

2011 Fall—A Brief Introduction to the Library Catalog for Perkins School of Theology

<http://libcat.smu.edu>

SMU's online **Library Catalog** provides access to the resources of all of the SMU Libraries, including Bridwell, and is

- a gateway to online resources, such as databases, journal articles, and e-books
- a starting point to find Course Reserves
- a link to the Interlibrary Loan order form
- a way for patrons to access "My Account" information
- a means of saving item titles to a private "My List"

Basic. Basic searches are ideal when you know exactly which item you want, for example, *Experiencing Buddhism* by Ruben Habito.

Title and keyword searching

- Enter title, journal title, or keyword in the search field
- Select the kind of item it is from the pull down menu to the right. Remember to omit initial articles, a, an, the, der, das, el, la.

Please note that a Journal Title search will only yield the titles of the journals themselves, not the articles within the journals. See "Online Resources" below for information on searching for individual articles.

Author searching

- Select the separate author tab at the top of the menu
- Enter the last name and first name in the search field. If looking for a corporate author (i.e. United Methodist Church) you can enter the term in the last name field.

*Please note that there **may** be changes introduced to the catalog this Fall that will give you a second means of doing an author search.*

Advanced. Advanced searches are an ideal way to begin a research project, since they allow you to combine various terms and cast a broad net.

- Enter the keywords in one or more of the boxes, just as you would for a Google search
- The default selection is "all of these," but you can click the drop-down arrow for other options
- You have the option of filling in any of the search boxes below the three fields to narrow your search further

Subject Heading. Library of Congress-controlled descriptive terms. Unless you know the exact Subject term, it is more efficient to find them in a bibliographic record and simply browse the links.

Saving Records. Individual bibliographic records can be printed, exported, emailed or added to “My List.” If the item is checked out you can also request that it be recalled. Options are displayed in the box on the right of the screen.

Course Reserves. Choose from one or more drop down menus: Instructor, Department, Course, or Section. Then click search. The results list will give the call numbers, location and status for items your professor has placed on reserve, with links to electronic documents when available. *The Circulation staff will need the call number in order to retrieve the material for you.*

My Account. Select ‘My Library Account’ and log in to check the status of your library transactions.

Interlibrary Loan. A free service for current faculty, graduate students, and staff at SMU that allows them to borrow library materials which are not available at SMU.

Online Resources. SMU Online Resources list the Web-based resources which are provided by SMU. These include Indexes, Databases, Reference Resources, as well as a link to an alphabetical listing of e-journals.

All of SMU’s Online Resources can be accessed anywhere on campus, and most of them can be accessed from off-campus by SMU students, faculty, and staff, using their SMU ID number or barcode. One of the best resources for Religion and Theology is the *ATLA Religion Database*. The SMU Online Resources page allows you to search by

- **Title** to search alphabetical lists of indexes, databases, reference resources, electronic journals, magazines and newspapers click on the letter of the resource
- **Subject** to find databases in that subject and search across publications
- **Frequently Used Resources**—based on usage across the whole SMU campus.

Specific databases and electronic journals can also be accessed by doing a basic title or journal title search in the Library Catalog. For example, “ATLA Religion Database” or “Journal of Biblical Literature.” These items will have [electronic resource] in the catalog record.

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