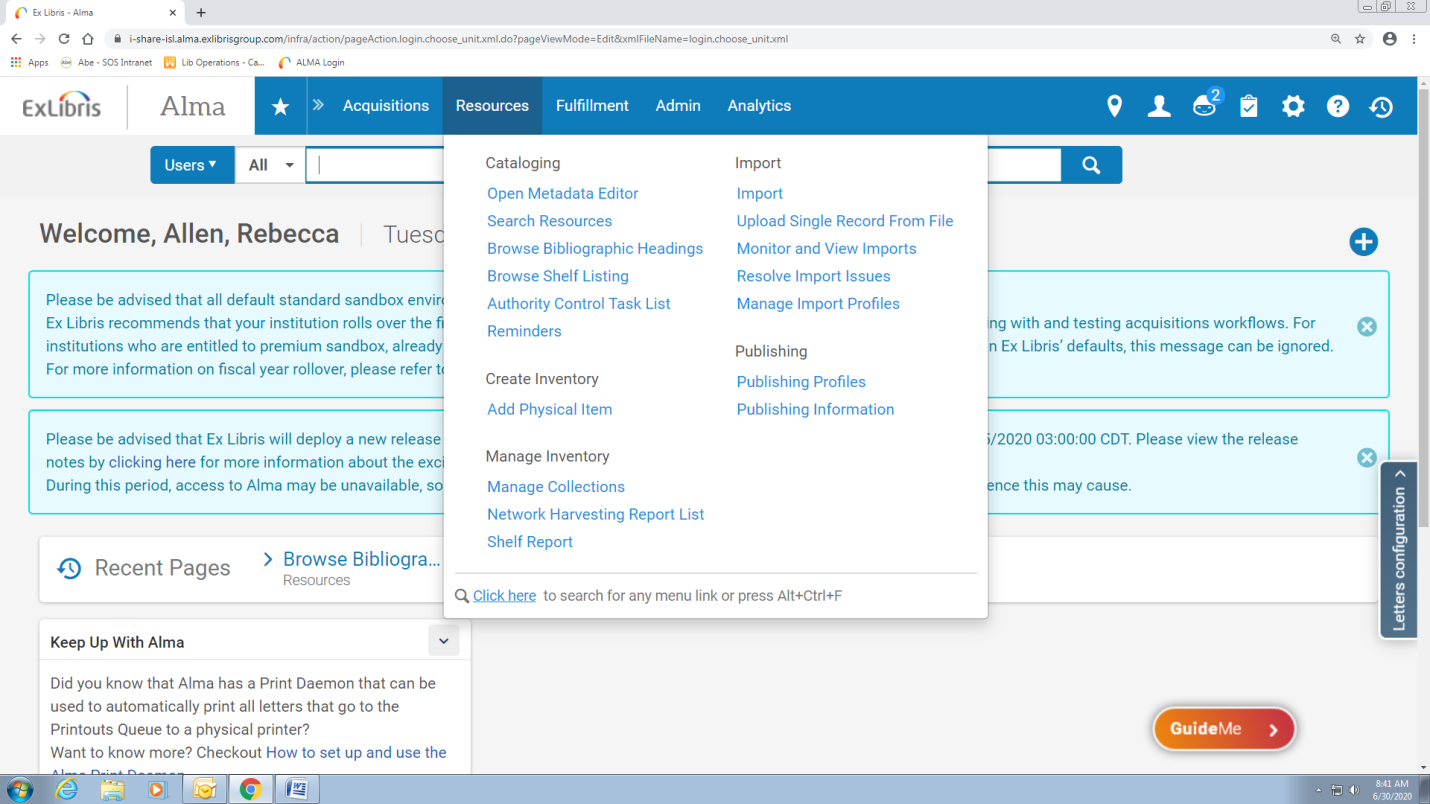
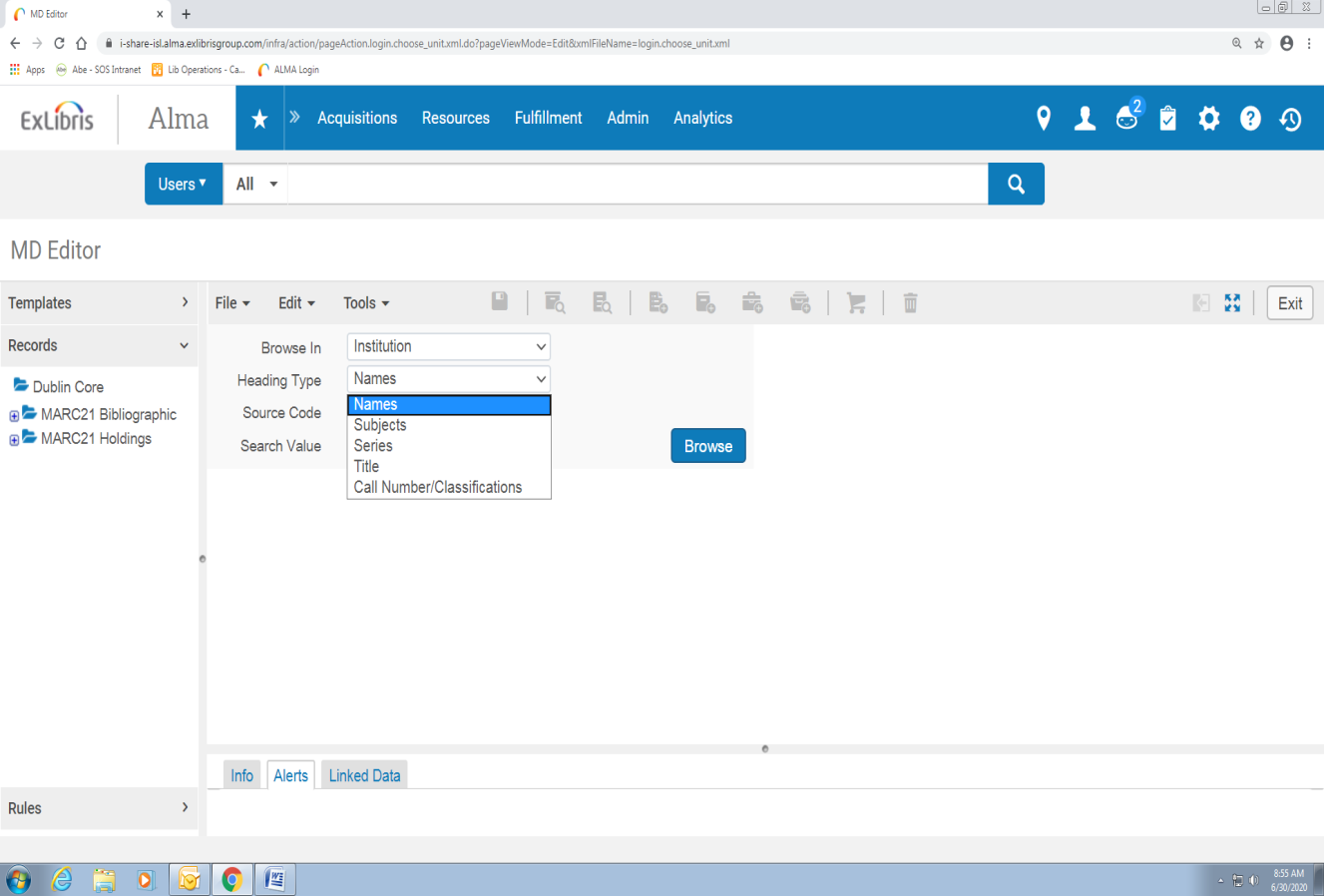
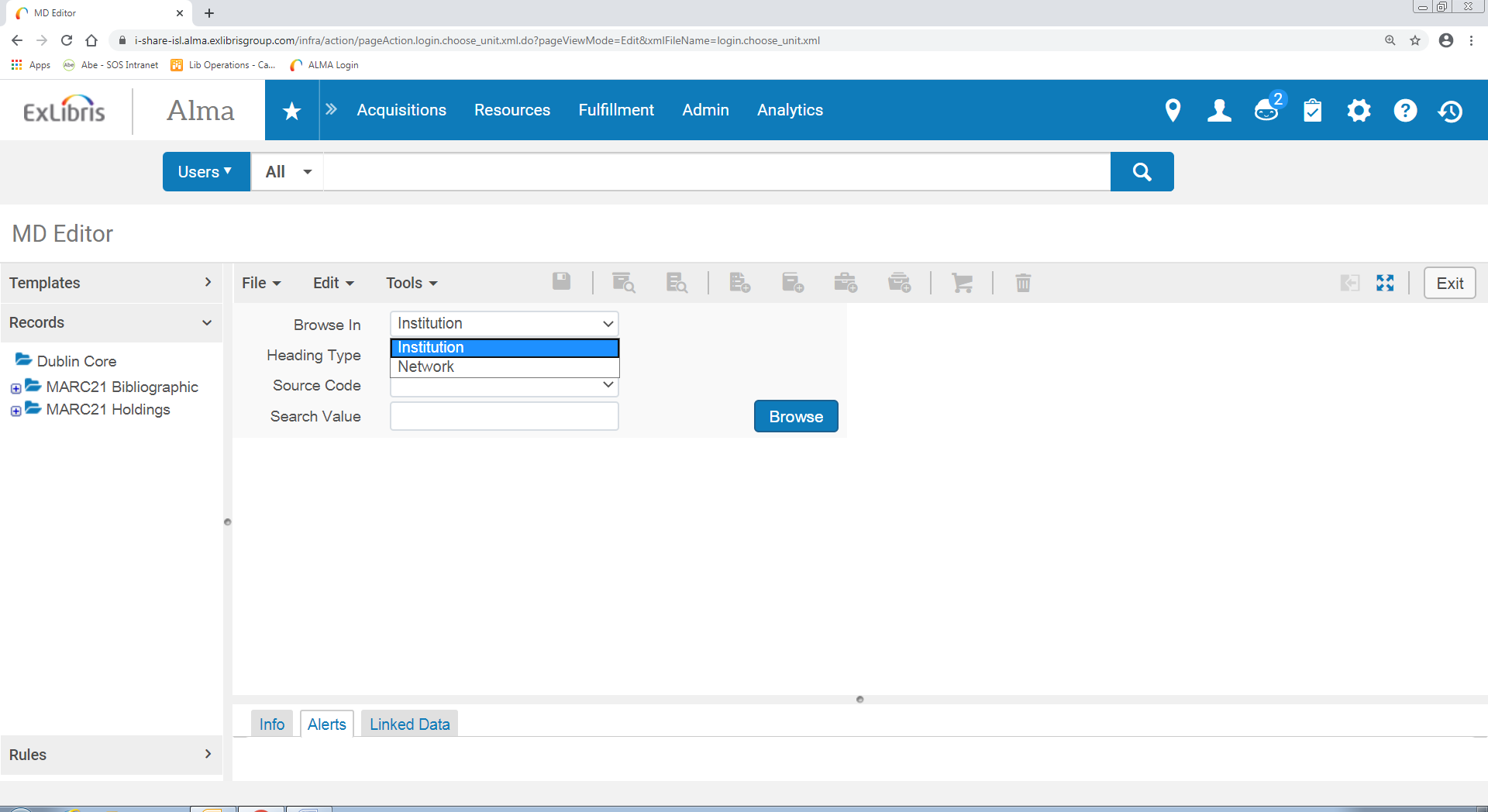
**Cataloging Procedures-Search Resources**

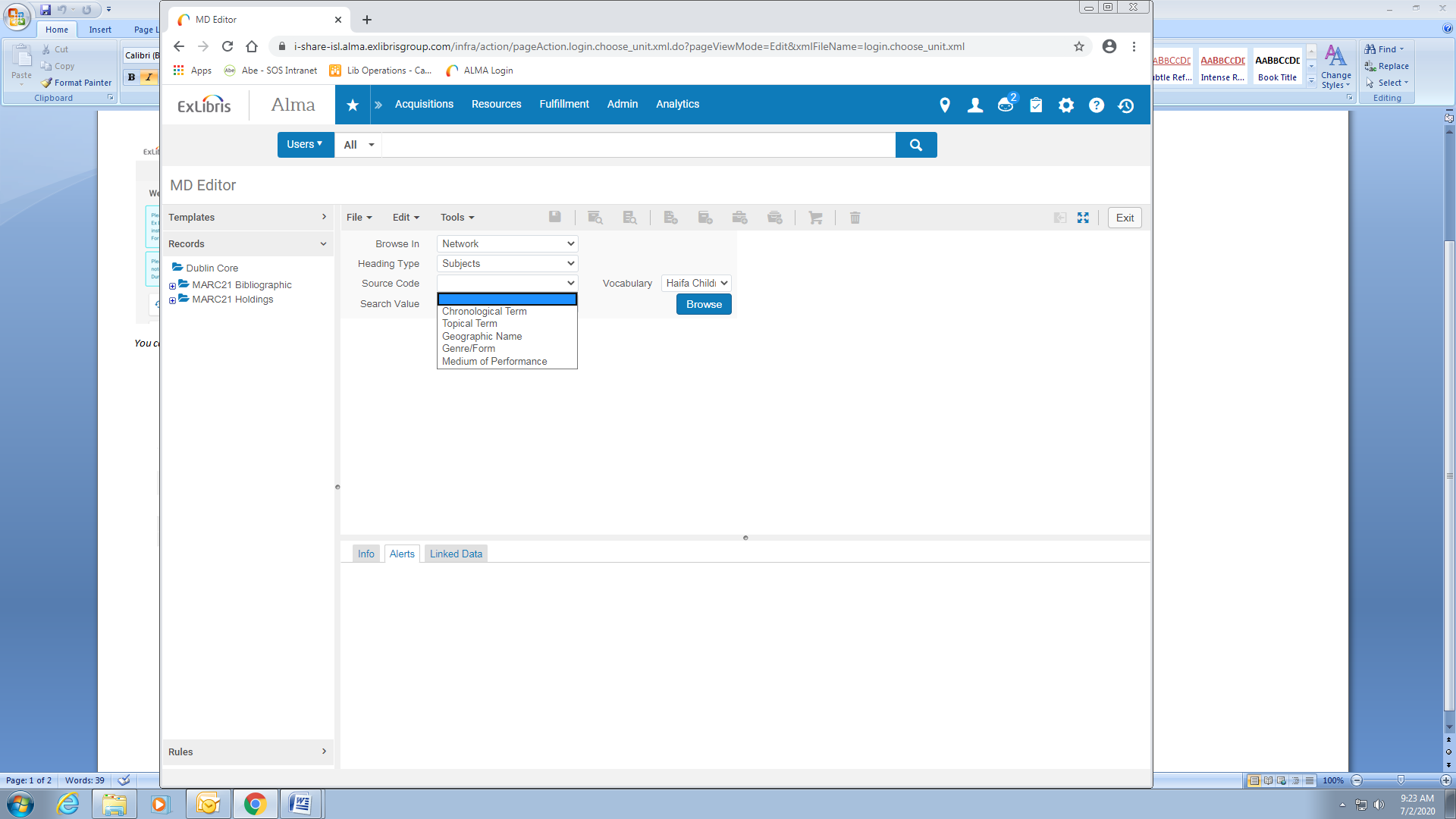
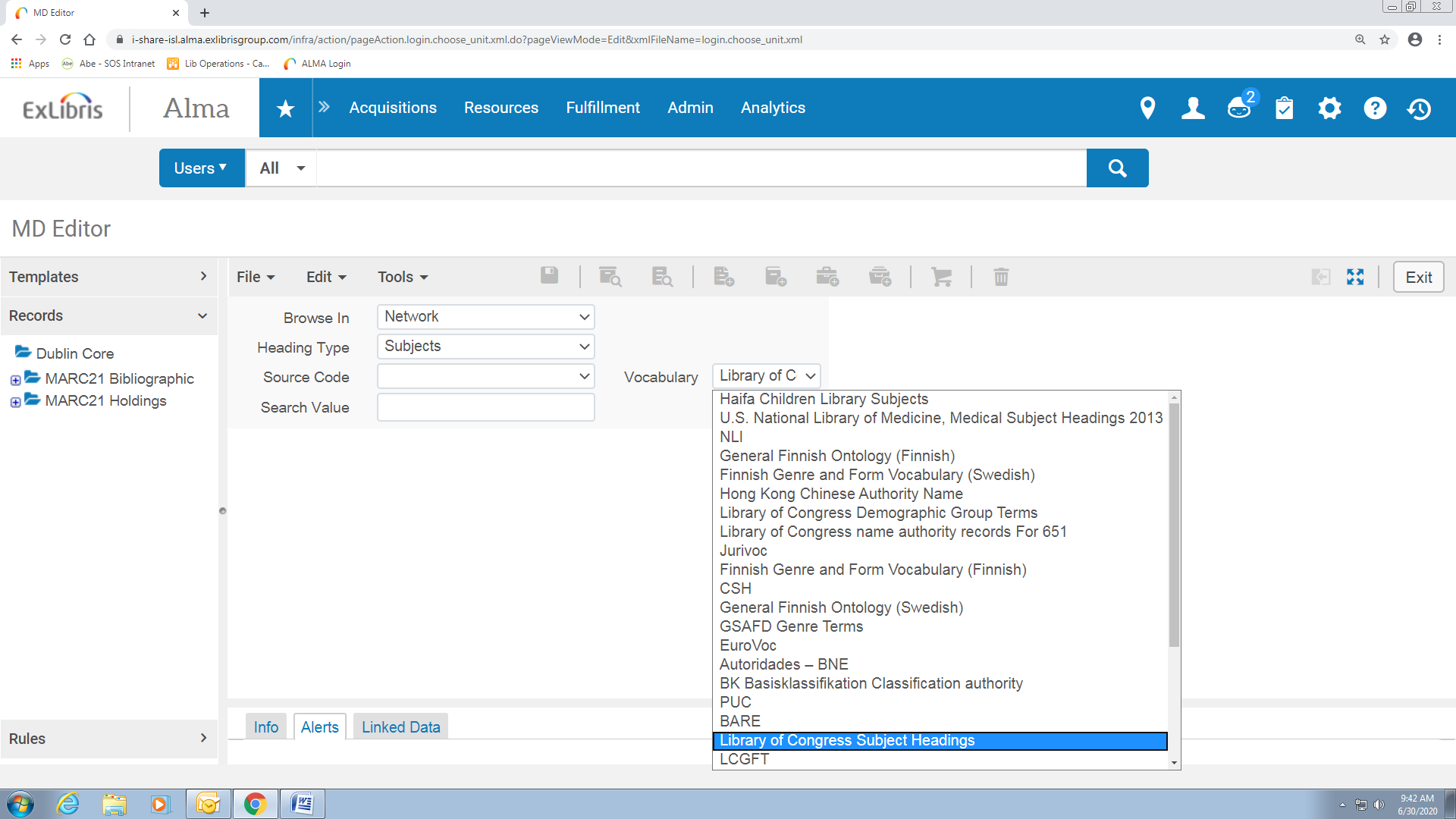
*Searching for Bibliographic Headings using the* ***Browse Bibliographic Headings*** *Function*

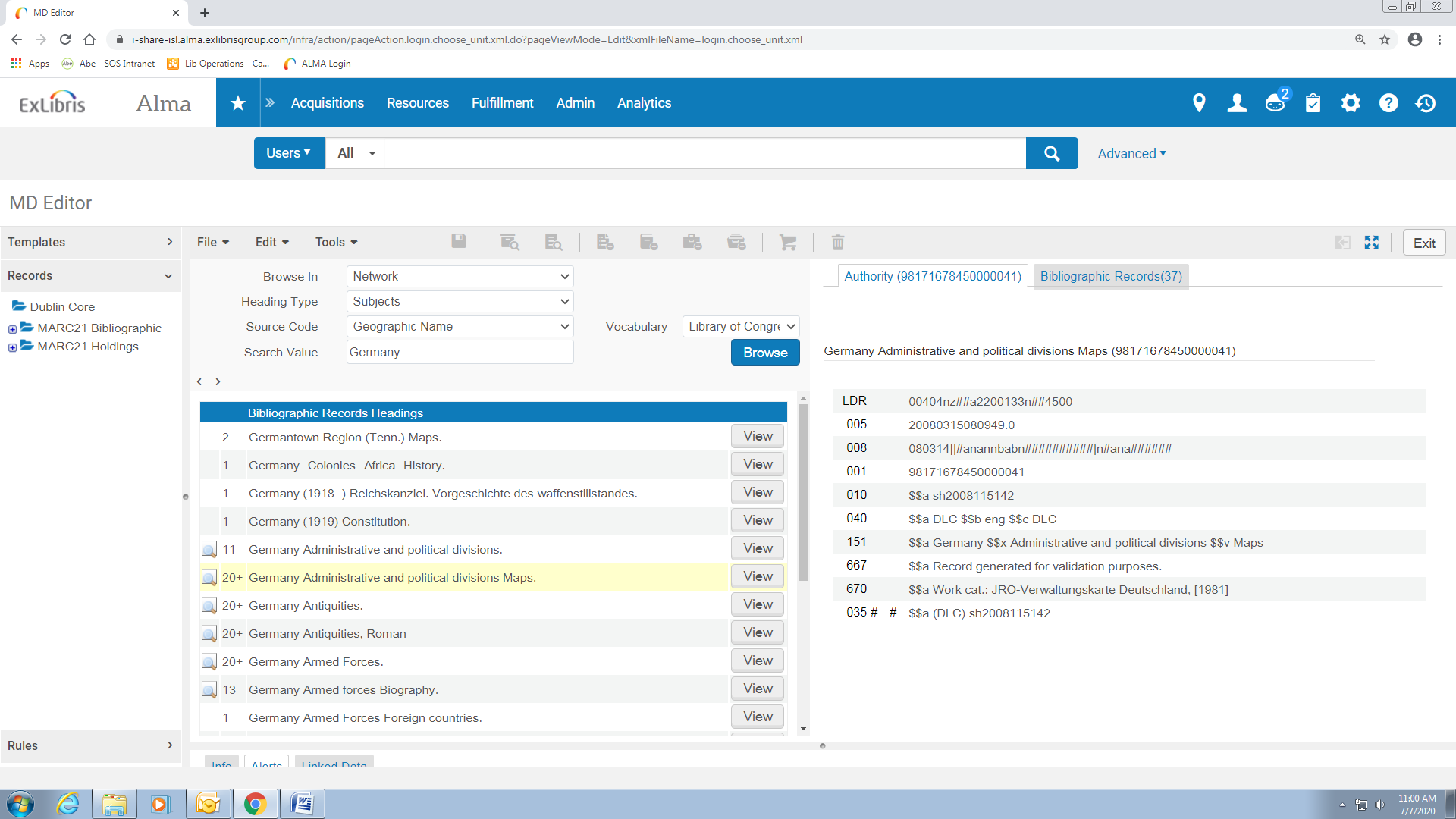
This function can be found under the **Resources** tab on your main page.

**

You can browse for headings in both the **Institution Zone** and **Network Zone**. Decide which **Heading Type** (names, subjects, series, series, titles, call number/classifications) you want to search in. Choose the **Source Code** (chronological term, topical term, geographic name, genre form, and medium of performance). Put the term you are searching in the “search value” field. Look for Library of Congress Subject headings under the **Vocabulary** field.

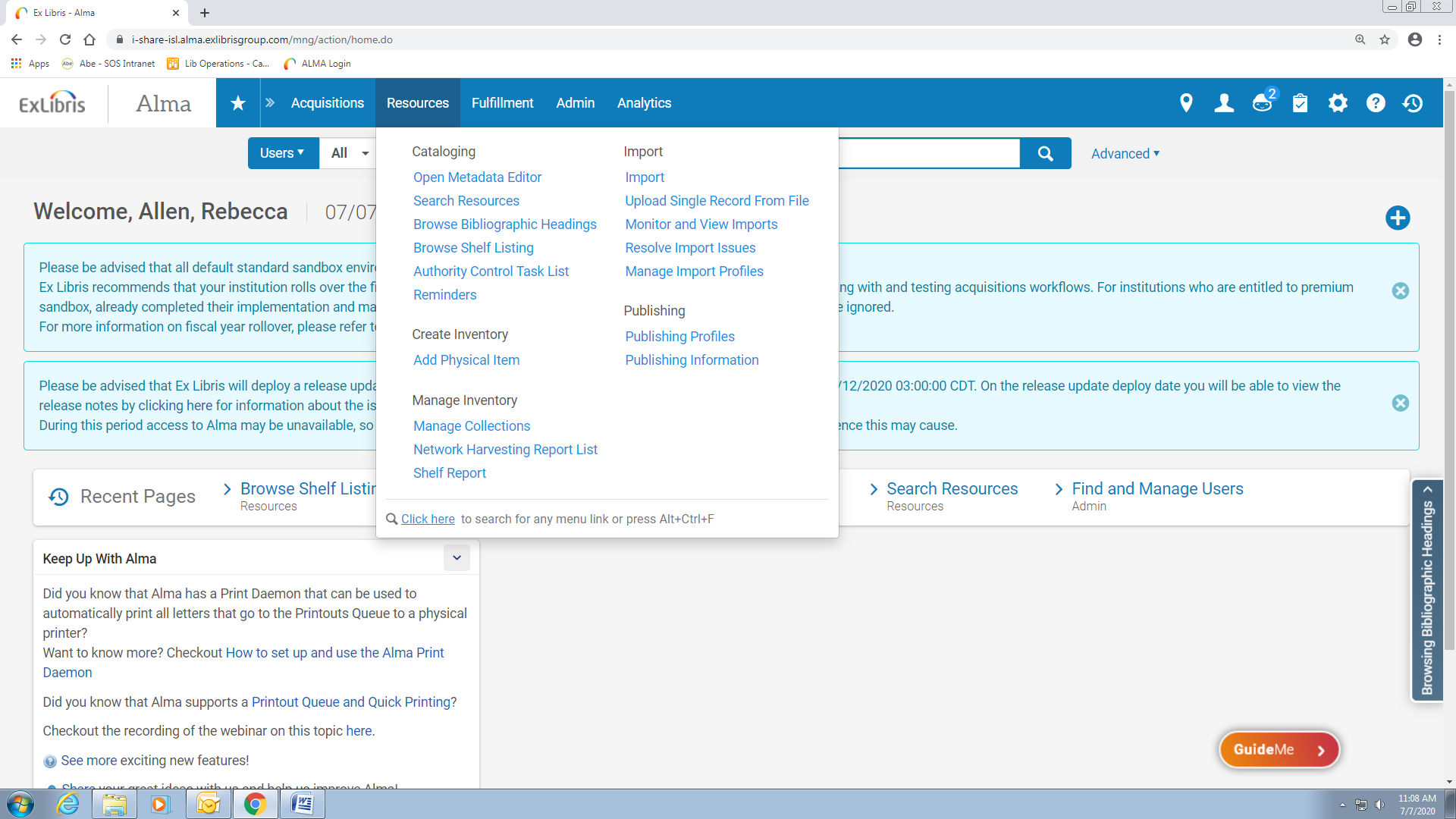
**

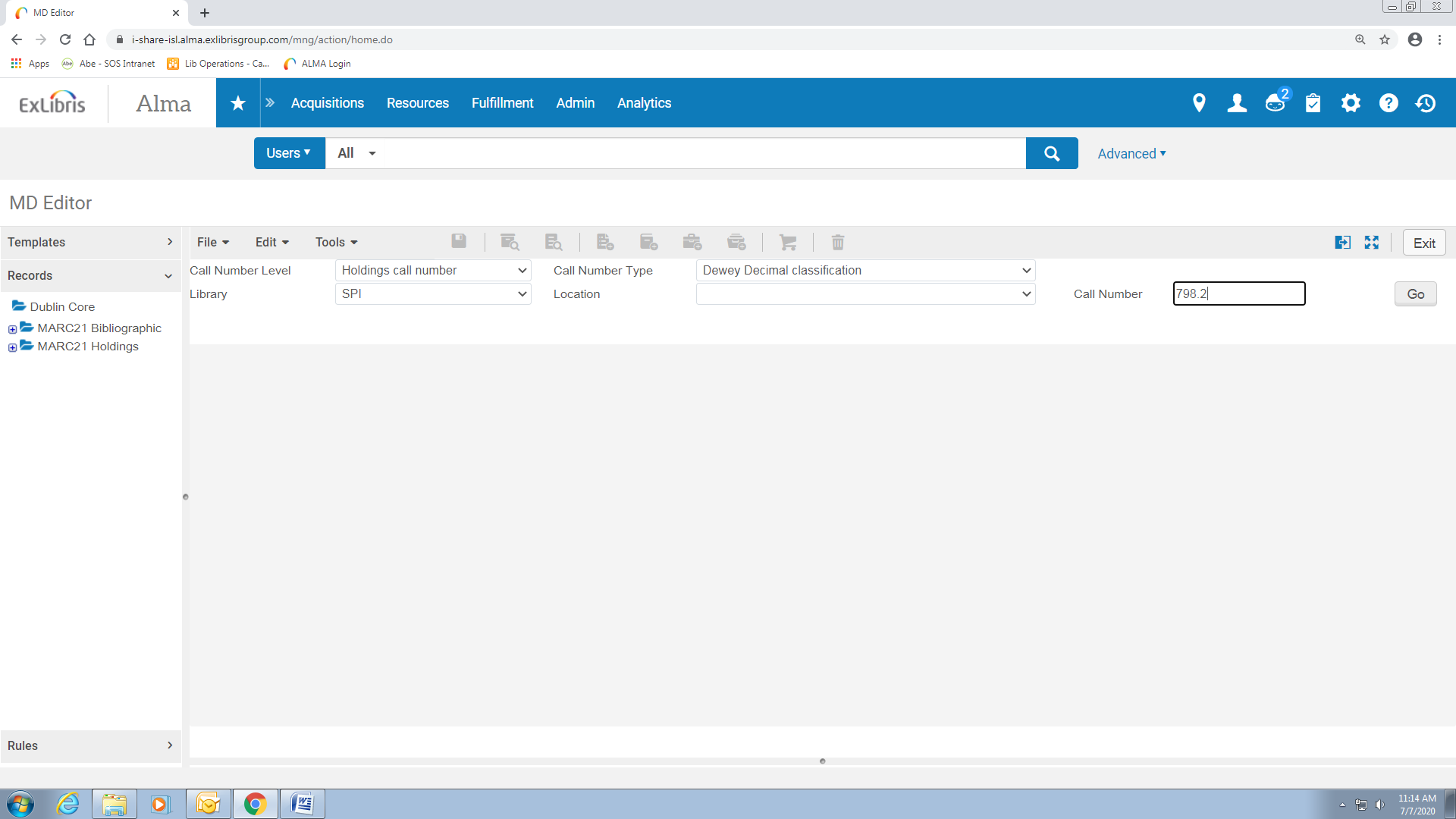
**After your search is complete, it will bring up display record heading options. Choose the heading you areinterested in and click view, and it will bring up both bibliographic records and authority record on the right side of the screen.



**Browsing Shelf Listings Function**

This tool can be found under the **Cataloging** heading under the **Resources** tab. It is very similar to the Browse Bibliographic Headings function.





This function allows you to search for a record at the call number level. You can search the holdings call number, item call number, or temporary call number. Click on **SPI** (our code) for the library. You can choose between several call number types, such as the Dewey decimal classification or Library of Congress classification. You can narrow down the locations to specific locations in the library, such the general stacks or the map room. Choose what you want to find, and it will display every record whose holdings include that call number. You will need to use the small arrows on the right side of the screen to navigate through the list of results.

