PRINT RESOURCES ASSIGNMENT 2: THE ONLINE CATALOG

The Sullivan University System Libraries use a Web-based OPAC (online public access catalog). The OPAC or catalog can be used to locate books, audiovisuals, and electronic books (e-books) in the Sullivan University Library system.

The records in the online catalog tell you where items can be found in the library, if an item is available to be borrowed or not, and information about the item like who created it, when it was released, and what type of material it is.

To access the online catalog:

- From the library page click the BOOKS tab to go 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.

- Simply type the word(s) that you are searching for in the search box and click SEARCH.
• The results of your search will show you multiple items at a time.

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

• 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 may 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.
1. Your teacher has asked you to do a report about LinkedIn®. One of your sources has to be a book. List the steps you can use to find out what books the Sullivan University Library has about this career related resource.

   a. Search for a book about LinkedIn® in the online catalog. What search terms did you use to find a list of resources about LinkedIn®?

   b. Name the title of a book you found on the topic of LinkedIn®. What is the book’s call #?

   c. When was the book published?

   d. What information on the catalog record can help you decide if this book will be useful or relevant for your research? If it is not relevant for research, state why it is not.

2. How would you search the library’s catalog to see what resources the library has on your career choice?

   a. Pick a specific resource from the search results that you get and list the name of the resource.

   b. What is the call # for resource you chose?

   c. When was the resource published or released?

   d. On which campus is this resource available? How did you find out the location of the resource?

   e. Does the record for this resource have any reviews or a description? If so, how can a description or review help you decide if this resource is useful to you?
3. You have to write a résumé for one of your classes. Search the library’s online catalog to find a library resource on résumés.

   a. Choose one of the resources from your search results, and list the title and the call # of the resource you found.

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   b. Is this resource available at your campus? How can you tell if it is located at your campus?

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   c. When might it be useful to have a book about résumés to look at instead of a template on the computer? If you do not think it will ever be useful to have a book to look at please list a reason why.

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4. How can you tell if the library resource you have chosen from your search results in the library’s online catalog is an electronic book?

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5. What was the hardest part for you about searching in the library’s online catalog (for example: picking my search terms, figuring out how to determine what the book’s call number is)?

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6. Name at least one thing you learned from using the library’s online catalog today.

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