

USING NWTC'S LIBRARY CATALOG

Use the Library Catalog to locate materials owned by any NWTC Library.

ACCESSING THE LIBRARY CATALOG:

- From the Library home page www.nwtc.edu/library select **NWTC Catalog** from the NWTC Library Catalog and Other Library Catalogs list.

SEARCHING THE LIBRARY CATALOG – Four different ways

Simple Search | **Builder Search** | **Course Reserves** | **New Materials**

Find This:

Find Results in:
Keyword (search any words, any order)
Title (enter first few words; omit a, an, the)
Author List (last name, first name)
Subject List (Library of Congress headings only)
Journal/Magazine Title (enter first few words; omit a, an, the)
Call Number List (punctuation, spaces not needed)

Quick Limit for Keyword/Title Only:
None
Last 10 Years
Videorecording
Book
Journal/Magazine Title
Reference (Noncirculating) - GB
Green Bay Only
Marinette
Sturgeon Bay
Electronic Books

50 records per page

Limit Your Search
▶ only works for Title & Keyword Searches!
▶ set limits BEFORE you search!

- Simple Search** – Retrieves any records that contain one or more of your search terms. (Scroll down on the screen to view search tips.)
 - Type your search terms in the **Find This** box.
 - Choose the type of search you want:

Keyword	Subject List
Title	Journal/Magazine Title
Author List	Call Number List
 - Set any Quick Limits to narrow your results.
 - Click the **Search** button to begin the search.
- Builder** - Lets you use drop-down menus to build the specific search you want.
 - Click the **Limit Your Search** button to set any limits before you type your search terms.

- b. Type your search terms in the search boxes.
 - c. Choose to search **all** of the terms, **any** of them, or as a **phrase**.
 - d. Click the **Search** button to begin the search.
3. **Course Reserve** – Searches for reserve materials by instructor name, department or course number.
4. **New Materials** – Provides you with a list of new books, videos, etc. that have been added to the library's collection. Searching can be done by location, time period, call number, author, or title. The **Search for (optional)** box allows you to narrow your search by performing a keyword search for new materials. Click the **Search** button to begin the search.

VIEWING THE SEARCH RESULTS

1. Scan the list or click on author names and subject headings until you find a title that interests you.
2. Note the location, call number, and check-out status of the item.
3. For more information, click on the blue words of the title. This will bring up the **detailed record** listing the title, author, publisher, call number, location, and check-out status.
4. To return to the list of titles, click the **Titles** button at the top of the screen.
5. To perform a new search, click the **Search** button at the top of the screen.

PRINTING/SAVING/EMAILING RESULTS

Mark the records you are interested in by **clicking the checkbox** next to the desired record(s). At the bottom of the screen, choose all of the records on the page, just the records you selected on the page, or all of the records you selected on all of the pages.

Record Options	
Records	Select Download Format: <input type="text" value="Full Record"/> <input type="button" value="Format for Print/Save"/>
<input type="checkbox"/> All on Page	Enter your email address: <input type="text"/>
<input type="checkbox"/> Selected On Page	
<input type="checkbox"/> Selected all Pages	

1. To **print**, click on the **Format for Print/Save** button at the bottom of the screen and then click the **Print** icon on the Internet Browser at the top of your screen.
2. To **save** to a disk, click the **Format for Print/Save** icon at the bottom of the screen and then choose **File, Save As** to save to your floppy disk in the A:drive.
3. To **email**, type your email address in the space provided and click the **Email** button.

VIEWING YOUR PATRON RECORD AND RENEWING ITEMS

1. Click either the **Patron** button at the top or bottom of the search screen.
2. Enter your **8-digit ID number** and **last name**. Click the **Login** button.
3. You may now view your record. To renew any items you have checked out, **mark** the box before the item and click the **Renew** button. (You may not renew an item if another patron is waiting for the item or if you have exceeded the number of renewals allowed.)

HOW TO GET ON THE WAITING LIST FOR AN ITEM THAT IS CHECKED OUT

1. Find the item using the catalog and make sure that it is charged to someone. (If the catalog says "Not Charged", then the item is on the shelf and you cannot place a hold on it.)
2. Click the **Request** button at the top or bottom of the screen.
3. Enter your **8-digit ID number** and **last name**. Click the **Login** button.
4. Choose **Hold**. The other option is to Recall the item from the person who currently has it. Only use recall if the item is currently overdue.
5. Choose **Any Copy**. That way you will get the next copy that is returned to the library.
6. Enter your **8-digit number** again.
7. Type any comments, including your phone number so we can call you when the item comes in.
8. **Important:** Choose the pick-up location where you will actually go to pick up the item (either Circulation Desk Green Bay, Marinette or Sturgeon Bay, or one of the regional learning centers).
9. Choose the number of days that you want to be on the waiting list.
10. Click the **Submit** button to submit your request.
11. You will be called when then item comes in. If you no longer need it, we will just put it back on the shelf. However, if you still want the item, we will put it aside for you.

EXITING THE LIBRARY CATALOG

1. Choose the **Exit** button at the top of the screen or click the **X** in the upper right hand corner.

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