Online Library Catalog

The library catalog provides a listing and description of items in the collections of Axe Library and other regional sites. This sheet covers basic use of the text-based version of our catalog using Telnet. For web access to the catalog go to <u>http://library.pittstate.edu/systems/catpage.html</u>.

GETTING STARTED

- Click on **PSU Library Catalog** at Axe Library Menu. Select **Axe Library Catalog** (text) in the Application box, and then click on the **RUN** button at the bottom of the Menu.
- Type 1 for PSU Library Catalog at Main Public Menu and then press <Enter>.
- At the **PSU** logo display, press **<Enter>** to continue. You should see the following:



SEARCHING BY SUBJECT

- Use the Library of Congress (LC) Subject Headings in subject searches. If you do not know the LC subject headings, use Subject/Keyword Search.
- At the Enter your selection(s) prompt, select 1. Subject Search and press <Enter>.
- At the Enter LC Subject Heading prompt, type in your subject term(s).
- For example, **alcoholism prevention**
- Press **<Enter**>.
 - A list of subject headings and the number of record(s) found for each subject displays. Your subject is marked with a greater than sign (>). If your subject is not found, it gives you the closest match.
 - Choose the subject of your interest by typing the line number. Press <Enter>.
 - A list of titles found on your subject will display on the next screen. The screen displays the first 7 records from the list. To see the rest of the list, press **<Enter**>.

To sort the list by title, author, publication or library, type SL (Sort List) & Press<Enter>.

- To see the record and location of an item, enter the line number and Press **<Enter**>.
- To see the status of an item, type C for Copy Status and press <Enter>.
- To see if other libraries have the same item, type **OL** (Other Locations). Press <**Enter**>.
- To start a new search, type **SO** (Start Over) and press <**Enter**>.

SEARCHING BY TITLE

Title search is used for a known title. If you do not know the exact title but just some title words, use the Title/Keyword Search.

- Type **3** for **Title Search** and press **<Enter>**.
- Type in the title you are searching at the Enter a Title Prompt. Press <Enter>.
- It is not necessary to type all words in the title, just type in the first 3 or 4 words. For example, **Preventing Alcohol Abuse: Alcohol, Culture, and Control** Type: **preventing alcohol**
- Follow steps in Searching by Subject for viewing a detailed record or for sorting.

SEARCHING BY AUTHOR

Author search is used for a known author.

- Type 4 for Author Search. Press <Enter>
- Type in the author's name (last, first) and press <Enter>.
 For example, David J. Hanson
 Type: Hanson David
- Follow steps in Searching by Subject for reviewing a detailed record or sorting.

Don't Forget RW: When viewing a relevant item use the Related Works command to link to similar items under the same Library of Congress Subject Heading/s.

Checking Magazine & Journal Locations in Axe Library

- To search periodical titles and holdings in the library, type **7. Periodicals/SerialsTitle** . Press **<Enter>**.
- At the **Enter Periodical/Serial Title** prompt, type the title you are looking for. It is not necessary to type all words in the title.

For example, *Journal of the American Academy of Child and Adolescent Psychiatry* Type: journal of the American ac

- A list of periodical titles displays at the next screen. Enter the line number of a title and press < Enter>.
- If there are two entries for a title (because of the name change), type the line number of the needed title. Press **<Enter>** to see the detailed record.
- To see the library's holdings, type ss (Subscript Summary) and press <Enter>.
- To see holdings in another location, type **OL** (**Other Locations**) and press **<Enter>**.
- Type C (Copy Status) and then press <Enter> to see holdings in Axe Library.
- If a record displays **SITE HOLDS**, this is the place to look for library holdings and formats of that specific title.
 - * BD = Bound volumes housed in the basement
 - MF = Microfilm located on the main floor

PRINTING

• Simply press **Print Screen button** on the keyboard – it is after the F12 key.

WEB BASED OPTION: WEBPAC

You may also search the library's catalog in a Web environment by using WebPAC, the World Wide Web version of our catalog. Point your browser to <u>http://webpac.pittstate.edu/webclient.html</u>