

## Using NTC's Online Library Catalog

### Accessing the library catalog:

Go to the NTC library homepage at <http://www.ntc.edu/services/Library/index.html> and click on the Online Library Catalog link.

<b>Simple Search</b>	<b>Builder Search</b>	<b>Course Reserves</b>	<b>New Materials</b>
<b>Find This:</b>		<b>Find Results in:</b>	
<input type="text"/>		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)	
<b>Quick Limit for Keyword/Title Only:</b>			
None			
Last 10 Years			
Videorecording			
Journal/Magazine Title			
Wausau Campus			
Antigo Campus			
Medford Campus			
Phillips Campus			
Spencer Campus			
Wittenberg Campus			

50 records per page <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>	<b>Limit Your Search</b> ▶ only works for Title & Keyword Searches! ▶ set limits BEFORE you search!
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I. **Simple Search** – finds any records that contain one or more of your search terms. (Scroll down on the screen to view search tips)

A. Type your search terms in the Find This Box.

B. Choose the type of search you want:

Keyword – will look for your search term anywhere in the item record

Subject List – shows you items in the catalog mainly about your subject term

Title – enter the first few words; omit a, an, the

Author – last name, first name

Journal/Magazine Title – enter first few words; omit a, an the

Call Number List – punctuation, spaces not needed

C. Set any Quick Limits to narrow your results – select from the list provided

D. Click the Search button to begin the search.

II. **Builder Search** (Advanced) – you can enter multiple search terms and use drop-down menus to build a more specific search.

A. Click the Limit Your Search Button to set limits before you type in your search terms.

B. Type in search terms in the search boxes.

C. Choose to search “all of the terms”, “any of the terms”, or “as a phrase”.

D. Select the type of search you want to perform with each search term (subject, author, title, etc.)

E. Click the search button to begin the search.

### **Viewing the Search Results**

a. Scan the list; in the case of a subject or author search you must find the term you searched in the list and click on the blue number in front of the term to get your results list.

- b. Click on the blue title to bring up the detailed record for an item showing title, author, publisher, location, call number, and check-out status.
- c. To return to the list of titles, click the “Titles” button at the top of the screen.
- d. To perform a new search, click the “Search” button at the top of the screen.

### Printing/Saving/Emailing Results

Record Options	
<b>Records</b>	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	

Click in the checkboxes in front of the records you are interested in keeping. At the bottom of the screen, choose which records you want to keep: all on page, selected on page, or selected all pages.

1. To Print – click on the “Format for Print/Save” button and then click the Print icon on the Internet Browser at the top of the screen.
2. To Save to a disk – click on the “Format for Print/Save” button and then choose “File” and then “Save As” from the menu bar at the top of the screen to save to a floppy disk in the A:drive.
3. To email – type your email address in the space provided in the Record Options box at the bottom of the screen and click the “Email” button.

Exit the library catalog by clicking the **X** button in the upper right hand corner of the screen.

### **Searching Other Library Catalogs**

Click the “Multilibrary Search” link at the top of the screen to search other Technical College and UW Libraries.

**If you have any questions, please contact library staff at:**

715-675-3331, Ext. 4054

e-mail: [lib@ntc.edu](mailto:lib@ntc.edu)