



## Library's Catalog - ScholastiCAT

### Accessing the Database

Go to the Library Homepage [css.edu/Library](http://css.edu/Library)

Select *ScholastiCAT* from the *Popular Links* column on the left or click on the *Books* tab at the top.

### Main Search Page

#### Main Search Page

Enter a search term and click on the magnifying glass to begin your search. Click on *Advanced Search* for more search options.

## Advanced Search Page

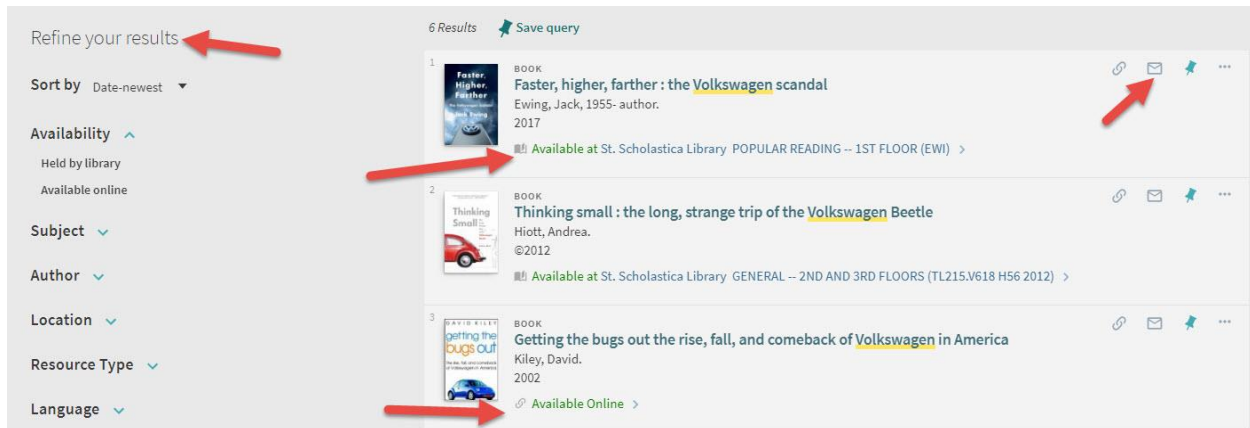
- The Advanced Search page allows for combining search terms. Click on *Add A New Line* to add another search box.
- You can also place limits such as material type, language, or date range on those searches. Search various fields in the record such as title, author/creator, subject, ISBN/ISSN, local subject, or the default – *Any field*.
- Click on the magnifying glass *Search* box when you are ready to search.

The screenshot shows the Advanced Search interface. At the top, there are radio buttons for 'ScholastiCAT - The College of St. Scholastica Catalog' (selected), 'College of St. Scholastica Course Reserves', and 'Other library catalogs'. Below this, there are two search lines. The first line has 'Any field' selected in a dropdown, followed by 'contains' and the text 'management'. The second line has 'AND' selected in a dropdown, followed by 'Any field', 'contains', and the text 'servant leadership'. To the right of these lines are filters for 'Material Type' (set to 'All items'), 'Language' (set to 'Any language'), 'Start Date' (Day, Month, Year), and 'End Date' (Day, Month, Year). Below the search lines are buttons for '+ ADD A NEW LINE' and 'CLEAR'. At the bottom, a summary bar shows the search criteria: 'Any field contains management AND Any field contains servant leadership', followed by a green 'SEARCH' button with a magnifying glass icon. Red arrows point to the 'management' text, the 'servant leadership' text, the 'Material Type' dropdown, and the 'SEARCH' button.

## Results Page

The results page is defaulted to show results by relevancy, so those closest to your search term will be listed first. The results show information on the items such as the title, year and location of materials in the catalog from your search. You can also get the permalink to this item, email, pin, or click on the dots for more options such as print the information. Click on the title of the item to see its full record.

You can refine your results in the left-hand column such as by subject, author, location, or resource type.



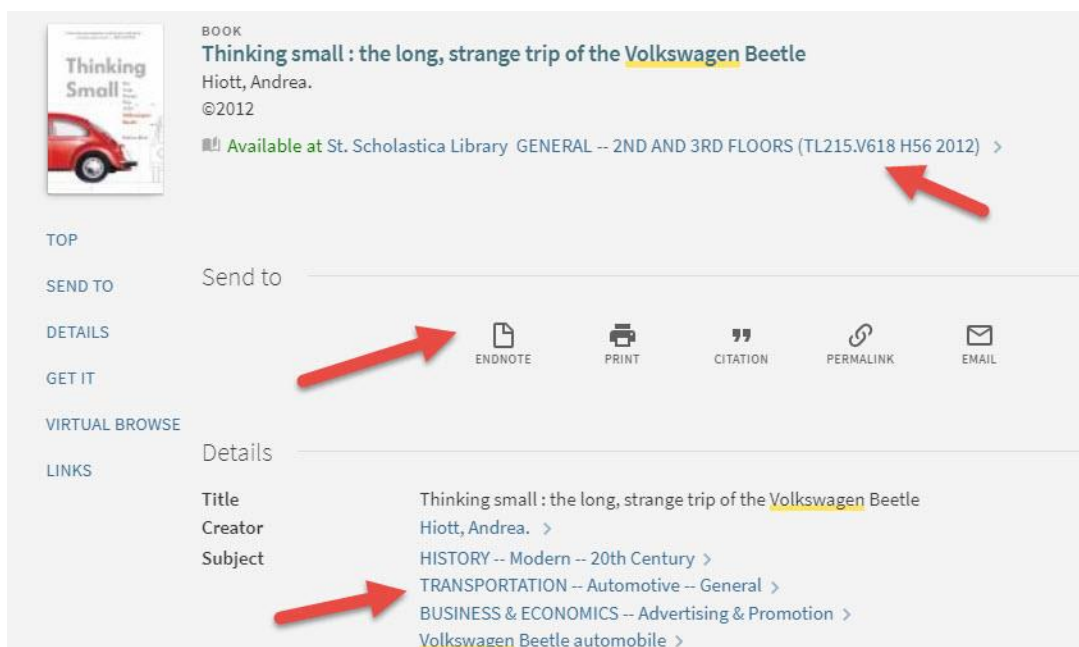
## Full Record

The full record for the item includes information on its main author, language, publication, edition, subjects, notes, format and holdings information including its location, call number, and availability.

Click on any subjects to go to other materials that have also been assigned those subjects. Also look in the right-hand column for links to similar items found in the catalog.

The *Send to* row has options where you can get the citation, email, print, or export the record to EndNote Web.

If the item is available online, you have the option to click on the *EBSCOhost eBook Collection* link located at the bottom of the record to view it.



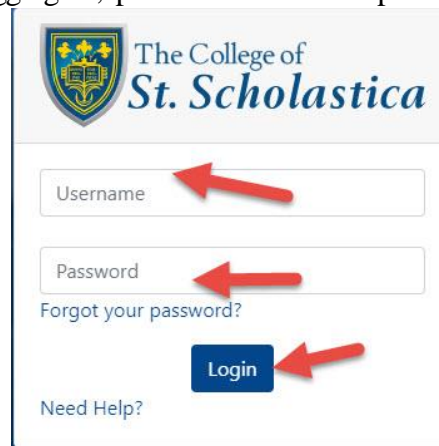
## eBooks

If the item is an eBook, you have the option to click on the *EBSCOhost eBook Collection* link to view the full text of it.



Once you click on the link, you will be asked to log in. Enter your Novell username and password (what you use to log in to Blackboard, COR, your CSS email, or any computer in a lab on campus).

\*\*Note: If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).



You will then see the item in the EBSCO database. Click on the links to the left to either view the eBook's PDF full text within the database or to *Download* so you can view it offline.




Click on the pull-down menu to view the chapter titles to move easier through the book. You can also select a section you would like to email to yourself or print.

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### Getting the Bugs Out : The Rise, Fall, and Comeback of Volkswagen in America



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**Date:** 2002  
[Detailed Record](#)  
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**Cover**

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- 2 Sins of the Fathers
- 3 The Rise
- 4 The Magic

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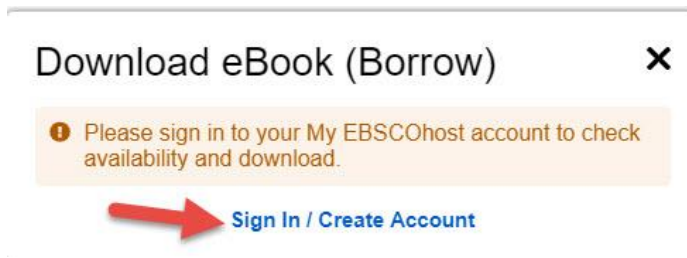
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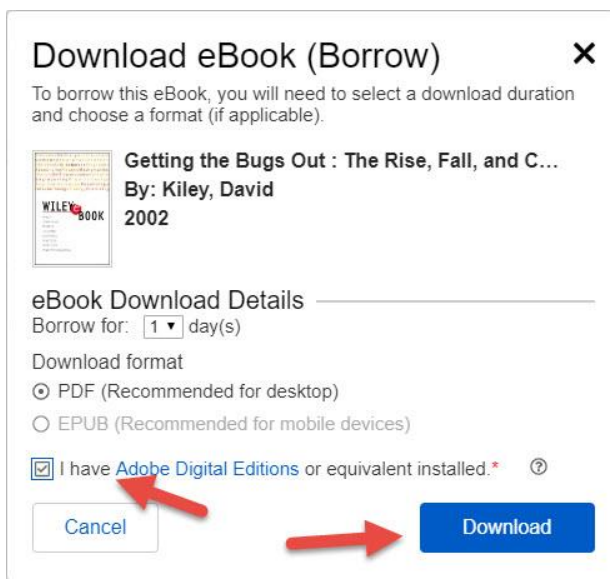
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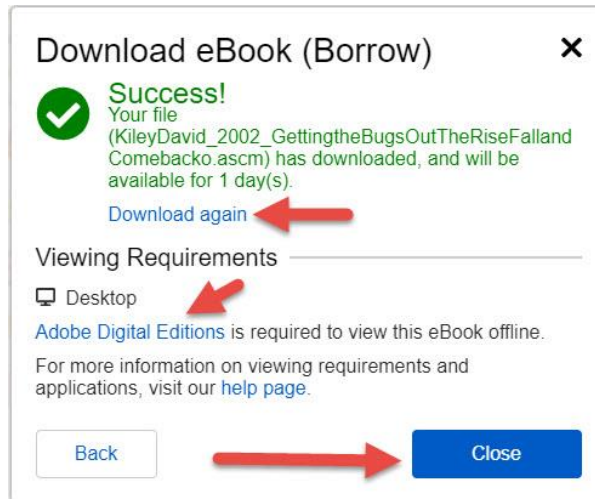
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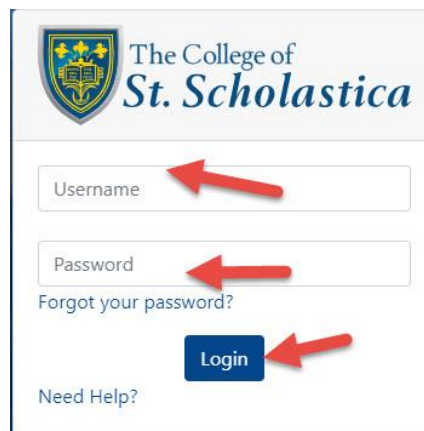


## Your Virtual Library Card

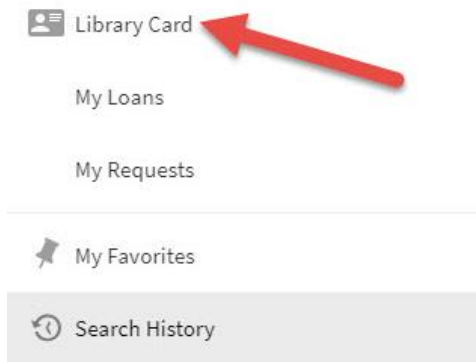
Click on *Sign In* located at the top of the screen.



Enter your Novell username and password (what you use to log in to Blackboard, COR, your CSS email, or any computer in a lab on campus).

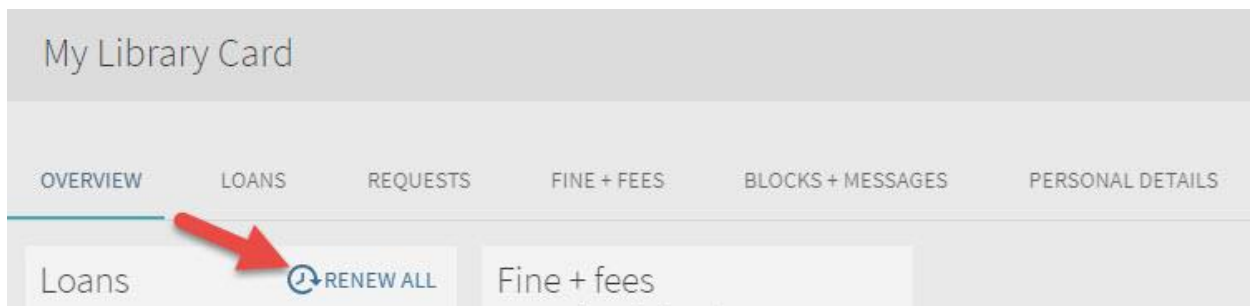


**\*\*Note:** If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911). Your name will now appear in the upper right-hand corner of the screen. Click on your name to open up the pull-down menu and select *Library Card*.



## Renewing

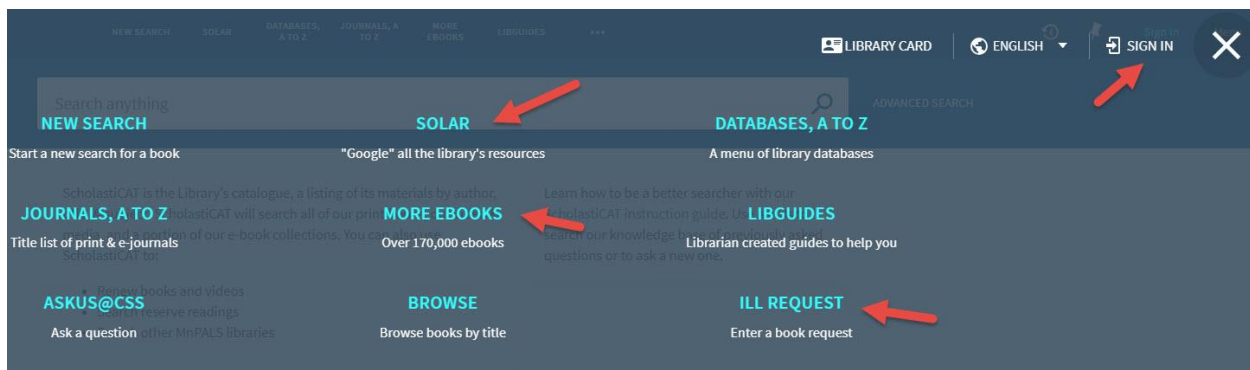
Above the list of items you have checked out, you can click on either *Renew All* or else select which items you wish to renew by checking on the box in front of the cover and then click on *Renew Selected Items*.



In the right hand side there are more actions including viewing the favorites or fines you have gathered, placing a hold or recall an item, etc. This is also where you can view you interlibrary loan (ILL) requests or create a new ILL request for either a book or article.

## Interlibrary Loan for Books and Articles

To submit an interlibrary loan request, click on the three dots at the top of the main screen to get more options. Then click on *ILL Request*.





Fill out the fields with the citation information for the book or article. When you have completed the form, click on the *Send Request* button.

Citation type  Book  Article

\* Title \_\_\_\_\_

Author \_\_\_\_\_

Specific edition

Edition \_\_\_\_\_

ISBN \_\_\_\_\_

OCLC Number \_\_\_\_\_

Publisher \_\_\_\_\_

Publication year \_\_\_\_\_

Volume \_\_\_\_\_

Chapter \_\_\_\_\_

Pages \_\_\_\_\_

Format  Physical  Digital  Photocopy

Address ▼

Preferred Local Pickup Lo...  
St. Scholastica Library ▼

Comment \_\_\_\_\_

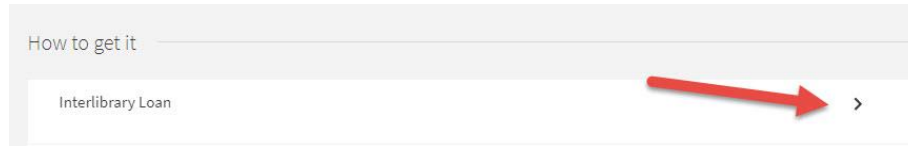
Another way to locate items in other libraries throughout Minnesota and request them through interlibrary loan, is to click on the circle in front of *Other library catalogs* on the advanced search page.

Search for:

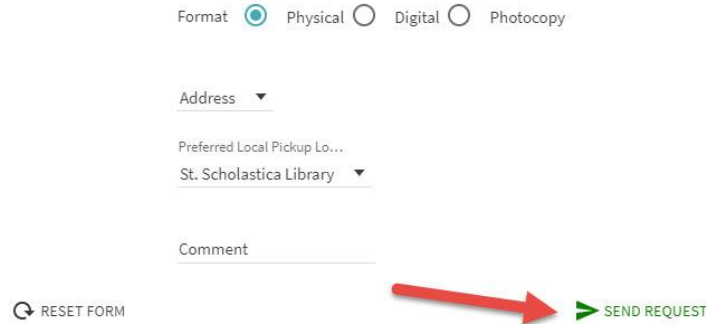
ScholastiCAT - The College of St. Scholastica Catalog

Other library catalogs

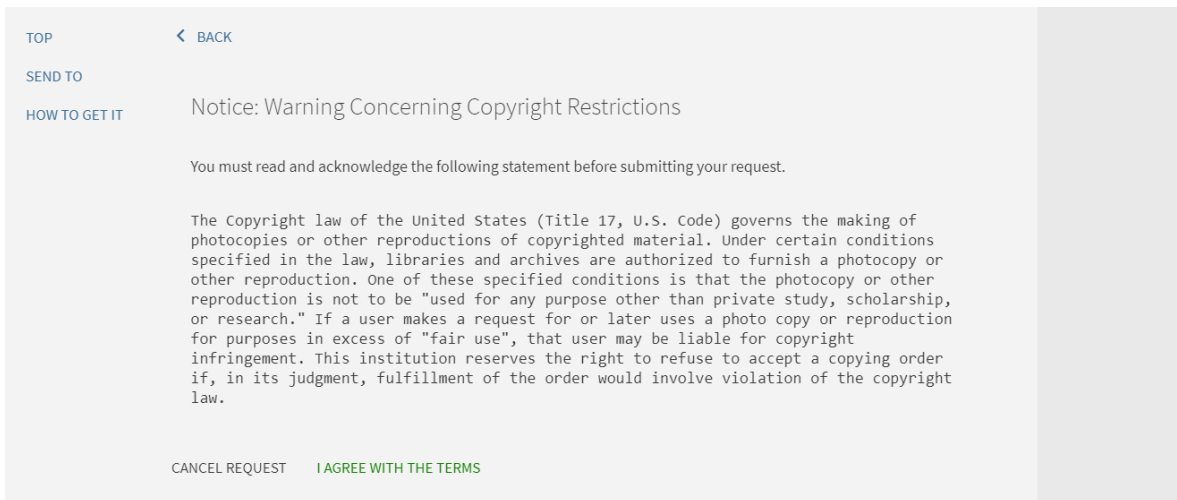
Once you find the item you want to interlibrary loan, click on the arrow to the right of *Interlibrary Loan* at the bottom of the record.



The form will already be filled out for you, so you just need to click on Send Request.



In addition for articles, you also need to click on the *I agree with the terms* phrase saying that you have read the copyright statement and agree to abide by its restrictions.



You have not sent in your interlibrary loan request until you get this screen:

