



INTERNET ACCESS TO BOOKS IN PRINT

Books in Print provides a current listing of books, audiocassettes, and videos in print, out of print, or forthcoming.

ACCESSING BOOKS IN PRINT

1. **On campus:** from the Library home page www.nwtc.edu/library select Books in Print from the Online Databases list.
2. **Off campus:** from the library home page www.nwtc.edu/library select Books in Print from the Online Databases list. You must be a Northeast Wisconsin Technical College student or employee. Please enter your student or employee ID number to verify your affiliation with the College. If you do not know this number, please contact the Library at 920-498-5493 or use the email portion of Ask-A-Librarian.

QUICK SEARCH – Use this option to find information concerning a specific book, audio, or video.

1. From the drop-down menu, choose either Keyword, Author, Title, or ISBN.
2. Click in the white box, and type your search term.
3. Click on submit to perform your search term.

ADVANCED SEARCH – Use this option to search for items by keyword, subject, publisher, date, price, series, etc.

1. Click the **Advanced Search** button at the top of the screen to begin.
2. Select the status of the items you wish to search (in print, out of print, forthcoming) and select the format (book, audio, video).
3. Select the way you want the results sorted (by relevance, date, title, author, ISBN, or price). Also select ascending or descending order.
4. Fill in any of the search fields that are relevant to your search by choosing the field from the drop-down menu and typing the search term in the white box next to it. You must fill in one box, but you do not need to fill in all of the boxes.
5. On the right side of the search form, you may limit your search by publication years, price range, publisher, book type, audience, or review sources.
6. Click on the Search button at the top or bottom of the page.

BOOLEAN SEARCH – For expert searchers.

A Boolean search is similar to the advanced search form except you must type in the search fields as well as the search terms. The Boolean search box is located at the bottom of the Search Form screen. **On-screen directions are provided.**

SEARCH RESULTS


After performing a search, you'll arrive at a list of titles that match your search criteria. You are also given the option to **Revise** your search or begin a **New** search.

SELECTING RESULTS

You can select several titles at once by checking the boxes to the left of the titles. (**Note:** You can only select items on the page you are viewing. If you go to the next page on the list, your checkmarks for this page will be erased.)



VIEWING RESULTS – There are three ways to view more information about an item.

1. By clicking on the underlined title of an item, you can go directly to a full description of the item along with a synopsis (if available).
2. To view several items at once, check the boxes to the left of the titles. Then click on . You will see a full description of the first item you selected and may click Next to advance to the rest.
3. To view all the items on this page, click in the box next to Select All Titles on this Page and then click on View Selected Items. You will see a full description of the first item and may click Next to advance to the rest.

PRINTING RESULTS

1. After selecting an item or items, click on Print at the top or bottom of the screen.
2. Choose either brief or full record format and select any additional information you want included.
3. Click on the Go button. Then click on Print at the top or bottom of the screen.

CREATING A LIST

You can create a customized list of titles which you can add to and change whenever you wish. These lists can be used to create bibliographies, suggested reading lists, or lists of materials you want purchased for the Library.

1. At the top or bottom of the results page you can choose either **Add to List** or **Select All Titles on This Page**.
2. Click on the Add to List button.
3. Then select Create a New List or Choose an Existing List.
4. Choose to make your list publicly accessible or password protected. If you are protecting your list, you must enter and reenter a password and include an email address. (Note: If you make your list publicly accessible, you will not have to print the whole list in order to share its contents with others. They will be able to view the list online.)
5. Give your list a name and add any comments.
6. Click on the Create List button.

VIEWING, CHANGING, OR PRINTING A LIST – You can manipulate your list at any time.

1. Click the Lists button at the top or bottom of the page.
2. Select the name of your list. (If your list is password protected, you will be asked to type in a password.)
3. To perform actions on the whole list (such as printing, emailing, downloading, or deleting), use the drop-down menu at the top of the page.
4. To perform actions on one or more titles, select the titles and use the drop-down menu next to one of the items.

**If you have any questions, please contact the library
1-800-422-NWTC, extension 5493.**