

The Catalog

The online catalog is the key to locating material in all the ACC Libraries and Media Centers. It is available on any computer with Internet access at <http://library.austincc.edu>. Click on "Find Books, Course Reserves, Videos."

Searching the Catalog

Searching can be done by Keywords, Title, Author, General Subject or Medical Subject (the last two are alphabetical lists). Keyword search displays as the default. Keyword is more flexible than other searches, because it searches title, author, subject, and description fields. Advanced Search allows more ways to limit your results, such as by date, type of publication, publisher, etc.

If you need further assistance ask a librarian or click on Search Tips on the catalog web page.

The screenshot shows the library catalog search page. At the top, there's a navigation bar with the URL alicat.austincc.edu and links for 'Start Over', 'My Library Account', 'Get Help!', and 'Library Home'. Below this is a search interface with tabs for 'Keyword', 'Title', 'Author', 'Gen.Subject', and 'Med.Subject'. The 'Keyword' tab is selected. The main search area contains the text 'Search the Library Catalog:' and instructions to 'Type the keyword(s) in the box below then press Enter or click the Search button.' A search box contains the text 'environment: "population growth"'. Below the search box are dropdown menus for 'Sorted By:' and 'View Entire Collection:', and a 'Search' button. There are also examples of search terms: 'children and television' and 'Indian cooking'. A link for 'Need More Search Tips?' is visible. On the right side, there are two sections: 'Other Searches:' with links for 'Advanced Search', 'Author and Title Search', 'Periodical Locations', 'Call Numbers', 'ISBN/ISSN', 'Barcode', and 'Course reserves'; and 'Other Resources:' with links for 'New Books/Videos', 'ACC Textbooks', 'Online E-Books', 'Other Library Catalogs', 'InterLibrary Loan', 'Need a Periodical Article?', and 'Library Catalog Help'.

Search Techniques

- Don't type in "normal" sentences, such as "What are the effects of population growth?" Just use the basic **keywords**, for example *population growth*.
- When searching multiple words the Boolean "and" operator is automatically put between each word so all words entered for the search will occur somewhere in the retrieved records, though not necessarily in the order entered. Thus, if you type in *child abuse*, you would get results that include *child sexual abuse* or *child emotional abuse*.
- Search for exact phrases by enclosing them in quotation marks. Words enclosed in double quotes will appear together in all results exactly as typed. Example: "child abuse"
- For keyword searches, you can search for synonyms by using "or." The catalog will search for either word. Example: *ecology or environment*
- Use "truncation." Add an asterisk* to the root of the word to search all the words that begin with those letters. Example: *econom** will find *economy, economic, economics*, etc.
- If you don't get any or enough results, try using fewer terms at a time. Example: If *immigration and econom* and unemployment* doesn't work, try just *immigration and econom**
- You can combine search techniques using **parentheses**. Example: *(ecology or environment) and econom**
- Click next to "View Entire Collection" and a menu drops down that lets you limit your search to a specific campus or to Media
- If you are unsuccessful, check your spelling, try different search words, or ask the librarian.

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Choosing from the Results of Your Search

Usually your search will lead to a screen listing several titles--sometimes hundreds--that match your words. (If there is only one result that matches, you will go directly to it. See next section.)

The title, author, publication date, call number, campus, and format are given.

Some may be online "e-books" or videos

When you want to see more about an item, click on the underlined title

- The “**call number**” is the address of each individual item on the shelves. ACC uses the Library of Congress system, which is a combination of letters and numbers (Example: E444 .T88 B7 1997). The books are shelved alphabetically according to the first letters of the call number and then numerically.
 - The “**Where to Find**” column says which campuses own it and where an item is kept:
 - Book Shelves* means the regular part of the library.
 - Media Shelves* are a separate area. This material can only be used in the library.
 - Reserve Item* indicates the item has been set aside for a specific class at the Circulation Desk. These have various, briefer checkout periods, including 2-hour reserves that must be used in the library.
 - Reference* means it is shelved in a separate area of the library, near the librarian’s desk. This material is for use in the library.
 - “**Current Status**” is up-to-the-minute information on availability. In the example above, the third copy is checked out.
 - If you want a book from another campus, click the REQUEST button near the top of the screen and fill in the form. The book can be sent to any campus. This takes 2-4 weekdays. (If you’re on campus, you can also ask the librarian to call, which is usually quicker.) You can also call a library yourself and have them hold the book for you to pick up in person.
- If the book you want is checked out, the REQUEST button will let you place a hold so the book will be set aside for you when it’s returned. You will be notified when it is available.