

Finding information in your school media is a “snap”. We use INFOCENTER, a computer catalog by Sagebrush (Follett). This search tool lets you quickly search the THOUSANDS AND THOUSANDS of book in your school library’s collection!

Let’s start by looking at some **QUICK** searches.

Let’s try some examples. Suppose you want to see if we have Don Freeman’s picture book, *Corduroy*? This is one of the most popular books in our collection, a timeless, touching classic!

We can easily look for books we want when we know either **TITLE** or **AUTHOR**.

- Let’s start with a **TITLE** search. Carefully enter the title. Remember: **SPELLING COUNTS!**

- Click **SEARCH** button on the right!

This is what you will see (as of Oct. 7, 2008):

The computer catalog has found 3 books at Jefferson School for the Arts’ library media center collection. The first one is the book we want, **CORDUROY!**

Please note that the computer identified three books that contain the word **CORDUROY** in the title. Each is a book about a bear named Corduroy. See how the computer has tried to display the “closest” match as the first title. It has also listed the other 2 books at Jefferson’s LMC.

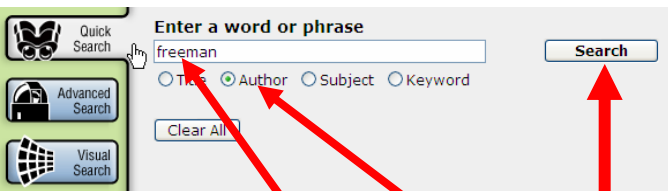
That was a good start – sometimes we know the title of a book we want. **INFOCENTER** searches for the exact word or words we enter in the **SEARCH** box.

It will return results that it “matches” as close – but please be careful. When INFOCENTER starts trying to match full titles with a partial title search (not the full, exact title, all correctly spelled), the computer can get confused and return listings that fully don’t meet our information needs.

★ **TIP:** If you are not sure of a title or how to spell it correctly, you may want to open another browser and search GOOGLE first, locate the EXACT title and correctly spelled title, and “copy and paste” into the INFOCENTER search box.

Author Search

Now let’s look for a book by the author. Suppose we enjoyed the book **CORDUROY** and wanted to find more fun books by this great author and illustrator. His name is **DON FREEMAN**



1. Enter the authors **LAST** name
2. Be sure the radio button for **AUTHOR** is selected
3. Click on **SEARCH**

This is what you will see (as of Oct. 7, 2008):



We can see that Jefferson’s LMC has 18 books by an author named **FREEMAN**. Since we only used the **LAST** name, we cannot be sure that each book is written by **DON FREEMAN**. It will be easy enough to check by scrolling down the results and clicking on any of the titles that look interesting.



No **POCKET FOR CORDUROY!**

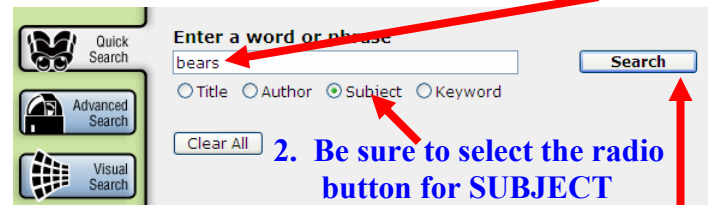
That’s my **FAVORITE** fun book!



Subject Search

Librarians organize information. One way to do it is to give each book **SUBJECT HEADINGS**. These are by carefully selected terms that describe what a book is about. Subject headings come from a **CONTROLLED LIST**.

1. Most school and public libraries use subject headings that come from the book *Sears List of Subject Headings*. If you want information, learning the best subject headings to use makes searches easy. We can cover that more in another lesson. For now, let’s look for **BEARS**.



2. Click **SEARCH**

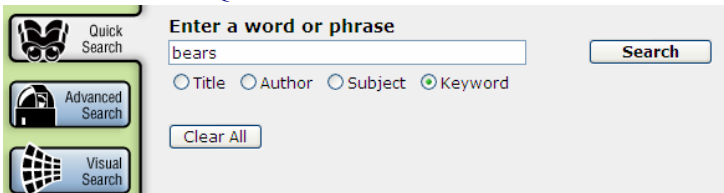
This is what you will see (as of Oct. 7, 2008):



193 books are identified as having the subject heading **BEARS**. That is quite a few – when doing research, we might want to use **ADVANCED SEARCHES** to narrow our results – this is a lot of information to sort through.

Keyword Searches

Sometimes, we just want to search the text of a database or series of documents. We just want to know is when our search term(s) appear. These are easy searches to do, but they can generate too many results to be useful. Sometimes what we find will not be what we want at all. They can be helpful, so let’s finish our **QUICK** searches with **BEARS**.



This is what you will see (230 results on 10/7/2008):

