The Sullivan University System Libraries’ Catalog  
(Use with Print Resources #2 Exercise)

**OBJECTIVE:** Upon completion of the *Online Catalog* component you will be able to:

- Locate books, DVDs, and other items using Sullivan University's online catalog.
- Use the different online catalog features, such as setting limits, looking for new items, or finding online e-books (electronic books) by searching the online catalog.

- All libraries have a catalog. The catalog can be used to locate books, audiovisuals, and periodicals held by a library.

- The Sullivan University System Libraries use a **Web-based OPAC** (online public access catalog).

- The online catalog contains a record for every book, audiovisual, periodical, and e-book in the SUS Libraries’ collection.

- The records tell you where the items can be found, if they are available for checkout, and also provide information about the format of the resource—whether the resource is a book, audiovisual, or other type of item.

- The online catalog is available from the library’s web page.

- **To access the online catalog:**
  
  - For the **SU Louisville** campus library: From the library page ([http://library.sullivan.edu](http://library.sullivan.edu)), click the BOOKS tab (at the top of the page) to go to the main screen of the online catalog.
  
  - For the **SU Lexington** campus library: Click the BOOKS tab found at the top of the library’s main page ([http://lexlibrary.sullivan.edu](http://lexlibrary.sullivan.edu)). This will take you to the main screen of the online catalog.
• From this main online catalog screen, you can perform a **general (keyword) search** for books, research guides, and audiovisuals, as well as a periodical search.

• Simply type the word(s) that you are searching for in the search box and click SEARCH.

• The search will look for **AUTHORS**, **TITLES**, and **SUBJECTS** that contain the search word(s).

• The results of your search will show you multiple items at a time.

• For example, a search for the topic “e-business” will bring up the following results:
Some of the items will allow you to click on reviews, table of contents, excerpts, and other information.

- By clicking on the hyperlink to an item, you will retrieve additional information:

  ![E-business: Principles and Strategies for Accountants](image)

  - The **subject(s)** of the item are listed. You can click on the hyperlink to a subject term to retrieve more books, audiovisuals, and other items on that subject.
  
  - The **library** or **libraries** that has (have) the item is (are) listed by clicking the All Copies link on the left hand side of the page. The item could be located at any of the Sullivan University System libraries.
  
  - The item may be available, overdue, or checked out.

  - The **shelf location** and **Dewey Decimal call number** are indicated when you click the All Copies link on the left hand side of the page. The item may be a circulating item, a reference item, a reserve item, or a periodical.
    
    - Circulating items can be checked out for a 2-week period. (The exception is DVD/VHS items at Sullivan Lexington. These can be checked out for a 1-week period).
    - Reference items, reserve items, and periodicals do not circulate.

- **Other Catalog Features:**

  - **The Periodical Search:**
    
    - You can search for journals, magazines, newspapers, and other periodicals available in full-text (either through the electronic databases or in print) by using the PERIODICAL SEARCH feature of the online catalog.
    
    - To go to the PERIODICAL SEARCH, click on the Periodical Search tab located at the top or bottom of the library catalog page.
You can perform a search for the periodical by title or by subject.

- To perform a search by title:
  - Enter the title of your publication in the Publications by Title search box.
  - Click SEARCH to retrieve your results.

- To perform a search by subject category, use the Periodicals by Subject drop-down menu to select a subject category and click SEARCH.

- Your results will indicate whether the publication is available in Full Text either online or as a print publication in the Sullivan University System libraries’ collection. This includes ALL of the Sullivan University libraries.

**E-Books:**
E-books (Electronic Books) are now available through the Sullivan University Virtual Library. The Virtual Library provides access to over 10,000 online books and is available to all Sullivan University students. The majority of these books are business- or IT-related subjects. E-books can be accessed in two ways: through the Books 24 X 7 website or through the online catalog.

(NOTE: If you want to directly access the Books 24 X 7 website, use instructions you have been given earlier for accessing the electronic databases. The Books 24 X 7 collection is one of the database collections).

- **How to access only e-books using the online catalog:**
  - From the main online catalog screen, click on the Virtual Library tab at the top of the page.
• At the next screen, enter your search terms into the search box.

• Your results will appear:

• Scroll down the list of results until you get to an e-book that you would like to view. Click on the link for the e-book you wish to view.

• If you are on-campus, scroll down the page to the Notes section where you will see a link that says “Click here to view this e-book.” Click on this link to view the e-book. You can click on the various chapters to read the book.
• If you are not on-campus and are viewing the e-book remotely, you must first register in order to access the e-book collection. (Note: Once you have registered, you can use the “Click here to view this e-book” link and login to access the book).

• To register, use the “Click here for instructions on using e-books” link. You will be taken to another screen. Click on the written tutorial for e-books (Books 24X7). Within this tutorial, you will find complete instructions for the registration and use of e-books.

• When you register for an account, you must make sure to use your Sullivan e-mail account.

Conclusion: The Sullivan University Online Catalog provides a variety of ways in which you can locate print resources (and e-books) available throughout the Sullivan University libraries. If you have any questions about the use of the online catalog, please do not hesitate to contact the library staff.