

# DACC Library Catalog

The DACC library catalog can be used from any computer with an internet connection. From the Library's home page <http://www.dacc.edu/library>, click on the link labeled **Find Books and Videos in the DACC Library Catalog**.

## Running a Search

**Start with what you know.**

- A Title? Use a **Start of Title** search. (Drop **A, An, or The**)
- An Author? Use a **Browse Author** search. (**Last name, first name**)

## Finding Books on a Subject

**To find books on a subject**, use **either** the **Any Word Anywhere** or the **Subject** Search.

An **Any Word Anywhere search** checks everywhere in a record of an item for every and any term you put in the search box. Only one word has to be in the record for it to be included in your results.

Search for: rose emily faulkner

Search by: Any Word Anywhere  
Title (omit first word a, an, the)

Thus, the more words you use, the more results you'll get. For this reason, this kind of search can bring back thousands of results unrelated to what you're looking for!

**Focus your search by inserting a plus (+) before words that must be included in the results.** The example shows a successful search strategy for William Faulkner's short story "A Rose for Emily."

Search for: +rose +emily +faulkner

+ sign means that following term must be in result

For a **Subject** search, type in your subject and select Subject from the Search by menu:

Search for: eating disorders

Quick Limit: Select Subject Search

Search by: Any Word Anywhere  
Title (omit first word a, an, the)  
Journal/Magazine Title  
Author (last name, first name)  
Subject  
Boolean Search (use and, or, not)  
Call Number  
Prolific Author/Composer

3	<a href="#">Eating disorders</a>
2	<a href="#">Eating Disorders.</a>
1	<a href="#">Eating Disorders--Adolescence.</a>
1	<a href="#">Eating Disorders--Child.</a>
1	<a href="#">Eating disorders--Diagnosis</a>
2	<a href="#">Eating disorders--Etiology.</a>

- Search results locate your term in an alphabetical subject list.



- The **Note** and **See Also** buttons link users to alternative headings and suggest broader, narrower and related terms that would also be useful to search as well as providing details about what subjects are cataloged under a given heading.
- Use the headings to suggest ways to narrow your research.
- **Click on a heading** to see titles in that category.

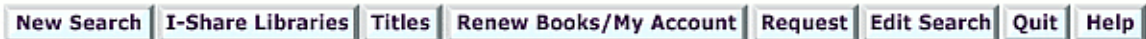
**Then Click on a title** to see "bibliographic information" describing the item. The "copy information" tells where it is and if it is available.

### Getting Books from Other Libraries Using the Catalog

If the DACC library doesn't have what you need, you can request materials from other libraries. **Click on the I-Share link** in the bar at the top of the screen. Searching in I-Share is exactly the same as searching in the DACC catalog.



After **clicking on a title in a list of search results**, you will see the item information screen with a list of libraries that have copies of the title.



**To have the item sent to you, click on the Request Link in the navigation bar at the top of the page.** This will bring up the login page.

Select DAC from dropdown list

Please Select Library\*

14-digit library barcode from sticker on the back of your ID

Library Borrower ID

Last Name:

Complete the login information. **Make sure you select DACC** as your home library. **Your Library Borrower ID is your entire library barcode.** Continue filling out information to complete your request. As long as you get a "Request is in Process" statement, the item should be on its way to you.

When it arrives, the library will contact you and let you know it's here. **You can check on the status of your request or renew items by clicking on the Renew Books/My Account button in the catalog.**