

The Library Catalog Module Introduction

Libraries have online catalogs providing 24/7 access to a listing of what they own. Delaware Tech's is called the **Delaware Library Catalog**. Learning to use an online library catalog is important to your academic success. A lesson on using the Delaware Library Catalog is given here. Although the instruction presented here is specific to Delaware Tech, the skills you develop as a result of this 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 July 17, 2009).

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.

THE LIBRARY CATALOG

- ❖ Introduction to the Delaware Library Catalog
- ❖ Keyword Search
- ❖ Browse (Subject) Search
- ❖ Title and Author Searches
- ❖ How to Have an Item Sent from Another Library
- ❖ How to Use Call Numbers



❖ 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 Kent and Sussex County public libraries and other academic and special libraries in the state.



The Delaware Library Catalog lists periodical (journal, magazine, or newspaper) holdings information only. In other words, you can check it to see if any participating libraries own a particular periodical, when they started subscribing, and if they are still subscribing. **You cannot locate periodical articles in the Delaware Library Catalog.** Try EBSCOhost for that.



When logged into MyDTCC, click the **My Courses** tab at the top, locate the DTCC Online Library Databases list then click the **Delaware Library Catalog** icon.

Or, go to the library services page (<http://library.dtcc.edu>) and click the Delaware Library Catalog link.



In addition to this tutorial, you can also check out a 6 minute [Flash video clip](#) about the Delaware Library Catalog. It may take a few minutes for the complete video and audio to download.



Login for More Features - allows you to renew your items online, place holds for items at other libraries in the catalog, review your account, look up reserves, access eBooks* and eAudiobooks*, etc. The user ID (barcode number) & PIN for the library catalog are different from your college MyDTCC Username & Password and must be obtained from your campus

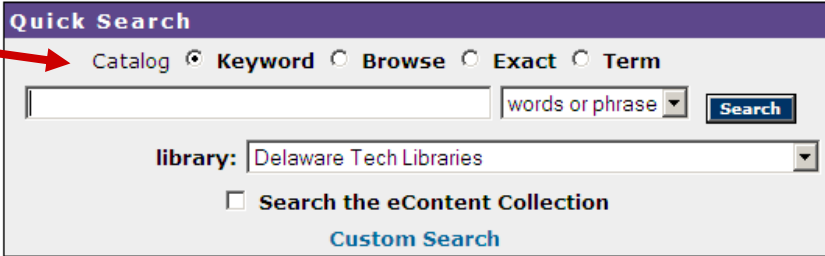
*For details on accessing eBooks and eAudiobooks, please ask your campus librarian.

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.

Catalog Search Options

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



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).

Quick Search

Catalog Keyword Browse Exact Term

words or phrase Search

library: Delaware Tech Libraries

Search the eContent Collection

[Custom Search](#)

- ALL
 - Academic Libraries
 - All Kent County Public Libraries
 - All Kent and Sussex Public Libraries
 - All Sussex County Public Libraries
 - Capital Area Libraries
 - Delaware Tech Libraries**
 - =====
 - Bridgeville Public Library
 - Delaware Division of Libraries
 - Delaware Division of Substance Abuse and Mental Health
 - Delaware Historical and Cultural Affairs
 - Delaware Public Archives
 - Delaware Tech Owens Campus Library
 - Delaware Tech Stanton Campus Library
 - Delaware Tech Terry Campus Library
 - Delaware Tech Wilmington Campus Library
- (and more...)

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.

Quick Search

Catalog Keyword Browse Exact Term

job hunting words or phrase Search

library: Delaware Tech Libraries

Search the eContent Collection

[Custom Search](#)

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, Add to List, and Place Hold buttons. A picture of the book cover and links to enhanced content may also appear. Click the **Full Record** button 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 will see two kinds of call numbers. Most academic libraries, like Delaware Tech, use the Library of Congress (LC) call numbers and 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 Full Record to find the LC call number needed to locate the book at a Delaware Tech library.**

#9 610.69 DAMP 2006

[Full Record](#) Health care job explosion! : high growth health care careers and job locator 4th ed., Completely rev. Damp, Dennis V.

[Add to List](#)

[Place Hold](#) 3 copies available at Delaware Tech Stanton Campus Library, Delaware Tech Terry Campus Library, and Delaware Tech Wilmington Campus Library

[Review](#) [URL](#)

On the next page you will see an example of the **Full Record Screen**. You can click on any of the three tabs for more information about the item.

- **Item Information tab** – includes owning library, call #, and location for each copy.
- **A Look Inside tab** – may provide a summary, review, author biography, table of contents or more. (Note: may not be available for every item)
- **Catalog Record tab** – 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 tab

HEALTH CARE JOB EXPLOSION! HIGH GROWTH HEALTH CARE CAREERS AND JOB LOCATOR
Damp, Dennis V.

Publisher: Bookhaven Press,
Pub date: c2006.
Description: 320 p. :
ISBN: 094364125X
Item info: 2 copies available at Delaware Tech Stanton Campus Library and Delaware Tech Terry Campus Library.
A Look Inside: [Review](#) [URL](#) [URL](#)

Holdings [Change Holdings Display](#)

Delaware Tech Stanton Campus Library	Copies	Material	Location
R690 .D36 2006	1	Book	Career Collection
Delaware Tech Terry Campus Library	Copies	Material	Location
R690 .D36 2006	1	Book	Nonfiction Collection
Delaware Tech Wilmington Campus Library	Copies	Material	Location
R690 .D36 2006	1	Book	Material has been checked/charged out

Title Author

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

Location—if the item is checked in, the location (also called the collection) tells you what part of the library the item is located. 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 tab

Health care job explosion! : high growth health care careers and job locator
Damp, Dennis V.

Library Journal Review

With its simple presentation, current facts, and career advice from those in the trenches, the fourth edition of this all-inclusive resource will motivate patrons looking for a job in the health services field. Damp (The Book of U.S. Government Jobs) cites projections from the Bureau of Labor Statistics that one out of every five new jobs created by 2014 will be in the health services field. Readers get helpful tips and guidance about the application and interview process. The third chapter presents an array of useful professional resources including books, job fairs, associations, and web sites. Damp then moves on to cover specific health services fields and the relevant jobs within each category (e.g., health technicians, pharmacy, therapy, nursing, social services, home healthcare). For each job, he covers the significant points such as working conditions, necessary training, employment outlook, and earnings. The first appendix discusses healthcare corporations as a high-growth area for possible employment; the second appendix provides scholarship and tuition information. Overall, this inexpensive resource acts as a great starting point for someone considering a field where there is an ever-increasing demand for personnel. Recommended for all public libraries. Nancy Larrabee, Greenburgh Pub. Lib., Elmsford, NY Copyright © Reed Business Information, a division of Reed Elsevier Inc. All rights reserved. From: Reed Elsevier Inc. Copyright Reed Business Information

[URL](#)

Catalog Record tab

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.

Subject terms can lead to more information on your topic.

Item Information | **A Look Inside** | **Catalog Record**

Health care job explosion! : high growth health care careers and job locator
[Change Catalog Display](#)
 Damp, Dennis V.

Personal Author: Damp, Dennis V.
Title: Health care job explosion! : high growth health care careers and job locator / Dennis V. Damp.
Edition: 4th ed., Completely rev.
Publication info: Mc Kees Rocks, PA : Bookhaven Press, c2006.
Physical descrip: 320 p. : ill. : 23 cm.
General Note: Includes index.
Contents: The health care explosion! -- The NEXUS: making a connection -- Job sources for everyone -- Health technologists -- Health technicians -- Dietetics, pharmacy, and therapy occupations -- Nursing careers -- Health & social services occupations -- Health diagnosing occupations & assistants -- Home health care job opportunities.
Held by: DOVER DTCC_STAN DTCC_TERRY DTCC_WILM SEAFORD
Subject term: Medicine--Vocational guidance.
Subject term: Allied health personnel--Vocational guidance.
Subject term: Health facilities--Employees--Supply and demand--Directories.
Subject term: Medical personnel--Employment--Directories.
Subject term: Job hunting--Information services--Directories.
Subject term: Employment forecasting.
HTTP: <http://www.loc.gov/catdir/toc/ecip068/2006004717.html>
HTTP: <http://www.loc.gov/catdir/toc/ecip068/2006004717.html>

❖ Browse Search

Use browse if you want to look at an alphabetical list of authors, titles, subjects, etc. An example **subject browse** list for “job hunting” is shown below. 177 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.

Quick Search

Catalog Keyword **Browse** Exact Term

library:

Search the eContent Collection

[Custom Search](#)

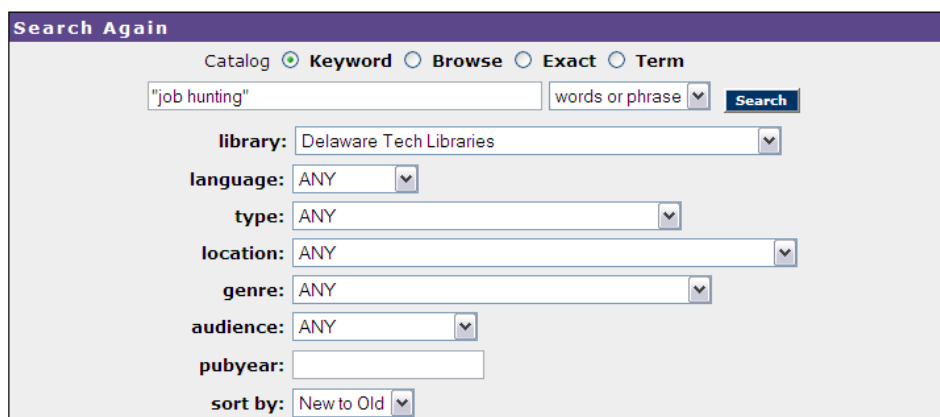
Catalog Browse by Subject: "job hunting"

Job hunting.	177
see related headings for:	
Job hunting	
Job hunting--Anecdotes.	1
Job hunting--Case studies.	2
Job hunting--Computer network resources.	27
Job hunting--Computer networks.	1
Job hunting--Data processing.	3
Job hunting--Directories.	2
Job hunting--Fiction.	4
Job hunting--Handbooks, manuals, etc.	15
Job hunting--Humor.	1
Job hunting--Information services.	1
Job hunting--Information services--Corrupt practices--United States.	1

❖ 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 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:



The screenshot shows a web form titled "Search Again" with a purple header. Below the header, there are radio buttons for "Catalog", "Keyword", "Browse", "Exact", and "Term", with "Keyword" selected. A search input field contains the text "job hunting" and a dropdown menu is set to "words or phrase". A "Search" button is to the right. Below these are several filter fields: "library" (Delaware Tech Libraries), "language" (ANY), "type" (ANY), "location" (ANY), "genre" (ANY), "audience" (ANY), "pubyear" (empty), and "sort by" (New to Old).

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 such things as 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. This can be done in person at your campus library or online at: <http://www.library.dtcc.edu/libforms.html>. **Note:** *To borrow items or request a loan from another library, you need a valid Delaware Tech Library Borrower Barcode Number.*

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 barcode (User ID) and PIN. This is separate from your college MyDTCC username and password. Please contact your campus library for more information or visit: (<http://www.library.dtcc.edu/stantlib/librarybarcodeandPIN.pdf>) and (<http://www.library.dtcc.edu/stantlib/requestitemDLC.pdf>)

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

- Click on Place Hold

HEALTH CARE
JOB EXPLOSION!
HIGH GROWTH HEALTH CARE CAREERS AND JOB LOCATOR
Dennis V. Damp

Add to List

Place Hold
Find more by this author
Find more on these topics
Nearby items on shelf
Continue search in:
Google

Item Information | **A Look Inside** | **Catalog Record**

Health care job explosion! : high growth health care careers and job locator
Damp, Dennis V.

Publisher: Bookhaven Press,
Pub date: c2006.
Description: 320 p. :
ISBN: 094364125X
Item info: 2 copies available at Delaware Tech Stanton Campus Library and Delaware Tech Terry Campus Library.
A Look Inside: Review URL URL

Holdings [Change Holdings Display](#)

Library	Copies	Material	Location
Delaware Tech Stanton Campus Library	1	Book	Career Collection
Delaware Tech Terry Campus Library	1	Book	Nonfiction Collection
Delaware Tech Wilmington Campus Library	1	Book	Material has been checked/charged out

- Enter your User ID (barcode) and PIN
- Select a campus library as your pickup library

Place Hold

Title: Health care job explosion! : high growth health care careers and job locator / Dennis V. Damp
Author: Damp, Dennis V

user ID: (Required)

or **Alternate ID:**

PIN: (Required)

pickup at: ***SELECT A LIBRARY*** (Required: Choose Your Pickup Library)

expiration date: 10/4/2008

suspension start date:

suspension end date:

Place Hold **Reset Query Values**

- ***SELECT A LIBRARY***
- Bridgeville Public Library
- Delaware Academy of Medicine
- Delaware Division of Libraries
- Delaware Division of Substance Abuse and Mental Health
- Delaware Historical and Cultural Affairs
- Delaware Public Archives
- Delaware Tech Owens Campus Library
- Delaware Tech Stanton Campus Library
- Delaware Tech Terry Campus Library
- Delaware Tech Wilmington Campus Library



❖ 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	L- EDUCATION
B- PHILOSOPHY, PSYCHOLOGY, RELIGION	M- MUSIC
C- AUXILIARY SCIENCES OF HISTORY	N- FINE ARTS
D- HISTORY: GENERAL and OLD WORLD	P- LANGUAGE and LITERATURE
E- HISTORY: AMERICA	Q- SCIENCE
F- HISTORY: AMERICA	R- MEDICINE
G- GEOGRAPHY, ANTHROPOLOGY, RECREATION	S- AGRICULTURE
H- SOCIAL SCIENCES	T- TECHNOLOGY
J- POLITICAL SCIENCE	U- MILITARY SCIENCE
K- LAW	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](http://www.loc.gov) 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:

HF	line one
5383	line two
.K69	line three
1999	date
v.1	volume

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:

HF	HF	HF	HF	HF	HF
54	295	2661	5383	5383.5	5384

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:

HF	HF	HF	HF
5383	5383	5383	5383
.K25	.K574	.K6	.K69

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:

HF	HF	HF
5383	5383	5383
.K69	.K69	.K69
	1990	1999

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

HF	HF	HF	HF
5383	5383	5383	5383
.K69	.K69	.K70	.K70
1999	1999	1990	1990
v.1	v.2	c.1	c.2

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



For more help with call numbers, try the [University of Pittsburgh's tutorial](#).

(End of tutorial) 07/09