Off Campus Library Services: Graduate Counseling

Finding books in the Library Catalog
Library Catalog at IWU

- When you need books at IWU, you can look in the library catalog and find books and/or media that are needed for your research.
- Start at the OCLS home page.
  - [http://www2.indwes.edu/ocls](http://www2.indwes.edu/ocls)
Click here

This is your “doorway” to the library catalog!
You can link to only e-books (non-fiction and reference).

You can also link to other academic & public libraries.
Select the kind of search you want to do, e.g. author title, subject or keyword, etc. The default is keyword.
You may be wondering, what is the difference between subject and keyword searching?

- **Definition of subject searching:**
  - Looks for words *only* in the subject/descriptor field. Uses a preset word(s) to describe the subject. (Also referred to as the Thesaurus)

- **Definition of keyword searching:**
  - Looks for words anywhere in the record such as the title field, the author field, the abstract field, the subjects field, etc. Can search using a few key, or important words to describe a topic/concept.
Characteristics of Keyword & Subject Searching:

**Keyword Searching**
- Uses “natural language” or everyday words, e.g. specific kinds of depression, e.g. bipolar disorder, postpartum depression instead of just depression.
- Often finds results that use your words in an unanticipated way, e.g. java could get results on coffee; Java, Indonesia; computer programming or a company by that name.

**Subject Searching**
- Uses words assigned by experts in the field (indexers).
- If the assigned term is used for your topic then only those results would be found, e.g. java (computer program language) will only get results for that definition of java. You get more relevant hits.
Characteristics of: Keyword

- Interprets your term just as you type it in, whether misspelled, or variant spelling/meaning, e.g., women vs. woman; teenagers will not get adolescents
- No special knowledge needed in the “art of searching”

Subject Searching

- Good to use with multifaceted subjects, e.g., internet addiction
- Sometimes difficult to find the right subject heading for your concept. Is it work addiction or workaholism?
**When to use: Keyword**

- Good method to begin a search to get an idea of what might be available, then look at a “perfect” articles’ subject headings to continue using subject search.

- You will always get something, even though some of the results will not be relevant to your research.

- Good to use when your term is relatively new or unusual, e.g. new medical protocol.

**Subject Searching**

- If a thesaurus or subject headings guide is provided in the database then use it to find the best term to use.

- You get the most relevant results from the beginning and do not waste time searching.

- A keyword search can get too many hits, e.g. using *depression* as a keyword search would bring up way too many citations in a psychology database! Use a kind of depression, such as *seasonal affective disorder*. 
For topics in the library catalog, a Keyword search may work as well as a Subject search.
Look at the book titles and select one that seems most relevant. Click on the title to view what Subject Headings were used so you can search for “more like.”
By clicking on the Subject Heading from the individual record, you can get access to all the books with that subject. You may see some nearby that are more interesting.
Clicking on the title in the short view gives bibliographic information for this book, including author (if available), title, publisher information and copyright date. It also gives shelf location in the library and availability if it is a print book.
Using the Request option (upper left corner), you can easily request this title to be couriered or mailed to you. All you need is your student library access number.
Enter your name and your 14-digit library access number. Select a pickup location or postal delivery and submit. Books are checked out for one month. Usually you will want to select postal delivery. Books are mailed via first class mail.
If you only want e-books you can limit/sort your search to only the books that are e-books in the catalog. Start with an Advanced Search, type your topic and select Material type.
You have retrieved only the E-BOOKS available on your subject. Try the highlighted one above. Click on the title.
Note that there is no call number, but just a hyperlink. This link takes you to one of our E-book vendors and the full content of the book. You will be asked for your 14-digit library access number to get to the book.
The Table of Contents on the right hand side are actually hyperlinks that help you to navigate through the book. The arrows at the top left help you navigate page by page.
IWU’s E-book Vendors

- IWU has several E-book vendors.
  - The largest collection is from **Ebrary**. (you will see a direct link to Ebrary on the OCLS home page under Books). Note: book illustrated here is from Ebrary.
  - The next largest collection is **TREN**. These are PDF books and although not on a public server, upon your request they can be emailed to you.
  - The smallest collection is **EBSCO E-books**. (Also has a direct link under Books on the OCLS home page.
  - There are also two collections of e-reference books (**CREDO** and **Virtual Reference**). There are some psychology specific titles.
Library Catalog (Books/Videos)

- Real books are mailed to your home via first class mail.
- Student returns them via USPS, UPS, or if you live near an IWU Center, return them there, e.g. Indianapolis West, Indianapolis North, Greenwood, Louisville, Cincinnati, Cleveland, etc.
- Keep the books for 30 days or renew by contacting OCLS.
• Books are available to you from the IWU Library catalog. The majority are “real” books, but there is a subset collection of e-books available, too.

• Interlibrary loan is used for those items that IWU does not own. ILL books take about 7 to 14 days to arrive since they have to be transported by mail.

• You keep them for 1 month and then return to OCLS.
• ILL requests are done through an online request system. It is available from the OCLS Home page.