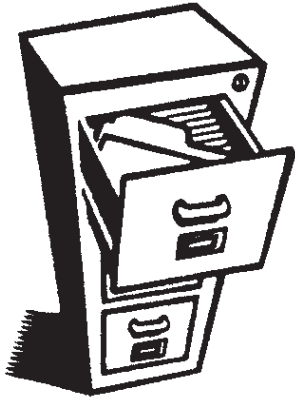


LIBRARY CATALOGS



What are library catalogs?

An inventory file of descriptive records created according to uniform rules which describe the materials contained in a library, or group of libraries.

Why are they useful?

It's great to be able to look in your local library catalog when you need a book in a hurry. What could be more convenient than lifting a book off a shelf? It's also great to be able to look at a list of all the books published. You may have to borrow the title from another library, but at least you know that research has been done on whatever esoteric topic you can imagine!

What are some examples of a library catalog?

- ✧ **MUSCAT**—your local library's catalog, **MUSselman Library CATalog**
- ✧ **WorldCat**—Just like the name says, WorldCat lists over 60 million records from titles published all over the world.
- ✧ **Google Book Search**—Google's goal is to include the collections of a few large libraries and, like a catalog, show users information about the book and in some cases a few sentences of a search term in context. Google will show the full book when it is out of copyright.

How should I best search a library catalog?

Keywords and subjects are words or phrases used to search an electronic tool.

- ✧ A *keyword* is a word or phrase used to focus an online search—you make them up!
- ✧ A *subject* is a category used to define, and thus organize information. Generally, any particular tool will either assign its own subject categories or use a standardized set of subjects, either of which will improve your search's effectiveness.

	Keyword Search	Subject Search
<i>Searches these fields in your electronic catalog:</i>	<ul style="list-style-type: none">✧ Title✧ Author✧ Subject✧ Abstract or contents	<ul style="list-style-type: none">✧ Subject
<i>When is it best to use?</i>	<ul style="list-style-type: none">✧ when you begin to research a new topic✧ when you have a very specific topic or concept to search✧ when you don't know the exact order of the words	<ul style="list-style-type: none">✧ when you already know the established subject heading (and if you don't know what this means, you don't!)✧ when you need to do precise, comprehensive research on a topic

How do I request an item that Musselman Library doesn't own?

EZ-Borrow is a search tool which allows the simultaneous searching of academic library catalogs in Pennsylvania. Many items found can be directly requested, which saves a lot of time.

<http://www.gettysburg.edu/library/resources/catalogs/index.dot>