



Glendale College Library
Research Assignment
Searching the Online Catalog

Name: _____ Date Due: _____ Instructor _____

This exercise gives you practice searching for books using Voyager, the GCC online library catalog.

To access Voyager:

- Enter the URL for the library Web site: <http://www.glendale.edu/library>
- Select "Library Online Catalog" under the **Databases** column.

An online guide to using **Voyager** is available on the library's Web site at <http://www.glendale.cc.ca.us/library/libins/index.htm> under the section titled *Library Research Guides, Tutorials, and Pathfinders*.

Part I, Exercise #1: Search by Title

Use "Basic Search" to complete the first six exercises of this assignment. Select "Title Search" in the menu box to search for the following book titles. Write down the number of entries found, the call number, and the location of the book. If you find more than one entry, choose one to complete the exercise. If you cannot find the book in the library catalog, check the "Can't find" box. (Hint: When using Basic Search, skip words such as "The," "An," and "A" that appear at the beginning of a title and search using the next title word).

Title	# of Entries	Call Number	Location	Can't Find
<u>East Side Stories: Gang Life in East L.A.</u>				
<u>The Bluest Eye</u>				
<u>Bleep! Censoring Rock and Rap Music</u>				

Exercise #2: Search by Author

Select "Author Search" to search for books written by the following authors. (Hint: Search for authors using their last names first. For example: baldwin, james. You don't need to capitalize words when searching in Voyager.) For each author, write down the number of entries found, then choose a book and write down the title, call number, and location. If you can't find a book by this author, check "Can't find" box.

Author	# of Entries	Title	Call Number	Location	Can't Find
Cristina García					
Peter Balakian					
Amy Tan					

Exercise #3: Search by Subject

Select "Subject Search" to search for books on the subjects listed in the table below. For each subject, write down the number of entries, then choose a book and write down the title, call number, and location. If you can't find a book on one of these subjects, check the "Can't find" box.

Subject	Number of Entries	Title	Call Number	Location	Can't Find
Buddhism					
Tattooing					
Basketball					

Exercise #4: Advanced (Keyword) Search: Author

Move from "Basic Search" to "Advanced (Keyword) Search" to complete exercises 4 - 6. To do this, select "Advanced (Keyword) Search" above the "Search For" field. Begin by looking for your favorite author. (Hint: Remember to select "Author Name" from the "Search In" pull-down menu.) Write down the author's name you selected, then use one title to complete the table below. If you can't find anything written by the author you've chosen, try another author.

Author	Title	Call number	Location	Can't Find

Exercise #5: Advanced (Keyword) Search: Subject and Author

Now do a search using "Global Warming" as a subject and Lynne T. Edgerton as an author. (Hint: Remember to select "Subject" and "Author Name" from the "Search In" pull-down menus.) Complete the table below.

Author	Title	Call number	Location	Can't Find

Exercise # 6: Additional "Subjects" or "Keywords"

Looking at the full record of the book you located in Exercise #5, take a moment to look at the additional terms under "Subject(s)." These are related subject terms that may help you locate more information on your topic.

List two additional subject terms: _____

Part II, Exercise #1: Keyword Searching

a. Write down the subject/topic of an assignment you are working on this semester.

b. Now list three keywords that may help you find books on this topic.

c. Do an **Advanced (Keyword) Search** using one of your keywords. Go to the full record of one book that looks interesting. Write down the title of that book.

Title: _____

d. Are there additional subject terms listed? If so, write them down.

e. Look at the book's record to see if it's available. Write down the location and call number of the book. If the book is checked out, write down the due date.

Location: _____ Call Number: _____ Due Date: _____

Part II, Exercise #2: Using Electronic Books

- a. Choose a book that interests you from the table below. **Circle** the title you've chosen.

American Democracy in Peril
Bodies of Meaning
Cognition, Communication, and Romantic Relationship
Communism and its Collapse
Couples in Conflict
Daring Missions of World War II
The International Movie Industry
Spirituality and the Occult
The Wonderful Wizard of Oz
Zen and the Art of the Internet

- b. Using the Basic Search screen in the Library Catalog, do a title search for the book you chose. You can access Electronic Books directly from the Library Catalog. Once you find the record for your book, scroll down to **Linked Resources:** and click on the link that says, "**click here to access the book.**"
- c. If you're searching from off campus, you will next need to enter your **User Name** and **Password** for the electronic books (netLibrary) in the spaces provided. For the username, enter your student ID number. For the password, enter your birth date in six-digit format (mmdyy) without slashes. February 14th, 1975 would be 021475. Then click **Log in.**
- d. During the time you are using this eBook, no one else will be able to access the book—it is "checked out" to you.

Answer the following questions about that electronic book:

- e. Who is the author of the book? _____

- f. Click on **View this eBook**. You will see its Table of Contents in the frame on the left. At the bottom of the Table of Contents frame there is a search box labeled **Search this e.Content**.

- g. Type a word from your book's title into the text box and click the Search button. The word you just searched for should now be highlighted in the title (see the right side of the screen).

- h. Click the red **next** button at the top of the screen. On what page does that word next appear? _____

- i. In what ways is this **Find** feature useful? List as many as you can think of. _____

- j. What feature would you use if you encountered a word with which you are unfamiliar?

- k. When you are finished using the electronic book, click the **Close item** link at the top of the left-hand frame.