

Use the Library Catalog Worksheet



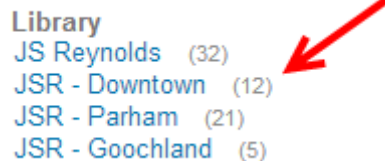
Refer to the corresponding handout, **Use the Library Catalog**, and follow the instructions below using **QuickSearch** to help you complete this worksheet.

1. Perform a search using *QuickSearch* on a **topic of your choice**. What **search term/s** did you use?

2. Limit your search to “books only” by selecting **Books** from the *Limit My Results To* menu located on the left.



3. Next, limit your search to a **print book** at a specific campus by selecting the **JSR - Downtown**, **JSR - Parham**, or **JSR - Goochland** from the *Library* menu on the left.



4. **Select any book** from your result list and answer the following:

a. Is this book available? (*Select one*) ____ Yes ____ No

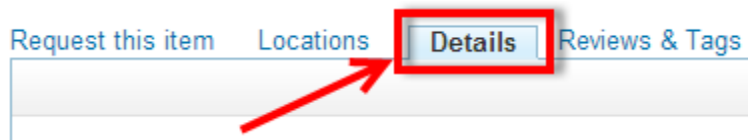
b. What collection is this book located in? _____

c. What is the complete Library of Congress (LC) call number?

OVER



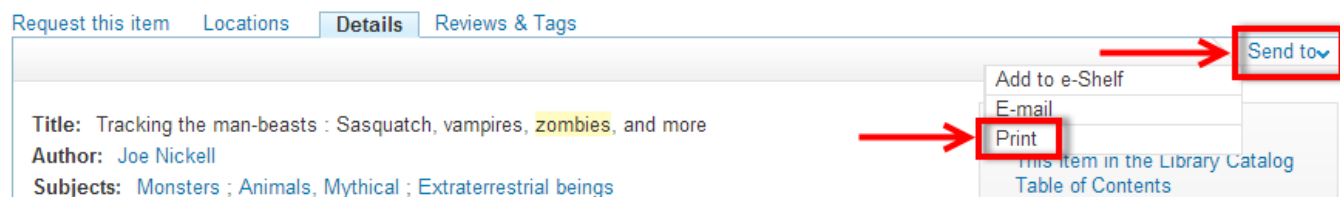
5. Click on **Details** to view the detailed information for the book and answer the following:



- a. Title: _____
- b. Author/s (if any): _____
- c. Subject/s used: _____

- d. Publisher information: _____
- e. Publication (Creation) date: _____

6. From the *Details* window, select **Send to** located in the upper right corner of the *Details* window. When the *Send to* menu appears, select **Print**.



7. When your browser Print window appears, **PRINT OUT this detailed print record** and attach it to this worksheet.