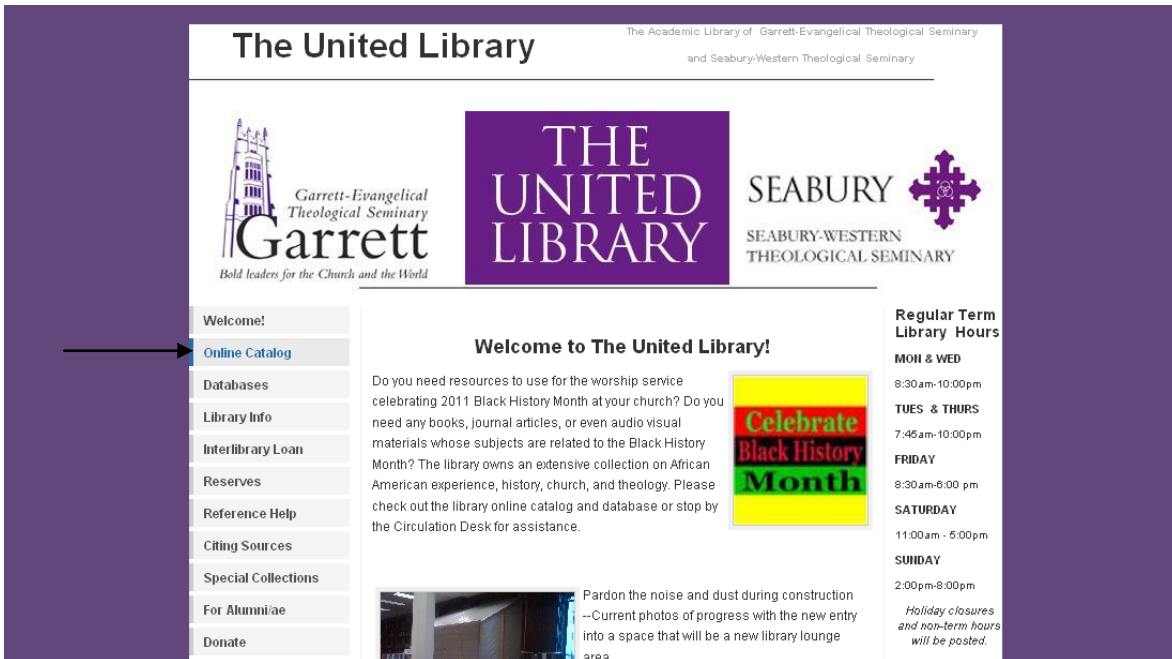
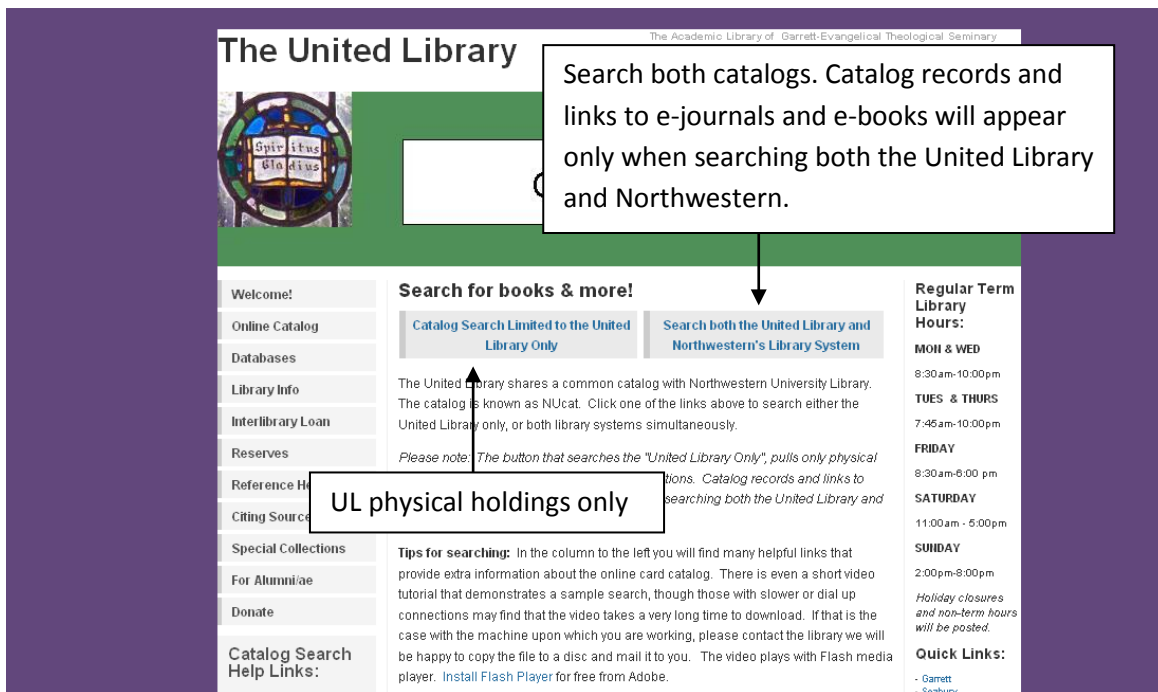


Using the Online Catalog



1. From the library homepage <http://www.garrett.edu/library> click on the Online Catalog link.



2. Choose to either search only the United Library or both the United Library and Northwestern. For this example, we will be searching both catalogs.

Guided Search

Database Name: Northwestern University Libraries

Search for: author all of these Search in: Author

AND OR NOT

Search for: title all of these Search in: Title

AND OR NOT

Search for: all of these Search in: Keyword Anywhere

25 records per page Search Choose More Limits

Select "Choose More Limits" (if des...)

Using Guided Search

- Enter your search word(s) or phrase and select "all of these," "any of these" or "as a phrase" from
- Select a field to search from the **Search in:** pull-down menu.
- You may add to your search using the additional search boxes. Combine lines using the AND, OR
- Limits may be used with all searches on this page.

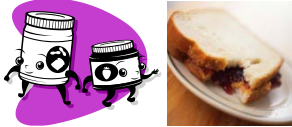
[More information about Guided Search](#)

New Search • Show Headings • Show Titles • Search History • My Account • Login to MyNUcat • Special NU Databases • Help • Exit

3. The Guided Search option allows the user to enter multiple Search terms. Most commonly these will be Author, Title, and/or Subject. The list of Search options is listed above and in the Search In drop-down menu. The Guided Search also allows Boolean searching using “AND” “OR” or “NOT.” These options can be used to broaden or narrow a search.

For example:

- If the user searches for “peanut butter AND jelly” the catalog will only return items that match both.



(This is useful if you know more than one search term, such as author and title “Wesley” AND “Sermons”)

- If the user searches for “peanut butter OR jelly” the catalog will return items matching either term.



(This is useful for keyword searches so you can find synonyms or like terms in one search, such as cat and kitten. It is also helpful for alternate spellings, such as Bonaventure or Bonaventura.)

- If the user searches for “peanut butter NOT jelly” the catalog will only return items that match “peanut butter” that do not also include “jelly.”



(This is useful when you know something you don’t want, such as “Lewis, C.S.” NOT “Narnia”)

Search

Database Name: Northwestern University Libraries

Search | Guided Search | Course Reserve

Find This: Bonhoeffer, Dietrich

3. Limit to (optional): Evanston Campus Libraries

2. Search in: Keyword (use "and, or, not")
Keyword Phrase
Title (omit articles at the beginning of title-A, An, The, etc.)
Journal Title (omit articles at beginning of title-A, An, The, etc.)
Author (last name, first name)*
Subject Heading*
Call Number*

25 records per page | Search | Reset | Choose More Limits

Limited to Evanston Campus Libraries

Apply to Title, Journal Title, Keyword and Guided searches only

Keyword Search Tips

- Put phrases in quotation marks — **"computer operating systems"**
- Use the Boolean operators **and**, **or**, and **not** to combine search terms — **hemingway and bullfighting**
- Use a question mark to truncate a search term. **comput?** retrieves **compute**, **computer**, **computers** and **computing**.

More search help:

[Title](#) | [Journal Title](#) | [Author](#) | [Subject Heading](#) | [Keyword](#) | [Keyword Phrase](#)
[Call Number](#) | [Author Title Heading](#) | [Browse Author](#) | [Browse Subject Heading](#) | [ISBN](#) | [ISSN](#)

[New Search](#) • [Show Headings](#) • [Show Titles](#) • [Search History](#) • [My Account](#) • [Login to MyNUcat](#) • [Special NU Databases](#) • [Help](#) • [Exit](#)

The Search option works well when you know a single search term (author, title, call#).

- When entering authors, the name is entered LAST, FIRST.
- When entering the title, do not include initial articles such as "a" or "the." The title must be entered correctly as this search looks for the title as an exact phrase. If the user does not know the exact title, but knows a few words, it is better to use the Guided Search.
- Call Number searches are helpful when double-checking the accuracy of a call number or the location of a title that has already been looked up.

Note that the search is limited to the Evanston Campus Libraries. This avoids returning results located in the Chicago and Qatar libraries. Titles from Chicago libraries can be sent via Inter-campus delivery. Titles from Qatar are not available.

Understanding Search Results

NUcat NORTHWESTERN UNIVERSITY LIBRARIES
 Northwestern University Library • Galter Health Sciences Library • Pritzker Legal Research Center • United Library

[Library Hours & Locations](#) | [Recalls & Requests](#) | [Get Help with NUcat](#) | [Try NEW Beta Search Page](#)

[New Search](#) [Show Headings](#) [Show Titles](#) [Search History](#) [My Account](#) [Login to MyNUcat](#) [Special NU Databases](#) [Help](#) [Exit](#)

Database Name: Northwestern University Libraries
Search Request: Author = bonhoeffer, dietrich
Search Results: Displaying 1 through 25 of 126 entries.

Search for: Search in: Limit to (optional):

25 records per page

« Previous 1 26 51 76 126 Next »

Sort by:

Sort the results

Results are by default returned on pages of 25

#	OPAC Name	Full Title	Publication Date	Library
<input type="checkbox"/> -1-	Bonhoeffer, Dietrich, 1906-1945	Act and being : transcendental philosophy and ontology in systematic theology / Dietrich Bonhoeffer ; translated from the German edition edited by Hans-Richard Reuter ; English edition edited by Wayne Whitson Floyd, Jr. ; translated by H. Martin Rumscheid	1996	United Library
Location: United Library, Garrett Call Number: BR 45 .B6513 1996 v.2 Status: Checked out				
<input type="checkbox"/> -2-	Bonhoeffer, Dietrich, 1906-1945	Act and being. Translated by Bernard Noble. Introd. by Ernst Wolf.	1962 [c1961]	United Library
Multiple copies--check record				
<input type="checkbox"/> -3-	Bonhoeffer, Dietrich, 1906-1945	Akt und Sein. Transzendentalphilosophie und Ontologie in der systematischen Theologie.	1956	United Library
Location: United Library, Garrett Call Number: BT83 .B7 Status: Not checked out				
<input type="checkbox"/> -4-	Bonhoeffer, Dietrich, 1906-1945	Akt und sein : Transzendentalphilosophie und Ontologie in der systematischen Theologie / Dietrich Bonhoeffer ; herausgegeben von Hans-Richard Reuter.	1988	United Library
Location: United Library, Garrett Call Number: BR45 .B65 1986 v.2 Status: Not checked out				
<input type="checkbox"/> -5-	Bonhoeffer, Dietrich, 1906-1945	Auf dem wege zur freiheit. gedichte aus Tegel. Herausgegeben von Eberhard Bethge.	1946	NU Libraries
Location: MAIN Library Call Number: 831.91 B714a Status: Not checked out				

Once results are returned, they can be sorted by Title, Author, or Publication Date.

The total number of results is displayed at the top of the page, and results are by default shown in pages of 25. To view more results, click on the “Next” button at the top of the page.

#	OPAC Name	Full Title	Publication Date	Library
<input type="checkbox"/> -1-	Bonhoeffer, Dietrich, 1906-1945	Act and being : transcendental philosophy and ontology in systematic theology / Dietrich Bonhoeffer ; translated from the German edition edited by Hans-Richard Reuter ; English edition edited by Wayne Whitson Floyd, Jr. ; translated by H. Martin Rumscheid	1996	United Library
Location: United Library, Garrett Call Number: BR 45 .B6513 1996 v.2 Status: Checked out				
<input type="checkbox"/> -2-	Bonhoeffer, Dietrich, 1906-1945	Act and being. Translated by Bernard Noble. Introd. by Ernst Wolf.	1962 [c1961]	United Library
Multiple copies--check record				

Basic information is available for each title in the list. From the list view one can normally see an item’s location, call #, and whether it’s available (located under the title).

For items with multiple copies, one must click on the title to see the item’s location, call #, and status.

Reading the item record

The screenshot shows the NUcat library catalog interface. At the top, there is a navigation bar with the NUcat logo and links for Library Hours & Locations, Recalls & Requests, Get Help with NUcat, and Try NEW Beta Search Page. Below this is a menu with buttons for New Search, Show Headings, Show Titles, Search History, My Account, Login to MyNUcat, Special NU Databases, Help, and Exit. The main content area displays the item record for 'Fellowship of love : Methodist women changing American racial attitudes, ...'. The record includes fields for Author, Title, Publisher, Date, Description, Notes, Library of Congress subject headings, and ISBN. A persistent link to the record is provided. At the bottom of the record, there are 'Print, Save & Email Options' buttons. Two callout boxes provide additional information: one points to the persistent link, stating 'The persistent link is a good way to find the item again quickly.', and another points to the 'Print, Save & Email Options' buttons, stating 'From here, the user can print, save or email the record for future use.'

Database Name: Northwestern University Libraries
Search Request: Guided Search = (Fellowship AND of AND love AND Methodist AND women AND changing AND American)[in Keyword Anywhere]
Search Results: Displaying 1 of 1 entries

« Previous Next »

Long View Brief View Technical View

Fellowship of love : Methodist women changing American racial attitudes, ...

Author, etc.: [Knotts, Alice G.](#)

Title: Fellowship of love : Methodist women changing American racial attitudes, 1920-1968 / Alice G. Knotts.

Publisher: Nashville, Tenn. : Kingswood Books,

Date: c1996.

Description: 335 p. ; 23 cm.

Notes: Includes bibliographical references (p. 309-327) and index.

Library of Congress subject headings: [Methodist women—United States—History—20th century.](#)
[Race relations—Religious aspects—Methodist Church—History—20th century.](#)
[United States—Race relations—History—20th century.](#)

ISBN: 0687027185 (pbk. : acid-free paper)

Location: United Library, Garrett:Methodist Collection
copy1 Temporarily shelved at United Library, Garrett:Reserves

Call number: BY1621 .W6 K58

Status: copy1 Returned on 03/02/2011 09:41am

Persistent link to this record: <http://nucats.library.northwestern.edu/cgi-bin/Pwebrecon.cgi?BBID=102102>

« Previous Next »

Print, Save & Email Options
Select Download Format | Long View | Display printer-friendly version | Save search query

Once an item is selected from the list, more detailed information is available. From here you can see the subject headings associate with the title and a description. You can also see the current location, call#, and status.

Reading location and status information

Example 1

Location: United Library, Garrett:Methodist Collection
copy1 Temporarily shelved at United Library, Garrett:Reserves

Call number: BY1621 .W6 K58

Status: copy1 Returned on 03/02/2011 09:41am

Persistent link to this record: <http://nucats.library.northwestern.edu/cgi-bin/Pwebrecon.cgi?BBID=102102>

This item appears to have 2 locations, the Garrett Methodist Collection AND Garrett: Reserves. When you see this it is showing where the item is *normally* located and where it is *currently* located. If a temporary location is given, assume that it is correct.

The item status informs the user that there is 1 copy and that it was just recently returned. When an item has a recent return time and date, there is a larger chance that it will be found on the re-shelving carts or in the re-shelving area.

Example 2

Location: United Library, Garrett:Methodist Collection
copy1 Temporarily shelved at United Library, Garrett:Reserves

Call number: BY326 .O83 1991

Status: Not checked out


Location: United Library, Garrett:Methodist Collection
copy2 Temporarily shelved at MAIN Reserve

Call number: BY326 .O83 1991

Copy: 2

Status: Not checked out

This copy is currently over at the NU MAIN library



Persistent link to this record: <http://nucats.library.northwestern.edu/cgi-bin/Pwebrecon.cgi?BBID=81932>

Here is an example of multiple copies of an item. Notice that the second book is listed as “Copy: 2.” These two both have the same call #, but this is not always the case. Some items may have multiple locations or call #s.

This record also indicates that copy 2 is temporarily over at MAIN. Because of our reciprocal borrowing agreement, items from either library may be temporarily housed at the other.