Locate the handout, “Assignment for lesson 12,” for this search basics tutorial. Questions in red are those you’ll answer on the handout.
LIBRARY CATALOG BASICS

Library Catalog: a database filled with library stuff

The library catalog is a big database. A database is a collection of records. Each record represents an item in the library.

Use the library catalog to find books, CDs, DVDs, periodicals, maps, and other stuff.

You can do a basic search of the catalog from the Gavilan Library homepage (click on the "Library Catalog" tab at the top of the "OneSearch" box.)
NOTE: You can also search for books by using the new "OneSearch" feature on the library homepage, but be careful!

This is also going to search for library database articles (i.e. scholarly journal articles from EbscoHost).

It is perfectly fine to use, as long as you recognize what type of source you are looking at!

For this lesson (and the assignment), you'll just be looking at books and eBooks, not articles.

OneSearch searches practically everything—most of our databases, books, eBooks, videos, audio—in a single search.

The Library Catalog just searches what’s physically in our library, plus some of our e-books.
On the search screen that opens up, you can enter a simple keyword search on the Basic search page, or you can enter a more complicated keyword search on the **Advanced** screen. Try both!
With a very simple search on **obesity**, I can come up with several results. Here's a portion of the result screen. Note all the information about each source on the results page. **ALSO NOTE:** You need to click on the linked title to access the full information about each book, which you will need to create an MLA citation and also to find out more about the book and its contents.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publication date</th>
<th>Call Number</th>
<th>Location in library or elsewhere</th>
<th>Available or not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francis Delpech ... [et al.]</td>
<td><em>Globesity: a planet out of control?</em></td>
<td>2009</td>
<td>RC628 .T6813 2009</td>
<td>not available</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Fat [videorecording]</em></td>
<td>2007</td>
<td>RC628 .F38 2007</td>
<td>available, Allied Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Our overweight children: what parents, schools, and communities can do to control the fatness epidemic</em></td>
<td>2004</td>
<td>RJ399 .C6 D358 2004</td>
<td>available, Mezzanine</td>
<td></td>
</tr>
</tbody>
</table>
Be sure to check the location; it could save you some time!
SEATING RECORDS IN A DATABASE

When you click on a title and pull up a record, you’ll see that the information is divided into several fields.

The individual fields in a record make it possible to offer many search options.
SEARCH TIPS...

Some basic principles of searching work in library catalogs and almost any other kind of database, so learning the principles here will help you in other searching, too.
KEYWORD SEARCH

Keyword or “All Fields” is the most popular search option. A keyword search looks in every field for the words you enter. Author search looks for words just in the author field and ignores all the other fields; title search looks for words just in the title field. These searches allow you to be more specific.

The subject field is often overlooked and more often misunderstood. The subject field is what makes the library catalog superior to many other information databases.
If you do a **KEYWORD** search for, say, water, any record that contains the word “water” **ANYWHERE** in the record will be returned.

If you search by **SUBJECT**, only those items mainly about that topic are returned.

The subjects are usually **linked** in a library catalog, so they’ll lead you to other sources related to that subject.
TRY THIS:

Search the Library Catalog using the word “water.”

Browse the results to locate *Drinking Water: A History*, by James Salzman.

Click on the title to take you to the record of the book.

Click on “Water-supply” under “Subjects” in the record.

Click on the first Water-supply’ listing on the next page, labeled “Library of Congress Subject Headings.”

(1) Write a title and the call number for another book listed here that you think is related to *Drinking Water: A History*.

(2) Among the 12 titles that appear, what CALL NUMBER letters do most of these titles start with?

Need a visual? See the next page!
A. Search for "water" using the search bar.

B. Browse through the available titles.

C. Click on the subject link "Water-supply".

D. Try this subject (there are 12 titles under this subject).
BOOLEAN SEARCH

To introduce a basic principle of search, let’s try a little experiment. Complete the worksheet for Lesson 11 as you work through this tutorial. **Questions on the worksheet are in red here.**

1. To start, click on the library catalog tab on the library homepage (http://www.gavilan.edu/library).
2. Then type “pregnancy” into the search box and click “Go.”
BOOLEAN SEARCH

(3) How many results are returned for your search?

Next, click on “Edit Search.” This takes you to the full catalog interface.

Add the word “teenage” in front of “pregnancy” and click “Search.”
BOOLEAN SEARCH

How many results are returned for your search of “teenage pregnancy”?

Here’s what happened:
Assume that all the library records that contain the word teenage are represented by the blue circle.

All the records that contain the word pregnancy are represented by the yellow circle.

The records that contain both words, then, will be represented by the overlapping green area, since those records fall into both the yellow and the blue circles.

Overlapping green area represents all the records that have both the search terms 'teenage' and 'pregnancy'.
BOOLEAN SEARCH: “AND”

In most databases, whenever you add a word to your search, it really means, “Give me any records that have “term 1” AND “term 2”. Example:

Give me any records that have both teenage AND pregnancy.
What if you only wanted to find articles about teenage pregnancy in California?

You could add a third term. Now the catalog will only return those articles that fall into all three of our circles.

In the diagram to the right, the brown color in the very center, the only area that falls into all 3 circles, represents our results, all the articles that have all 3 terms.

(5) Every time you add another search term, do the number of results increase or decrease?
If you click on the ADVANCED SEARCH tab at the top of the main library catalog page, you’ll get separate boxes for each search term, connected by Boolean “AND” between each.
BOOLEAN SEARCH: “NOT”

Occasionally, it’s helpful to EXCLUDE terms from your search. If you’re looking for information on the historical figure Pocahontas, you may find you have many results about the Disney film mixed into your results. To exclude these, go to ADVANCED SEARCH and switch the AND connector to NOT.

The search “pocahontas NOT film” returns everything in the BLUE area only. It returns no results in the overlapping area, so you don’t have the annoying distraction of sources about the movie to sort through.
WHO’S THIS BOOLE DUDE?

George Boole was a mathematician and logician around whose principles this type of searching (limiting or expanding using AND, NOT and OR) was developed.

No, this will NOT be on the test…

A Few More Tricks about Using the Library Catalog…

One useful strategy when searching any database is to start with a broad term and then narrow strategically until you find what you’re looking for.

Boolean “AND” searching does this, and so does subject searching.
In the library catalog, you can also limit by source type, including videos, eBooks and Reference sources.
You can limit your search in these same ways at the top right corner of your results page.
And on the ADVANCED search page, there are even more ways to limit your search, including by date range and even language.

(6) Boolean “and” searching and limiting by subject are two common ways to limit your search. Name three other ways you might limit your search that might be useful.

More ways to limit than you'll probably ever use (unless you're a librarian)!
Now use the library catalog to find a print book you might possibly use for your own research project in English 1A.

Remember to start your search with a broad term and narrow in one of the ways you’ve looked at in this lesson.

(7) On your Basic Search Tutorial Worksheet, write the full MLA citation for the book.

(8-10) What is the call number for the book, is it in the main stacks, mezzanine or reference, and is it available for checkout?