Full Details Display of an Item

On the left hand side of the screen, you can:

• Click Find more by this author to access author cross-references.

• Click Find more on these topics to access subject cross-references.

• Click Nearby items on the shelf to access call number cross-references.

Click on a category under You Found Titles in Categories to access other titles in the same category or categories. If the list is long, click More to view the entire list.

Go Back Button

When wanting to return to a previously viewed page in the Library Catalog, click on the Go Back button within the catalog as opposed to the Back button in your Web Browser.

E-Mail or Print Record Information

You can e-mail or print record information by marking items to keep from a Search Results hit list or from the Full Details display.

1. Click Keep for the items you wish to e-mail or print. Items marked Keep initially can be unmarked by clicking Remove.

2. When you are finished, click Kept.

3. You can remove some of the items in your list by selecting the check box by the titles to be removed and clicking Remove Checked Titles from List. To clear the list, click Remove All Titles from List.

4. In the Sort By box, choose to sort the records by author, title, or call number.

5. In the Library box, choose to filter the records by library branch.

6. If available, choose the All, Brief, or Full View of Records.

7. In the E-mail box, type an e-mail address and click E-Mail

8. Click Print Formatted to print the records in MARC format or Print Text to print the records in text format.

During a session, Kept catalog results are included in your list of items until you remove them. Don't forget to click the Kept button after you have marked an item to Keep in the search results.

Questions? Contact the Library at (864) 941-8441 or by email at librarian@ptc.edu.
Introduction

The Library Catalog is your guide to print and audiovisual materials in the Piedmont Technical College Library and the County Center Learning Resource Centers. You can also use the catalog to find resources in other SC technical college libraries and in PTC’s eBook collection.

In addition, the Library Catalog can be used to find recommended and best seller reading lists and to access your password secured “My Account” page to view your personal library record.

Starting Your Search

To start, visit the Library Web site at http://www.ptc.edu/library and click on the Library Catalog link. Begin your search on the Basic Search page. Here, you can do different types of searches and access all types of information.

1. To begin, type a term in the search box.

2. To narrow a search, select one of the following options before clicking the Search button:
   - Keyword (word or phrase)
   - Author
   - Title
   - Subject
   - Series
   - Periodical title

3. Select a library to search in the Library box, or select Piedmont Technical College Libraries to include all branches in the search.

4. Select PTC Libraries and E_RESOURCES to search for electronic books in addition to print books.

Other Search Features

- Typically, the first search page that you access in the Library Catalog has simple search options. However, you can return to the main search page from other search pages by clicking Basic Search.

- Click Power Search to further refine your search results.

- Click Browse under the Power Search screen to browse on authors, titles, subjects, series, or journal titles. The returned Browse List contains catalog record subject headings in the alphabetic vicinity of your search word. To the right of each item on the list, the number of items with the word in a subject heading displays.

- Click Call Number search under the Power Search screen to search for a specific call number.

Power Search

Power Search combines search elements to help you refine or limit a search based on criteria configured by PTC Library. Searches can include a single word or several words that are linked together with operators such as the words “and,” “or,” and “not.”

Narrowing the Search

Use Power Search to narrow your search based on criteria configured by PTC Library.

- If available, select a Library to narrow your search to a specific branch, or select ALL to search in all branches.

- If your library has holdings in a variety of languages, select a Language.

- Select an Item Type to search under if you are familiar with your library's item types.

- Select a shelving Location in your library.

- You can have your search match on a particular part of a catalog record (such as keywords only) by selecting a portion to Match On.

- In the Pub Year box, type the year the item was published.

- You can sort your power search results by selecting criteria in the Sort By box.

- Click Search start your search.

View Cross References

You can view cross-references from the Search Results page by clicking X-Refs. When looking at the Catalog Lookup by Cross Reference display, click on a cross reference to display the new Search Results. The topics available on this page are identical to those displayed under Try These Too on your original Search Results page.

You can view cross-references from the Full Details display of an item.