

## Full Details Display of an Item

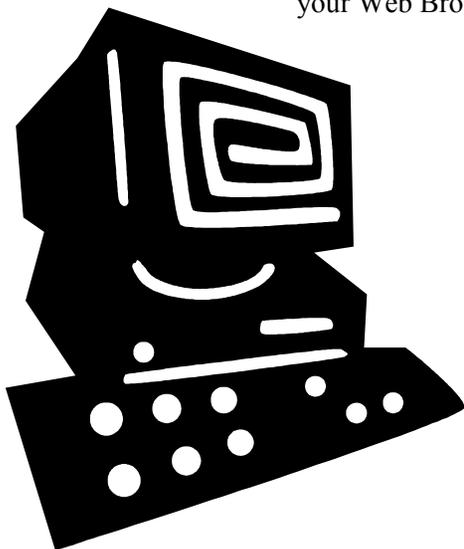
On the left hand side of the screen, you can:

- Click **Find more by this author** to access author cross-references.
- Click **Find more on these topics** to access subject cross-references.
- Click **Nearby items on the shelf** to access call number cross-references.

Click on a category under **You Found Titles in Categories** to access other titles in the same category or categories. If the list is long, click **More** to view the entire list.

## Go Back Button

When wanting to return to a previously viewed page in the Library Catalog, click on the **Go Back** button within the catalog as opposed to the Back button in your Web Browser.



## E-Mail or Print Record Information

You can e-mail or print record information by marking items to keep from a **Search Results** hit list or from the **Full Details** display.

1. Click **Keep** for the items you wish to e-mail or print. Items marked **Keep** initially can be unmarked by clicking **Remove**.
2. When you are finished, click **Kept**.
3. You can remove some of the items in your list by selecting the check box by the titles to be removed and clicking **Remove Checked Titles from List**. To clear the list, click **Remove All Titles from List**.
4. In the **Sort By** box, choose to sort the records by author, title, or call number.
5. In the **Library** box, choose to filter the records by library branch.
6. If available, choose the All, Brief, or Full **View of Records**.
7. In the **E-mail** box, type an e-mail address and click **E-Mail**
8. Click **Print Formatted** to print the records in MARC format or **Print Text** to print the records in text format.

During a session, Kept catalog results are included in your list of items until you remove them. Don't forget to click the Kept button after you have marked an item to Keep in the search results.

**Questions?** Contact the Library at (864) 941-8441 or by email at [librarian@ptc.edu](mailto:librarian@ptc.edu).



# HOW TO USE THE LIBRARY CATALOG



**Searching for Items in  
the PTC Library and  
County Center LRCs**

REVISED JANUARY 2007

## Introduction

The Library Catalog is your guide to print and audiovisual materials in the Piedmont Technical College Library and the County Center Learning Resource Centers. You can also use the catalog to find resources in other SC technical college libraries and in PTC's eBook collection.

In addition, the Library Catalog can be used to find recommended and best seller reading lists and to access your password secured "My Account" page to view your personal library record.

## Starting Your Search

To start, visit the Library Web site at <http://www.ptc.edu/library> and click on the **Library Catalog** link. Begin your search on the **Basic Search** page. Here, you can do different types of searches and access all types of information.

1. To begin, type a term in the search box.
2. To narrow a search, select one of the following options before clicking the **Search** button:
  - Keyword (word or phrase)
  - Author
  - Title
  - Subject
  - Series
  - Periodical title
3. Select a library to search in the **Library** box, or select **Piedmont Technical College Libraries** to include all branches in the search.
4. Select **PTC Libraries and E\_RESOURCES** to search for electronic books in addition to print books.

## Other Search Features

- Typically, the first search page that you access in the Library Catalog has simple search options. However, you can return to the main search page from other search pages by clicking **Basic Search**.
- Click **Power Search** to further refine your search results.
- Click **Browse** under the **Power Search** screen to browse on authors, titles, subjects, series, or journal titles. The returned **Browse List** contains catalog record subject headings in the alphabetic vicinity of your search word. To the right of each item on the list, the number of items with the word in a subject heading displays.
- Click **Call Number** search under the **Power Search** screen to search for a specific call number.

## Power Search

**Power Search** combines search elements to help you refine or limit a search based on criteria configured by PTC Library. Searches can include a single word or several words that are linked together with operators such as the words "and," "or," and "not."



## Narrowing the Search

Use Power Search to narrow your search based on criteria configured by PTC Library.

- If available, select a **Library** to narrow your search to a specific branch, or select **ALL** to search in all branches.
- If your library has holdings in a variety of languages, select a **Language**.
- Select an **Item Type** to search under if you are familiar with your library's item types.
- Select a shelving **Location** in your library.
- You can have your search match on a particular part of a catalog record (such as keywords only) by selecting a portion to **Match On**.
- In the **Pub Year** box, type the year the item was published.
- You can sort your power search results by selecting criteria in the **Sort By** box.
- Click Search start your search.

## View Cross References

You can view cross-references from the Search Results page by clicking **X-Refs**. When looking at the **Catalog Lookup by Cross Reference** display, click on a cross reference to display the new Search Results. The topics available on this page are identical to those displayed under **Try These Too** on your original Search Results page.

You can view cross-references from the **Full Details** display of an item.