

MLC Library

Catalog Basics

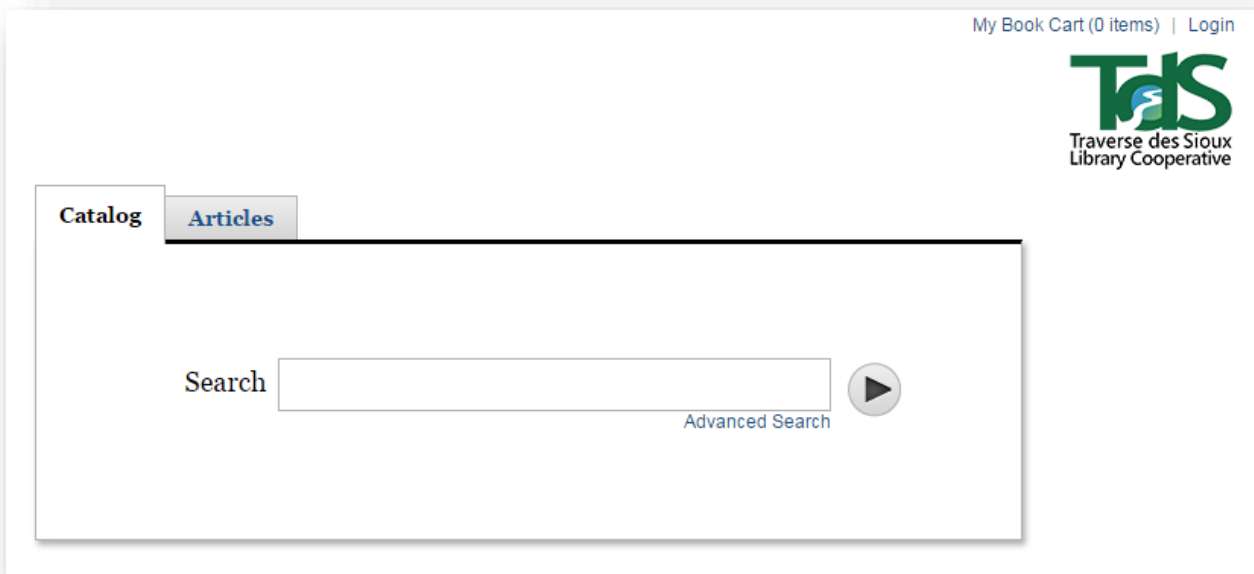
Why: To find books and other library materials

How: Use the MLC/TdS library catalog

Access the library catalog using one of these methods:

- Through the MLC Library website, <https://mlc-wels.edu/library>
 - Search for Books: MLC Online Catalog
 - Type in Keyword, Title, Author or Subject – *Search*
 - Click *Search* without entering any terms will take you to the catalog.
- Online at: <http://tdslib.iii.com>

Enter your search terms in the search box. You can enter a title, author, subject, or keywords. It's very similar to searching in Google or Amazon. If you spell something incorrectly, you'll be asked, "Did you mean . . . ?" and be able to restart the search.



The screenshot shows the library catalog search interface. At the top right, there is a link for "My Book Cart (0 items) | Login" and the TdS logo (Traverse des Sioux Library Cooperative). Below this, there are two tabs: "Catalog" and "Articles". The "Articles" tab is currently selected. In the center, there is a search box with the word "Search" to its left. To the right of the search box is a play button icon. Below the search box, the text "Advanced Search" is visible.

If you'd like to create a more specific search, click on the *Advanced Search* link.

Your search results will appear in the middle of the page. They will include items from nearby libraries as well as MLC's library, providing you with some options:

- If you only want to find items in the MLC library, click on *More* under *Libraries* and choose Martin Luther College from the list.
- If another library has what you need, you can use the *Request it* button to have the item delivered to MLC for you to pick up, usually in 2-5 days.

You can also refine your search by other facets on the left side of the page.

The screenshot shows a search results page for 'Of mice and men'. The search bar at the top contains the text 'of mice and men'. Below the search bar, there are tabs for 'Catalog' and 'Articles'. The results are sorted by 'Relevance | Date | Title'. On the left side, there is a 'Refine by' section with categories: Availability (At The Library (54)), Format (Articles, Book (46), Audio Book (5), DVD/Blu Ray (3), VHS Videotape (2), Music (2), more >), and Libraries (Blue Earth Community Library (2), Blue Earth County Library: Lake Crystal (5), Blue Earth County Library: Mankato (6), Blue Earth County Library: Mapleton (1), Comfrey Area Library (2), more >). The main results area shows three items. The first item is 'The essential criticism of John Steinbeck's Of mice and men / edited by Michael J. Meyer', a book from 2009, available at Martin Luther College Library - Stacks (PS3537 .T3234 O4 2009). The second item is 'Of mice and men [videorecording] / Metro-Goldwyn-Mayer presents a Russ Smith/Gary Sinise production ; produced by Russ Smith and Gary Sinise ; screenplay, Horton Foote ; directed by Gary Sinise', a DVD/Blu ray from 2003, available at New Richland Public Library - Adult DVD Fiction (DVD FICTION Of) plus 1 more. The third item is 'Of mice and men [sound recording] / John Steinbeck', an audio book from 2003. Each item has a 'Request it' button and 'Additional actions' (save, email, print, etc.).

- Clicking on a title will provide more information about the item.
- Clicking on an author's name will create a new search for works by that author.
- Clicking on *see all* will show you all the nearby libraries that hold the item.
- Clicking on a call number (after clicking on the title or *see all*) will show you a shelf of similar items.

Additional actions allow you to save an item to a list, e-mail its information to yourself, or tag it with a descriptor. Some catalog features require you to log in to your library account. See our separate guide for login instructions.

Please ask library staff if you have any questions about using the catalog or the MLC Library.