Title Search
Do a title search when you know the title of the book you are searching for.

How to do a Title Search:
Choose TITLE in the drop down menu where the default choice is KEYWORD:


Then type in your title (or at least half of your title) and click search:
Here are your results:

<table>
<thead>
<tr>
<th>KEYWORDS (1-2 of 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly relevant titles entries 1-2</td>
</tr>
</tbody>
</table>

1. **The intellectual life : its spirit, conditions, methods / A.G. Sertillanges ; translated from the Fr**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NUMBER</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Stacks</td>
<td>001 S489i.1998</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>(3rd/Top Floor)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **The intellectual life, its spirit, conditions, methods, tr. from the new French ed. by Mary Ryan.**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NUMBER</th>
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</table>

If you have multiple books with the same title, you might look for:

- The year it was published (shown by the date on the right side of the screen.)
- The translator
- The edition number

**Author Search**

Do an Author Search when:

- You cannot find your book by the title
- All you have is the author
- You want to browse materials by the author
An Author Search searches for:

- Author of a work
- Editor of a work
- Author of individual chapters in books, for example, a collection of essays

**How to do an Author Search:**
Choose AUTHOR from the drop down menu that defaults to KEYWORD:

**Using the same example from above:**


Type in the author’s last name and click search:
From here, click the author’s name:

<table>
<thead>
<tr>
<th>Num</th>
<th>Save</th>
<th>AUTHORS (1-4 of 4)</th>
<th>Year</th>
<th>Entries 7 Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Sertillanges A D Antonin Dalmae 1663-1948 -- See Sertillanges, A. G. (Antonin Gilbert), 1663-1948</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Sertillanges A G Antonin Gilbert 1863-1948</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Sertillanges Antonin Gilbert 1863-1948 -- See Sertillanges, A. G. (Antonin Gilbert), 1863-1948</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Sertillanges Dalmaei 1863-1948 -- See Sertillanges, A. G. (Antonin Gilbert), 1863-1948</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

There are four results for this author because he has gone by several names throughout his lifetime. Clicking any of the links will take you to the same results. This way the catalog keeps all of the author’s works together.

Once you click the link, here are your results:


   LOCATION: Main Stacks (3rd Floor)  
   CALL NUMBER: 23 5401 22648 1996  
   STATUS: AVAILABLE


   LOCATION: Main Stacks (3rd Floor)  
   CALL NUMBER: 001 54488  
   STATUS: AVAILABLE


   LOCATION: Main Stacks (3rd Floor)  
   CALL NUMBER: 001 54488, 1999  
   STATUS: AVAILABLE

4. What Jesus Saw From The Cross, From The French Of A.D. Sertillanges, O.F.  

   LOCATION: Special Collections Stacks  
   CALL NUMBER: 23 5401 54488  
   STATUS: USE IN LIBRARY

Notice number 2 and 3 are the same results from our title search.
Still having trouble finding an author?

**Tip #1:** If you cannot find the author based on the last name or the author has a common last name, search with the last name followed by a comma and the author’s first name.

**Tip #2:** If your author has an initial included in their name, don’t worry about using it in the search. Simply search last name followed by a comma and then the first name. The initial may help you decide later who to choose if you get a long list of authors in your results.

**Tip #3:** If the author’s name includes a title, such as Pope, or St., ignore it for your search. If the author with a title includes a last name, search just as you would for an author:

**Example:** St. Thomas Aquinas
Here are your results:

You would choose option 3 because you are looking for Saint Thomas Aquinas.

If your author includes a title but no last name, still remove the title and use the first name and middle name if they have one.

**Example:** Pope John Paul I

You do not have to add the title “pope” to your author search. When you do the author search for John Paul I, this is what you will see:
Click on the John Paul you were looking for and that will take you to the materials that we have by him.

Need Assistance Using the Library Catalog?

Ask a Librarian: 614.251.4754 | 888. 681-8044 | refdesk@ohiodominican.edu
http://www.ohiodominican.edu/library/help/ask