

# Using the Online Catalog to Locate Library Materials

First you have to get to the catalog.

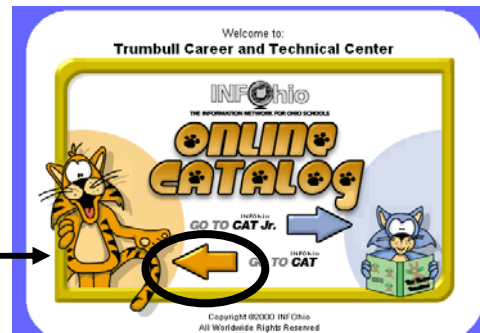
1. Open up Internet browser and log onto [www.infohio.org](http://www.infohio.org) to access the "Online Catalog"
2. Click on "Online Catalog." (or access the "cat" symbol from the TCTC library homepage)



3. Click on "NEOMIN" on the state of Ohio map to get to Trumbull County Schools.



4. Locate and click on "Trumbull Career and Technical Center" or your home school to get to your library's catalog.



5. Click on "Go to CAT" (on the left hand side of the screen).

You're in the card catalog and ready to begin your search.

You can search by

- All fields
- Author
- Title
- Subject
- Series

**INFOhio CAT Easy Search**

EASY | ADVANCED | MORE LIBRARIES | READING PROGRAMS | VISUAL SEARCH

Search For:

Clear Text | Previous | Next

Select a search type.

All fields	Example: dinosaurs <a href="#">For more help...</a>
Author	Example: Twain, Mark. (Last name, first.) or Mark Twain (Firstname, first.) <a href="#">For more help...</a>
Title	Example: gone wind (will find "Gone with the wind.") <a href="#">For more help...</a>
Subject	Example: dragons. <a href="#">For more help...</a>
Series	Example: Nancy Drew. <a href="#">For more help...</a>

## To perform an easy search

1. Decide what you want to search.

Do you know the author? Do you know the title? Are you looking for a particular subject? OR  
Are you unsure of specific search terms?

2. Type your word or words in the box labeled "Search for"

3. Click on the box that matches the type of search you want to perform. If you are unsure, you can click on the box labeled "All fields."

## TRY AN EASY SEARCH:



Type search words

Search For:

What kind of search do  
Click appropriate box

Select a search type.

<input type="button" value="All fields"/>	Example1: dinosaurs <a href="#">For more help...</a> Example2: su baseball and au Jones. <a href="#">For more help...</a>
<input type="button" value="Author"/>	Example: Twain (will find "Twain, Mark". Last name must be entered first) <a href="#">For more help...</a>
<input type="button" value="Title"/>	Example: gone wind (will find "Gone with the wind.") <a href="#">For more help...</a>
<input type="button" value="Subject"/>	Example: dragons. <a href="#">For more help...</a>
<input type="button" value="Series"/>	Example: Nancy Drew. <a href="#">For more help...</a>

## NOTE: In an advanced search you can search by collection or material

If you do not have a specific title, author or keyword, you can "browse" categories under "collection," including biographies, periodicals, and reference. You can also browse CD's/books on tape and videos under the "materials" tab. Just be sure to use an asterisk in place of a keyword in the "search for" box.

