

# Using the Temple College Library Catalog: Basic Search


The screenshot shows the Temple College Library Catalog interface. At the top left is the Temple College logo (TC). To the right are navigation buttons: Search, My Searches, My List, and My Account. Further right is a 'Log in to your account' link and a 'Help' icon. The main heading is 'Basic Search' in pink. Below it, the database is identified as 'Temple College Library Catalog'. There are five search mode buttons: Basic (selected), Advanced, Subject Terms, Author Index, and Course Reserve. A 'Search History' link is also present. The search input area includes a search box, a 'within' dropdown menu set to 'Keywords Anywhere (All Words)', a 'Limit To' dropdown set to 'All Material', and a 'Records per page' dropdown set to '20 records per page'. A 'Search' button is located below these options. Below the search area, there are 'Search Tips' in red text: 'enter words relating to your topic, use quotes to search phrases: "world wide web", use + to mark essential terms: +explorer, use \* to mark important terms: \*internet, use ? to truncate: browser?'. At the bottom, there is a secondary navigation bar with buttons for Search, My Searches, My List, My Account, and Help, and a 'Temple College Library' link. The footer contains the copyright notice: '©2007 Ex Libris Group. All rights reserved.'

The catalog opens with the Basic search set to use Keywords Anywhere, which means that a word or words typed into the search box will be searched for in item titles, subjects, contents, or anywhere in the information the catalog has for an item.

Example:

This screenshot is identical to the one above, but the search box now contains the text 'roman empire'. The 'Search' button is highlighted, indicating it has been clicked. All other elements of the interface, including the navigation bars, search options, and search tips, remain the same.

The words **roman empire** are typed into the search box, then the search button is clicked. Note that the words typed were not enclosed in quotation marks. One of the search tips is to enclose search phrases, or multi-word subjects in quotation marks to ensure that the words are found next to one another in item records if that is desired. The words as entered will sometimes be found together and sometimes one of the words will be found without the other nearby.


Log in to your account

[Search](#)
[My Searches](#)
[My List](#)
[My Account](#)
 Help

New Search :   [Search History](#)

**Titles**


Database: Temple College Library Catalog  
**104 results found**  
 Keywords Anywhere (All Words)(roman empire)

1 2 3 ... 6 [Next](#) ▶

Select  Page  All

Sort By: Relevance ▼



- 1 [Social and economic history of the Roman Empire. Vols. 1 & 2 \[electronic resource\] / by M. Rostovtzeff.](#)  
 Rostovtzeff, Michael Ivanovitch, 1870-1952.  
 1998  
 Web Access  
 no item information, Internet Electronic Resource
- 2 [Roman Empire from Severus to Constantine / Pat Southern.](#)  
 Southern, Pat, 1948-  
 2001  
 DG298 .S67  
 ✓available, MAIN--Regular Circulating Collection
- 3 [Roman Empire in the first century \[videorecording\] / Goldfarb and Koval Productions, Inc. ; written by Margaret Koval ; produced and directed by Margaret Koval and Lyn Goldfarb.](#)  
  
 2001  
 No call number  
 multiple items available, VIDEO ROOM--Ask at Circulation Desk
- 4 [Libraries in the ancient world / Lionel Casson.](#)  
 Casson, Lionel, 1914-2009.  
 2001  
 Z722 .C37  
 ✓available, MAIN--Regular Circulating Collection



**Filter Your Search:**

These links can be selected to filter search results


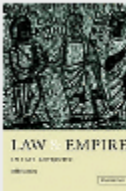
- + [Circulating Collection](#)
- + [Compact Disc Collection](#)
- + [Ebrary](#)
- + [Internet Resources](#)
- + [NetLibrary](#)
- + [Oversize Collection](#)
- + [Published in Last 5 Years](#)
- + [Reference Collection](#)
- + [STATIRef Collection](#)
- + [TC Items Available at Taylor Public](#)
- + [Video Room](#)
- + [Youth Collection](#)

The first three items have the words **roman empire** in the title. Notice the third item is a video recording, with a different icon  than the others which are books . The fourth book does not have the words roman empire in the title.

By clicking on the title, the complete book record can be viewed, showing where the catalog found those words.




Holdings Information	
Database:	Temple College Library Catalog
Location:	MAIN--Regular Circulating Collection
Call Number:	Z722 .C37
Status:	Not Charged
<hr/>	
Title:	Libraries in the ancient world / Lionel Casson.
Author(s):	<a href="#">Casson, Lionel, 1914-2009.</a>
Publisher:	New Haven : Yale University Press, c2001.
Description:	xii, 177 p. : ill., maps ; 22 cm.
Format:	Book
Contents:	The beginnings : the ancient Near East The beginnings : Greece The library of Alexandria The growth of libraries The beginnings : Rome Libraries of the Roman Empire : the city of Rome Libraries of the Roman Empire : outside the city of Rome From roll to codex Toward the Middle Ages.
Subjects:	<a href="#">Libraries--History--To 400.</a>
Notes:	Includes bibliographical references (p. 147-166) and index.
<hr/>	
<a href="#">Search</a>	<a href="#">My Searches</a> <a href="#">My List</a> <a href="#">My Account</a> <a href="#">Help</a>

The book record below only has the word **empire** in the title; the word **roman** is found in another part of the record.

76		<a href="#">Law and empire in late antiquity [electronic resource] / Jill Harries.</a>	
		Harries, Jill. 1999 Web Access no item information, Internet Electronic Resource	

Also notice other search tips such as using + in front of essential terms and the use of a ? to allow truncation. Essentially that means the ? is like a wildcard that can stand for any letter when placed. Example: wom?n is typed in the search box and the catalog will find both women and woman, the ? being a wildcard.

<a href="#">Basic</a>	<a href="#">Advanced</a>	<a href="#">Subject Terms</a>	<a href="#">Author Index</a>	<a href="#">Course Reserve</a>
Search: <input type="text" value="wom?n"/> within				
<input type="text" value="Keywords Anywhere (All Words)"/>				

- 18  [Women and criminality : the woman as victim, offender, and practitioner / Ronald Barri Flowers.](#)  
 Flowers, R. Barri (Ronald Barri)  
 1987  
 HV6250.4W65 F56  
 available, MAIN--Regular Circulating Collection
- 19  [Citizens at last : the woman suffrage movement in Texas : essay / by A. Elizabeth Taylor ; with photographs and documents ; foreword by Anne Firor Scott ; consulting editors, Ruthe Winegarten and Judith N. McArthur.](#)  
 Taylor, A. Elizabeth (Antoinette Elizabeth), 1917-  
 1987  
 JK1911T3 T39  
 available, MAIN--Regular Circulating Collection
- 20  [Women leaders in contemporary U.S. politics / edited by Frank P. Le Veness & Jane P. Sweeney.](#)  
 1987  
 HQ1236.5U6 W666  
 available, MAIN--Regular Circulating Collection



Notice how the first book displayed has the words **women** and **woman**, one has the word **woman**, and one has only the word **women**. Truncation can also be used to look for words with different endings. Example: **libert?**

Basic    **Advanced**    Subject Terms    Author Index    Course Reserve

Search:  within

Keywords Anywhere (All Words)

Limit To:

- 3  [Libertine's progress \[electronic resource\] : seduction in the eighteenth-century French novel / Pierre Saint-Amand ; translated by Jennifer Curtiss Gage.](#)  
 Saint-Amand, Pierre, 1957-  
 1994  
 Web Access  
 no item information, Internet Electronic Resource
- 4  [Liberty, property, and the foundations of the American Constitution \[electronic resource\] / edited by Ellen Frankel Paul and Howard Dickman.](#)  
 1989  
 Web Access  
 no item information, Internet Electronic Resource

The first book has the word **libertine's** in the title, and the second book has the word **liberty** in the title.

Search

In order to start a new search in the catalog, click on the [Search](#) tab at the top of the page. This will reset the catalog.

The screenshot shows the Temple College Library Catalog interface. At the top left is the Temple College logo. To its right are navigation tabs: Search (highlighted in yellow), My Searches, My List, and My Account. Below the logo is the heading "Basic Search" and the text "Database: Temple College Library Catalog". A row of search options includes Basic (selected), Advanced, Subject Terms, Author Index, and Course Reserve. The search input area contains a search box with the text "Search:", a text input field, and a "within" dropdown menu currently set to "Keywords Anywhere (All Words)". Below this is a "Limit To:" dropdown menu set to "All Material".

Click on the arrow to display the drop down menu in Basic Search to see other choices.

This screenshot shows the search dropdown menu open. The search box contains "Search:" and "within". The dropdown menu lists several options: "Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)", "Keywords Anywhere (All Words)", "Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)", "Keywords in Titles", "Keywords in Subjects", "Keywords in Authors (personal, corporate, government)", and "Author/Composer Sorted by Title". Two red arrows point to the dropdown arrow and the selected option, with callouts: "Click to show menu" and "Click to select".

The next search example will be the **Title Begins With** search. This search is useful if you believe you know the exact title, or the first few words in a title.

The screenshot shows the search results for the query "for whom the bell tolls" using the "Title Begins With" search option. The search input field contains "for whom the bell tolls" and the "within" dropdown is set to "Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)". Below the search area are buttons for "Print", "Export", "E-mail", "Add to List", "Select", "Page", and "All". The search results list one item: "1 For whom the bell tolls / Ernest Hemingway." The details for this item are: "Hemingway, Ernest, 1899-1961.", "c1940.", "PS 3515 E37 F6", and "available, MAIN--Regular Circulating Collection".

Be careful to notice the instructions in parentheses about not using initial **A**, **An**, **The**, etc. at the beginning of a title.

**Search resulted in no hits.**

### Basic Search

Database: Temple College Library Catalog

Basic | **Advanced** | Subject Terms | Author Index | Course Reserve

Search:  within  
Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)

Same search below without “the” at the beginning.

**2 results found**

Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)(count of monte cristo)

Edit Search | Save Search

Print | Export | E-mail | Add to List | Select  Page  All

1 **Count of Monte-Cristo.**  
Dumas, Alexandre, 1802-1870.  
[1961, c1946]  
PQ 2226 A32  
 available, MAIN--Regular Circulating Collection

Another way to search titles is to use the **Keywords in Titles** search. This is an effective way to search for books on a topic that you might know how to describe in general, but don't know an exact title. This search will show records for items with the keywords in both titles of items, and a series title (found on the full record screen after clicking on the title).

Basic | **Advanced** | Subject Terms | Author Index | Course Reserve




Search:  within

Keywords in Titles  
Keywords Anywhere (All Words)  
Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)  
**Keywords in Titles**  
Keywords in Subjects

After selecting the search type, enter desired keywords. While there is no limit on how many keywords you may enter, you will probably have better results if you enter one to four keywords.

Basic | **Advanced** | Subject Terms | Author Index | Course Reserve

Search:  within  
Keywords in Titles

- 4  [Armed vision : a study in the methods of modern literary criticism.](#)  
 Hyman, Stanley Edgar, 1919-  
 1955  
 PN 94 H9  
 available, MAIN--Regular Circulating Collection
- 5  [Asian diaspora poetry in North America \[electronic resource\] / Benzi Zhang.](#)  
 Zhang, Benzi.  
 2008  
 Web Access  
 no item information, Internet Electronic Resource
- Record #5 does not have the keywords in the title.

To view the full record, and see the series title where the keywords will be found, click on the title.

**Title:** Asian diaspora poetry in North America [electronic resource] / Benzi Zhang.

**Author(s):** [Zhang, Benzi.](#)  
[NetLibrary, Inc.](#)

**Publisher:** New York : Routledge, 2008.

**Description:** xvi, 177 p. ; 24 cm.

**Format:** Book

**Contents:** Introduction: departure for a detour  
 The poetics of cultural transrelation: a diversion of identity  
 The politics of re-homing: negotiation of cultural dwellings  
 The problematics of translocal place: cultural passage beyond the border politics  
 Alter/native stories of memory and amnesia: a mnemonic inquiry  
 Against the grain of cultural exoticism: the other question  
 Styling diasporic carnival: performance of difference  
 Conclusion: journey without maps.


**Series:** [Literary criticism and cultural theory.](#)

The next search down the menu is the **Keywords in Subjects** search. A subject can be any topic, you can try broad subject areas like Philosophy, or specific subjects like the attack on Pearl Harbor in 1941. After entering the subject keywords and clicking on the search button, you may see the keywords entered both in titles and when you look at the full item record, the subject links section.

Basic   **Advanced**   Subject Terms   Author Index   Course Reserve

Search:  within

Keywords in Subjects  
 Keywords Anywhere (All Words)  
 Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)  
 Keywords in Titles  
**Keywords in Subjects**  
 Keywords in Authors (personal, corporate, government)



[Basic](#)
[Advanced](#)
[Subject Terms](#)
[Author Index](#)
[Course Reserve](#)

Search:  within

Limit To:

Records per page:

- Select  Page  All
- 1  [At dawn we slept : the untold story of Pearl Harbor / Gordon W. Prange in collaboration with Donald M. Goldstein and Katherine V. Dillon.](#)  
 Prange, Gordon W. (Gordon William), 1910-1980.  
 1981  
 D767.92 P72  
 available, MAIN--Regular Circulating Collection
  - 2  [Betrayal at Pearl Harbor : how Churchill lured Roosevelt into World War II / James Rusbridger and Eric Nave.](#)  
 Rusbridger, James.  
 1992  
 D767.92 R87  
 available, MAIN--Regular Circulating Collection

After clicking on the title for record #1, the full item record is displayed.

**Title:** At dawn we slept : the untold story of Pearl Harbor / Gordon W. Prange in collaboration with Donald M. Goldstein and Katherine V. Dillon.

**Author(s):** Prange, Gordon W. (Gordon William), 1910-1980.  
Goldstein, Donald M.  
Dillon, Katherine V.

**Publisher:** New York : McGraw-Hill, c1981.

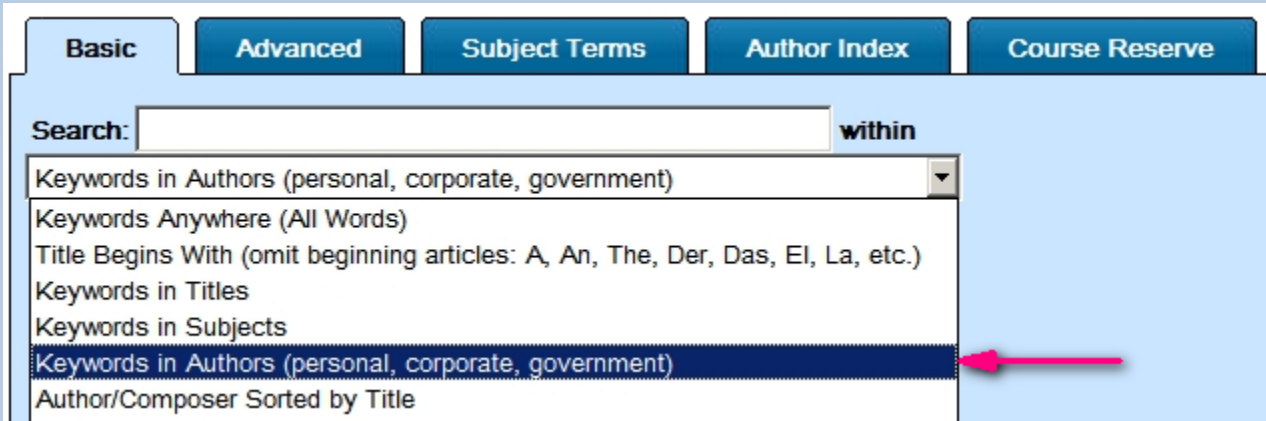
**Description:** xvi, 873 p., [8] leaves of plates : ill., ports. ; 24 cm.

**Format:** Book

**Subjects:** Pearl Harbor (Hawaii), Attack on, 1941.

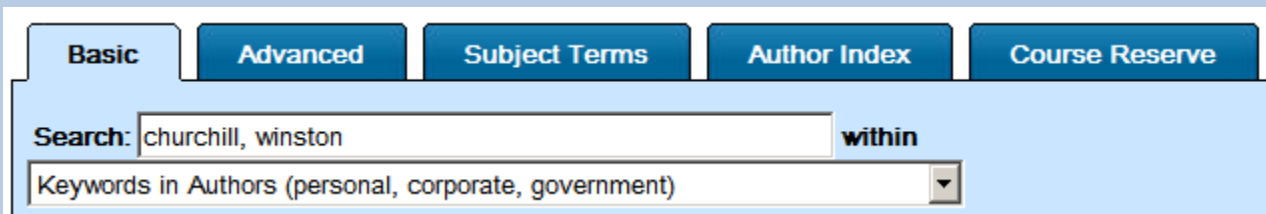
The subject shows the keywords that were entered.

**Keywords in Authors** is the next search, and while there is no notification about it, you must enter the author's last name first, then the first name.



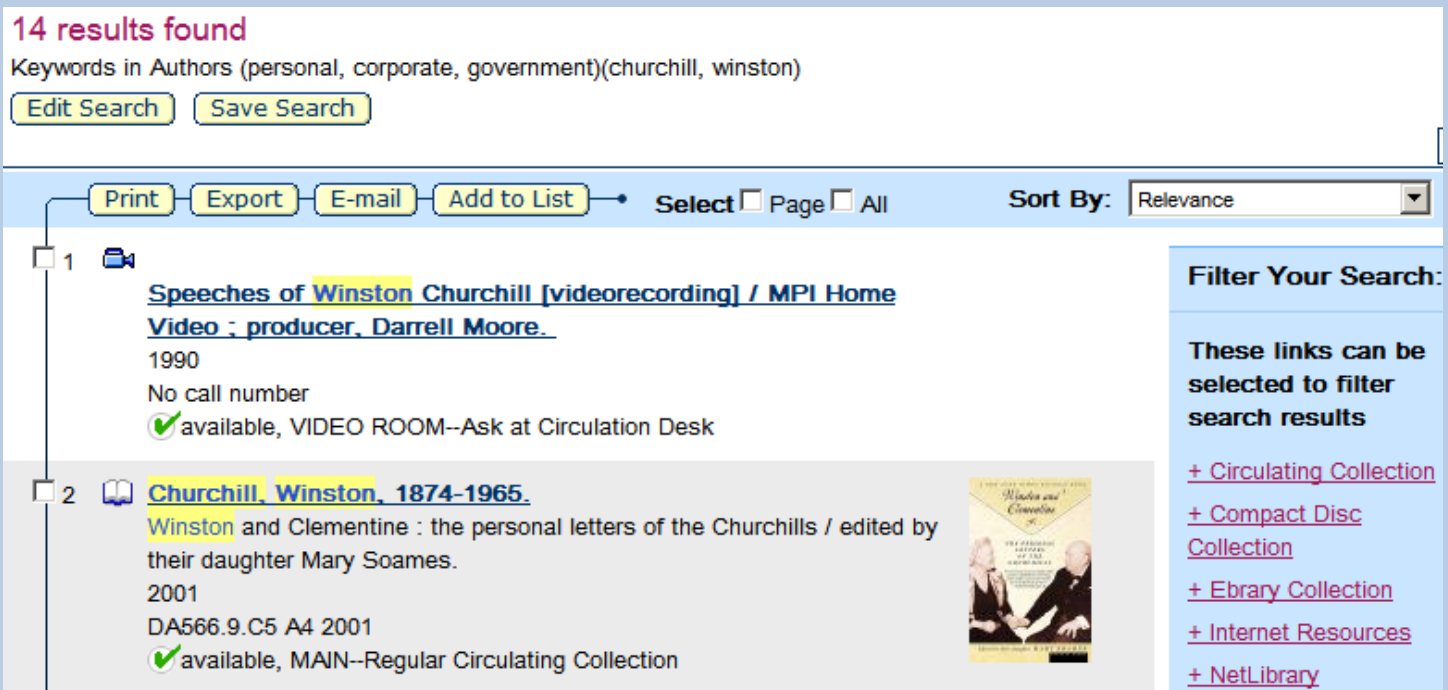
The screenshot shows a search interface with five tabs: Basic, Advanced, Subject Terms, Author Index, and Course Reserve. The 'Basic' tab is selected. Below the tabs is a search box with the text 'Search: \_\_\_\_\_ within'. A dropdown menu is open, listing several search options: 'Keywords in Authors (personal, corporate, government)', 'Keywords Anywhere (All Words)', 'Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)', 'Keywords in Titles', 'Keywords in Subjects', 'Keywords in Authors (personal, corporate, government)', and 'Author/Composer Sorted by Title'. The 'Keywords in Authors (personal, corporate, government)' option is highlighted in blue, and a red arrow points to it from the right.

Enter the author name as done below: last name, comma, then a space and the first name. Capitalization does not matter, but correct word order is important.



The screenshot shows the same search interface as above. The search box now contains the text 'churchill, winston' followed by 'within'. The dropdown menu is still open, and the 'Keywords in Authors (personal, corporate, government)' option is selected.

As usual, the catalog will highlight the terms entered wherever they may be in the item record, but all the items will be either directly or indirectly authored by the author name that is searched.



The screenshot shows the search results page. At the top, it says '14 results found' in red. Below that, the search criteria are displayed: 'Keywords in Authors (personal, corporate, government)(churchill, winston)'. There are two buttons: 'Edit Search' and 'Save Search'. Below the search criteria, there are several action buttons: 'Print', 'Export', 'E-mail', 'Add to List', and 'Select' with checkboxes for 'Page' and 'All'. The 'Sort By' dropdown is set to 'Relevance'. The results are listed in a table-like format. The first result is 'Speeches of Winston Churchill [videorecording] / MPI Home Video ; producer, Darrell Moore.' with a date of 1990 and a note 'available, VIDEO ROOM--Ask at Circulation Desk'. The second result is 'Churchill, Winston, 1874-1965. Winston and Clementine : the personal letters of the Churchills / edited by their daughter Mary Soames.' with a date of 2001 and a note 'available, MAIN--Regular Circulating Collection'. There is a small image of the book cover for 'Winston and Clementine'. On the right side, there is a section titled 'Filter Your Search:' with a note 'These links can be selected to filter search results' and several links: '+ Circulating Collection', '+ Compact Disc Collection', '+ Ebrary Collection', '+ Internet Resources', and '+ NetLibrary'.

The next Basic Search option is called **Author/Composer sorted by Title**. This search will list the titles of works by the author or composer alphabetically. This is useful for browsing Enter the last name first, followed by a comma, space, then the first name for best results.

[Basic](#)
[Advanced](#)
[Subject Terms](#)
[Author Index](#)
[Course Reserve](#)

Search:  within

Author/Composer Sorted by Title  
 Keywords Anywhere (All Words)  
 Title Begins With (omit beginning articles: A, An, The, Der, Das, El, La, etc.)  
 Keywords in Titles  
 Keywords in Subjects  
 Keywords in Authors (personal, corporate, government)  
**Author/Composer Sorted by Title**  
 Call Number Browse

Once the search type is selected, enter the author or composer's name, then click on Search.

[Basic](#)
[Advanced](#)
[Subject Terms](#)
[Author Index](#)
[Course Reserve](#)

Search:  within

Author/Composer Sorted by Title

Limit To:

Records per page:

The result screen will look similar to this:

## Name/Titles

Author/Composer Sorted by Title(mozart, wolfgang)

---

Mozart, Wolfgang Amadeus, 1756-1791. 1. preussisches Quartett (0)  
 See: [Mozart, Wolfgang Amadeus, 1756-1791. Quartets, strings, K. 575, D major](#)

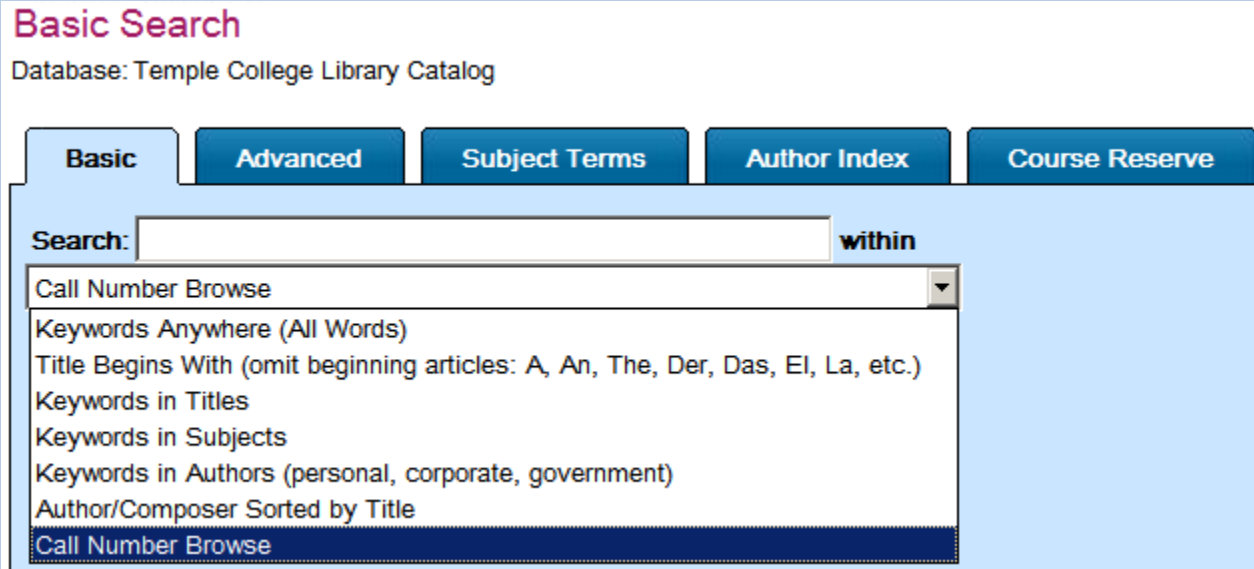
Mozart, Wolfgang Amadeus, 1756-1791. 10 berühmten Streichquartette (0)  
 See: [Mozart, Wolfgang Amadeus, 1756-1791. Quartets, strings. Selections](#)

Mozart, Wolfgang Amadeus, 1756-1791. 10 celebrated string quartets (0)  
 See: [Mozart, Wolfgang Amadeus, 1756-1791. Quartets, strings. Selections](#)

Mozart, Wolfgang Amadeus, 1756-1791. 13 early string quartets (0)  
 See: [Mozart, Wolfgang Amadeus, 1756-1791. Quartets, strings. Selections](#)

Items listed are in alphabetical order using the title. To view the full item record, click on the desired link, then on the next screen there will be one more link to click on.

The last option in the Basic Search menu is [Call Number Browse](#).



**Basic Search**  
Database: Temple College Library Catalog

Basic   Advanced   Subject Terms   Author Index   Course Reserve

Search:  within

- Call Number Browse
- Keywords Anywhere (All Words)
- Title Begins With (omit beginning articles: A, An, The, Der, Das, Ei, La, etc.)
- Keywords in Titles
- Keywords in Subjects
- Keywords in Authors (personal, corporate, government)
- Author/Composer Sorted by Title
- Call Number Browse**

A [Call Number Browse](#) search uses the Library of Congress call number system, the organization system used by the library.

The brief LC classification chart is displayed below. Searching by typing in a letter is possible, but not efficient, as there are

### **LIBRARY OF CONGRESS CLASSIFICATION SCHEDULE**

- A**—GENERAL WORKS, ENCYCLOPEDIAS
- B**—PHILOSOPHY, PSYCHOLOGY, RELIGION
- C**—BIOGRAPHY, ARCHAEOLOGY, GENEALOGY
- D**—HISTORY (EUROPE, ASIA, AFRICA)
- E**—HISTORY (AMERICAS)
- F**—UNITED STATES HISTORY (STATE & LOCAL)
- G**—GEOGRAPHY, ANTHROPOLOGY, SPORTS
- H**—SOCIAL SCIENCES
- J**—POLITICAL SCIENCE
- K**—LAW
- L**—EDUCATION
- M**—BOOKS ON MUSIC
- N**—FINE ARTS
- P**—LANGUAGE AND LITERATURE
- Q**—SCIENCE
- R**—MEDICINE AND NURSING
- S**—AGRICULTURE
- T**—TECHNOLOGY AND ENGINEERING
- U**—MILITARY SCIENCE
- V**—NAVAL SCIENCE
- Z**—BIBLIOGRAPHY AND LIBRARY SCIENCE

usually three to five lines in a typical item's call number. The classification system often assigns more than one letter to a subject, as in HB for Economics, DC for France, or GN for Anthropology, just to name a few.

However, if you have a book in hand, something that was checked out earlier, and you are working from home and would like to discover whether the library has other books with a similar call number, then the **Call Number Browse** search might be useful.

The call number for the book *How Rome Fell* by Adrian Goldsworthy is DG 311 G65. To discover if the library has other books on this subject, you could try the **Call Number Browse** search.

**Basic Search**  
Database: Temple College Library Catalog

Basic | **Advanced** | Subject Terms | Author Index | Course Reserve

Search: DG 311 G65 within  
Call Number Browse

Limit To: All Material

Records per page: 20 records per page

Search

It is important to enter a space after each line in a call number.

**Call Number**  
Call Number Browse(DG 311 G65)

Edit Search Save Search

Print Export E-mail Add to List Select Page

- DG311 .G65**  
How Rome fell : death of a superpower / Adrian Goldsworthy.  
2009
- DG311 .H43**  
Fall of the Roman Empire : a new history of Rome and the barbarians /  
Peter Heather.  
2006

Once the search button is clicked, there will be a list of items starting with the call number entered. Other, similar items should follow.

Another way to search would be to only enter the subject letter or letters, then the number following the letters, and leave off the rest of the call number.

[Basic](#)
[Advanced](#)
[Subject Terms](#)
[Author Index](#)
[Course Reserve](#)

Search:  within

Limit To:

Records per page:

This search picked up another book before the DG 311 G65 book. In other cases the number of items found will no doubt be much greater. To view the full record of the item, click on the call number.

## Call Number

Call Number Browse(DG 311)

---

Select Page

- [DG311 .E75](#)  
 Decline and fall of the Roman Empire / James W. Ermatinger.  
 2004
- [DG311 .G65](#)  
 How Rome fell : death of a superpower / Adrian Goldsworthy.  
 2009
- [DG311 .H43](#)  
 Fall of the Roman Empire : a new history of Rome and the barbarians /  
 Peter Heather.  
 2006
- [DG311 .H43](#)  
 Fall of the Roman Empire : a new history of Rome and the barbarians /  
 Peter Heather.  
 2006
- [DG 311 J63](#)  
 In the twilight of antiquity : the R. S. Hoyt memorial lectures (1973) / by  
 Tom B. Jones.

This concludes the Basic Search catalog tutorial.