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WebCat (the Library's Catalog): How to Search It on the Web

I. WebCat

In the duPont-Ball Library, the catalog is the Sirsi Unicorn WebCat™. The catalog lists the books, e-books, periodicals (but not individual articles), scores, links to cataloged Web sites, and non-print materials (records, videos, microforms, etc.) held by the Stetson University Libraries (Main Library and Music Library, but not the College of Law). In addition, the catalog lists some of the U. S. and almost all of the Florida government documents held by the duPont-Ball Library. U. S. federal documents monographs are included in the catalog since 1992. Links to online federal and state documents have been added to the catalog starting in 2001.

It is important to remember what is **NOT** listed in the catalog. Most importantly, individual articles in the periodicals are not listed. To identify those, you must use a periodical index (either an electronic database or print); see the Library's database page at <http://stetson.edu/library/databases.php>.

The Stetson library uses the Library of Congress Classification System. In this system, cataloged materials are grouped and shelved according to subject headings. The letters of the Latin alphabet are used to designate the subject areas. To find out more about the Library of Congress Classification System, go to <http://www.loc.gov/catdir/cpso/lcco/lcco.html>.

To get to WebCat,

Go to <http://cat.stetson.edu>, then click on **WebCat**, or go to <http://www2.stetson.edu/library/> (the Library's home page), then click on "WebCat Catalog."

II. Searching

If you need help on how to use Boolean operators and other aspects of searching electronic databases,

go to <http://www2.stetson.edu/library/researchguide.pdf> (the Library's Research Process Guide) and scroll down to Step 2, Searching Electronic Databases.

Once in WebCat, type your word or phrase on the "Word or Phrase" line, then click on "Search." This search looks for the word(s) you typed anywhere it (they) might occur in the electronic record of each item in the catalog. The words do NOT have to appear right next to each other, nor do they have to be found in the same order in which you typed them, nor do they have to be in the same field.

Tips:

- It doesn't matter if you type using uppercase letters, or lower case, or a combination.
- **Boolean (logical) operators (OR, AND, NOT)** can be used within each field. Boolean operators between fields can be changed by clicking on the down arrow to the right of the search line, then clicking on the operator you want. Example-- Words or Phrase: elections and Clinton
- Words entered with a blank space between them will be searched in any order. To search for an exact phrase, use the letters "**adj**" (for the word adjacent), without the quotation marks, between the words. Example--Words or Phrase: presidential adj elections
- To search for both singular and **plural forms** of a word, use either the truncation symbol (\$) or enter your terms with the Boolean operator OR. Example: child\$ This will search for child and children, but it will also retrieve childhood, childish, childlike, and perhaps others. Example using Boolean or: child or children
- You can also type as much as you know of a name or word, and then use the **dollar sign (\$), the truncation symbol**, to find all possible endings to the stem. Example: colon\$ will find colony, colonies, colonial, colonel and others
- To search for subjects if you don't know the exact subject heading, enter terms on the **Words or Phrase line**. By entering terms on the Words or Phrase line, the words can be in any order, in any field. If you enter terms on the Subject line, the terms will be searched for in the subject field only.
- As you browse through the results, you should note the **subject headings** assigned to those books. You can click on those subject headings to see if the Library owns other materials that have that same subject heading. In the complete record, you may **click on anything underlined** to link to other materials in that category. For example, clicking on the author's name will move you to other records by that author; clicking on one of the subject headings will move you to other materials with that same subject heading; clicking on the call number will move you to a list of books in call number order as if on the shelves, then clicking on the Forward or Backward buttons allows you to browse the shelves around the item you've just retrieved
- If you wish to browse in a **call number section** but you don't have a specific title on the screen, click on the **Call No. Browse tab** in the upper right-hand corner of

the search screen. Type in a call number, and click on Browse Shelves. You can then use the Forward and Backward buttons to move through the list.

It does not matter if you type the call number using spaces or not.

Example: PR2066 will be searched the same as PR 2066.

But the second line of the call number (which begins with a letter) should begin with a period to be searched correctly. Example: CT 503 H85 will not produce the same result as searching CT 503 .H85.

Search Options

Scroll down the search screens to see search options. Four are of particular note:

- **pubyear:** you can type in one year (1995); you can give a range of years (1990-1997).
- **location:** if you want to find material in the Reference Collection, for example, use the location option.
Scroll down, then highlight Reference.
- **item type:** if you want to find a particular type of cataloged item, scroll down, then highlight it.
For example, if you want to find all the videocassettes the Library has cataloged, scroll down and highlight VIDEOCASS.
If you want just books (not other media or government documents), scroll down and highlight BOOK.
If you want to find e-books, scroll down and highlight E-BOOK (or EBOOKREF if you want to find electronic reference books).
If you want to find websites, scroll down and highlight WEBSITE.
- **format:** if you want to find all visual media materials (videocassettes, DVDs, VHS, feature films, etc.), scroll down, then highlight VM for Visual Media.

Search Results

Tips:

- If your item comes up in an alphabetical list, click on your item.
- If your item does not appear in the catalog, the computer will put you in the nearest alphabetical listing.
- Click on the **forward** button to move forward in the results list; click on the **backward** button to move backward in the list.
- In general, items are listed in **chronological order by their publication date or the date the Library cataloged the item**. Items on order or in processing will appear first.

III. Showing, Marking, and Printing Records

SHOWING

If you wish to see the complete record for any item, click on the **view** button.

In the complete record, you may click on anything underlined to link to other materials in that category. For example, clicking on the author's name will move you to other records by that author; clicking on one of the subject headings will move you to other materials with that same subject heading; clicking on the call number will move you to a list of books in call number order as if on the shelves. Then clicking on the Forward or Backward buttons allows you to browse the shelves around the item you've just retrieved.

PRINTING

Printing Screens: To print the **brief records** showing on the screen, go up to your Web browser's File>Print function. Click on "print."

Printing a Complete Record: have the complete record showing on the screen (get to the complete record by clicking on the View button). Go to your Web browser's File>Print function. Click on "print."

MARKING

Marking Results: Click in the box above "View" button in the Results List, or click in the box at the very top of the page of a complete record, where it says "click here to mark this record for Print/Capture."

PRINTING/EMAILING/SAVING MARKED RESULTS

Printing Marked Results

After marking records, click on the "**Print/Capture**" button. Or even if you haven't marked them, you can indicate results numbers or a range of results numbers to be printed after you've clicked on the "Print/Capture" button (e.g., 1-5, 12, 25-30).

In most cases, the Brief Record is all you will need, so after you have clicked on the "Print/Capture" button, then click on the down arrow to the right of the "View of Records" line. **Click on "Brief."** **Click on Print.**

Emailing Marked Results

Click on "Print/Capture." In most cases, the **Brief Record** is all you will need, so after you have clicked on the "Print/Capture" button, then click on the down arrow to the right of the "View of Records" line. **Click on "Brief."**

Type in the full email address (userid and address). Click on Email.

You can email up to 200 records at one time. You can type in a range greater than 200, and the computer will tell you the results were emailed, but only the first 200 will be emailed. When you go into your email utility to read your email, you should see a message from **Sirsi** (the company that produces WebCat): that will be your catalog records.

Saving Marked Results

Clicking on "Print/Capture." **In most cases, the Brief Record is all you will need,** so after you have clicked on the "Print/Capture" button, then click on the down arrow to the right of the "View of Records" line. **Click on "Brief." Click on the "Save."**

The results you have marked should then appear on the screen. Go to your browser's File> "Save As" function. Give your file a name and indicate the drive and folder to which you want the file saved.

Once you begin a new search, all marked records from the previous search are erased, so email, print, or download before going on to a new search.

IV. Other Features—Blue Bars Across the Top of the Search Screen

Catalog-- Takes you back to the search screen.

Reserve Desk --brings up the listings of reserve materials organized by course number, by course name, and by instructor. This list contains the titles only of the materials on reserve. It does not give the text of the materials.

User Services

- **User Status Inquiry** lets you check on **what books you have checked out or on hold.** It also lists materials you have been billed for and allows you to send and receive library messages.

Your **user ID** is your student, staff, or faculty **800 number.** **Enter this number WITH the dashes.**

You will need your **Library PIN number** which you can get by coming to the circulation desk in the Library or by emailing the Circulation Department at circdept@stetson.edu. You can then change your PIN if you want to (see below).

- **Change Your PIN** lets you change your Library PIN number.
- **Renew Materials** lets you renew materials you have already checked out. You will need the same user ID and PIN number as listed above under User Status Inquiry.
- **User Requests**

Questions--where you may submit a question to a librarian

Comments--where you may submit a comment on Library materials or services to a librarian

Request That An Item Checked Out To Another Be Held For You--allows you to place a "Hold" on an item already checked out. This means that the item cannot be renewed or checked out by someone else until you have been notified that it is available for you.

With the item that you want to place a hold on showing on the screen, click on the User Services tab, then on User Requests, then on REQUEST THAT AN ITEM CHECKED OUT BE HELD FOR YOU. The call number and bar code of the material you wish to renew should already be entered into the form. You will then need to enter your user ID and PIN and then click on Place Hold.

Celebration Students' Requests for Journal Articles-- to be used by students at Stetson's Celebration Center to request copies of journal articles. *You must be a student at Celebration Center to use this option.* It cannot be used by others.

Celebration Students' Requests for Books--to be used by students at Stetson's Celebration Center to request books. *You must be a student at Celebration Center to use this option.* It cannot be used by others.

User Requests That This Item Be Renewed—can be used to renew items already checked out. You will need your student, staff, or faculty 800 user ID number to use this option.

Look up the item you want to renew in WebCat. With that item showing on the screen, click on the User Services tab, then on User Requests, then on USER REQUESTS THAT THIS ITEM BE RENEWED. The call number and bar code of the material you wish to renew should already be entered into the form. You will then need to enter your user ID and click on Place Request.

Gateways—Links to the Library's database page, the Library's home page, and the Library's page of Hours and Calendar

V. Finding Materials within the Library

When you are searching for materials on WebCat, in addition to copying or printing the call number, note the Location of the material (far right-hand corner of the results).

A map of all three floors of the Main Library (the duPont-Ball Library, the one on the quadrangle, east of the fountain in DeLand) can be found at http://www2.stetson.edu/library/maps_librarymap.pdf

Materials can be located in specialized collections within the **duPont-Ball Library (MAIN)**, or may be located in the **Jenkins Music Library (MUSICLIB) in Presser Hall**, <http://stetson.edu/music/library/index08.php>

Location Within the Library—Special Collections or Place Designations in the duPont-Ball (MAIN) Library

Some special place designations are the following (if you have a question about a place designation, ask a reference librarian):

Feature Film--This location includes videocassettes and DVDs of popular motion pictures and television programs. Main Floor, duPont-Ball Library

Folio--This location includes books that are too large to fit on regularly spaced shelves. Northeast corner, Mezzanine floor, duPont-Ball Library

Govt.Docs.--Government Documents, Ground floor, duPont-Ball Library

In-Process--Item has been received by the Library, but it is not yet on the shelves

Microform--This location includes microfiche and microfilm. Main floor, northeast corner, duPont-Ball Library and ground floor (basement) east wall.

On-Order--Item has been ordered, but it has not been received yet

Ready Reference--Reference materials that are used frequently. Kept on bookshelves immediately behind the Reference Desk

Reference--The Reference Collection includes indexes and books that give background material, overviews, or definitions, among other things. Reference books are meant to be referred to, not read cover to cover. East end, Main floor, duPont-Ball Library

Remote_DB--This designation refers to a remote database or Web site. There will be a URL link to the site in the cataloging record. Just click on the link to be taken to that site.

Reserves--A professor has placed this item on reserve. Ask for reserves at the Circulation Desk

Software--This location includes CD-ROMs and computer disks. Ask for at the Circulation Desk

Stetson**--This collection includes materials specific to Stetson such as faculty publications and Stetson Master's theses. University Archives, Ground floor, duPont-Ball Library

Treasure**--This collection includes rare materials. University Archives, Ground floor, duPont-Ball Library

Video--This location includes videocassettes and DVDs of nonfiction, educational, or performance video programs. Main floor, duPont-Ball Library

****Locked collection--please ask at the Reference Desk or Circulation Desk for assistance.**

VI. Getting a Book if Stetson Doesn't Own It

If you have identified a needed book that Stetson doesn't own, you may request that book through Interlibrary Loan.

Go to http://stetson.edu/library/departments_ill.php for information on this service.