

# Navigating the Online Catalog


[www.nbts.edu/sagecatalog](http://www.nbts.edu/sagecatalog)

In this example, I have typed "urban ministry" in the search box and then clicked "Search".

The screenshot shows the top of the Gardner A. Sage Library Catalog website. At the top, there is a navigation bar with buttons for HOME, HELP, SEARCH, and VIEW RESERVES. Below this is a search interface with tabs for Keyword Search, Browse, and Advanced. A yellow box contains instructions: "To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select 'Search.'" The search form shows "Find: Keywords" selected, "that contain" selected, and "urban ministry" entered in the search box. There is a "Search" button, a "Set Limits" button, and a "Return 10 per page" dropdown menu. A checkbox for "Available Items Only" is also present.


This is the top of a results page. To see information about where a book is located, click on the title.

The screenshot shows the search results page for the Gardner A. Sage Library Catalog. The search criteria are "Keywords" that "contain" "urban ministry". The results are sorted by "Title". The first result is:

1 "People who rebuilt the wall" : Cathedral International model of relevant ministry: seminars at work in Asbury Park / by Dawn Rivers. 


Author: Rivers, Dawn.  
Published: 2007  
Locations: XT74 2007 R52 Available

The second result is:

2 Africentric approaches to Christian ministry : strengthening urban congregations in African American communities / edited by Ronald Edward Peters, Marsha Snulligan Haney. 


Author: Peters, Ronald Edward.  
Published: 2006  
Locations: BR563.N4 A384 2006 Available

In order to find a book, the first thing you need to know is its Shelf Location. Most Shelf Locations start with either LC or PETTEE. The Shelf Location will also tell you if the book is in the MAIN section of the library (as depicted below) or in a special section of the library, such as RESERVE, REFERENCE, or FOLIO (oversized).



Shelf Location	Call Number	Item Status
LC MAIN	BS543 .W937	Available

Or...



Shelf Location	Call Number	Item Status
PETTEE MAIN	XL W58 1996	Available

In order to find the book in its location, you need its call number. Call numbers are like alphanumeric “labels” that tell you where the book can be found on the shelf. Sometimes they can be confusing at first. If you would like help, don’t be afraid to ask!

Shelf Location	Call Number	Item Status
LC MAIN	BS2361 .T43	Available



The Item Status will tell you whether the book is currently AVAILABLE in the library (as in the above example) or CHECKED OUT (below).

Shelf Location	Call Number	Item Status
LC MAIN	BV4207 .B455 1994	Checked Out



The catalog will also list multiple copies of a book. In this example, one copy is on reserve. The other copy is in the main section, but unfortunately is checked out and is overdue.

Shelf Location	Call Number	Item Status
LC MAIN	BV4011.3 .W495 2008 c.2	Overdue
LC RESERVE	BV4011.3 .W495 2008	Available

If you have any questions or need help, you can call the library at 732-247-5243, or email [sage@nbts.edu](mailto:sage@nbts.edu).