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 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

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.