

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 to access the "Online Catalog"

2. Click on "Online Catalog."

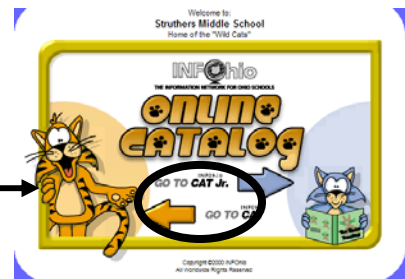


3. Click on "Neomin" on the state of Ohio map to get to Trumbull County Schools.



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

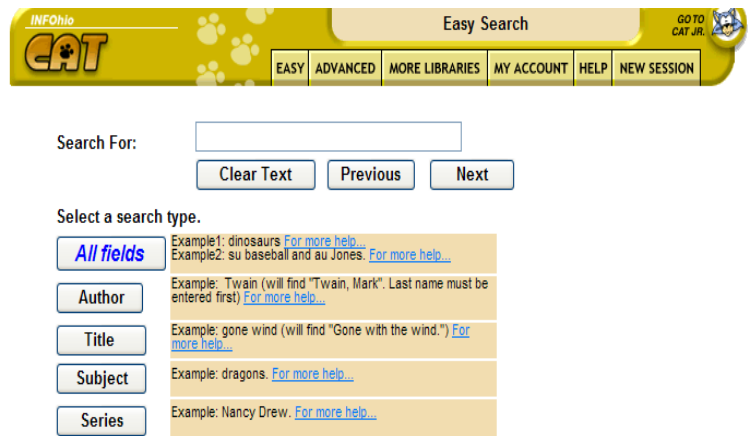
5. Click on "Go to CAT" (on the left hand side of the screen).



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

You can search by

- All fields
- Author
- Title
- Subject
- Series



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."

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

NOTE: to search by author, it known:

Type in the author's name in reverse order: Last name, First name.

Click on "author" search.

- If you forget to type in author's last name first, you will be prompted to do a reverse order look-up. Click on the bar "Perform Reverse Name Search."

Your results should look similar to this list. At this point, you can click on specific titles that interest you. You should also pay attention to the middle column. This will let you know what kind of book it is – fiction or nonfiction. The last column lets you know if it is available. Click on the title to see the full record.

Your search for "sharks" occurs 3 times in Trumbull Career and Technical Center

[* Full Record List *](#) [Summary Search Results](#) [Refine Search](#) [View Your Book Bag](#) [Add All Items to Book Bag *](#)

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Unsorted

1.		** Jaws / Peter Benchley, Benchley, Peter. TRUMBULL CAREER AND TECHNICAL CENTER - FICTION	BEN	Available
2.		** Expert guide : marine life : from tropical reef fish to mighty sharks / Michael Wright and Giles Sparrow, Wright, Michael. TRUMBULL CAREER AND TECHNICAL CENTER - NON-FICTION	597 WRI	Available
3.		** Swim with the Sharks Harvey Mackay TRUMBULL CAREER AND TECHNICAL CENTER - FICTION	MAC	Available

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