



# How to Search *Luther* - the Online Catalog

## Remote Access

You can remotely access our Library catalog from any Internet accessible computer using the *Online Public Access Catalog* (OPAC).

Go to the Faith Seminary website at [www.faithseminary.edu](http://www.faithseminary.edu) and click on the "Library" option in the top row menu.



This will take you to the Library page with has an active link to *Luther*, the online catalog.



When you click on *SEARCH ONLINE CATALOG*, you are taken to *LUTHER's* home page where you can perform a search for items in the library collection.

## Advanced Search

Advanced Search provides easy access to your library's collections. You can search by author, title, subject or keyword (all-category search). This is the default search mode.

### Author, Title or Subject Search

To perform an author, title or subject search, type in a word, or phrase and click on the term from the drop down list under "search by."

### Keyword Search

To perform a keyword search (all-category search), type in a word or phrase and click on "Search Now" button. A search term is a word or phrase or part of a word or phrase, two or more characters long, and can be an author's name, a

complete or partial title, a subject, a publisher, or any other piece of information.

You can also search for a particular barcode or call number. Enter the number in the first box and click on "numbers." This allows a search for the Library of Congress Call number (LCC) or the Bar Code number of a book in the event that the user knows the number.

## Browsing the Shelves

Most libraries shelve related items together. This means that once you find a useful item, you can often find other relevant materials just by browsing the shelves adjacent to this item.

The *Luther* online catalog lets you browse the shelves without leaving your computer. Searches return a list of "like" items or items which have the search term in the title, subtitle, or within the bibliographic record.

## Viewing the Full Bibliographic Record

Each search will render a list of titles which meet the search criteria. To view the record in its entirety, click on the title of the work which is an active link and the complete catalog record is displayed. Checking the small box position to the left of a title effectively creates a subset or list from all the titles returned in the search. Once you have selected multiple titles and then click on a title hyperlink and view the first record, clicking on the "next" button will cycle you through all the titles "checked" until you choose either "search results" or "browse holdings" again.

## Hyperlinks Within Bibliographic Records

The Library of Congress subject headings will be displayed as hyperlinks. Clicking a "subject heading" hyperlink will generate a new list of results. Clicking the "author" hyperlink will find all works in the collection by that author and return a list of those works. Clicking in a URL will take the user to another website.

## Status of Items

The status of an item is shown on the bottom right of the record. Items which are not available will be marked with a due date.

## Union Catalog

Faith Seminary has a union catalog with Mars Hill Graduate School in Seattle. At the top of the OPAC screen, this is an option to limit your search to Faith's catalog, to Mars Hill's catalog or to search both catalogs simultaneously.

## Manual Catalog

The manual catalog is still maintained at this time in the general collection room to the right of the main entry.