How to Find a Book Using the Library Catalog

Beginning at the library homepage (http://rocky.edu/academics/library/), select Library Catalog. This will open in a new window.

There are a few different ways you can search for books (or DVDs or other materials) within the catalog.

The first is a keyword search, which will search for your search term in all of the text of the records in the catalog. The second, “Begins with,” will retrieve only results where your search term is at the beginning of an entry: the beginning of a title, series title, or author’s name. The option “Exact” will retrieve only results that are an exact match for your search term.

To the right are options to do an advanced search, to browse by call number, to search only DVDs and videos (we do have some VHS tapes still), and to browse recently added books, but we’ll focus on doing a basic search.

Below the search box are the options to search for a word or phrase anywhere within the record or to restrict your search to only the author, title, subject, etc. For example, you could search for the keyword “austen” (capitalization doesn’t matter) as a word or phrase and retrieve books by Jane Austen, about Jane Austen, and by or about someone else named Austen. If you limit your keyword search to title, you will retrieve only books where the word “austen” appears in the title or chapter titles. If you limit your keyword search to subject, you will retrieve only books where “austen” appears in the subject headings that have been assigned to those books.
If you want a specific book that you know is titled “Austen,” you would want to use an exact search with a title search to avoid retrieving all the other books that searching for “austen” could retrieve.

Say you’re looking for a book about Jane Austen. Let’s choose “Searching for Jane Austen,” result number 4. From the search results screen you have a couple of options. You can check the box labeled “Mark” that appears above the cover of the book. Do this for several books you’re interested in, then select Print/Email Marked at the top of the page.
Here, I’ve selected both result number 4, “Searching for Jane Austen,” and result number 1, “Jane’s fame.”

From this screen you can print out the list of books that you’ve selected or email the list to yourself or someone else. You can choose your view of records and type of output to create a list with either just the basic citations for the books or with all of the information in the catalog records for those books.

From the search screen you can also select Place Hold, right underneath the check box. This will prompt you to enter your user id and pin (which you will need to set up in person in the library). Library staff will then retrieve the book and have it waiting for you at the front desk to pick up. If the book is checked out to someone, once it has been returned it will be held for you at the desk rather than reshelved.

Let’s find out more about “Searching for Jane Austen.” Click the title in the search result screen to bring up the catalog record.
In the center of the screen you see the item information: title, author, publisher and date, and number of pages. You also see what is called the call number (in this case PR4037.A93 2004), the material (book), and the location (stacks). This means that it is available in the library to be checked out. To learn how to locate items in the library, see the guide How to Find a Book in the Library.

You can find out more about this book. Click on A Look Inside.

Here you can learn more about the book, including a summary and book reviews. Note that not all books have this information; you'll mostly find it for newer books.
You can also click on Catalog Record next to A Look Inside.

Here you can find the table of contents (for many, though not all, books) and the subject terms assigned to this book. This is a good way to find more books on your topic: by clicking on a subject term, you can find all the other books that also have that subject assigned to them. You can also find more books that may be of interest by using the links under the cover picture on the left. “Find more by this author” will retrieve the records for any other books by the same author. “Find more on these topics” will search the catalog for other records with any of the subject terms found in this record, so you don’t have to search them one by one unless you’re only interested in one.
“Nearby items on shelf” will list this book and the books that you would see next to it if you were physically looking at it in the library. This can be helpful because books are organized by subject – though there may be other useful books shelved in a different subject area.

If you still can’t find enough on your topic, you can search other libraries in Montana through the Rocky catalog. On the original search results page, which you can reach by using the “Go back” link near the top of the screen (the browser’s back button will NOT work correctly within the catalog),
scroll all the way down the page to the Search Again box.

Here, in addition to creating a completely new search (or changing your current search), you can search 8 other Montana libraries as well as the Rocky library. Select the “library” drop down menu and choose “All.” You can search a specific library if you’re planning to be near one of the libraries on the list and want to pick up a book in person, but otherwise you’ll want search all the libraries at once. If you find something you think may be useful, you can have it sent to Rocky.
Registration at the Rocky library is registration at all of these libraries, and you can go to their libraries and check materials out with your Rocky ID, use their databases in their libraries, or read their ebooks, which are only available from their computers.

But if you’re at Rocky and find something you want, fill out the Interlibrary Loan form found on the library homepage (not the Place Hold link in the catalog) with the information you’ve found in the catalog to order the book you want and it will be sent to the library. We’ll send you an email when it comes in and it will be waiting at the front desk for you to pick up! It can take up to two weeks to arrive, so do your research plenty early so you have time to wait for it.
You can also request books and other materials (including DVDs and CDs) that you have found or heard about elsewhere through the Interlibrary Loan form.

If you have searched all these libraries and still can’t find enough material, you can go to worldcat.org. Here you can search the holdings of thousands of libraries at once. If you find something that Rocky doesn’t have that you would like to order, you can simply click Request Item, fill out the form, and an interlibrary loan request will be sent to us.

Two final tips about using the catalog. Another way to find items is by searching for cross-references, but “austen” doesn’t have any, so we’ll use the search term “ocean” with a keyword and subject search to demonstrate. If you’re having trouble finding what you want with the search term you’ve used, there may well be a cross-reference that can help you find what you’re looking for. At the top of the search results screen you’ll find “X-Ref.”

Click on this link and you will be taken to a page with suggestions for other search terms that you can select, either to narrow or broaden your search.
Another way to narrow your search if you’re finding too many results is to limit your results by category. Using the search term “ocean” again, you’ll find a box titled “You Found Titles in Categories” on the right side of the search results page. Below it you’ll find quick access to some of the cross-reference terms we just looked at titled “Try these too...” You can select any of these categories to limit your search to only items that fall within that category. This way, for instance, if you’re looking for something about the ocean within the science of geology, you won’t also retrieve results in English literature.

If something comes up with “[electronic resource]” after the title, as in result number 4 of this “ocean” search, this is an ebook, and can be accessed from your home computer by using the remote access login at [http://rocky.edu/academics/library/RemoteAccess.php](http://rocky.edu/academics/library/RemoteAccess.php).

Always remember that if you’re having any trouble or have any questions, the library staff is always happy to help! Call us at 406.657.1087 or email ill@rocky.edu with questions.