

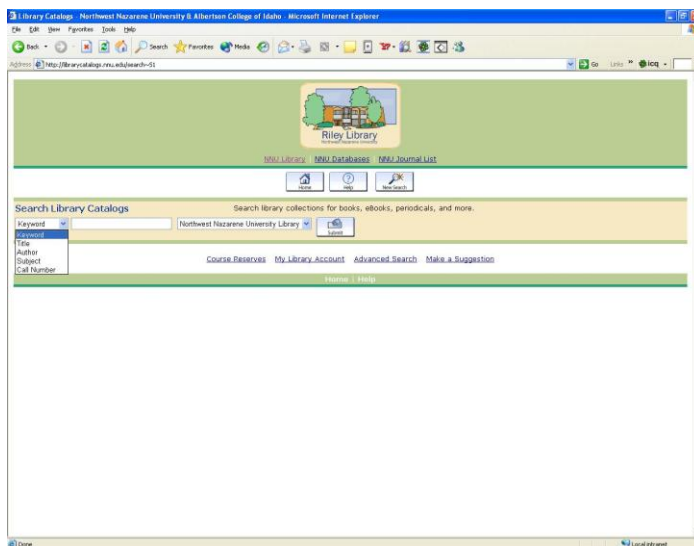
Using the NNU Library Catalog

Collections Available

The NNU library catalog (formerly SAGE), allows you to search the complete collections of the NNU library. It is a shared system with Albertson College of Idaho. These various collections will usually be evident in the text preceding the call number for the item and/or the item's location in the building.

- **Main** collection – 130,000 books
- **Electronic book, online, or Electronic Reference Center**- you have access to over 3,500 titles in full text. These may be part of the NetLibrary collection of e-books or government documents or other items that have been linked to other websites where the full text for that document is hosted.
- **Current Periodicals / Journal / Newspaper** – approximately 850 current subscriptions and 1500 titles including backfiles in both print and microform (many of which are out of publication).
- **Wesley** – a special (but circulating) collection of books by or about John Wesley, Wesleyan theology, and holiness theology
- **Curriculum** Collection – K-12 collection of Idaho textbook and teacher materials for all publisher texts approved for use in the state of Idaho.
- **GovDoc** – the library is part of the Federal Depository Library Program and the State Documents program. These materials may be in print on our shelves or linked to full documents on agency websites.
- **Junior Library** – children's literature collection
- **Ed Media** – all of the instructional videos housed in the Educational Media center are included in the library's catalog. Videos are for on-campus use only.

Access the NNU Library using your menu button in the Blackboard course. Select **Library Catalog** from the menu. Clicking the down arrow beside the blank search box will display a drop-down list of the fields you can search.



Search by Keyword

If you are not sure of the exact title or if you do not know the precise Library of Congress Subject Heading.

By Author

If you know the author's name

By Title

If you're sure of the exact title of the book or journal.

By Subject

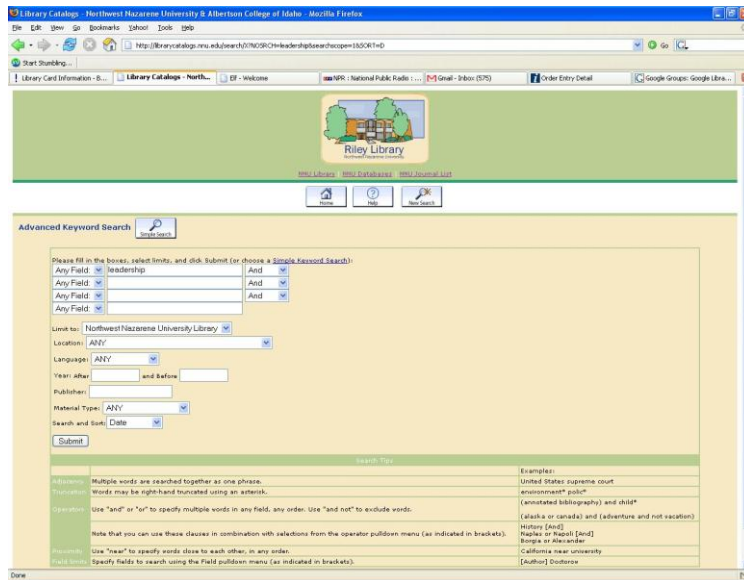
If you know the Library of Congress Subject Heading

Type the word "leadership" into the search box and click **Search**.

A keyword search will retrieve all items in the library's catalog which have those words in the title, author, subject, content notes, or publisher fields.

Your results will be a list of book titles.

Limiting a search



There are a number of options for limiting a search including publication date, type of material, or format. This is a two step process. In the menu of blue buttons on the top of your results list screen you will see **Modify Search** as one of the options.

From your list of results, select this option.

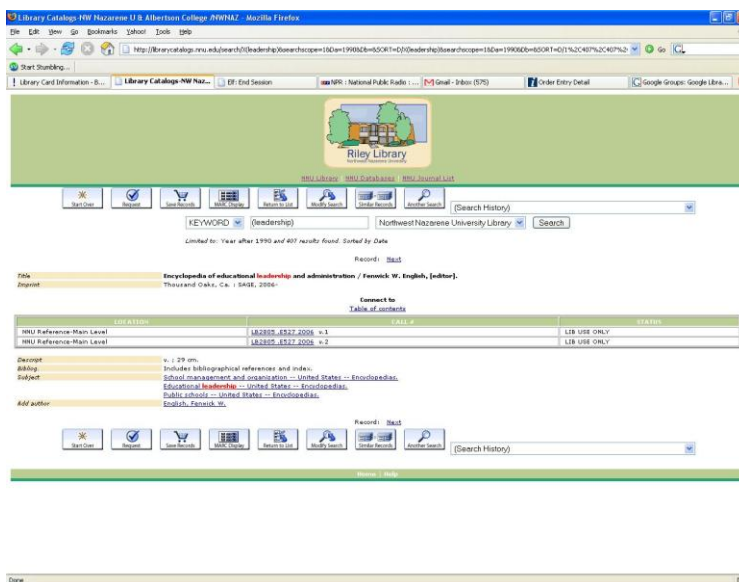
At the limiter screen you can select one of the options by typing text into the box to the right of the limiter or selecting from the list of items in the drop-down menu.

Limit your list by **Year of publication** by typing "1990" in the box to the right of **After**. Click the **Submit** button when you are done and your search will be filtered by the limiter that you have requested.

Click on the **title of an item** to view the **detailed screen** for that item.

Full Record Display

In the detailed display you will see the title, author, and publication information. Below this you will see a table with **Location** (see **"Collections Available"** section at the beginning of this tutorial), **Call#**, and **Status**.



Examples of types of STATUS include:
IN LIBRARY or **AVAILABLE** – available for use

DUE DATE – 06-10-02 – when it should be returned

1 HOLD – one individual already has requested the item

MISSING – we have not been able to locate the item

In some cases you will not see any location, call # or status. Instead you will see a URL or other link. This means that the material is an e-book, government document, or other publication with access to the full content through another website. Click on the URL provided and you will have immediate access to the contents of the book online.

In the detailed display of a catalog record you can click on any **hypertext word** to do additional searching on that term or field. You can look for:

Additional books by the **author**, editor, etc.

Additional books with similar subjects using the **subject** headings near the bottom of the record.

Additional books with similar **call #s**

To Request a Book from the shelves of the NNU library

The screenshot shows the library catalog interface for Northwest Nazarene University. The search results for the book "Becoming a healthy team : five traits of vital leadership" by Stephen A. Macchia are displayed. The "REQUEST" button is circled in red. Below the book details, there is a table with columns for LOCATION, CALL #, and STATUS. The table shows one record for the book, located at NNU Main Level with call number B1675 .M27 .2005 and status AVAILABLE.

LOCATION	CALL #	STATUS
NNU Main Level	B1675 .M27 .2005	AVAILABLE

The blue **REQUEST** button at the top of your screen can be used to request material from the NNU library that you would like to have mailed to you. Allow plenty of time for this process if you plan to use it for your project. Items with status of **In Library** are from the Reference collection and do not circulate. However, **if you need a chapter or section from a reference or noncirculating book we will be happy to scan and email the pages that you need.** Just send an email message to library@nnu.edu specifying what you need and that you are a student in an online program.

With the detailed record displayed, click on the **REQUEST** button.

Enter your first and last name and your NNU student ID number. Choose to a **Pickup Location** (NNU or Albertson College of Idaho) and a **Cancel if not filled by** date. Click **Submit**.

If you want to be sure we received the message, send an email message asking us to confirm. If incorrect information is entered, or a non-circulating item is requested, you will receive a message letting you know that the request was not sent. (**note: if you are doing this only as a practice, please follow up with an email message to library@nnu.edu to let us know. Otherwise, we will assume your request is legitimate.**)

Viewing Your Patron Record

Your Name and other information appears here.

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	People come first : user-centered academic library service / edited by Dale S. Montanelli & Patricia	39371001709849	DUE 08-03-06	Z674 .A75 no. 53
<input type="checkbox"/>	Gateways to knowledge : the role of academic libraries in teaching, learning, and research / edited	39371001680313	DUE 08-03-06	Z675 U5 G39 1997
<input type="checkbox"/>	Double fold : libraries and the assault on paper / Nicholson Baker.	39371001759226	DUE 08-03-06	Z695 .G55 .B35 2001
<input type="checkbox"/>	Assessing reading : multiple measures for kindergarten through eighth grade / COBE Consortium on Re	39371001756576	DUE 08-19-06	LB1050 .46 .A848 1999
<input type="checkbox"/>	Seeing the elephant : the many voices of the Oregon Trail / Joyce Badgley Hunsaker.	39371001408756	DUE 08-31-06	SocStud PacNWHist 4-8 Texas 2003
<input type="checkbox"/>	Seeing the elephant : the many voices of the Oregon Trail / Joyce Badgley Hunsaker.	39371001419597	DUE 08-31-06	SocStud PacNWHist 4-8 Texas 2003 wkbk answer key
<input type="checkbox"/>	Seeing the elephant : the many voices of the Oregon Trail / Joyce Badgley Hunsaker.	39371001419605	DUE 08-31-06	SocStud PacNWHist 4-8 Texas 2003
<input type="checkbox"/>	For common things : irony, trust, and commitment in America today / Jedediah Purdy.	39371001704378	DUE 12-13-06	HM65 .P87 1999
<input type="checkbox"/>	Idaho lore. Caldwell, Idaho. Carlton Printers, 1929.	39371000252841	DUE 01-30-07	GR110 .I2F42 1975
<input type="checkbox"/>	Christianity in the academy : teaching at the intersection of faith and learning / Harry Lee Poe, I.	39371001407857	DUE 08-07-06	BV1610 .P64 2004
<input type="checkbox"/>	The life of the mind : a Christian perspective / Clifford Williams.	39371001559319	DUE 08-07-06	BT50 .S475 2002
<input type="checkbox"/>	Conflicting allegiances : the church-based university in a liberal Democratic society / Michael L. B	39371001423714	DUE 08-07-06	LC383 .C64 2004
<input type="checkbox"/>	Professors are from Mars, students are from Snickers : how to write and deliver humor in the classro	39371001608017	DUE 08-07-06	LB2226 .B47 2003
<input type="checkbox"/>	On becoming an innovative university teacher : reflection in action / John Cowan.	39371001696459	DUE 08-07-06	LB2331 .C68 1998
<input type="checkbox"/>	Generation X goes to college : an eye-opening account of teaching in postmodern America / Peter Slack	39371001680321	DUE 08-07-06	LB2331 .S17 1996
<input type="checkbox"/>	The gold hunter's field book : how and where to prospect for colors, nuggets, and mineable ores of o	39371001284207	DUE 09-25-06	TN271 .G6R36 1980
<input type="checkbox"/>	Handbook for prospectors [by] Richard M. Peard.	39371000126672	DUE 09-25-06	TN270 .P4 1973
<input type="checkbox"/>	Gold in Idaho / by W.W. Staley.	39371000784058	DUE 09-25-06	TN423 .I2582

This option is available at the main Library screen or within the catalog screen if you select **Library Catalog** from the top menu. Enter your first and last name and NNU Student ID number as you did for a request.

The due date is stamped inside each book you check out so you can look there to see when items need to be returned, but you can also find this information in your patron record and renew items online. To renew any item click a checkmark in the box beside the item that you want to renew. A new due date will appear in the **Status** column. If the system will not allow you to renew an item, a

message will indicate why. Renewing online must be done within a 3-day window prior to the due date. For example, if an item is due on June 12, you may renew it any day from the 9th to the 12th.

NNU's Journal Collection

The library catalog can also be used to determine if NNU holds a particular journal. Simply set your search to **TITLE** and type in the **title of the journal** (NOT the title of the article you wish to read!). In many cases the detailed record will include a link to the publisher's website. The level of access to articles within that journal will vary depending on the publisher and the library's subscriptions.