

Using the WRA Catalog to Find Books, eBooks, Audio Books, Videos/DVD's, and Music CD's

To access the WRA Catalog:

- On campus: Go to: <http://www.wrainfo.net>
Click on: **Library**
Click on: **Catalog & Research Sources**
Click on: **Catalogs**
Click on: **WRA Catalog**
- Remote: Go to: <http://www.wra.net>
Click on: **Academics and Arts**
Click on: **Ong Library**
Click on: **Catalog & Research Sources**
Click on: **Catalogs**
Click on: **WRA Catalog**

This brings you to the “Quick Search” screen for the library catalog.

****For all of your searches – keep the default “keyword” selected at the top of the search screen.****

If you know the title or author of an item, do one of the following searches:

- Title Search:** To search for an item by its title, type in the title and click on “title” below. A list of the items having that title will be retrieved.
- Author Search:** To search for an item by its author, composer, or performing musical group, type in the name (last name, first name) and click on “author”, below. A list of items by that individual or group will be retrieved.

If you want to find materials on a certain topic, do one of the following searches:

- Keyword Search:** Type in your keyword(s) using the “all fields” option below (this is the default option). A list of all items having that keyword somewhere in their record will be retrieved.
 - If you type in a keyword for your topic and you receive no hits (books, etc.), try thinking of other keywords (e.g. related terms, synonyms, broader or narrower terms, and alternate spellings).
 - For instance, if your topic was **ethical implications of cloning** possible keywords could be...
Bioethics...Cloning...Genes...Genetics...Genetic Engineering...Biotechnology...Ethics
 - You can use a search method called Boolean Logic that allows you to narrow, broaden or exclude search terms.

Boolean Operators

AND – requires that all materials retrieved include **both** keywords. This **NARROWS** your search. **Example: cloning AND ethics**

OR – requires that materials retrieved contain either one or both keywords. This **BROADENS** your search. **Example: cloning OR genetics**

NOT – eliminates a keyword from being included in the materials retrieved. This **EXCLUDES** terms from your search. **Example: cloning AND ethics NOT plants**


- You can also use a search method called truncation to search for any fragment of words by using an dollar sign (\$). Example: clon\$ will retrieve entries with words including clone, clones, and cloning.
 - Once you find possible sources using a keyword search, remember to check the “Full Description” of the record for its **SUBJECT TERM(S)**. Click on any subject that may be useful to get a list of resources with the same subject term/heading.
- Subject Search:** Type in a formal subject term/heading and click on “subject” below. A list of all items with that subject term/heading will be retrieved.

Over ►

Selecting and locating your book, music CD, audio book, or video/DVD:

- From the “Search Results List” you can click on an individual record to find out more information about the item. Click on the underlined title of the item. The “Brief Description” will display and will give you the call number (the information that tells where the item is located), the item group information, and whether the item is available or checked out.
- If you want to find out more information about the item (citation information, subject terms, etc.), click on the “Full Description” tab. This will give you the complete record of the item.
- Click on the “A Look Inside” tab for reviews of the item (if available).
- Locate your book on the shelf using the book’s call (Dewey) number. [Call numbers are posted at the ends of shelving]
- Once you have located your book, **remember to check the book’s INDEX AND TABLE OF CONTENTS for your topic!**
- **Remember to look at books on the shelves with the same Dewey (call) number! They may contain useful information as well.**

Accessing eBooks:

If the item is an eBook: Click on the underlined title of the item from the search results page. On the “Brief Description” tab, there should be a link icon , click on that icon and you will be taken to the eBook. **Or...** From the “Full Description” tab, look for the **Electronic Resource** at the end of the record and click on the underlined link. Once you are in the eBook, determine if you’re in the Gale Virtual Reference Library or ebrary database and follow the appropriate instructions below:

- **Gale Virtual Reference eBooks:** To find information on your specific topic within the book, click on the “eBook Index” link to find a listing of the items contained in the eBook. You may also want to look at the “eTable of Contents” as well. Click on the page number link and you will be taken to the appropriate page. To find other books within the Gale Virtual Reference database that contain information on a more specific topic, click on the “Basic Search” link at the top of the page.
- **ebrary eBooks:** To find information on your specific topic within the book, click on the “Index” link to find a listing of the items contained in the eBook. You may also want to look at the “Contents” link as well. To go to a specific page in the book – enter in the page number in the upper right-hand side of the screen and hit enter. (You may also have to click on the right arrow button to find the actual page number within the book). To find other books within the ebrary database that contain information on a more specific topic, type in your search terms in the Simple Search box at the top of the page and click on the “Search ebrary” button.
- **For further instructions on either of these databases, see the appropriate link on the Ong Library Research Databases web page.**

Requesting Library Materials

Hudson Library/CLEVNET

For students with a Hudson Library card, access to materials in CLEVNET (a Northeast Ohio library consortium) is available through the Hudson Library or Cleveland Public Library catalogs. Click on the Catalogs & Research Sources/Catalogs link on the Ong Library homepage for links to their catalogs. All WRA students are eligible for a Hudson Library card - ask an Ong librarian for an application or for any help using Hudson Library’s online catalog.

Request New Materials @ WRA

On the Ong Library’s homepage, click on the **REQUEST NEW MATERIALS** link in the “Quick Links” box. Fill in the requested information. **Keep in mind that books can take 4-6 weeks to arrive.**

**Having trouble? Please ask a member of the library staff for assistance
or e-mail Library GG.**