

# Using the Library Catalogue

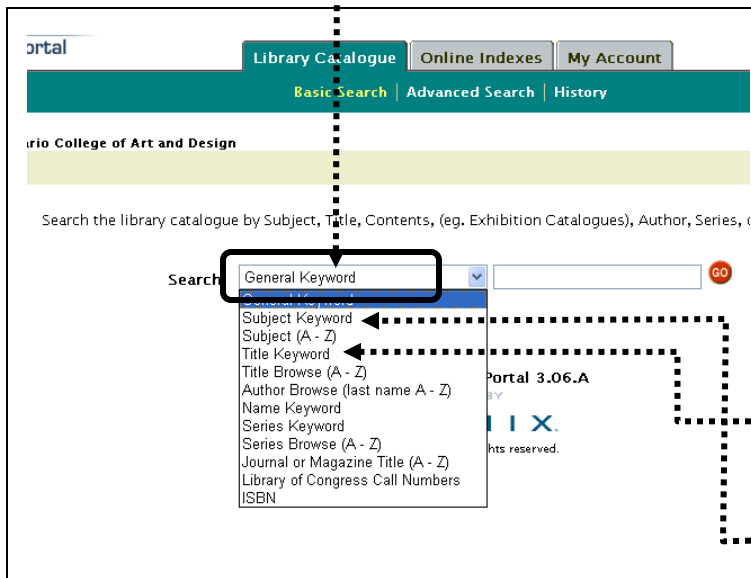
@ DOROTHY H. HOOVER LIBRARY

The OCAD **Catalogue** offers the primary access to books, exhibition catalogues, videos, CDs and DVDs in Dorothy H. Hoover Library.

## To Start

- go to [www.ocad.ca/library](http://www.ocad.ca/library)
- **Note:** library catalogue is available on or off campus

## Basic Search



The default index for searching the Catalogue is the **General Keyword**, which will search ALL Fields, including:

- title (of book, DVD, video)
- author name
- publisher
- call number
- contents of book (for only selected items in collection)

This is the easiest, most comprehensive search, but may give you too many titles. If so try:

**Title Keyword** if you have a specific book, video or DVD title

**Subject Keyword** if you want information about an art period, a particular artist/designer

## Search Terms

Successful searches begin with accurate search terms. It is often useful to begin a search using **broad search terms** in order to get a sense of how much the library has on a specific subject; then narrow to more specific topics, by adding:

- a **geographic area** (e.g. *Canada, Toronto, Nova Scotia*)
- a **time period** (e.g. *renaissance, 19<sup>th</sup> century, fifties*)
- another **subject(s)** (e.g. *aesthetics philosophy, marxism criticism art*)

### Tips:

- use the **truncation symbol \*** to get all forms of a word: canad\* for Canada, Canadian, Canadians

**No Results?** Use related terms or synonyms to find additional information on all aspects of your topic:

- e.g. for **integrated media** try multi media, video, film, cinema, etc.

## Advanced Search

1. pick search field (general, author, title keywords).
2. enter search terms **NOTE:** you do not have to use ALL boxes
3. if using more than one search box use **BOOLEAN** operators to connect them
  - AND to limit search results
  - OR to expand search (e.g. **artist\* AND native OR first nation\* OR indian**)
  - NOT to take out a search term (e.g. to search for sculptor Mary Shelley not the author who wrote Frankenstein, try **mary shelley AND sculpt\* NOT frankenstein**)

Information Portal

Library Catalogue | Online Indexes | My Account

Basic Search | **Advanced Search** | History

Advanced Search

1. Search the library catalog. **2.** Enter search terms in the field. **3.** Use boolean operators to connect your search terms. **4.** Refine your search by selecting a limit or sort option.

Search by:

General Keyword [ ] AND [ ] GO

Author Keyword [ ] AND [ ]

Title Keyword [ ] AND [ ]

Name Keyword [ ]

Refine your search (optional):  
You can refine your search by selecting a limit or sort option.

Limits

Limits:

- Cassette Recording
- Cdaudio Collection
- Circulating Cdrom
- Cdrom Reference
- Circulating Book

Tips: log into **My Account** (with your 14 digit barcode number) to:

- view items you have checked out
- renew items (up to 5 times for books, or 3 times for media)
- place holds on items that are checked out (so you can have them as soon as they arrive back in the Library)

4. Limit your search to specific collections by clicking on material type. To select more than one, hold down **CTRL key** while selecting limits. The most popular limits include:
  - DVD collection (can be signed out of the Library)
  - DVD reference (non-circulating)
  - Video collection or Video reference
  - Reserve Shelf Book (for materials put on reserve for specific courses; located at the Circulation Desk)

## Viewing Results

1. click **title** or **Show Details** to view entire record

Search Results

14 titles matched: **ancient greece not architect\***

Next

1. **Time Life's Lost civilizations / [DVD videorecording] Time Life Inc.**  
Alexandria, Va. : Time Life Inc., 2002, c1995. [Show details](#)

2. **Atlas of western art history : artists, sites, and movements from ancient Greece to the modern age / John Steer, Antony White.**  
by Steer, John, 1928-  
New York ; Oxford : Facts on File, 1994. [Show details](#)

3. **Transformations of myth through time : vol. 1, tape 3 / [videorecording] produced by William Free; directed by Roy A. Cox; written by Joseph Campbell.**  
Mythology Ltd., 1989. [Show details](#)

# Viewing Records

When viewing a record **always NOTE:**

1. Call Number: to find the book on the shelves in the Library collection
2. Collection: these include
  - **Circulating:** can be signed out
  - **Reference:** can only be signed out for short term loans
  - **Quick Reference:** can only be signed out for short term loans
  - **RBC: non-circulating:** cannot be signed out
3. Status:
  - **Checked In:** means it is in the Library
  - if a book is checked out, then a **due date** will appear (NOTE: that you can place a **hold** on a checked out book)
  - **Mending or Bindery:** book is being repaired
  - **Missing, Lost or Discard:** book has been stolen or damaged beyond repair and cannot be replaced

The screenshot shows the Horizon Information Portal interface. The search results page displays a record for "Democracy and revolution : from ancient Greece to modern capitalism / George Novack." The record includes fields for "Item Information", "Holdings", "More by this author", "Subjects", "Browse Catalog", and "Search the Web". The "Holdings" section shows a table with columns for "Call No.", "Collection", and "Status". The table contains one row with the following data:

Call No.	Collection	Status
JC421 N67	Circulating (green Signs)	Checked In

Three numbered callouts (1, 2, 3) are placed over the "Call No.", "Collection", and "Status" columns respectively. A dashed line connects these callouts to the "SPECIAL FEATURES" section below.

## SPECIAL FEATURES:

- Find other **related books/videos** in the Dorothy H. Hoover Library
- Do a **Google** search for **related information on the world wide web**

# E-Mailing Records

Use this feature to create a bibliography.

1. for **individual records**, fill in e-mail address
2. to create a list of **more than one item**:
  - a. click **Add to my List**
  - b. select **Return to Results** to add other records (**NOTE**: use this instead of the browser **BACK** button)
  - c. when completed, click **My List**

Democracy and **revolution** : from ancient Greece to **modern** capitalism / George Novack.  
by Novack, George Edward.  
New York : Pathfinder Press, 1971.

**Subjects**

- Democracy -- History.
- Revolutions -- History.

ISBN: 0873481917  
0873481925

Description: 286 p. ; 22 cm.  
Content Notes: "A Merit book."  
Notes: Includes bibliographical references (p. [280]-282) and index.

**Copy/Holding information**

Call No.	Collection	Status
JC421 N67	Circulating (Green Signs)	Checked In

Format:  HTML  Plain text  Delimited

Subject: Democracy and revolution : from ancient Greece

Email to:

Democracy and **revolution** : from ancient Greece to **modern** capitalism / George Novack.  
by Novack, George Edward.  
New York : Pathfinder Press, 1971.

**Subjects**

- Democracy -- History.
- Revolutions -- History.

ISBN: 0873481917  
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**Copy/Holding information**

Call No.	Collection	Status
JC421 N67	Circulating	Checked In

**My List**  
4 titles

Title	Return to results
<input type="checkbox"/> <b>Art of the Western world : from ancient Greece to post-modernism /</b> by Cole, Bruce, 1938-, Gealt, Adelheid M.	<input type="button" value="Request Item"/>
<input type="checkbox"/> <b>Cultural geometry /</b> by Deitch, Jeffrey., Halley, Peter.	<input type="button" value="Request Item"/>
<input type="checkbox"/> <b>Dawn of the gods : Minoan and Mycenaean origins of Greece /</b> by Hawkes, Jacquetta (Hopkins) 1910-, Harisiadis, Dimitrios.	<input type="button" value="Request Item"/>
<input type="checkbox"/> <b>The sea remembers : shipwrecks and archaeology from Homer's Greece to the rediscovery of the Titanic /</b> by Throckmorton, Peter.	<input type="button" value="Request Item"/>

Format:  HTML  Plain text  Delimited  MLA  Chicago

Subject: bibliography

Email to: dpayne@ocad.on.ca

- d. click boxes to select items to e-mail
- e. click **E-Mail this List**
- f. select **Format of list** (includes **MLA** citation format)
- g. fill in **Subject** and **E-Mail** address