.)
   b. Click the "Display Reformatted Record for Printing or Saving to Diskette" button. The records should display in plain text on a new page (ASCII text format).
   c. Select the File option from your Internet browser's menu bar.
   d. Select Print or Save As.

Printing more than one record (from the Titles List)

Click the white box to the left side of the screen next to the record number. A checkmark will appear. If you want to print/save all the records, leave the white box(es) unchecked. You can also click the "Clear Selected" option to clear the checkmarks from all of the selected records.

Use the Print/Save Options table at the bottom of the titles list:
1. Select records:
2. Select format:
3. Click the "Display Reformatted Record for Printing or Saving to Diskette" button. The records should display in plain text on a new page (ASCII text format).
4. Select the File option from your Internet browser's menu bar.
5. Select Print or Save As.

Emailing record(s)

Following the instructions for each item above. Instead of printing or saving, enter your email address and click the "Email" button to send the record(s) to your email account.

NOTE: We can help you locate an item, find alternative sources, and offer further assistance. Ask at the Reference Desk on the 2nd floor, or call (256) 782-8034 during our regular hours (http://www.jsu.edu/library/information/hours_calendar.html) to ask a reference librarian for more detailed assistance.

SEARCHING THE CATALOG

HTTP://WWW.JSU.EDU/LIBRARY/

1. Type your search term(s) into the search box under **Search For**.
2. Make sure you have the appropriate type of search by making the correct selection in the **Search By** field.
3. Click the **Search** button to submit the search.

AUTHOR:
   enter last name first: austen jane

TITLE:
   omit initial articles (a, an, the): sun also rises

JOURNAL TITLE:
   omit initial articles (a, an, the): economist
   enter just the first few words: journal of modern
   use for magazines, journals, newspapers, or other serials

SUBJECT:
   use Library of Congress subject headings: economics

CALL NUMBER:
   include punctuation and spaces: z 695.1 g43 g46 1994

NOTE: Don't worry about capitalization or punctuation, but correct spelling is important!

KEYWORD SEARCH

Start with a keyword search if you do not have a specific author or title.

Keywords are important words or concepts found in the title, subject headings, summary, etc. of books and other library materials.

KEYWORD SEARCH HINTS

1. Type your search term(s) into the **Search For** box under.
   NOTE: use a question mark to find variations on a word (ex: music? –searches music, musical, musician, etc.)

2. Select the type of search you would like to use from the drop down box: all of the words, any of the words, or the words as a phrase.

3. Make sure you have the appropriate type of search by making the correct selection in the **Search By** field.

4. You can limit your search further by selecting a Boolean operator (and, or, not) and enter additional search terms.

5. Click the **Search** button to submit the search.

The example above will search for records in the Library Catalog that include the phrase "home schooling" in the title and "rules" anywhere in the record.

READING SEARCH RESULTS

After you enter a search, the catalog will return a list of items matching your search term(s). This list is referred to as a **Titles List**. **Sort** or **Post Limit** your search results further by clicking those options.

You can sort a Title List by Title, Author, Publication Date, or Publication Date in Descending order. There are also a number of other limits that can be used through the Post Limit option.

To get more information about a specific item, click on any of the blue, underlines to retrieve its record. You will be looking at a **BRIEF RECORD** listing the author, title, place and date of publication, location, series, call number, and status.

UNDERSTANDING LIBRARY CATALOG RECORDS

1. Find the item in the Library.

   Between each set of lines in a record is the LOCATION of the item, the CALL NUMBER, and the STATUS (if it is checked out or not)

2. Find more relevant materials in **LESS** time.

   In the **BRIEF RECORD** display for a specific item, click on the blue, underlined Subject Headings to find related items.

   Example: Subject(s): Home Schooling – United States

3. See MORE information about the item.

   Click on the **DETAILED** button to see additional information about each item such as descriptions, notes, table of contents, ISBN/ISSN numbers, etc.