This tutorial will introduce you to the basic search functions of the Library’s new catalog interface.

This tutorial covers:
1. How to get to the catalog
2. How to search the catalog’s three levels, Wheaton College, All HELIN Libraries, and Libraries Worldwide, from one interface.
3. How to do a Keyword search and use the Filter Menu to narrow down your results
4. How to find items of a particular format (e.g. print books, ebooks, streaming videos, DVDs, journals)
5. How to read a Catalog record to find out where in the library the item is (location), its call number, and its circulation status, i.e. available, checked out
6. How to do a Subject Search
7. How use the Journal Tab to see which periodicals (journals, newspapers, magazines) we can access and where to look for them.

Getting to the Library Catalog

To start, go to the library homepage http://wheatoncollege.edu/library/. You can also access the library’s homepage through the “Quicklinks” box on the college website.

One Catalog, Three Search Levels
Wheaton is part of HELIN, a consortium of college and university libraries in RI and MA that share resources. As with our previous catalog interface, you can search for items owned by Wheaton as well as those owned by other HELIN libraries from the same catalog. In addition, you can now search Libraries Worldwide (aka WorldCat), a catalog of libraries from around the world.

**Keyword Searching and Narrowing Results with Filters**

In the center of the homepage is the Search & Find box, which defaults to the HELIN Catalog tab. From here you can search the library catalog, with the automatic limit to Wheaton College. In this box, you can conduct a **Keyword Search**, which will look for your search word(s) anywhere in an item's record.

When you click the **Search** button, you will be taken to a new window. If there are multiple items that fit your search terms, you will see the full list. If there is only one item, you will see the full entry for that item.

A search initiated from the homepage defaults to searching only for items at Wheaton. If you do a search from the box at the top of a results list, it will default to searching Libraries Worldwide. You must manually select the “Wheaton College” option from the left-hand menu to limit the search to items in the Wallace Library:

Circled in red is the entry overview for a print book, which gives you information about the title, author, format (e.g. print book, ebook, video), publication year, location and status.
The Filters Menu on the left allows you to narrow the results list by format, author, year of publication, language and topic. If you conduct another search from the box at the top of the page, your filter settings will be eliminated and you will have to make your selections again.

**Formats**

In the Library Catalog, there are two ways to find items in different formats (e.g. books, journals, videos):

1) From the library homepage, do a search, and then on the **Results** page, limit to a specific format in the **Filters** Menu on the left:
2) On the Library’s homepage, click the **How Do I Find** link on the menu on the right and pick the format you want.

From the format page, use the Search box to enter a keyword search. These search boxes are set up to automatically limit the results by format.

**Navigating an Item Record**

Clicking on the title in the Results window brings you to the item record. The record gives you more in-depth information about the item. Expanding the Description section (click on the arrow in the section heading) will show you a summary/table of contents (in many but not all cases) and the subject headings associated with the item, among other information.

Scroll down to the Availability/Holdings section to find the item location and call number, and other libraries that own the item.
Subject Searching

Each item in the catalog has been tagged with a set of terms (Subjects) that describe the topic(s) covered in the item. Items on a particular topic will all be tagged with the same Subjects(s). When you find an item you like, you can use the Subjects listed in the description section of the item entry to find more like it. Simply click on the Subject link, and you will see all the items the library has on that topic.

This search, like ones started in the search box at the top of a results page, will default to searching Libraries Worldwide. If you want to find only things that are at Wheaton, use the filter on the left to narrow down your results.

Note: The language of the Subjects may not be what you first think of when you begin typing in your search. Using a Keyword search or looking up a book you may already know about to see the associated Subjects may help you find more items.
Journals Tab

The Journals tab allows you to find out if we have access to a specific journal, magazine, newspaper or other periodical. You can do a title search or browse an A-Z list. This is not a search box for finding an article in a journal.

Start by entering the entire title or selected keywords into the search box and clicking the search button. The results, all items that include the keyword(s) in their entries, are listed alphabetically; so you may have to scroll down to find the item you are looking for.
When you click on the Journal name, the record will open and provide information about where to access the journal and years of coverage.

The print holdings are not yet loaded into the Journal tab, but some are available in the Library Catalog. You can also ask at the Information Desk for help with the print collection. Once the print collection has been added to the system, you will be able to see the coverage dates, location and call number in the item entry.

To search for another journal, click on the Search tab at the top of the page. This will default to an article search designed to be used with a full citation. To search for a journal by title, click on the Journals button at the top of the page.