Robert W. WOODRUFF LIBRARY
ATLANTA UNIVERSITY CENTER
Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

Library Catalog

Use the Woodruff Library's online catalog to find books and other materials owned by the Library, to find items placed on course reserve by AUC faculty and to check on the status of your library account.

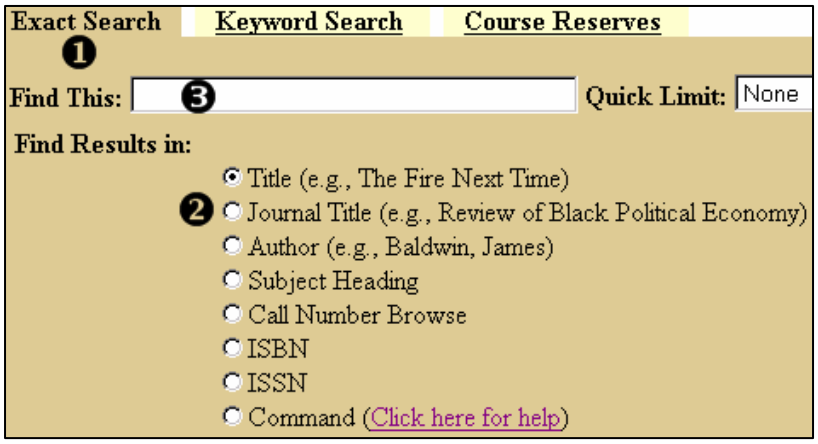
Anytime, Anywhere Access

1. Go to the Library home page: http://www.auctr.edu/
2. Under the section entitled, "**FINDING BOOKS**," click on the following link:

   Library Catalog

Exact Searching and Browsing

Use the default **Exact Search** interface when you know a specific title or author.

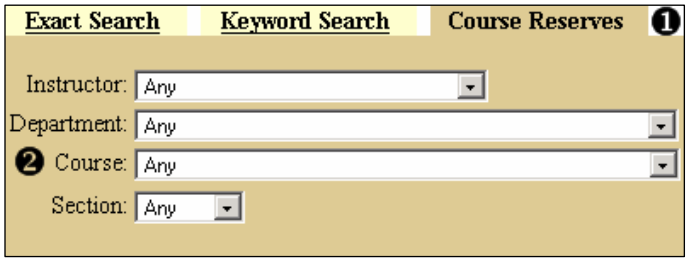


1. Choose the type of search (e.g. Title, Journal Title or Author)
2. Fill in the blank with the title of the book or journal or the name of the author.
3. Click on the **Search** button.

HINT: Skip the words **A**, **AN** and **THE** in the beginning of titles.
Type authors as **LAST NAME**, **FIRST NAME**.

Course Reserves

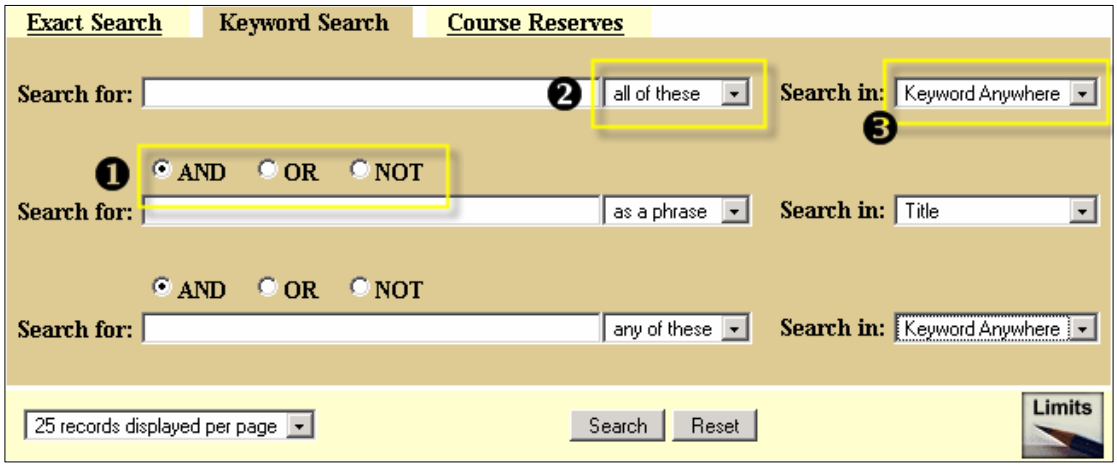
Your course instructor may place books and other reading materials on course reserve for you and your classmates. They are held for you at the **Circulation Desk**.



1. Click on the **Course Reserves** tab.
2. Adjust the selection boxes with the name of your course instructor, the course and the section number (if needed).
3. Click on the **Search** button to display a list of the materials.
4. Copy the **call numbers** for each item and bring them to the **Circulation Desk**.

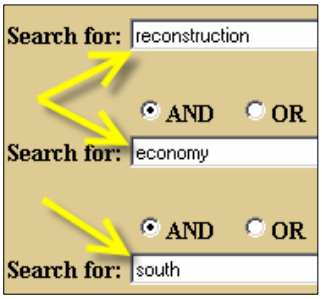
Tips for Expert Searchers

You don't have to be an expert to take advantage of these search features! The **Keyword Search** allows you to search for books and other materials in the catalog on your topic.



❶ Boolean Searching

Example: A research paper on the effects of reconstruction on the economy of the South.



Concepts	**→ Synonyms and Related Words**
Reconstruction	→ Civil War
Economy	→ Agriculture, Unemployment
South	→ Georgia

First, put together your three concepts with **AND**.

❷ Search Type

Now, add in your synonyms and related words. Choose **All of These** from the selection box. Notice that the **phrase** civil war is in **quotes**.

HINT: Put quotation marks around **phrases**, e.g. **"civil war"**.

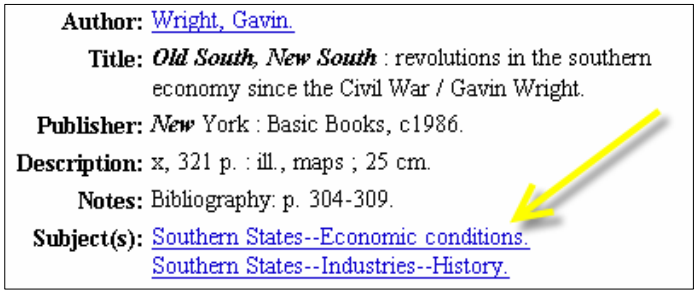
HINT: Put a question mark at the end of **root words** to find different endings, e.g. **econom?**
(This finds economy, economics, economical, etc.)

❸ Search In

Choose **Keyword Anywhere** to search titles, subject headings and descriptions. To the right is a list of the other available options.

❹ Subject Headings

Subject headings are special terms that librarians assign to books when they are added to the online catalog. Notice the headings in this record:



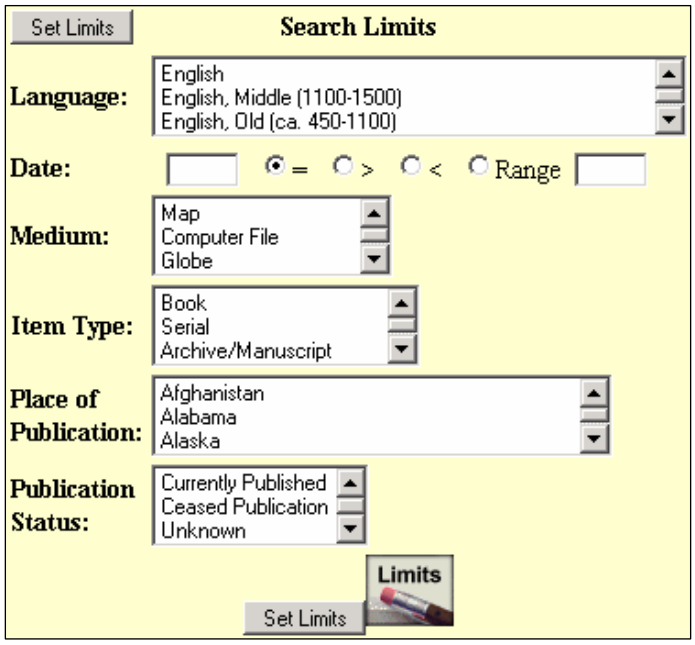
To find subject headings, you can do a general **Keyword Anywhere** search and look at the records. Then, change from Keyword Anywhere to **Subject**.

❺ Limiting (Language, Location, Format)

You can limit your searches by **language**, **date**, **medium**, **item type** and more.

1. Click on the **Limits** button on your search screen.
2. Adjust the limits as desired.
3. Click on the **Set Limits** button.

HINT: Your **search limits remain in effect** for all searches until you clear them.



My Library Account

Login to your library account to see a list of books on loan to you, renew books and **request** holds/recalls on other books. Your login is your 14-digit library barcode number, and your password is your last name.

Get Materials Not Owned by the Woodruff Library

If you need a book or journal that the Library does not own, we can help. Complete an Interlibrary Loan request using your **ILLiad** account accessible through the Library's web site.

1. Go to the Library home page: http://www.auctr.edu/
2. Under the section entitled, "**SERVICES**," click on the following link:
   Interlibrary Loan
3. Next, click on the link for **Returning Users** to access your account.
4. Be sure to fill in the form as completely as possible. Incomplete forms can delay your request.

Other libraries can generally send us materials for you in about one week, but it can take longer. Start your research early to be sure that you get all the articles and other items you need.

Last revised on 11/01/05