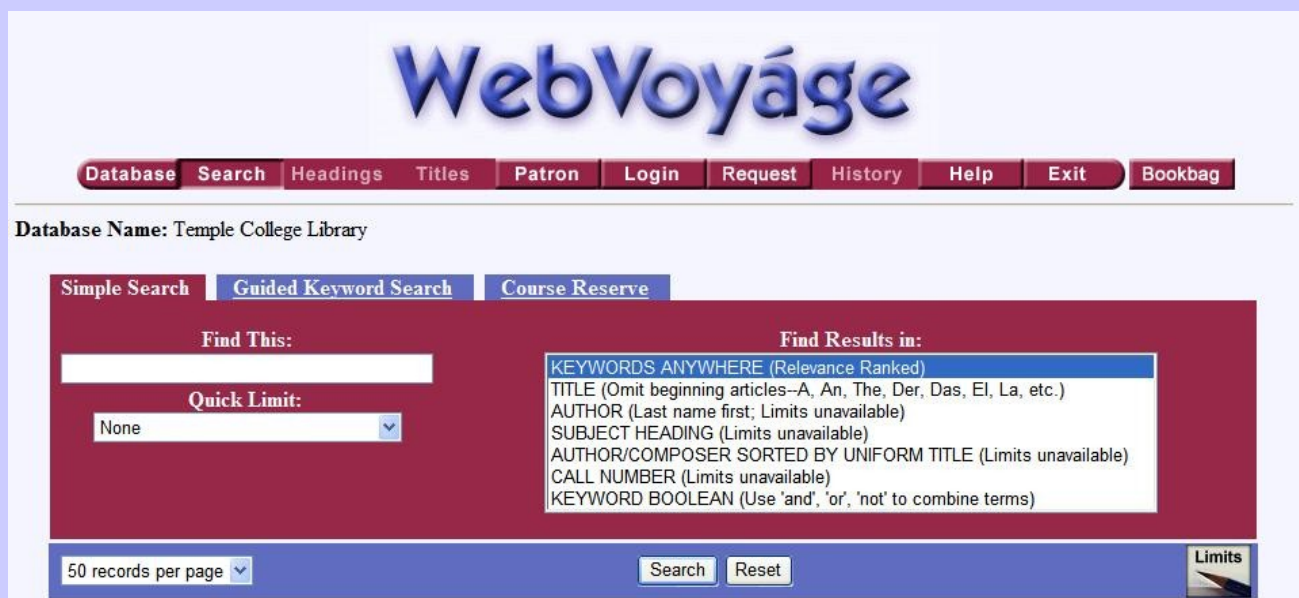


## TUTORIAL FOR FINDING AND REQUESTING BOOKS USING THE ONLINE LIBRARY CATALOG

This tutorial is intended to provide assistance for distance learners, students at Temple College off-campus centers and other Temple College students who might have difficulties in finding or obtaining library materials. Begin by going to the Temple College Library's online catalog opening page:



Click on the local catalog button.



You can search for books and other items by using WebVoyage's searching options. The search options are simple search, guided keyword search, and course reserve. The default search is the simple search.

The Simple Search page allows you to perform a normal search. You can specify the search terms, the type of search (Keyword, Author, Title, Subject, etc.), and a quick limit on the keyword and title search. You can also select from the main list of limits before performing your search.

To perform a search, use the guidelines below. Some suggestions may not be applicable to your search:

1. Enter the words you want to search for in the **Find this:** field.
2. Select the type of search that you want to perform by choosing a search type from the **Find Results in:** list.
3. To limit your search, choose what type of limit you want applied to the search by either a) selecting a limit from the **Quick Limit** menu or by b) clicking the **Limits** button (in lower right corner) and choosing from the entire list of limits.
4. Use a question mark (?) in a search term to indicate a wildcard, matching on zero or more characters in place of the ?. For example: Enter **wom?n** to retrieve results containing *woman* and *women*, and so on. A ? at the end of a term acts as a truncation symbol.
5. Use percent signs to indicate wild cards of a specified character length. For example, enter **g%0%se** to search for *geese*, *goose*, and so on. Enter **g%lf** to search for *golf*, *gulf*, and so on.
6. Change the number of records displayed per page if desired.
7. Click the **Search** button to begin your search. Click the **New Search** button to clear the search page.

## Author Search Example

1. Type in the last name of the author, then the first name: **Fulton, Alice**

Search Request: Author = fulton, alice  
 Search Results: Displaying 1 through 50 of 50 entries.

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next ▶

#	Titles	Headings	Headings Type
[ 1 ]	1	<a href="#">Fulton, Alice.</a>	Personal Name
Info 2	0	Fulton, Alice B.	Personal Name

2. Click on the **Search** button.

3. Click on the author name headings link.

4. The next screen will show you details about the book. In order to request the book you need to copy or write down the call number.

Search Request: Author = fulton, alice  
Search Results: Displaying 1 of 1 entries

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**Full View**    Brief View    Table of Contents    MARC Format

**Main Author:** [Fulton, Alice](#).  
**Title:** The cytoskeleton : cellular architecture and choreography / Alice Fulton.  
**Primary Material:** Book  
**Subject(s):** [Cytoskeleton](#).  
**Publisher:** New York : Chapman and Hall, 1984.  
**Description:** 80 p. : ill. ; 22 cm.  
**Series:** Outline studies in biology  
**Notes:** Includes index.  
Bibliography: p. 73-78.

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**Location:** MAIN--Regular Circulating Collection  
**Call Number:** QH603C96 F84 Copy 1  
**Status:** Not Checked Out  
[Additional Information](#)  
Cover Image

◀ previous    next ▶

Once you find a book you would like to request, be sure and check to see if the status reads "Not Checked Out." If it does, then we should have the book on the shelf. The page you use to request the book is our Library Materials Request page. Since you are requesting something from our library you will only need to enter the call number for us to find the book.

Click on this [link](#) to make your request. Be sure to fill in all the applicable contact information. If you have more than one book to request, reset the request page, or you could [email](#) the library with the call numbers and your address instead of using the Library Materials Request Form if that would be more convenient.

### Distance Education Students

If you are a distance education student your situation may be such that you cannot easily come to the Temple College Library to check out materials. If you live near Taylor or Cameron, the library can deliver materials for you to pick up at the [Taylor Public Library](#) in Taylor or at the Cameron Educational Center in Cameron. Please indicate this preference on the request form.

For individuals unable to pick up materials at any of these locations, the library may be able to mail the requested items directly to you. Please contact the library for more information.

## Other Search Options:

### Guided Keyword Search

A Guided Keyword search finds records using keywords located anywhere in a record, or only in specific fields. To perform a Guided Keyword search:

1. Type in the search term(s) you want to find in the **Find this:** free text field. (Punctuation, case, and word order are ignored.) Your search terms are automatically truncated on the right, so you don't need to use a question mark (?) for truncation.
2. Default search criteria can be modified for your search:
  - Select from the **Search In** drop-down list whether you want to search for all the search terms, any of the search terms, or the search terms as a phrase.
3. Select which Boolean operator you want applied to the next search term(s): AND, OR, or NOT.
4. Narrow your search by further limiting by entering information in the following free text fields and selecting options and boolean operators from the drop down menu as needed.
5. Click the Limits icon if you want to limit your keyword search based on other criteria.

Click the **Search** button to begin your search. Click the **New Search** button to clear the search page.

**Database Name:** Temple College Library

Simple Search   **Guided Keyword Search**   Course Reserve

**Find This:**

**Quick Limit:**

**Find Results in:**

- KEYWORDS ANYWHERE (Relevance Ranked)
- TITLE (Omit beginning articles--A, An, The, Der, Das, El, La, etc.)**
- AUTHOR (Last name first; Limits unavailable)
- SUBJECT HEADING (Limits unavailable)
- AUTHOR/COMPOSER SORTED BY UNIFORM TITLE (Limits unavailable)
- CALL NUMBER (Limits unavailable)
- KEYWORD BOOLEAN (Use 'and', 'or', 'not' to combine terms)

50 records per page

### Title

Searches by title of book or other resource; generally excludes titles of chapters or articles within books.

- Omit beginning articles (A, An, The, Der, Das, El, La, Le, etc.): *grapes of wrath*, rather than *the grapes of wrath*
- Automatically truncates to the right when abbreviated: entering *gone with* retrieves all titles that start with this phrase.

Database Name: Temple College Library

Simple Search | **Guided Keyword Search** | Course Reserve

Find This:

Quick Limit:

Find Results in:

- KEYWORDS ANYWHERE (Relevance Ranked)
- TITLE (Omit beginning articles--A, An, The, Der, Das, El, La, etc.)
- AUTHOR (Last name first; Limits unavailable)**
- SUBJECT HEADING (Limits unavailable)
- AUTHOR/COMPOSER SORTED BY UNIFORM TITLE (Limits unavailable)
- CALL NUMBER (Limits unavailable)
- KEYWORD BOOLEAN (Use 'and', 'or', 'not' to combine terms)

50 records per page

### Author

- Finds materials by a person or organization responsible for content.
- For a person, enter last name first: *twain, mark*, not *mark twain*
- For an organization, enter the first few words of the name: *american association for state*
- Department must be abbreviated to dept.: *united states dept. of agriculture*
- Limits cannot be applied to this search.

Database Name: Temple College Library

Simple Search | **Guided Keyword Search** | Course Reserve

Find This:

Quick Limit:

Find Results in:

- KEYWORDS ANYWHERE (Relevance Ranked)
- TITLE (Omit beginning articles--A, An, The, Der, Das, El, La, etc.)
- AUTHOR (Last name first; Limits unavailable)
- SUBJECT HEADING (Limits unavailable)**
- AUTHOR/COMPOSER SORTED BY UNIFORM TITLE (Limits unavailable)
- CALL NUMBER (Limits unavailable)
- KEYWORD BOOLEAN (Use 'and', 'or', 'not' to combine terms)

50 records per page

### Subject Heading

- Searches for materials ABOUT a topic or person.
- Click on a "See Also" button for more information about your heading.
- Limits cannot be applied to this search.

Once you find a book and obtain it from the library, you may keep the book until the due date stamped in the back—generally three weeks.

If you would like to extend the due date on library materials you may do so by calling or by emailing the library. You also have the option of renewing materials online through the library catalog.



Click on the Patron Information icon to see the following screen where you enter your Temple College ID number and last name, then click on login.

# WebVoyage

[Database](#) [New Search](#) [Headings](#) [Titles](#) [Patron](#) [Login](#) [Request](#) [History](#) [Help](#) [Exit](#)

[Bookbag](#)

Please enter your Patron Barcode and Last Name, then click the OK button.

Barcode

Last Name:

[Databases](#) [New Search](#) [Headings](#) [Titles](#) [Patron](#) [Login](#) [Requests](#) [History](#) [Help](#) [Exit](#) [Bookbag](#)

## Checked-out Items

Renew?	Item	Item Type	Status
<input type="checkbox"/>	Malaparte, Curzio, 1898-1957. Volga rises in Europe / Curzio Malaparte ; translated by David Moore. Location: NEW BOOKS--Located near Circulation Desk D764 .M323	Book	Checked Out: Due 05/08/2007
<input type="checkbox"/>	Baus, Karl. From the apostolic community to Constantine. With a General introduction to church history / by Hubert Jedin. Location: MAIN--Regular Circulating Collection BR 145.2 J4132 v.1	Book	Checked Out: Due 05/08/2007
<input type="checkbox"/>	Bradley, James, 1954- Flags of our fathers / James Bradley with Ron Powers. Location: MAIN--Regular Circulating Collection D767.99.I9 B73	Book	Checked Out: Due 05/08/2007
<input type="checkbox"/>	Cambridge companion to the Age of Justinian / edited by Michael Maas. Location: NEW BOOKS--Located near Circulation Desk DF572 .C35	Book	Checked Out: Due 05/08/2007

The items you have checked out will be displayed. When the due date is close, you can renew the item by clicking on the box to the left and then click on the Renew Items button.

Generally, you will be able to keep an item for six weeks altogether. The item must be returned to the library by the due date in order to avoid library fines. If you have to mail a book back, allow enough time for mail delivery.

<input checked="" type="checkbox"/>	Hastings, Max. Overlord : D-Day and the battle for Normandy / Max Hastings. Location: MAIN--Regular Circulating Collection D756.5N6 H35	Book	Checked Out: Due 05/08/2007
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Renew checked items

If you have any questions about the catalog read through the Help section. If you have any questions contact the [library](#) and we will assist you.