Searching SamCat

(Reference Guide #30)

Searching SamCat the Library’s on-line catalog is easy! Search SamCat via the Library’s new Select a Search; or you can choose to click on Search the Catalog under the heading RESEARCH on the left sidebar.

When you choose Search the Catalog, the Advanced Search is the first screen, and it is used for Keyword searching.

1. From the drop-down menu, select the field to be searched – the default is words or phrase (Keyword). Other options for searching include author, title, subject, series, and periodical title.

2. Type your search term in the text box. You may add multiple terms linked with “And, Or & Not”, but be sure you select the field you wish to search from the drop-down menu before entering terms in additional text boxes.

3. Click on the Search button.

4. Search results will be displayed with most recent publication first. Clicking on “Full Details” next to an item will take you to the full record of the item.
Hints

1. Always use **Go Back** on the catalog toolbar at the top of the page and NOT Back on the browser’s toolbar.

2. The Reset button clears all text boxes and drop-down menu selections.

**Browsing SamCat**

The **Browse** search works best for locating an exact **author**, **title**, **subject** or **periodical title**. Browsing results will be a list of names, titles, or subjects.

1. Select **Browse** from the menu to the right of the search text boxes on the Advanced Search screen.

2. On the Browse page, enter your term in the text box labeled “Browse on”.

3. Enter the term, phrase or name in the dialog box. The browse will start once you have clicked on your choice from **author**, **title**, **subject**, **series** or **periodical title**.

4. Results will be in alphabetical order. The term you are searching for will be the second item listed on the results page.

5. Clicking on **Full Details** next to an item on the results page will take you to the full record of the item.

If you have any difficulty in using SamCat, or if you have questions, please call or stop by the Reference Desk in the Library. The Reference Desk is located on the 2nd floor, the local phone number is (936) 294-1599, toll-free number is 1-866-NGL-INFO, or use the Ask-A-Librarian chat service or email service on the top right corner of the Library’s homepage.