

# Searching the Library Catalog

<p><b>What IS in the catalog:</b> books, magazines, journals, newspapers, videos</p>	<p><b>What's NOT in the catalog:</b> titles or authors of magazine/journal/newspaper articles</p>
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The screenshot shows the library catalog search interface. At the top, there are navigation links: **New Search**, **I-Share Catalog**, **My Account**, **Renew Books**, **Quit**, and **Help**. Below these, it says "Now Searching: Rebecca Crown Library". The main search area has two tabs: **Quick Search** and **Advanced Search**. Under **Quick Search**, there is a "Search for:" text box, a "Quick Limit:" dropdown menu set to "None", and a "20 records per page" dropdown. To the right, under "Search by:", a dropdown menu is open, showing options: **Any Word Anywhere**, **Title (omit first word a, an, the)**, **Journal/Magazine Title**, **Author (last name, first name)**, **Subject**, **Boolean Search (use and, or, not)**, **Call Number**, and **Prolific Author/Composer**. At the bottom of the search area are **Search**, **Reset**, and **More Limits** buttons. Callout boxes provide additional information: one points to the "I-Share Catalog" link, another to the "Now Searching" text, a third to the search input field, a fourth to the "Search by:" dropdown, and a fifth to the "More Limits" button.

If you can't find something at Dominican, you can click on the **I-Share Catalog** link above to search the collective catalog of 65 college libraries in Illinois. Then you can request items through InterLibrary Loan.

This tells you which catalog you're searching.

Type your search terms...

...and tell the catalog how to interpret them.

- Any Word Anywhere is a basic keyword search. (The Guided Keyword Search, shown on the other sheet, is the advanced search option). Place phrases in quotation marks (ex: "social justice")
- If you select Start of Title, always omit *A*, *An*, or *The* from the beginning of the title (ex: Great Gatsby)
- If you select Browse Author, type last name before first name (ex: Mansfield, Katherine)

You can limit your search by:

- Language
- Format (book, journal...)
- Location (Reference, Main Stacks...)
- Year of Publication

**Before clicking Search, check that you've spelled every word correctly.**  
Unfortunately, the catalog doesn't automatically correct misspelled words.

# Features of the Library Catalog

**New Search** | **I-Share Catalog** | **Titles** | **My Account** | **Renew Books** | **History** | **Quit** | **Help**

**Now Searching:** Rebecca Crown Library  
 You Searched: AnyWords = "social justice"  
 Search Results: Displaying 1 through 20 of 88 entries. [Repeat search in All ILCSO Libraries.](#)

This menu has some useful navigation buttons:  
 • **I-Share Catalog** allows you to search other library catalogs.

• **Titles** sends you to the screen that displays your search results. Since in this case we are already there, clicking it won't change the display.

Search for: "social justice"    Search by: Any Word Anywhere    Quick Limit: None

20 records per page    Submit    Reset

Sort by: Relevance

Change Limits

Line #	Relevance	Full Title	Date	Format
<input type="checkbox"/> 1	★★★★	<a href="#">Equalitarian envy : the political foundations of social justice / Gonzalo Fernández de la Mora ; translation by Antonio T. de Nicolás.</a>	1987	Book
		Library Location: Main Stacks      Call Number: JC575 .F47131987      Status: <a href="#">Available</a>		
<input type="checkbox"/> 2	★★★★	<a href="#">Jane Addams, pioneer for social justice; a biography, by Cornelia Meigs.</a>	1970	Book
		Library Location: Juvenile Collection      Call Number: 921 AD21M      Status: <a href="#">Available</a>		
<input type="checkbox"/> 3	★★★★	<a href="#">Chicago's true founder, Thomas J. V. Owen : a pleading for truth and for social justice in Chicago history / by James Ryan Haydon ; with twenty illustrations and 500 Chicagoans of 1833.</a>	1934	Book
		Library Location: Main Stacks      Call Number: F548.4 .09      Status: <a href="#">Available</a>		
<input type="checkbox"/> 4	★★★★	<a href="#">Taxes and the public interest, tax policies to promote maximum employment, production and economic growth, help serve our great national priorities, advance economic and social justice [and] balance the budget at maximum prosperity levels.</a>	1963	Book
		Library Location: Main Stacks      Call Number: HJ2381 .C67      Status: <a href="#">Available</a>		

This section summarizes your search and tells you how many results it has.

This toolbar allows you to adjust your search or start a new one. **Reset** will bring back your original search.

The results are arranged by relevance. Notice the first four listings all have the search term in their titles, but they cover very different subjects.

You can also arrange the results by publication date, author or title.

If the location is Main Stacks, you know the item is a book that can be checked out.

Call numbers beginning with letters A-N will be on the first floor, P-Z on the second floor. Reference books and journals are on the lower level.

If the call number does not start with a letter, that means the book is part of the Juvenile Collection.

Here you can find out when the book was published, and whether or not it's checked out.

• **MyAccount** allows you to view what you have checked out, plus any interlibrary loan requests and fees you might have.  
 • **History** allows you to trace the searches you've already done. (Note: you won't be able to view a search history once the catalog has timed out).  
 • **Help** gives you a table of contents and is context-sensitive.

Here is an example of a **Full View** record. It shows you all the information you need for a citation, the call number, and the location.

This record also has five subject headings. In the online catalog, these headings are hyperlinked, so if you want to find other books with the heading "Chicago (Ill.)—History", you can click on it to see the list.

← previous      next →

Full View

Brief View

More Like This

Staff (MARC) View

**Author:** [Haydon, James Ryan.](#)

**Title:** Chicago's true founder, Thomas J. V. Owen : a pleading for truth and for social justice in Chicago history / by James Ryan Haydon ; with twenty illustrations and 500 Chicagoans of 1833.

**Published:** Lombard, Ill. : Printed privately for the author, Owen Memorial Fund , c1934.

**Physical Description:** 312 p. : ill., facsim., ports. ; 23 cm.

**Includes:** "Numbered references": p.273-282.

**Subject (LCSH):** [Owen, Thomas Jefferson Vance, 1801-1835.](#)

[Owen family](#)

[Indians of North America--Illinois](#)

[Indians of North America--Government relations](#)

[Chicago \(Ill.\)--History](#)

**Notes:** At head of title: Sponsors' limited edition.

Appendix preceded by half-title not included in the paging.

Includes index.

"Genealogy of the Owen family through: Emeline Hotchkiss Owen": p.283-285;

"Genealogy of the Owen family through: Thomas Jefferson Vance Owen": p.286-287.

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**Institution:** Rebecca Crown Library

**Location:** Main Stacks

**Call Number:** [E548.4 .O9](#)

**Copy:** 1

**Status:** Available

# Guided Keyword Search

You can access the **Guided Keyword Search** by clicking on this tab.

NewSearch ILCSOLibraries MyAccount History Quit Help

Now Searching: Rebecca Crown Library

Quick Search **Guided Keyword Search**

Search for: united states these words as a phrase Search by: Subject Words

AND  OR  NOT

Search for: art all of these words Search by: Subject Words

AND  OR  NOT

Search for: architecture all of these words Search by: Subject Words

20 records per page Search Reset More Limits

Like the **Quick Search** tab, this allows you to perform keyword searches, but with a lot more options.

You can tell the search engine to search keywords as a phrase or individual words—

—and then you can specify if these words should be found in the title, author, or subject fields, or anywhere in the entire record. This is useful if you are looking for a book and can't remember its exact title, or if you want to search for a particular subject. Another option available is the search by ISBN (International Standard Book Number).

Questions? Contact the Reference Desk, Crown Library Lower Level.  
Phone: 708-524-6875  
Email: reference@dom.edu

Created by Helen Long, Fall 2005