

FIND BOOKS IN THE LIBRARY CATALOG

Web versions of this and all other Guides are available at <http://www.sciarc.edu/v5/aboutarch/lrg.php> and <http://sciportal.sciarc.edu> Submit questions and suggestions to the library manager directly at kevin@sciarc.edu

Library catalogs exist in various forms--printed volumes, card catalogs, stand-alone workstations and databases accessible online--and provide information about documents of various media--audio, electronic, print, video.

Whatever form or media, catalogs work the same way: library workers assign simple keyword descriptions to each book so that you can look up or search by that keyword to get the name of a book, its author and its CALL NUMBER.

The call number is a code that identifies that book's specific place on the library shelves. For more information about call numbers, see *Kappe Library Guide no. 06*, "The Organization of Books."

The *Educational Resources of SCI-Arc* (EROS) database is available in the Kappe Library at 2 Library Workstations in the Reference Corner. If the "Welcome" window is displayed, click it with the cursor to make sure it is selected. If it is not displayed, click on the BOOK CATALOG icon.

EROS is a Windows database, so you can use the mouse to navigate through it. To function properly, all command buttons within EROS must be pushed with the cursor directed by the mouse.

SEARCHING EROS

The first window has the message "Educational Resources of SCI-Arc."

Type keywords in the AUTHOR and/or TITLE and/or SUBJECT fields.

Click the SEARCH button with the cursor. (You must use the mouse, and not the Enter key, or else the search will not proceed properly.) The records will appear in Short List View. Use the cursor to select to SHOW FULL ENTRY or NARROW DOWN/ADD or NEW SEARCH.

Click PRINT to print your records. It is not possible to download records from EROS.

Click NEW SEARCH to start over.

NARROW DOWN. Normal searches find any occurrence of the text you type. So "hosp" returns all records with "hospital," "hospice," and even "phosphate." Use the Narrow Down/Add option after the first search, type the second pattern, and then click either the Also button or the Omit button.

CHECK KEYWORDS. Sometimes your keyword may not match exactly EROS's keyword. Check your spelling, try synonyms or check the list of catalog keywords found in *The Library of Congress Subject Headings*, Reference-Z8L524 1994

ASK FOR HELP. Like all library catalogs, EROS never achieves a perfect representation of the collection. Actual holdings change faster than the database can be modified. Ask staff for help.

TEMPORARY RECORDS. If you fail to find anything using the SUBJECT field, try the TITLE field. There are always many records in EROS that do not have anything entered into the subject field. These records will have the word "Temporary" in the author field. This means a complete (i.e. permanent) bibliographic record for that item has not been added to EROS yet, but, for the convenience of patrons, an incomplete record, containing only author, title and call number is available.

USE SUBJECT HEADINGS. If you've already found one book on your topic and want to find more, try searching with the book's exact subject heading (the keywords in the "subject" field). This is especially helpful when using very large catalogs, when simpler keywords might generate too many records.

OTHER LIBRARY CATALOGS AVAILABLE ONLINE

For a more comprehensive list, see *Kappe Library Guide, no. 03, "Other Collections"*

WORLDCAT at <http://www.worldcat.org/>

Simultaneously search "1 billion items in over 10,000 libraries worldwide"

LIBRARY OF CONGRESS at <http://catalog.loc.gov/>

Also a useful page of links to academic and private collection databases throughout the U.S.

LIBWEB, <http://sunsite.berkeley.edu/Libweb/>

Searchable database of academic, public and governmental libraries worldwide.

LOS ANGELES PUBLIC LIBRARY (MAIN) at <http://www.lapl.org/>

This is the catalog for the main library plus all the branches)

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