

Navigating the Online Catalog

<http://www.nbts.edu/sage-library/library-catalog/>

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 search page. At the top, there are navigation buttons for HOME, HELP, SEARCH, and VIEW RESERVES. Below this is a search box with a 'Keyword Search' label and 'Browse' and 'Advanced' tabs. 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 that contain the word(s) urban ministry' with a 'Search' button. Below the search box are options for 'Set Limits', 'Return 10 per page', and a checkbox for 'Available Items Only'. At the bottom left, there is a 'Sage Library' link.

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 top of the search results page. It features the same navigation buttons as the search page. The search criteria are repeated: 'Find: Keywords that contain the word(s) urban ministry' with 'Search' and 'Set Limits' buttons. Below this, there are options for 'Sort By: Title' and 'Select an option to save result'. The results section starts with 'Displaying 1 to 10 of 66 titles found searching Keywords that contain urban ministry.' The first result is highlighted in yellow and includes a book icon: '1 "People who rebuilt the wall" : Cathedral International model of relevant ministry: seminars at work in Asbury Park / by Dawn Rivers.' Below the title, it lists 'Author: Rivers, Dawn.', 'Published: 2007', and 'Locations: XT74 2007 R52'. A green 'Available' label is at the bottom right of the entry. The second result is highlighted in green and includes a book icon: '2 Africentric approaches to Christian ministry : strengthening urban congregations in African American communities / edited by Ronald Edward Peters, Marsha Snulligan Haney.' Below the title, it lists 'Author: Peters, Ronald Edward.', 'Published: 2006', and 'Locations: BR563.N4 A384 2006'. A green 'Available' label is at the bottom right of the entry.

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.