

HOW TO SEARCH THE ON-LINE CATALOG

PACIFIC COLLEGE OF ORIENTAL MEDICINE LIBRARY



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Tutorial: PCOM Library On-Line Catalog

A. You can View the On-line Library Catalog at the Library's computers.

B. To view the Library collections from home Go to the PCOM Library Website:
<http://www.pacificcollege.edu/Library/index.html>

Click on Library and then choose either San Diego, or Chicago or New York.

1. At the "Library" page you will see a menu of library information sources

2. Click on "Online Catalog." If you are in the library, the Pacific College of Oriental Medicine Library Web page will direct you to the Online Catalog.

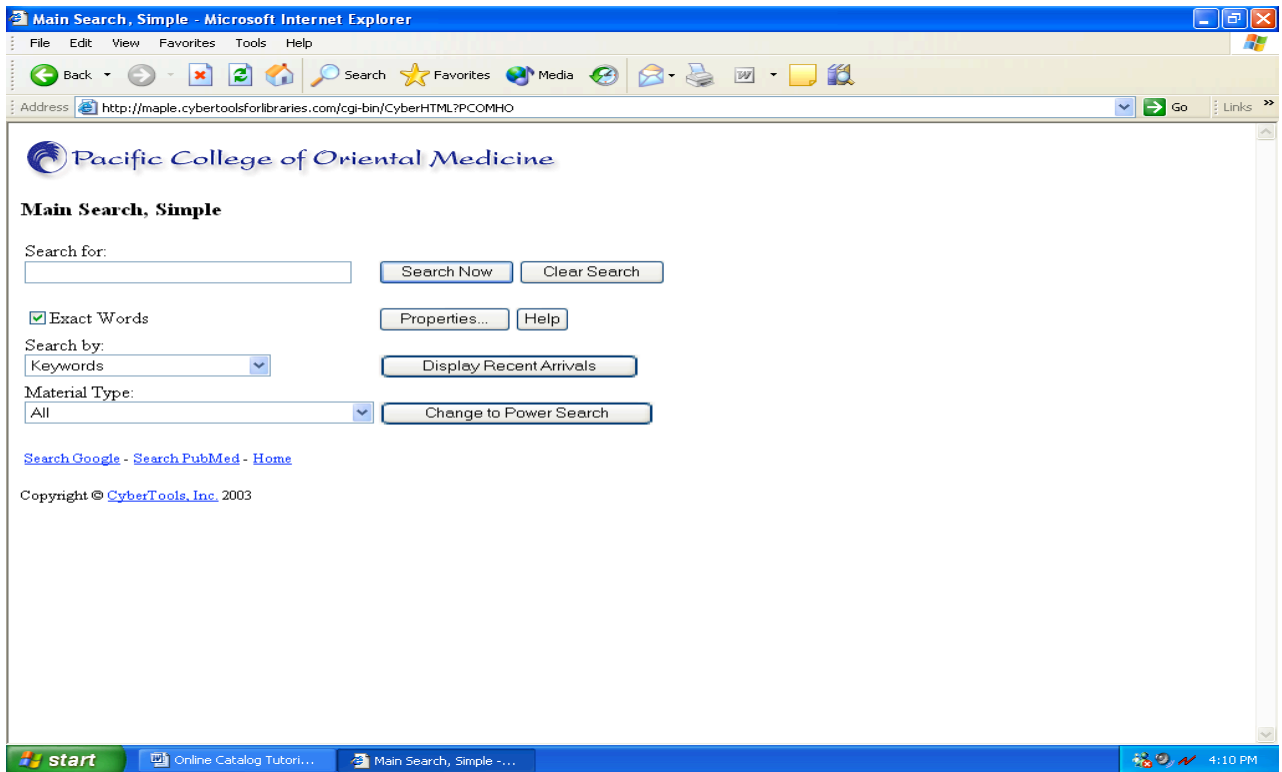
3. To begin a Search. There are several options for Search by category
You can search the catalog by author, title, subject or keyword.
Keyword searching is recommended

If you are uncertain of the title, author or specific subject, because under keyword the system will retrieve everything that uses the words you entered.

The system defaults to exact, so it is best to **click on the Exact button to turn it off**

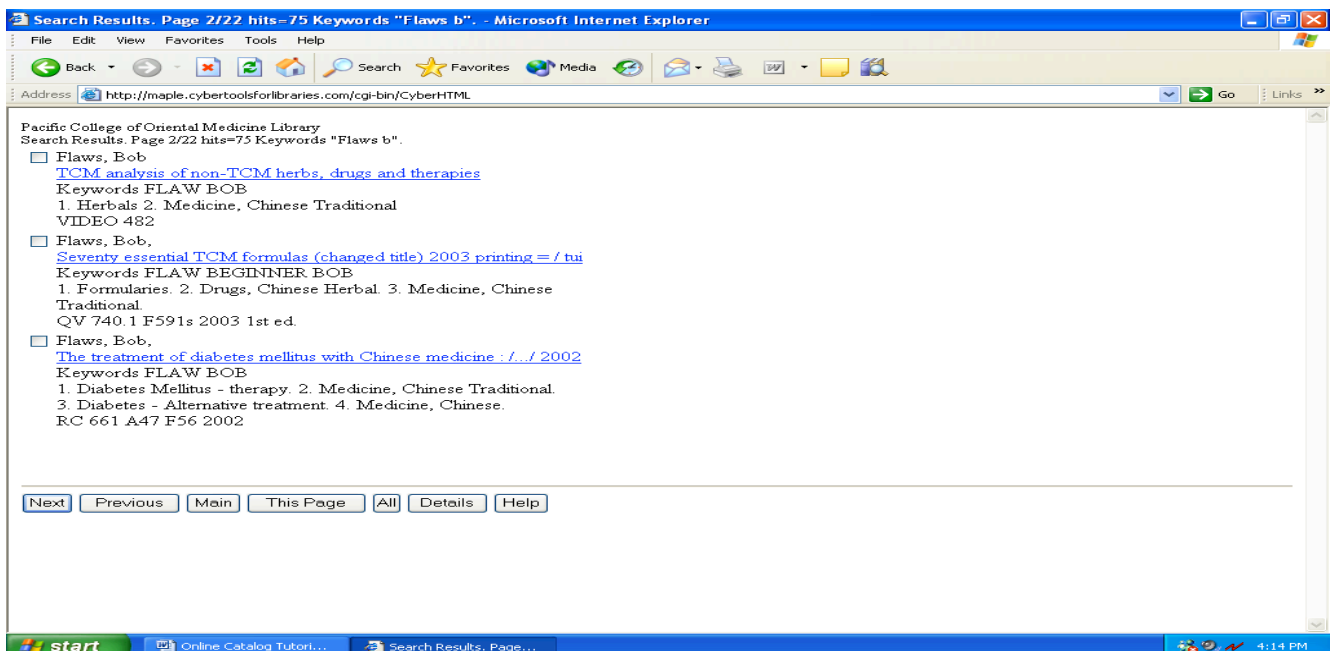
If you are certain of the author or title you can limit your search to one of those categories.

Do Not enter the words "A, An or The" for titles, as these words are not used in library catalogs. The **Text** section of the PCOM catalog includes the Cataloged books as well as the unclassified books, which are shelved by title, and the Research papers, which are kept in bin boxes.



4. Remember You MUST click off the check mark for EXACT Word. If you forget, the system will search for the exact title or author or subject. It does not forgive spelling errors.

5. Search By & Material Type: **Search by** allows you to designate if you want, keyword, author title or subject. **Material type** allows you to select **All, text (books), journals, videocassettes, audiotapes or other formats**. If you want to see everything on a subject, or are uncertain of the materials, use **ALL**, which expands your search. If you want to limit the search select the category you need. For example, If you search **Author: Flaws, B with ALL**, you will retrieve everything regardless of format, i.e, video, book etc.



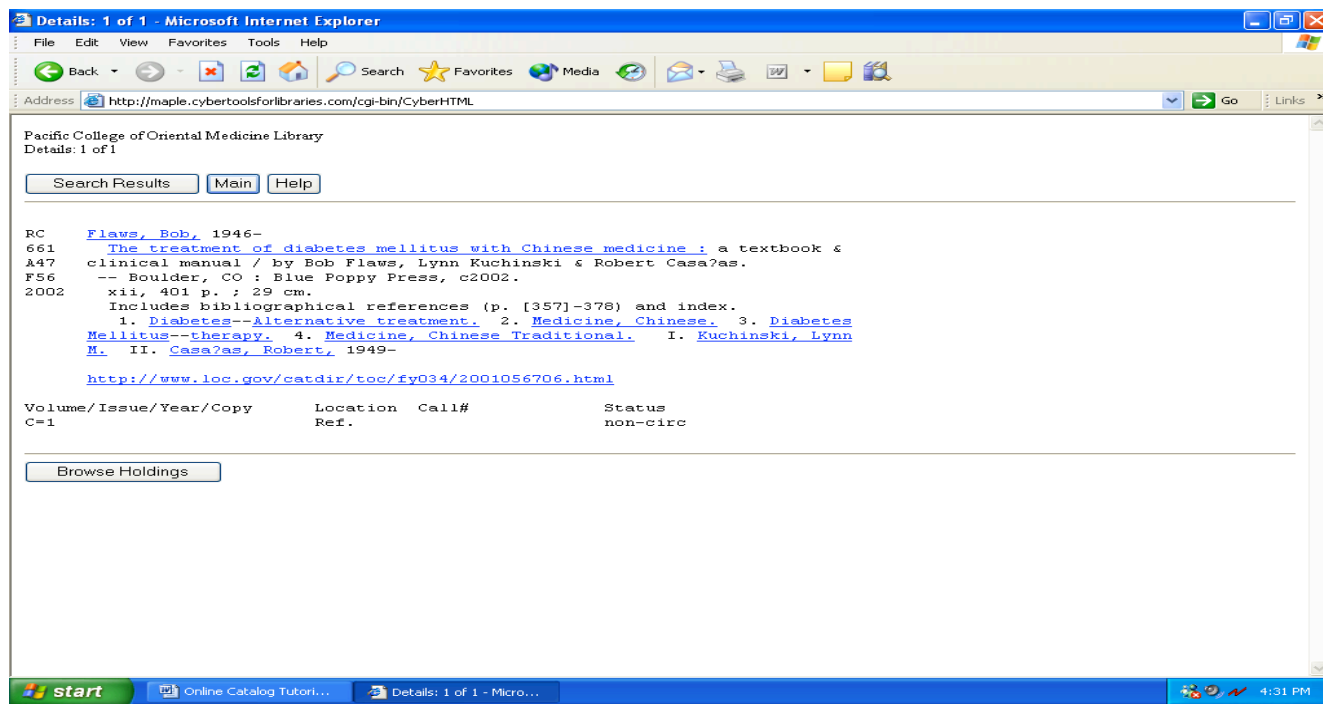
To Print a title list. Once you begin to view the collection by the topics you want, you can also print the list. Just go to **File** button on your browser and hit **print** and it will print the screen (See above)

For **Journals only** you should select Journals.

If you leave Material type unselected you will retrieve **ALL** books, journals, tapes, papers, etc

6. The **Search Now** button begins your search. You will retrieve the titles for around three or four items on each screen, if there are more titles you can scroll down to the **NEXT** button to get more items. You can go back and forth if there are more titles. Just continue to hit **NEXT**, or if you want to go back then hit **Previous**.

7. To see the full citation hit, **Details**.



This should help you get started searching the online catalog. For additional help, ask the Library Assistant at the front desk, who will be happy to help you.

Background: About the Online Catalog

The Three PCOM libraries have over 12,000 items in the collections. The San Diego campus library has over 6500 items including books, videos and research papers. In addition there are over 55 Journal titles and 38 current subscriptions. All of these can be searched through the Online Catalog. *The Online Catalog has been operational since 2002, and there are still other books not yet in the system, because they are uncataloged, and we also received new books constantly. The Library has one of the best Chinese Collection of medical classics.*

Cybertools Inc maintains the PCOM library system. Cybertools maintains all the accepted library practice record systems for PCOM's use.

PCOM Library uses the Library of Congress (LC) Catalog and Classification system. The Library uses the standard Machine Readable Catalog Record (MARC), followed by the OCLC system and the ISBN. The medical subject headings are LC with some National Library of Medicine MESH subject headings. The cataloged books include LC call numbers and the MARC records. Journals include MARC records, ISSN and volume/issue holdings.

Library Collections- Online Catalog

The unclassified books in English have been added to the system by title and author entry only, with a slim record. They are searchable and are displayed by title or keyword.

With the exception of a few books, the Chinese collection is not included in the system yet, and some of the newest books have not yet been inventoried or classified. The Chinese collection is available for in-house use. Collections take years to build, develop and grow. The PCOM library is growing rapidly.

Online Catalog Contents

To-date you will find that the San Diego Online Catalog includes:
All cataloged textbooks, monographs, research books, and journal titles (with holdings), videos, tapes, and the reference research papers (by title).
They will come up when you search by keyword, subject, author or title.

So far, we have entered over 5,000 items for the print and non-print materials, which check out. Journals Do Not Circulate and are not included in this count. Thank you!

*Naomi C. Broering, MLS, MA, FACMI
Dean of Libraries*

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