The catalog is a search engine that enables the searcher to locate materials owned by OC libraries in Bremerton, Poulsbo, and Shelton. The catalog indexes over 70,000 items including books, electronic books, reserve materials, videos, and sound recordings. This document provides an overview of the main search features.

To get to the catalog, go to http://olympic.library.ctc.edu/

This opens the catalog’s **Basic Search**

To perform a **Basic Search**:

1. Type in the search term(s) you want to find in the Search field. (Punctuation, case, and word order are ignored; use ? to truncate words; use quotes to search an exact phrase.)
2. Click the Search button to begin your search.
3. Select a different index from the drop-down list to narrow the scope of your search (e.g. title only)
4. Select from the Limit To: list to limit your search by category.
Search Results

A title list summarizes your search results and includes all the information you need for locating materials:

1. Call number,
2. availability, and
3. location.

Links to e-books may be found within an item's detailed record. To display the detailed record, click on its underlined title.

If you want to save or print information about specific items,

4. Mark the records you are interested in by clicking the checkbox on the left side of the screen.
5. Click an option button at the top or bottom of the list (print, export, email).
6. Follow the instructions on the page that follows.
Advanced Search

Advanced Search finds records using keywords located anywhere in a record, or only in specific fields.

To perform an Advanced Search:

1. Type in the search terms you want to find in the Search field. (Punctuation, case, and word order are ignored.)
2. Select any of these, all of these, or as a phrase from the dropdown list to identify how multiple words entered in the search are to be combined.
3. Select an index from the next drop-down list to narrow or widen the scope of your search.
4. You may continue adding to your search by selecting a Boolean operator (AND, OR, or NOT) and adding more terms.
5. Add more search terms
6. Click the Search button to begin your search.

Subject Search

Subject in this catalog refers to the Library of Congress subject heading assigned to the topic you are researching. Sometimes the subject heading is quite different from the keywords you may be using. Subject searches are useful when you want to make sure you retrieve all relevant books on your topic. There are two easy ways to select appropriate subject headings: 1) Choose headings assigned to a book that you already know is relevant, or 2) consult with a librarian.
Author Search

Author Search finds materials that match the name you enter to a personal or corporate author. For a corporate (business name, organization, government) name, use only the last name field. Enter as much of the name as you know.

Course Reserve

Course Reserve materials are required readings and videos posted by your instructor. Search for Course Reserve materials by any one of the following: instructor’s name, department, or course. Electronic materials are password protected. The password will always be your instructor’s name in lower-case letters.

New Books

Lists of new materials may be obtained by location, collection, or format, in 1-4 month increments.

Make a Request

To make a request for an item, display its detailed record, click the “Make a Request” link, and then follow the instructions. Use your student ID to make a request for an item if:

- the item is checked out by another student and you want it reserved for you when it’s returned,
- or, you want the item delivered to a campus closer to you for pick up.