Guide to Using the Estelle M. Black Library
Online Catalog

Use the Rock Valley College Library Online Catalog to identify books, videos, E-Books and other material available in the library. Users can access the online catalog by going to the Library home page at http://www.rockvalleycollege.edu/library and selecting the “Library Catalog (TomCat)” link located at the top of the left hand column.

Basic and Advanced Searches are two options for using the catalog.

The Basic Search (as shown in sections I-A and II-A) involves entering keywords, titles, authors, and subjects. Somewhat more structured, the Advanced Search (as shown in sections II-A and II-B) requires subjects and names to be entered in a defined order and relationship for the searches to be effective.

The Library Catalog opens to a Basic Search Screen

I-A. Keyword – Basic Search
Keyword Searching: A Keyword Search finds items where the keyword is located within descriptive information about a library item. This descriptive information includes the title, author names, and publication information.
Instructions:
1. Type in your keyword and notice on the right side of the screen “keyword anywhere” has been selected.
2. Press search button

Search Results:
To see the keyword in the results, click on the title of one item.

Titles
7 results found
Keyword Anywhere (hydroelectric)

2008
TJ808 .U82 2008
available, General Stacks (2nd floor)

2006
T56 .I44 2006
multiple items available, General Stacks (2nd floor)

Walking stones / Mollie Hunter.
Hunter, Mollie, 1922-
1996
PZ7.H9176 Wal 1996
available, Children’s (2nd floor)

Alternative fuels and the environment / edited by Frances S. Sterrett.
1995
TD195.E49 A44 1995
available, General Stacks (2nd floor)

Hydro power in Sweden / written in co-operation by engineers from the Swedish Power Association
1981
TK1489 .H93 1981
available, General Stacks (2nd floor)
II-A. Keyword - Advanced Search

An advanced keyword search follows a logical arrangement of search commands including phrases, Boolean Operators, and truncation characters as explained by example below.

**Search example:** Find information about the loss of effectiveness in antibiotic drugs due to the problem of overuse.

**Instructions:** Use each of these search components: a phrase, a truncation character and boolean operator

**Example:** “drug resistant?” AND antibiotic

Phrase in Quotation marks = “ ”

Boolean operator = AND

Truncation character = ?
# Examples of Correct Form for Search Commands

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<th><strong>Steps:</strong></th>
<th><strong>1.</strong> Type in search commands</th>
<th><strong>2.</strong> Click Search</th>
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<td>1</td>
<td><strong>Phrase</strong> – enclose in quotation marks.</td>
<td>Example: “student success”</td>
<td></td>
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<td>2</td>
<td><strong>Boolean Operators (And, Or, Not)</strong> - link or combine keywords.</td>
<td>“And” narrows your search by finding records that have both your first and second keywords. <strong>Example:</strong> “student success” AND college</td>
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<tr>
<td></td>
<td></td>
<td>“Or” broadens your search by finding records that contain either your first keyword or your second keyword. <strong>Example:</strong> “student success” OR college</td>
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<tr>
<td></td>
<td></td>
<td>“Not” excludes the second keyword from your search. <strong>Example:</strong> “student success” NOT college</td>
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<td>3</td>
<td><strong>Truncation:</strong> - the Question Mark (?) finds all words that have the same root.</td>
<td>Example: success? will find success, successes, successful</td>
<td></td>
</tr>
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**Basic Search**

- **Database:** Estelle M. Black Library
- **Search:**
  - **Phrase in Quotation marks:** “drug resistant?” AND antibiotic
  - **Boolean operator:** AND
  - **Truncation character:** ?
- **Limit To:** All Material
- **Records per page:** 10 records per page
- **Search**
An Advanced Keyword Search will help you find materials in a specific format and can be limited to a specific date range.

This Advanced Search shows how to limit to DVDs of television programs from PBS between 2008 and 2013.
II-A. Search by Subject:

**Subject(s)** are used to describe general topics covered in the contents of the catalog record. Accessing items by “**Subject**” term can be done by clicking on the term within the item record (example 1) or by performing a “**Subject**” search (example 2).

**Instruction:** Click on the “**Subject**” term in the detailed view of an item.

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**Example 1**

The **Bibliographic Record** above shows the subject, location, call number and status. You will need the call number to retrieve an item.

**Call numbers** are used to find books and audio visual items. The call number is based on the Library of Congress classification system that uses letters of the alphabet and numbers that libraries use to shelve books and other items.
II The list of Subjects (below) indicates that 7 items have the heading of DRUG RESISTANCE IN MICROORGANISMS

Subjects

3 results found
Subject(Drug resistance in microorganisms.)

- Drug resistance in microorganisms (7)
  Narrower Term: Methicillin resistance
- Drug resistance in microorganisms—Conferences (1)
- Drug resistance in microorganisms—Popular works (1)

Search Tips: Select a specific heading to display the titles for that heading or follow a cross-reference to get to a more appropriate heading.

- The titles of all 7 items are displayed

Database: Estelle M. Black Library
7 results found

- Antibiotic-resistant bacteria / Patrick G. Guilfoile ; founding editor, I. Edward Alcamo Heymann.
  Guilfoile, Patrick.
  2007
  QR177.G85 2007
  available, General Stacks (2nd floor)

- Breakout: the evolving threat of drug-resistant disease / Marc Lappé.
  Lappé, Marc.
  1995
  RB152.L37 1995
  available, General Stacks (2nd floor)

  2007
  No call number
  no item information, Electronic books (online)

- Emerging infectious diseases : trends and issues / edited by Felissa R. Lashley and...
Using the Subject Searching feature of the Library Catalog. Become aware that librarians follow a practice of assigning a subject heading to describe the contents of a book or other library item. When you search for a library item by subject, you will encounter these lists of subject headings in the catalog. Be aware too that names of authors and people are found by entering the last name followed by the first name.

Follow these Steps:
1. Click the subject tab
2. Enter Lincoln followed by Abraham e.g. Lincoln Abraham
3. Click “Search”

**Example 2**

Click on the Heading “Lincoln, Abraham, 1809-1865” which includes 75 items.

- Lincoln, A. (Abraham), 1809-1865 (0)
  - See: Lincoln, Abraham, 1809-1865.
- Lincoln, Abraham, 1809-1865 (75)
- Lincoln, Abraham, 1809-1865—Anecdotes (2)
- Lincoln, Abraham, 1809-1865—Anniversaries, etc. (2)
- Lincoln, Abraham, 1809-1865—Assassination (7)
- Lincoln, Abraham, 1809-1865—Assassination—Drama (1)

Many aspects of Lincoln's life are listed as subheadings which are the words to the right of the dash (- - ).
Abraham Lincoln: from his own words and contemporary accounts / edited by Roy Edgar Appleman.

**Title:**
Abraham Lincoln: from his own words and contemporary accounts / edited by Roy Edgar Appleman.

**Publisher:**

**Format:**
Book

**Subjects:**
Lincoln, Abraham, 1809-1865.

**Holdings Information**

- **Location:** General Stacks (2nd floor)
- **Call Number:** E160 .U629 no.2 1961
- **Status:** Not Charged

The Bibliographic Record above displays detailed information about the item. The blue tabs above the Record are used to navigate back to the list of titles, the list of subjects or to display previous or next items for the subject of Abraham Lincoln.
II-B. Advanced Subject Search

An Advanced Search on “culture” or “cultural” aspects of the subject of Interpersonal Communication NOT including “etiquette” within the past 10 years, finds 6 items.

Notice the Search structure highlighted in the search result below: terms in parentheses, AND & NOT operators, and DATE range.

Open [http://library.rvc.cc.il.us/vwebv/searchBasic](http://library.rvc.cc.il.us/vwebv/searchBasic) to use the Library Catalog.

Steve Thompson/Estelle M. Black Library at Rock Valley College/Sept-2013