

SEARCHING HST ONLINE CATALOG

The HST online catalog gives the holdings of the HST Library, as well as those of the Harding University Brackett Library. The URL is <https://opac.harding.edu/vwebv/searchAdvanced?sk=hugsr> and can also be accessed through a link on the HST website (www.hst.edu). Click on “library” and on “find books.”

Over 95% of HST’s collection is loaded into the database. All categories of materials cataloged since June 1985 (except for those added July 1988-Aug. 1990) are in the catalog. Less than 1,000 of the older books in the collection (including those added July 1988-Aug. 1990) are not in the database. Brief records have been entered for HST’s older theses & guided research papers, and books and cassette tapes in process. Older curriculum materials and some cassettes are not in the database. No pamphlets are in the online catalog, and the holdings for several periodicals have not yet been added.

The online catalog times out in a short time if searches are not done and defaults to the Brackett library screen. In this case the choice is either to re-enter the HST URL or to select HST or “All Locations” from the “limit to” drop-down menu on the search screen.

If the following message appears: **search resulted in no hits**, check spelling of terms searched and see if search terms were typed into the correct field. If you think HST library should have the item, email an inquiry. If you are an HST student, you may search WorldCat for the title. A few of HST’s holdings are in WorldCat but have not yet been loaded into the online catalog.

Online features:

1. The default screen is **advanced search**.
2. Move to **basic search** by clicking on this choice.
3. The drop-down menus to the right of the search fields in advanced search reveal 10 possible types of searches in addition to keyword.
4. The other drop-down menus reveal 3 possible ways to search the terms entered: all of these, any of these, as a phrase. The default is **all of these**.
5. One of three Boolean operators can be used with searches: and, or, not. **And** is the default connector.
6. All characters may be entered in small letters. The searches are not case sensitive.
7. Space (without punctuation) between multiple terms to be searched in a field.
8. In the **keyword anywhere** and **subject** search fields type a ? after a truncated entry to retrieve records containing entries with those letters as the first part of the word (e.g., a search for wom? will retrieve records with “woman” and “women” in the entries).
9. Searches can be limited in several ways as indicated at the bottom of the **advanced search** screen: date of publication, location, place of publication, type of publication, format, and language.
10. To do an additional search with the same parameters do **not** click on the “back arrow” unless your previous search resulted in no hits. Click on “search history” and the last entry in the “edit” field to return to previous screen. Clicking on “Harding School of Theology” in the upper left-hand corner from any screen takes you back to the **advanced search** screen with the default settings. Clicking on the blue **SEARCH** tab at the top of the screen takes you to the **basic search** screen.
11. Results can be limited to 10, 20, 25 or 50 records to a screen. Click on **next** or the number at the bottom to advance to the next screen.
12. To print out a selection of items from results list, click on the small box to the left of **all** to the right of **select**. Then click on the small box to the left of each entry that you wish to print out. Click on **print** at the top of the screen.

Search Results: If only one item is retrieved by a search, the full record for that title will appear on the screen. If multiple records are retrieved, short records with the following note will appear: **multiple items**. Click on the title to retrieve the full record. Occasionally two records for the same title will appear

with its appropriate library identified under each. The full record indicates editors, joint authors, paging, series, bibliographic, and other notes. The contents for multi-author works are also attached to many records.

Author/Title Searches: This is the easiest method to locate a book when the author and title are known. Go to the **Advanced Search** screen. In the **Title** field type in a couple of key words from the title. In the **Author name** field type in author's last name. Be sure **all of these** is entered at the end of the search field and that the Boolean operator is set on **and**. Execute search.

Title Searches: From the **Advanced Search** type in keywords from the title into a **title** field. Do **not** search by entering all words from the title unless searching "**as a phrase**"; you may be inadvertently entering a stop word in the search. Omit articles, conjunctions, and prepositions. "**Not**" is a stop word. A search entering full title including "not" (with the default "all of these") will result in the following message: "could not retrieve search results." Full title searches including "not" must be searched "**as a phrase**."

Author Searches: Searches for authors can be done in several ways.

1. **Author name** search from **Advanced Search** screen. Enter author's name in the **author name** field with first name first or last name first. This will retrieve records (only from HST unless also held by Brackett) that have this person as author, joint author, or editor. Since this is a keyword search, it will retrieve records for any author with the particular names entered in the search. For instance, a search for Duane Warden will also retrieve books written by Preston Duane Warden.
2. Search from the blue **AUTHOR** tab at the top of the screen. Enter author's last and first name or initial in the proper field. A search will retrieve records (including Brackett library's holdings) entered under that author (as author, joint author, or editor) and alphabetically adjacent authors. Click on desired author to retrieve works. Some authors may be entered in the database in more than one way (e.g., Lewis, Jack P. or Lewis, Jack Pearl). Click on each to find all the works by the author.
3. **Keyword anywhere** search from **Advanced Search** screen. Type first and last name into search field. Be sure you are searching **all of these**. This will retrieve all records that include both names anywhere in the record (e.g., if the author appears in a table of contents list for a publication). A search for Jack Lewis will retrieve any records with Jack and Lewis anywhere in the record. Reminder: sometimes an author may be listed by his first initial in contents notes and entering his full first name in the search field will not retrieve such entries.
4. Search from **basic search** screen. Enter author in inverted form (last name first) in the **author keyword** field. This retrieves all records (including Brackett Library's holdings) in which this person is author, joint author, or editor, but not author of chapters in those works with table of contents listed.
5. Some author's names, especially Russian, may not be entered in the online catalog according to the English version of their name, but according to an established transliterated version of their name in WorldCat. Three such names are Nicholas Berdyaev, Alexander Schmemann, and Stefan Zankov which are Nikolai Berdiaev, Aleksandr Shmeman, and Stefan Tsankov in the online catalog. Search for their works by title **as a phrase** and their "official" name will appear in the record. Click on their name in the record to see their other books held by the library. Searching by the English versions of their names and book titles in WorldCat will also retrieve the right record and will include the "official name" that is used in the online catalog.

Subject searches:

1. From the **advanced search** screen enter search terms in a **subject** search field. Be sure you are searching **all of these**. The search will retrieve all records with these terms in their subject field. Sometimes the first search may be an exploratory search. A search for Muslims will retrieve many records. Click on a few of the titles retrieved to see what subject headings

- appear for the records found. Among these will be Islam, Missions to Muslims, and Black Muslims. Click on any one of these subject entries in blue to retrieve all records in the database (including Brackett's holdings) with that exact subject entry.
2. Sometimes the subject you are interested in may not be a subject heading used in the database. Try a **keyword anywhere** search from the **advanced search** screen. For instance, there is no heading in the database for team ministry, but a keyword search of "team ministry" **as a phrase** retrieves several records with this phrase in book titles or book chapters. A check of the subject entries for these titles reveals that "group ministry" is the subject heading used in the database. Clicking on this blue subject heading will retrieve all records in the database on group ministry.
 3. From the **basic search** screen enter the subject or subject phrase in the **subject browse** field and search. This will retrieve all subject headings (including Brackett library's holdings) beginning with that subject or phrase. Click on the desired heading to retrieve records.
 4. Click on the blue **subject** tab at the top of screen. Enter the subject or subject phrase and search. This will retrieve all subject headings (including Brackett library's holdings) containing that subject or phrase. Click on the desired heading to retrieve records.

Scripture searches:

1. To locate commentaries on a particular book of the Bible, from the **advanced search** screen enter the book of the Bible and **commentaries** in the **subject** search field. Be sure you are searching **all of these**. To locate a commentary on the same book of the Bible in a particular series leave the above headings in the **subject** field, type in the name of the series in another search field, and choose **series** from the drop-down menu.
2. To locate books on a particular chapter or verse of the Bible type the name of the biblical book and number (in Roman numerals) of the chapter in the **subject search** field. Execute this search **as a phrase**. Scan the records retrieved to find books on your particular verse or verses.

Searches for English translations of foreign titles: English translations of many foreign works can be found by doing an author/title search from the **advanced search** screen as directed above. Enter the author's last name in the **author name** field and key words from the original title in the **title** field.

Searches for materials produced by members of the churches of Christ: Many of the materials produced by members of the churches of Christ have the designation **cofc** on the records in the HST online catalog. Searches can be limited to retrieve only these materials by entering **cofc** in the **keyword anywhere** search field and executing a search from the other search fields on the **advanced search** screen. Records for Brackett library holdings will also be retrieved if the item is held jointly by both libraries.

Periodical searches: Searches for journal holdings are done from the **basic search** screen. Search from the **journal title keyword** field. Enter keywords from title to locate journal. This search field functions with an automatic truncation feature. Entering "orient" will retrieve records with oriented, oriental, orientalia, etc., as part of the record. If a title is available online, this is indicated on the full record.

Some HST periodicals have not yet been entered in the online catalog. Also the following information may be lacking on some records: call number, volumes held, and format (print, fiche, or microfilm). Consult first drawer of **card catalog** for journals not found online or for additional information.

What books do I have checked out: Click on **my account** on the Quest home screen or at the top of a search screen. Type in your bar code number (omitting initial H) and type in your last name. Click on **login**. This reveals the books you have checked out, their due date, books you have a hold on, and when the hold expires.

Renewing books: Follow the procedure above to find the list of books you have checked out. Click in the box to the left of those you wish to renew and click on **request renewal** at the bottom. **Books can be**

renewed only once and renewal will be blocked after the one renewal. Renewal will also be blocked if you owe more than \$25.00 in fines or if the book is on hold for another party.

Placing a hold on a book: Locate the entry for the book in the online catalog. Click on **make a request** in the blue field on the right side of the screen. Click on **request from a Harding branch library** in box. Enter your barcode number from your ID (omitting the H) and your last name. Click on **pick up at HST circulation desk**. Click on **submit**. You will receive an email notice when the book is returned. 21 days is the default length of time a hold will remain on a book.

Reserve books: To locate reserve books click on **course reserve** above search fields. Locate the professor's name and course by scanning the drop-down menus. HST courses have HST as the prefix to the course number. Click on the course and then **search catalog** to locate the books on reserve for that course.