**DUMC Library Online SEARCH Instructions**

To search the DUMC Library Catalog:
1. In the “Search for” field, type the words to be searched in either lower or upper case; articles “a, and, the” should be omitted.
2. Then, click the appropriate search intent button below the Search for field:

![Dunwoody United Methodist Church: Catalog Search](image)

For example:
1) Type: **END OF THE SPEAR** (not case dependent)
2) Click the [Title] button.

**RESULT LIST**

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Series</th>
<th>Call Number</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of the spear</td>
<td>Saint, Steve</td>
<td></td>
<td>B Sai</td>
<td>DV</td>
</tr>
<tr>
<td>End of the spear</td>
<td>Saint, Steve</td>
<td></td>
<td>B Sai</td>
<td>DV Out</td>
</tr>
</tbody>
</table>

3) The **Result List** (above) shows:

*End of the spear*

**End of the spear: Media Type DV (DVD VIDEO)**

"Out" indicates that the item is checked out.

4) Click a highlighted (blue) **Title** to see the **Item's DETAIL page** (below).

**DETAIL PAGE**

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Title</th>
<th>Author</th>
<th>Series</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Sai</td>
<td>End of the spear</td>
<td>Saint, Steve</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subjects: SAINT, STEVE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to List
DUMC Library Online SEARCH Instructions

5) On the DETAIL page, DO NOT CLICK "Reserve this Item".
   This is an optional feature NOT INSTALLED in our software.
6) To search for another item, click on “Return to List”.

SEARCH Notes

1) Case ("upper" or "lower") is not critical; either works.
2) All search words are treated as partial words and must match at the beginning of the word.
   Title example: THE
      will find: THE, THEN, THEORY, THERE
      will not find: ATHENA, BATHE
3) The order of search words finds all occurrences of that sequence.
   Title example: THE BOOK OF click [Title] button
      will find:
      The book of lists
      Complete book of the flower fairies
      The children's book of heroes
4) Unless every search word exactly matches the entry in Search for, a Catalog Item will not be shown in the Result List.
   Author example: Sam Clemens click [Author] button
      will return: Clemens, Samuel Langhorn
   Author example: Sam Clemens click [Author] button
      will return nothing.
5) Do not enter punctuation unless it is a part of the word.
   Title example: Pilgrim's progress must include the apostrophe.
6) An ISBN entered without hyphens will match only ISBNs with no hyphens.
   An ISBN entered with hyphens will match only ISBNs that have hyphens in the same position.
   ISBNs in our Library Catalog DO NOT CONTAIN HYPHENS.

Using Your Results

1) Once items of interest have been located by your search action (the Result List), write down their Call Numbers (circled in the Call Number column).
   CLOSE THE SEARCH WINDOW.
   a. Some searches may produce a long Result List. For example: C S LEWIS will return over a dozen books. You may wish to print such lists and carry them to the Library for reference.
2) Items are shelved in numerical sequence—from front of the Library to rear of the Library—of the Call Number you recorded for each item of your search. A Placard near the top of each end of each row of book shelves contains the range of Call Numbers located in those shelves.
DUMC Library Online SEARCH Instructions

3) Locate each of your book’s Call Numbers in the appropriate shelf row and remove it for check out.

4) If a Library Volunteer is not on duty, initiate the self-service checkout procedure at the Main desk.