ABOUT THE LIBRARY CATALOG

The online library catalog allows you to search records (descriptions) of every book, book on CD, music CD, and DVD held at JSCC’s library, plus the collections of many other NC community colleges. Use the catalog to find out what’s available, locate items on the shelf, renew checked-out items, and request books from other schools.

HOW TO SEARCH

Find the "Library Catalog" link on the library’s webpage (http://www.jamessprunt.edu/library), or use the links and embedded search boxes throughout the LibGuides site.

1. Enter your search term/s. Keep it simple and make sure your spelling’s correct.

2. Choose where your terms should appear. You may be looking for keywords in the author, title, or subject fields. A words or phrase search – the default setting – will look everywhere in the record, including the abstract (summary).

3. Search James Sprunt’s collection, or choose another college to find books for interlibrary loans. (Ask a staff member or visit our website to learn more.)

4. Use “Power Search” for advanced options, such as limiting your results to DVDs.

SEARCH TIPS

- Use the Boolean operators: AND, OR, NOT
  - AND: both terms must appear autism AND education
  - OR: one or more terms must appear autism OR asperger’s
  - NOT: the term immediately following "NOT" can’t appear disabilities NOT autism

- Use quotation marks to search for phrases "autism spectrum" "learning disabilities"

- Truncate a term with the $ symbol to find all variations on that root autis$ finds autism and autistic aut$ finds autism, autistic, automatic, automobile, author, authentic, autocratic, etc.
UNDERSTANDING SEARCH RESULTS

The results page shows all results matching the exact criteria you entered. If an item is not currently available, it will still be listed so that you may place a hold (request) on it.

1. **Total number of results** – 20 are displayed on each page
2. **Item’s publication date** – results are sorted from newest to oldest (if fewer than 200 total)
3. **Brief item record** – includes title, author, call number, availability, and location (Click on the title to see the detailed record.)
4. **Results categories** based on call numbers – choose a category to display only results from that call number range

FINDING ITEMS IN THE LIBRARY

- To look for an item, make note of its location – usually General Collection, New Books, or Reference Material. Ask a staff member to point out the collections.
- Within each location, items are shelved by Library of Congress **call number**.
  - Call numbers are based on subject matter. For example, within medicine (R), you’ll find internal medicine (RC), then neuroscience (RC 321-571). Many books about autism spectrum disorders fall within this range at RC 553.
  - You may not need to write down every call number – just the section to browse.
  - Read call numbers left to right, piece by piece:
    - **First, alphabetically:** R comes between Q and S, RC between RB and RD
    - **Then, numerically:** RC 400s, RC 500s, RC 540s, RC 550, RC 553, RC 560s
    - **After the decimal, left-to-right:** .A88 is followed by .A9, .B357, .B41
- If you can’t find an item on the shelf, please let a staff member know.

LEARN MORE

Visit the library’s LibGuides website (http://jamessprunt.libguides.com) for information on borrowing materials, renewing books online, using interlibrary loan, and more.