The Library Catalog Module Introduction
Libraries have online catalogs providing 24/7 access to a listing of items they own. Delaware Tech’s is called the Delaware Library Catalog. Learning to use an online library catalog is important to your academic success. Although the instruction presented in this tutorial is specific to Delaware Tech, the skills you develop as a result of the tutorial will apply to using any library anywhere.

(Please note: The libraries online resources may be upgraded at anytime. Keep this in mind if you find any discrepancies in screen shots or other information. This tutorial was updated on August 14, 2013).

Learning Objectives
The student will be able to use the Delaware Library Catalog to:

- Search by keyword, subject, title and author
- Interpret a catalog record
- Determine the location, collection and call number of an item
- Identify information needed to place a hold on an item in the catalog

Instructions
Read the Library Catalog tutorial. Print it, if you wish.
Complete the Library Catalog Quiz in Blackboard.
Submit the completed Quiz and check your score on page one of the Review Assessment.
ALL STUDENTS NEED AN 85% OR BETTER TO PASS.

- For Stanton & Wilmington students - you must also deliver a copy of your quiz results to your campus library. Be sure your name is on the printout. Also, keep a copy for your records.
Introduction to the Delaware Library Catalog

The college participates in the Delaware Library Catalog. This combined online library catalog lists items (books, audiovisual, etc.) not only for the four Delaware Tech campus libraries, but also for the public libraries and other academic and special libraries in the state.

In addition to books, A/V materials, etc., the Delaware Library Catalog also lists periodical (journal, magazine, or newspaper) holdings information. Here you can check to see if any participating libraries subscribe to a particular periodical and the years they own. Please note: the information provided in the Library Catalog is for the periodical title only—you cannot locate individual periodical articles in the Delaware Library Catalog. Try an electronic database like Academic Search Complete (EBSCOhost) for that.

When logged into MyDTCC, click the Courses or Resources tab at the top, locate the Delaware Tech Libraries - Library Databases list, then click the Delaware Library Catalog link.

Or, go to the Libraries’ Homepage and click the Find books in the Library Catalog link.
Catalog Search Options

**Keyword** – returns records containing the word(s) entered.

**Begins with...** – returns an alphabetical list of catalog entries beginning with the first word entered.

**Exact** - returns records that exactly match the word(s) entered.

**Term** – when searching author or title, returns entries that contain only the specific term entered, otherwise, it is similar to Begins with.

Quick Search

There are several different types of searches you can do (ex. Subject keyword, title browse, etc.) when searching for items in the catalog.

Login for More Features - allows you to renew your items online, place holds for items at other libraries, review your account, look up reserves, etc. Your library card number is your 700#, but you must obtain your PIN for the library catalog from your campus library.
There are two drop down menus that allow you to choose the type of search, as well as the library or libraries you want to search (ALL, Delaware Tech Libraries, etc).

- **Words or phrase** – finds items with the words or phrase entered anywhere in the record (title, subject, contents, etc).
- **Author** – finds items with name of the author entered (Last name first).
- **Title** – finds items with the words entered in the title.
- **Subject** – finds items with the words entered in the subject.
- **Series** – finds items with the words entered in the series title.
- **Periodical title** – finds items with the words entered in the title of the magazine, journal or newspaper.
Keyword Search

The default search is the Keyword / words or phrase search. Type in the box and click search. This will simultaneously search the entire record which includes author, title, subject, series, periodical title, publication information, contents and notes. Our example shows how to find all items with the phrase “job hunting” located at any of the four Delaware Tech Libraries.

Search Results List

The search results list contains the words or phrase entered in the search box somewhere in the record. It also contains a call number, availability of the book, the Full Record, and Place Hold buttons. A picture of the book cover and links to enhanced content may also appear. Click on the title for more detailed information on the item at a specific location.

Because the Delaware Library Catalog lists holdings for both academic and public libraries, you may see two kinds of call numbers. Most academic libraries, like Delaware Tech, use the Library of Congress (LC) call numbers. Public libraries use Dewey Decimal call numbers. LC uses A-Z with numbers; Dewey uses 000-999 with letters. The example below shows a Dewey Decimal call number on the search results screen. Click on the title to find the LC call number needed to locate the book at a Delaware Tech library.

FYI.

Dikel, Margaret F.
650.14 Dlk
2008
4 copies available at Delaware Tech Stanton Campus Library, Delaware Tech Terry Campus Library, Delaware Tech Wilmington Campus Library, and Wilmington Public Library

"Simply the best thing in print on the subject of using the Internet in your job search . . . amazing and breathtakingly thorough . . . covers all resources available today." --Richard N. Bolles, author of What Color Is Your Parach ...
On the next screen you will see an example of the **Item Details** screen. You can click on any of the three areas for more information about the item.

- **Item Information** – includes owning library, call #, and location for each copy.
- **A Look Inside** – may provide a summary, review, author biography, table of contents or more. (Note: may not be available for every item)
- **Catalog Record** – gives more information such as the city of publication and subject terms used to catalog the item. Subject terms can be helpful for finding more information. The city of publication, needed for most citation formats, is found only on the catalog record screen.

**Item Information**

<table>
<thead>
<tr>
<th>Item Information</th>
<th>A Look Inside</th>
<th>Catalog Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pub. Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISBN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Info</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Holdings**—display the owning library and call # for each copy of the item. The call # tells you where the item is located on the shelf.

**Location**—if the item is checked in, the location (also called the collection) tells you where the item is located in the library. If the copy is not on the shelf, it will be noted (for example: checked / charged out, in transit, being cataloged).

**Note:** It is very important to note the owning library and collection name as well as the call # of an item. Different Delaware Tech campus libraries own a copy of the book in our example. Notice that although the call number is the same, the owning library and collection name vary.
A Look Inside

Guide to Internet Job Searching
Dikel, Margaret P.

Summary
"Simply the best thing in print on the subject of using the Internet in your job search... amazing and breathtakingly thorough... covers all resources available today." --Richard N. Bolles, author of What Color Is Your Parachute? Point and click your way to a profitable, satisfying job future! While the Web is loaded with priceless information and resources for job hunters, finding exactly what you need for an efficient job search can be tough. The bestselling Guide to Internet Job Searching arms you with the tools and knowledge to find the job of your dreams and avoid surfing the Internet aimlessly. Career search experts Margaret Riley Dikel and Frances Roehm will guide you through an efficient and successful job hunt--no matter how much experience you have using the Internet. With their proven advice, you’ll be able to find dream jobs in every industry, at every level, locally and around the world. Research potential employers. Identify the biggest employment growth areas and regions. Avoid time-consuming false starts and dead ends. Get to know the best job-listing and recruiting websites. Compose sure-fire online resumes and cover letters.

Distributed by Syndetic Solutions, Inc.

Subject terms: Subject terms can lead to more information on your topic.

The title, author and publication information is listed. Note the city of publication appears only on the catalog record screen. This is needed for most citation formats, including APA.
Citing Your Source in APA Format

To give credit to your sources, you should use a recognized citation style. The style most commonly used at Delaware Tech is APA (American Psychological Association).

APA includes rules for how to arrange details like author, title, publication date, etc. These details may vary depending on what type of source you are citing.

You can find rules for proper citation in style guides available online or at the Libraries, or you can ask a librarian for help.

The proper way to cite a book from the catalog in APA style is:

**Author, A. A. (Year). Title of book. Location: Publisher.**

Example:


Browse Search

Use browse if you want to look at an alphabetical list of authors, titles, subjects, etc. An example **subject browse (Begins with...)** list for “job hunting” is shown below. Four hundred and seventy-one titles were found. Note the related headings. These can be useful in finding more information on your topic. Click on a subject for the list of titles.
**Title and Author Searches**

You can also search by title or author. Do this by choosing a catalog search option (keyword, browse, etc.) and the appropriate type of search (title or author) and proceed as for the searches demonstrated above. You can search by title browse, title keyword, author browse, author keyword, etc. **Hint:** For an author browse (Begins with…) search you need to type the person’s last name first, then first name. For example: Angelou Maya not Maya Angelou. Otherwise the catalog would search for authors with Maya as a last name!

**Hint for limiting your search:**

![Power Search](image)

The “Search Again” box at the bottom of a keyword result list is another way to refine your search. This is handy for limiting items by language, type (ex: audiovisual), location (ex: Entrepreneur or Children’s Collection) and publication year. (Or you can choose **Custom Search** from the main search screen for more options).
How to Have an Item Sent from Another Library

Requesting items from libraries outside of the Delaware Library Catalog (Interlibrary Loan)

If you need a book or periodical owned by a library outside of the Delaware Library Catalog, we can send away for it. Loan forms are available in person at the circulation desk.

Requesting items from Delaware Library Catalog member Libraries

You can place an online request or hold for any regularly circulating item in the Delaware Library Catalog. To do so, you will need your library card number (700#) and library PIN. This is separate from your college MyDTCC username and password. Please contact your campus library for more information and to receive your library PIN.

Once you have your library card number and PIN, you can place a hold for a regularly circulating item located at another library in the catalog.

- Click on Place Hold

- Enter your library card number (700#) and library PIN
- Select a campus library as your pickup library
You will be notified by the library when the item is available.
How to Use Call Numbers

To find a book on the shelf, you will use the collection and call number to find it. Just ask your campus librarian to help you. Here is some information about call numbers in case you want to find books on your own.

A call number is the shelf address of a library book. Items owned by Delaware Tech libraries are organized by subject using the Library of Congress Classification System. Subjects are first divided into broad categories using single letters of the alphabet:

A- GENERAL WORKS
B- PHILOSOPHY, PSYCHOLOGY, RELIGION
C- AUXILIARY SCIENCES OF HISTORY
D- HISTORY: GENERAL and OLD WORLD
E- HISTORY: AMERICA
F- HISTORY: AMERICA
G- GEOGRAPHY, ANTHROPOLOGY, RECREATION
H- SOCIAL SCIENCES
J- POLITICAL SCIENCE
K- LAW
L- EDUCATION
M- MUSIC
N- FINE ARTS
P- LANGUAGE and LITERATURE
Q- SCIENCE
R- MEDICINE
S- AGRICULTURE
T- TECHNOLOGY
U- MILITARY SCIENCE
V- NAVAL SCIENCE
Z- LIBRARY SCIENCE

Each category is then subdivided by using another letter. For example: CLASS H - SOCIAL SCIENCES

H----Social sciences (General)  HJ----Public finance
HA----Statistics  HM----Sociology (General)
HB----Economic theory  HN----Social history and conditions
HC----Economic history and conditions  HQ----The family
HD----Industries  HS----Societies
HE----Transportation and communications  HT----Communities
HF----Commerce  HV----Social pathology
HG----Finance  HX----Socialism

Check out the Library of Congress website for more information on their classification system.
To further divide subjects, numbers are also used. When the letters and numbers are combined, they form what is known as a **CALL NUMBER**. The call no. is written horizontally in the library catalog, but appears in vertical order on the item. For example:

HF 5383 .K69 1999 v.1 will appear as:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HF</td>
<td>5383</td>
<td>.K69</td>
<td>1999</td>
</tr>
<tr>
<td></td>
<td>line one</td>
<td>line two</td>
<td>line three</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>volume</td>
</tr>
</tbody>
</table>

**Line one** consists of either a single or double letter. For instance, in the H's there may be items which begin with: H, then HA, HB, HC, HD, HE, HF,....

**Line two** is a whole number from 1 to 9999. For example, in the HF section, you may find items on the shelves in this order:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HF</td>
<td>HF</td>
<td>HF</td>
<td>HF</td>
<td>HF</td>
</tr>
<tr>
<td>54</td>
<td>295</td>
<td>2661</td>
<td>5383</td>
<td>5383.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Line three** is a decimal point followed by a letter and a number. The items are shelved alphabetically according to the letter on the right of the decimal point. If several items have the same letter on the third line, then the numbers following the letter are arranged as decimals. For example:

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HF</td>
<td>HF</td>
<td>HF</td>
<td>HF</td>
<td>HF</td>
</tr>
<tr>
<td>5383</td>
<td>5383</td>
<td>5383</td>
<td>5383</td>
<td>.K25</td>
</tr>
</tbody>
</table>

Date lines may appear at the end of a call number. If there are several editions of the same title on the shelf, the call numbers would appear in this order:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HF</td>
<td>HF</td>
<td>HF</td>
<td>HF</td>
</tr>
<tr>
<td>5383</td>
<td>5383</td>
<td>5383</td>
<td>5383</td>
</tr>
<tr>
<td>1990</td>
<td>1999</td>
<td>1999</td>
<td>1999</td>
</tr>
</tbody>
</table>

Volume or copy designations may be added at the end of the call number:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HF</td>
<td>HF</td>
</tr>
<tr>
<td>5383</td>
<td>5383</td>
</tr>
<tr>
<td>.K69</td>
<td>.K69</td>
</tr>
<tr>
<td>1999</td>
<td>1999</td>
</tr>
<tr>
<td>v.1</td>
<td>v.2</td>
</tr>
</tbody>
</table>

**How to find a book on the shelf:**

Use the collection and call number to find a book on the shelf. For example: Nonfiction HF 5383 .K69 1999 v.1

1- Locate the Nonfiction Collection
2- Check the guide cards at the ends of the rows to find HF
3- Locate the HF 5000's, then HF 5383
4- Locate HF 5383 .K69
5- Locate HF 5383 .K69 1999
6- Locate HF 5383 .K69 1999 v.1