PVHS
Library Online Catalog
Searching Tutorial

Locate a nonfiction book on your topic
Notice that Any Type is selected here.
<table>
<thead>
<tr>
<th>Image</th>
<th>Material type</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="artifact" alt="Image" /></td>
<td>Artifact (fossil, rock, toy, etc.)</td>
</tr>
<tr>
<td><img src="book" alt="Image" /></td>
<td>Book (monograph)</td>
</tr>
<tr>
<td><img src="ebook" alt="Image" /></td>
<td>Electronic Book (eBook)</td>
</tr>
<tr>
<td><img src="computer" alt="Image" /></td>
<td>Computer File</td>
</tr>
<tr>
<td><img src="equipment" alt="Image" /></td>
<td>Equipment (computer, camera, projector, etc.)</td>
</tr>
<tr>
<td><img src="kit" alt="Image" /></td>
<td>Kit (book and non-musical cassette, laboratory kit, etc.)</td>
</tr>
<tr>
<td><img src="manuscript" alt="Image" /></td>
<td>Manuscript Language Material</td>
</tr>
<tr>
<td><img src="map" alt="Image" /></td>
<td>Map, Globe, or Atlas</td>
</tr>
<tr>
<td><img src="mixed" alt="Image" /></td>
<td>Mixed Materials</td>
</tr>
<tr>
<td><img src="music" alt="Image" /></td>
<td>Music (printed)</td>
</tr>
<tr>
<td><img src="graphics" alt="Image" /></td>
<td>Graphics (pictures, study prints, photographs, charts, etc.)</td>
</tr>
<tr>
<td><img src="serial" alt="Image" /></td>
<td>Serial (printed newspaper, magazine, etc.)</td>
</tr>
<tr>
<td><img src="sound" alt="Image" /></td>
<td>Sound Recording (musical)</td>
</tr>
<tr>
<td><img src="sound2" alt="Image" /></td>
<td>Sound Recording (non-musical; speech, story, etc.)</td>
</tr>
<tr>
<td><img src="video" alt="Image" /></td>
<td>Video (videotape, DVD, filmstrip, slides, transparencies, etc.)</td>
</tr>
</tbody>
</table>

Here is an alphabetical list of all of the library’s material types.
Search by your broad topic
58 results are shown here beginning with books.
Make sure to notice the availability of the resource; 0 of 1 means it’s out!
As you scroll down you will see ebooks if they are available on your topic.
<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Editor/Author(s)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoking: an opposing viewpoints guide</td>
<td>362.29 SMO</td>
<td>Mary E. Williams, book editor.</td>
<td>2006</td>
</tr>
<tr>
<td>Teen smoking</td>
<td>362.29 TEE</td>
<td>Mary E. Williams, book editor.</td>
<td>2000</td>
</tr>
<tr>
<td>Teen smoking</td>
<td>362.29 TEE</td>
<td>Hayley Mitchell Haugen, book editor.</td>
<td>2004</td>
</tr>
<tr>
<td>Tobacco and smoking</td>
<td>362.29 TGB</td>
<td>Karen F. Balkin, book editor.</td>
<td>2005</td>
</tr>
<tr>
<td>Tobacco and smoking: opposing viewpoints</td>
<td>362.29 TGB</td>
<td>Mary E. Williams, book editor.</td>
<td>1998</td>
</tr>
<tr>
<td>Smoking</td>
<td>362.29 TOR</td>
<td>Torr, James D., 1974-</td>
<td></td>
</tr>
<tr>
<td>The truth about smoking</td>
<td>362.29 TRU</td>
<td>Mark J. Kittleson, general editor; William Kane, adviser; Michelle Rennegarbe, advisor; William McCoy, principal author.</td>
<td>2001</td>
</tr>
</tbody>
</table>

Click on the **title** of the book to see the full record.
Read the summary and check availability.
If you’d like more information on the book, click on the cover.
TitlePeek opens to give you additional information.
The tabs listed here give you a glimpse inside the book.
You can look at the Table of Contents before you even get the book in your hands!
Write down the title

Write down the complete call number
Use the breadcrumbs to go back to the Results list.
To modify your search click
Refine your search
The original search is retained
Let’s look for materials on teen smoking; notice that I truncated teen by adding an asterisk.
Truncation

- Identify root or base spelling of a word
- Place an asterisk * at the end of the root
- Search for all forms of the word
  - e.g. teen*

What does truncation do?
**Truncation**

- Identify root or base spelling of a word
- Place an asterisk * at the end of the root
- Search for all forms of the word
  - e.g. teen*
    - teen
    - teens
    - teenage
    - teenager
    - teenagers
Truncation

- Identify root or base spelling of a word
- Place an asterisk * at the end of the root
- Search for all forms of the word
  - e.g. teen*
  - teen
  - teens
  - teenage
  - teenager
  - teenagers

This is what truncation does!

Broadens the Search
Now let’s try the search
I now have 11 results about smoking and teens.
Let's take a look at the first one.
Write down the call number if you think the source will help you.
Use this green arrow to look at the next record.
Keep navigating through the list with the green arrows
OR use the Breadcrumbs to go back to the Search Results
Why use a print resource?

- Provides a broad overview of the topic
- Written for high school students
- Portable: Requires no electricity 😊