

# Quick Guide to the OSU Library Catalog

## Introduction

To search the OSU library collections, select either the "Basic Search" or "Advanced Search" links from the OSU Library Web site at: <http://www.library.okstate.edu>.

For help in using the OSU Library Catalog, you may contact library staff at the Reference Desks in the Main Library or branch libraries. You may also call the Digital Library Services office at 405-744-9161 in Stillwater, or 877-744-9161 (Toll-Free outside of Stillwater).

The OSU Library Catalog has online help screens that are context-sensitive and can be viewed at any time by clicking on the Help button.

## My Account

- To access your library record, click on the My Account button. Log in using either your OSU ID number or CWID and last name.
- Your account information will display, including:
  - Information (name, address and phone number)
  - Items Checked Out (with their due dates)
  - Status of Items You Have Recalled
  - Fines & Fees Not Yet Sent to Bursar (Check your Bursar Account for items that have already been billed.)

## Renewing Items

- To renew items, click in the Renew? check box beside the item(s) and click the Renew Items button.
- Be sure to check the updated screen after you submit your Renewal Request. There may be cases when a renewal is NOT accepted by the system. If you get "not renewed," please ask for more information at the Circulation Desk 405-744-6812.
- To protect the privacy of your library record, be sure to log off by clicking on the Logoff button.

## Course Reserve

- You can search for items on reserve by Instructor, Department, or Course. The most efficient method of searching is by Course.

## Advanced Searches

Search for words or phrases using AND-OR-NOT relationships. Recommended for more complex topic or subject searches, or when you know only part of a title or author's name.

- You may enter more than one term in the Search For box

## Basic Searches

Use this search option when you know the item you're looking for, or for keyword searches.

- Enter your search term(s) in the "Search for" box then select the type of search in the "Search by" menu.
- Omit initial articles like *the, an, a, las, der*, etc.
- It is not necessary to capitalize, and punctuation should be omitted.

You're @the  
library

Contact for information:  
Digital Library Services,  
215A Library  
Phone: 405-744-9161  
Toll-free: 877-744-9161  
[lib-dls@okstate.edu](mailto:lib-dls@okstate.edu)

# You're @the Library. A guide to using the OSU Libraries.

## Limiting search results

- You may limit, or narrow a search by using the "Title searches may be limited by:" option on the Simple Search screen, or by clicking the "Pre-select Limits" button. Available limits include location, specific languages, publication years, and types of material by clicking on the Set Search Limits button.
- Limits can be applied before entering the search or after you see results. The limits will remain in effect until you clear them by clicking the Remove Search Limits button.
- In the Basic Search option, limits apply to Title and Journal Title searches only.

## Printing, saving, e-mailing

- To print or to save an **individual record** to a disk, go to the **Print/Download/E-mail** box at the bottom of the record. After clicking on Print/Save, use the browser's **File** pull-down menu to print or save the page.
- To e-mail the record, enter your e-mail address, then click on the **E-mail** button.

- To print, save or e-mail multiple records, go back to the Titles display. There is a Titles button at the top of the screen and a text link at the bottom of the screen. Mark the records you want by checking the boxes in the left column. Note: to retain marked records on the current page you must click on the "Retain Selected" button. Click on Selected on All Pages in the Print/Download/E-mail box.
- To print, save or E-mail ALL THE RECORDS on a page, click All on page in the Print/Download/E-mail box.

## If you don't find what you want...

- Use the Search Tips section on any search screen, try another type of search, or click on the Help button.
- Assistance is available at the Reference Desk, or by calling 744-9161 in Stillwater, or 877-744-9161 (Toll-Free outside of Stillwater).

## Finding Articles & Databases

The OSU Library Catalog lists the journals we subscribe to and which issues we have, but does not search within them.

To find articles, go to the OSU Library's Web site (<http://www.library.okstate.edu>) and start your search in the Find Articles section.