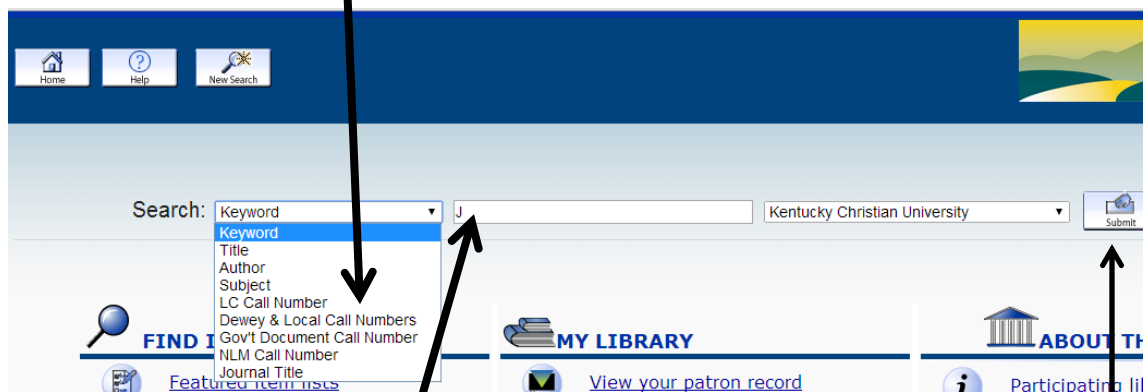


How To Search by Call Number in the Library Catalog

Sometimes when you are searching for a book on a particular subject, you find that you are getting results with the wrong emphasis. For example, a topic such as “divorce” will look different to a preaching major than it does to a psychology major or an education major. One way to narrow your topic is to search in the Dewey Decimal Call number range.

For this tutorial we will be searching for a Juvenile book on divorce.

1. Open the library web page at <http://www.kcu.edu/library>
2. Click on “Research” in the column on the left
3. Click on “Catalogs”
4. Click on “Online Catalog”
5. You will need to look at all three of the search boxes on the page.
 - a. In the first box click on the drop down menu and select “Dewey & Local Call Numbers”



- b. Since we are looking for a Juvenile book, we need to use the Juvenile call number. All Juvenile books at Young Library have a call number that begins with the letter “J”. Type the letter into the second box.
- c. The third box needs to read “Kentucky Christian University”. This will let you know which titles are available on our campus.
- d. Click on “Submit”

6. Young Library has over 100,000 books on its shelves and over 130,000 electronic books listed in the catalog. This means that searching in a call number range can take a few minutes. Do not keep clicking the “Submit” button. This will extend your waiting time. The number of results will be listed in the far right corner of the dark blue bar

Start Over Extended Display Limit/Sort Search Another Search (Search History)

DEWEY CALL NO J Kentucky Christian University System Sorted Sort Search

Result Page 1 2 3 4 5 6 7 8 9 10 11 ... 51 Next

Save Marked Records Save All On Page

Num	Save	DEWEY CALL NOS (1-50 of 2515)	Year	Entries Found
1	<input type="checkbox"/>	J 030 G9485f : Guinness world records, 2005.; Kentucky Christian University	c2004	1
2	<input type="checkbox"/>	J 031 M835s		4
3	<input type="checkbox"/>	J 031.02 B8566s : Scholastic book of lists / James Buckley, Jr. and Robert Stremme.; Kentucky Christian University	c2003	1
4	<input type="checkbox"/>	J 031.02 M177g : Guinness book of dazzling endeavors / by Norris McWhirter & Ross McWhirter ; illustrated by Bill Hinds.; Kentucky Christian University	c1980	1
5	<input type="checkbox"/>	J 081 B924w : Who said that? : famous Americans speak / by Robert Burleigh ; illustrated by David Catrow.; Kentucky Christian University, Lee - Squires, Lee University	1997	1
6	<input type="checkbox"/>	J 133.4 Sch165w : Witches! : the absolutely true tale of disaster in Salem / by Rosalyn Schanzer.; Kentucky Christian University, Tennessee Wesleyan College	c2011	1

7. Now we can filter your results so that you only have to look at the children’s books about divorce:

- a. Click on the button that says “Limit/Sort Search” at the top of the page. It is the button with the hand and the magnifying glass.

Home Help New Search

Start Over Extended Display Limit/Sort Search Another Search (Search History)

DEWEY CALL NO J Kentucky Christian University System Sorted Sort Search

Result Page 1 2 3 4 5 6 7 8 9 10 11 ... 51 Next

Save Marked Records Save All On Page

Num	Save	DEWEY CALL NOS (1-50 of 2515)
1	<input type="checkbox"/>	J 030 G9485f : Guinness world records, 2005.; Kentucky Christian University
2	<input type="checkbox"/>	J 031 M835s

- b. On the Limit/Sort Search screen, you will want to look at the search box with the drop down menu located under the phrase “Year of Publication”. Type in your search term. In the example we used “divorce”

Limit/Sort Search

You searched for the DEWEY CALL NO J - 2709 entries found.

Please select criteria to limit by:

Location:

Material type:

Language:

Year of publication: After and Before

Words in the SUBJECT

Words in the TITLE

Words in the AUTHOR

Words in the SUBJECT

Words in contents

- c. In the drop down menu, select “Words in the SUBJECT” for this example.
- d. Click on “Submit”
- e. Be patient as the computer creates the results list
- f. You should see a results list like the following. Look at the Call # on the table to be sure the titles are in the range that you are looking for.

Save All On Page

DEWEY CALL NOS (1-6 of 6)

1 **Dinosaurs divorce : a guide for changing families**
Brown, Laurene Krasny.
Boston : Little, Brown, c1986.
Rating:
 Request

LOCATION	CALL #	STATUS(1)
KY Christian Juvenile	J 306.89 B8138d	AVAILABLE

2 **Dear Mr. Henshaw**
Cleary, Beverly.
New York, NY : HarperTrophy, 2000, c1983.
Rating:
 Request

LOCATION	CALL #	STATUS(1)
KY Christian Juvenile	J F C5807d c.2	AVAILABLE

3 **Sport**
Fitzhugh, Louise.
New York : Dell, 1980, c1979.
Rating:
 Request

LOCATION	CALL #	STATUS(1)
KY Christian Juvenile	J F F555s	AVAILABLE