



Resource Centre Online Catalogue Tips

- For explanations of the features of our Online Catalogue not mentioned here, simply click on the Help icon in the menu bar.



General Searching

The catalogue can be browsed or searched for specific words or phrases.

- **To Browse**

- Enter search term in window and/or
- Click the Author, Title or Subject icon
 - Author - last name first
 - Title - omit initial articles (A, An, The)
 - Subject - browse the list of headings or consult the Subject Heading Thesaurus if you are not finding your desired subject
- A list of all materials is generated starting with the term you searched
- You do not have to enter an entire term or any term at all. You can enter only the beginning of a term or just click an icon and then scroll through the results to locate the one you want.



- **To Search**

- Enter search term in window
- Click the Keyword icon
- A list of items containing your search term is generated
- The list can be sorted by clicking on any column header that is underlined
- On the Title Information page, each occurrence of the keywords is highlighted



Advanced Searching

- **Power Search**

Allows you to combine separate words and phrases with **AND**, **OR** and **BUT NOT** Boolean operators in the entire record or in specific fields such as author or title.

- **Limiters**

Allow you to limit your search by Publishing Date, Material Type, Interest Level and Reading Level. Note that not all items have been assigned an interest level or a reading level. Limiting your search in this way may screen out relevant materials.

- **Wildcards**

In a Keyword or Power search, you can use wildcards to widen your search.

- A question mark (?) replaces a single letter within a word.
Example: A search on **wom?n** finds both "woman" and "women."
- An asterisk (*) replaces any number of characters at the end of a word.
Example: A search on **teach*** finds "teacher," "teaches," and "teaching."
Note: The * cannot be used as the first or second character of a word, nor can there be any letters after it.

Material Types

The following icons appear next to items to designate their material type



Electronic Resources

Whenever possible, links to electronic versions of publications and related resources available online are included in catalogue records. Look for **Electronic version**, **Ordering information**, **Review** and **Website** links to access these materials.

Publications for Distribution

BCACCS distributes many publications. A Keyword search of **Multiple copies** will display materials that are available for free, to purchase, as well as on loan.

Logging into your Account

You can view information about your account and request materials online by logging in.

- **To Log In**

- Click the My Info icon
- Enter your ID and Password
 - **ID = BCACCS member number**
 - **Password = your last name**
 - If you do not know your member number contact us
- You can now view all checkouts including due dates, fines and holds.



- **To Place Holds (Request Materials)**

- Locate desired item(s) in the catalogue
- Click on underlined title to display the Title Information screen
- Click the Place Hold/Reserve button
 - Holds (immediate request)
 - Holds are for available items
 - You can request any copy or a specific copy
 - Reserves (request for future date)
 - Requests are for items that are currently out on loan
 - Select desired date
 - mm/dd/yy
 - Earliest date available is displayed

