



J. Sargeant Reynolds Community College

Your first stop for information and research needs!

Use the Library Catalog Worksheet

Last updated 8/22/2011.

Use the corresponding handout, **Use the Library Catalog to Find Books**, to help you complete this worksheet.

Perform a Basic Search in the VCCSLinc library catalog on a topic of your choice.

1. What **type of basic search** did you choose? (*Select one*)

___ Keyword ___ Author ___ Title ___ Subject

2. What **search term/s** did you use? (*Fill in*)

3. What **search techniques** did you use? (*Check all that apply*)

___ boolean operators ___ quotation marks ___ truncation

4. **How many records** were found for your search? (*Fill in*)

5. **PRINT OUT the 1st page of the Brief-view table** (catalog search results) screen and attach it to this worksheet.

6. **Choose any print book** by clicking on the title to bring up the **full record**.

7. **Review the full record** and answer the following:

a. Author/s (if any): _____

b. Title: _____

c. Name of Publisher: _____

d. Location of Publisher: _____

e. Year Published: _____

f. Subject/s – Library of Congress headings used: _____

OVER



g. JSRCC campus/es that own the book: _____

h. Complete Call Number: _____

i. What collection is this book located in? _____

j. Is the book available for checkout? (*Select one*)

Hint: Review the **collection** information in the *Location* field.

____ Yes ____ No

k. Is this book on the shelf? (*Select one*)

Hint: Click on **All Items** in the *Holdings Field*. When the next screen appears, review the information under the *Due Date* column.

____ Yes ____ No

8. **PRINT OUT the Full View of Record** screen and attach it to this worksheet.