How to Find Books

Do you need to locate a specific title? Do you have an author’s name, but not sure what he/she wrote? What information do you have? The more information you have, the more successful your search will be. Lacking information with which to work, one will need more time to locate a book. However, with the Search options you have available in the MTSO Online Catalog, you will have many different ways to try and get your desired result. Let's focus on how to search for a book which will be a positive first step to finding sources for your assignment.

To Search for a Book

Access Dickhaut’s Library Catalog.

For this example, let’s search for the title “Wisdom Literature.” Click on the “Title” tab at the top of the search screen. See the example below:
Title searching is a good starting point for general searches. If you want to begin with a keyword or phrase for a topic, first try it as a Title search. Oftentimes, matches in Title searches are very close to your particular topic. Click on the “Keyword,” “Author,” or “Subject” tabs if you want to select a different search type.

You do not need to worry about capitalizing words or adding articles, such as a, an, or the. Even if you choose the “Keyword” search, articles are ignored.

At this point, click Search. All the books with “wisdom literature” anywhere in the title will be returned to you in list form, known as the search “results.” The MTSO online library catalog displays up to 50 search results at a time. The Title search for *Wisdom Literature* yielded 17 results. See the example below:
See “Limit Results” if you want to learn more about how to narrow your search. For example, if you are looking for the book, Wisdom Literature, written by MTSO’s Dr. John Kampen, click on “Limit Results.” Look for the limiting pull down menu, “Words in Title.” Open up that menu, and select “Words in Author.” Type “Kampen” into the search bar just below that pull down menu and click on the “Search” button. The result should be a brief catalog for Dr. Kampen’s *Wisdom Literature* published by W. B. Eerdmans in 2011.

The additional limiting buttons “New Search” (resets the search screen to search for different keywords, titles, authors, subjects, etc.), “Extended Display” (shows authors along with titles in search results), “Search as Words” (searches just the keywords if the original author, title, or subject search produces no results), and “Search OhioLINK” (transfers the original search into the OhioLINK catalog if the original search yields no results).