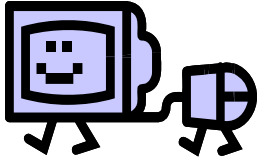




## Searching Your School Library Catalogue

Created by Gayle Bushell for The Resource Centre, WCDSB, June 2006



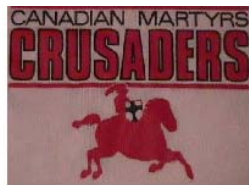
Every elementary and secondary school library has a library catalogue that you can use to search their holdings.

### Accessing your School Library Catalogue

From the main library catalogue page (<http://library.wcdsb.edu.on.ca>), click **School Catalogues**. Here you will find a list of all the elementary and secondary schools in the WCDSB. Click on the school you wish to search. You can also access your school library catalogue on the school network in the **Research Folder**.

### Searching the School Library Catalogue

The school library catalogue allows you to do a keyword search by typing in any word. You can also search by title, author, or subject or browse.



Canadian Martyrs Catholic  
Elementary School Resources

Type in any word:

or

Click on one of the links below:

[Title](#)   [Author](#)   [Subject](#)   [Browse](#)

### Keyword Searching

When you **type in any word** and click **search** you will search the entire catalogue record (i.e. subject, author, title, notes) for that word.

Type in any word:

## Title Searching

To search for books by **Title**, type as much of the title as you know (without the leading articles "The" or "A") then press <Enter>.

### Title Search

Type in the title of the book and click "Search".  
You do not need to type the whole title.

## Author Searching

To search for books by **Author**, type an author's name (last name first) then press <Enter>. Commas are optional.

### Author Search

Type in the author's name, using last name first and click "Search".  
You do not need to type the author's whole name.

## Subject Searching

To search for books by **Subject**, type your subject then press <Enter>.

### Subject Search

Type in the subject to search and click "Search".

## Browsing

You can **Browse** a list of titles, subjects, or authors that matches or closely matches the word you enter in your search box.

### Browse Search

To browse the catalog, select the category to be searched, type your browse word(s) and click or select "Search."

Browse:  for

[Return to first page](#)

Select the category from the drop down menu.

## Viewing the results

At the top of the results list, it displays the number of titles you have found. In the list, each **title** is highlighted in **blue** (a link you can follow for more information about the title). Under the title, the **year of publication** and **format** is included as well as the **location**, **collection** and **call number**. The **status** of the item is on the right in **green**.

1.	<input type="checkbox"/> <a href="#">Earth / Wendy Baker &amp; Andrew Haslam ; written by Alexandra Parsons ; photography, Jon Barnes.</a> (1995)	Found As: Subject
	Location: Canadian Martyrs : Nonfiction / 550.78 BAK	Available
2.	<input type="checkbox"/> <a href="#">Earth / words by David Bennett ; pictures by Rosalinda Kightley.</a> (1988)	Found As: Subject
	Location: Canadian Martyrs : Nonfiction / 550 BEN	Available

## Catalogue Record

Learn more about the title of interest by viewing the catalogue record.

<b>Title:</b> <a href="#">Earth / Wendy Baker &amp; Andrew Haslam ; written by Alexandra Parsons ; photography, Jon Barnes.</a>	<b>Location Information</b>
<b>Author:</b> <a href="#">Baker, Wendy.</a>	<ul style="list-style-type: none"><li>• Canadian Martyrs<ul style="list-style-type: none"><li>◦ Nonfiction<ul style="list-style-type: none"><li>▪ 550.78 BAK</li><li>[Available]</li></ul></li></ul></li></ul>
<b>Imprint:</b> Toronto : Scholastic Canada, 1993, c1992.	<b>Notes - Learn more about the item.</b>
<b>Description:</b> 48 p. : col. ill. ; 28 cm.	
<b>Series:</b> <a href="#">Make-it-work!</a>	
<b>Note:</b> Experiments and activities introduce the world of earth science.	
<b>Note:</b> Includes glossary and index.	
<b>Subject:</b> <a href="#">Earth sciences -- Experiments.</a>	<b>Subjects - You can click on these links to find more items classified under this subject.</b>
<b>Subject:</b> <a href="#">Experiments.</a>	

## Finding your Item

Use the location information to locate the item you are looking for on the shelves. If at any time you need assistance, please ask the Library Technician for help.



## HELPFUL TIPS to use when searching the catalogue

At anytime during your search click on the buttons at the top of your page to return home, get help or change the current search you are doing.



### Setting Limits

By clicking on the **Set Limits** button you can limit the search you enter by date, language, format, place of publication and collection.



Once you enter your search you can change the limits you set by clicking on the **Change Limits** button.



### Saving Items to a List

If you're searching for multiple items, you can add them to a saved list which can be printed later. When you have the item record on your screen, you can click on **the Save to List** button.



Click on **Review List** to look at your list or print your list.



### New Items

You can search for new items that have been added to your school library by clicking on the **New Items** button.



If you have any questions about searching the catalogue, ask the Library Technician of your elementary school for assistance.