This is a tutorial from the librarians at Lone Star College – North Harris. The purpose of this tutorial is to teach users how to search the catalog.

The catalog is searchable record of all books, videos, government documents, and indexed websites that the library retains.

When you open the library catalog, you will see many search options. If you know the title of an item, you can type it into the title keyword bar. If you know the author of an item, you can type that name into the author keyword bar. If you’re searching for information about a topic, you may wish to use the keyword anywhere bar, which allows you to search all record fields for items, including the authors, titles and designated subjects.

As an example, let us search for information about the Mexican historical figure Santa Anna. Type in the words “Santa Anna” into the keyword anywhere blank.

You may decide that you’d like to limit your search results to different types of materials. For example, if you only want videos, you can limit your search to videos. If you only want books that you can check out, you limit your search to circulating books. Let’s do that. Select “circulating books”.

Next, you can limit your search results to a particular library. This catalog indexes all materials in the Lone Star College libraries, Harris County Public libraries, and Montgomery County Memorial public libraries. If you wish to search the entire collection, you can leave this category unchanged. But if you’d like to search one library in particular, you can select that library. Let’s limit our search results to Lone Star College – North Harris.

Now click on the red search arrow to begin the search.

Here is our search results page. There are five search results. #1 is entitled Santa Anna of Mexico. That appears to be relevant, so let’s look at it closer. Click on the title to examine the catalog record.

At the top of the catalog record, you’ll see bibliographic information about the book. Below that, you’ll see a list of the subjects that the book addresses.

And below that, you’ll see information about which libraries hold this book. The North Harris library is listed at the top.
It's a circulating book, which means that you can check it out. It's currently checked in, so it should be on the shelf. And you can find it at this call number.

In the next video, we'll address how to find a book on the shelf once you've found it in the catalog. For now, take this short quiz about the content of this video.