PRINT RESOURCES ASSIGNMENT 2: THE ONLINE CATALOG

1. Go to the online catalog. Use the online catalog to look for the book: *Career Excellence*, by Peter M. Hess.
   - At which two Sullivan University libraries can this book be found?
     ________________________________ AND ________________________________
   - Does this book circulate (i.e. can the book be checked out)? __________
   - Name the three (3) subjects covered in this book:
     1. ________________________________
     2. ________________________________
     3. ________________________________

2. Go back to the search box, and use the catalog to look for the book: *Nutrition Almanac*, published by McGraw-Hill.
   - At which two Sullivan University libraries can the 2007 version of this book be found?
     ________________________________ AND ________________________________

3. Return to the search box. Use the online catalog to look for *etiquette*.
   - How many title results did you find? _____________________________

   Now, click the Advanced button found near the top of the page. In the screen that appears enter the following:

   Advanced Boolean Searching
   Searching 7 locations (change)
   Include ○ any of these □ all of these
   Subject ▼ contains ▼ __________
   Title ▼ contains ▼ __________
   etiquette ▼ contains ▼ __________

   [Advanced Search] [Clear]
Click the CHANGE button to the right of the phrase 8 Locations. Select the LOCATION as SULLIVAN-LOUISVILLE. Click SAVE and then click the SEARCH button.

- How many title results did you find? _____________________________

4. Return to the main catalog search page by clicking the link at the top of the page that says Library and Learning Resource Center. Click on the ADVANCED link on the right hand side of the page.

- What are the nine (9) search types that can be used in an ADVANCED SEARCH? (HINT: Click the drop-down button to the far left of the search box. See the screen example below.) ____________________, ____________________, ____________________, ____________________, ____________________, ____________________, ____________________, and ____________________

5. Return to the main catalog screen by clicking the link at the top of the page that says Library and Learning Resource Center. At the very top of the page you will see a tab named Periodical Search. Click on this tab. Use the Periodical Search feature of the online catalog to search for the publication: DePaul Business and Commercial Law Journal.

- Is the DePaul Business and Commercial Law Journal available in the Sullivan Louisville Periodical Collection? (NOTE: If the answer is YES, this means that the periodical is available in print): ________________

- Is the DePaul Business and Commercial Law Journal available in the Sullivan Lexington Periodical Collection? (NOTE: If the answer is YES, this means that the periodical is available in print): ________________

- The full text to the DePaul Business and Commercial Law Journal is found in online electronic database(s). Name the database(s): ________________________________
6. Click on the E-journal Home Page link in the upper right hand corner of the page.

Use the Periodical Search feature to search for the subject *Health & Biological Sciences*. (NOTE: Use the drop-down menu of the Search for Periodicals by Subject box to select *Health & Biological Sciences*).

![E-Journal Portal](image)

**Click SEARCH.**

Now, scroll down and look for the subject heading: Alternative Medicine.

- How many periodicals can be found for the subject heading Alternative Medicine? (NOTE: Look at the number in parentheses). _______________
- Click on the link to Alternative Medicine. List one of the periodicals found for this subject heading:
  ______________________________________________________________________

7. Return to the main catalog search page by clicking the back button on your browser.
Use the search box on the main online catalog web page to search for cheese:

- How many title results did you find? _____________________________

Now, click on the ADVANCED link. Using the ADVANCED SEARCH SCREEN:

- Type *cheese* in the search box and change the search type to SUBJECT and in the drop down change the option to “begins with”.

(NOTE: using an * after a search string is called wildcard searching, and tells the catalog to return everything that starts with that string of characters, so cheese, cheeses, cheesemaking, cheesemakers, etc., this also works in databases, web search engines, and other search tools!)

- How many results did you find? _____________________________

Look on the left hand side of the page. Listed on the left are ways that you can limit your results even more. Select the DVD link found under the Format heading. When the new
results list appears, scroll down and look for a DVD found at Sullivan-Lexington titled “The Cheese Nun.”

- Who is the “cheese nun?” ________________________________

8. Return to the main catalog search page by clicking the link at the top of the page that says Library and Learning Resource Center. Click on the VIRTUAL LIBRARY tab at the top of the page. Use the search box to search for this book: *The Career Clinic: Eight Simple Rules.*

Next, click on the details link on the left hand side of the page.

- Is this item an e-book, a print book, or both? ________________________________
- What is the call number for this item? ________________________________
- Can you access this item both on-campus and off-campus? __________________

9. If you are off-campus, please go to the Books 24 X 7 tutorial and follow the instructions to register for an e-books account. If you are on-campus, you can skip to Question 10.

(NOTE: To access the Books 24x7 tutorial, click on this link (http://libguides.sullivan.edu/books24x7).

- Were you able to register for an account? ________________________________
  (NOTE: If you continue to have trouble, contact the library).

10. Go to the Books 24 X 7 website (http://library.books24X7.com). (NOTE: If you are off-campus, you will need to login (using your registration information from Question 9).

- Search for the e-book *Recruiting, Retaining, and Promoting Culturally Different Employees* by Lionel Laroche and Don Rutherford.
- What is the title of Chapter 6 from this book?
  __________________________________________________________