

SKILLBUILDER

Using an Electronic Card Catalog

►► Defining the Skill

To find books, magazines, or other sources of information in a library, you may use an electronic card catalog. This catalog is a computerized search program on the Internet that lists every book, periodical, or other resource found in the library. You can search for resources in the catalog in four ways: by title, by author, by subject, and by keyword. Once you have typed in your search information, the catalog will give you a list of every resource that matches it. This is called bibliographic information. You can use an electronic card catalog to build a bibliography, or a list of books, on the topic you are researching.

►► Applying the Skill

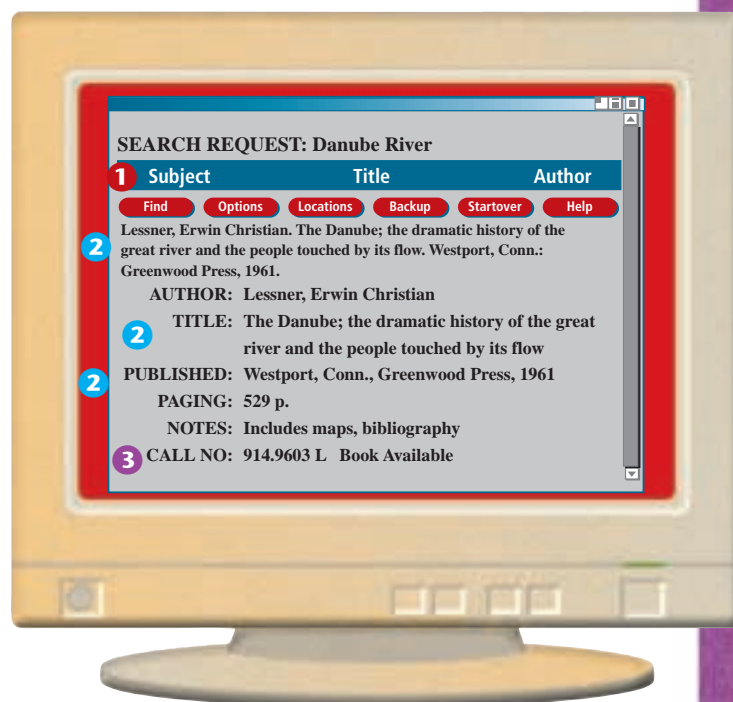
The screen below shows the results of an electronic search for information about the Danube River. To use the information on the screen, follow the strategies listed below.

How to Use an Electronic Card Catalog

Strategy 1 To begin your search, choose Subject, Title, Author, or Keyword. The student doing this search chose "Subject" and then typed in "Danube River."

Strategy 2 Based on your search, the catalog will give you a list of records that match that subject. You must then select one of the records to view the details about the resource. The catalog will then give you a screen like the one to the right. This detailed record lists the author, title, and information about where and when the resource was published, and by whom.

Strategy 3 Locate the call number for the book. The call number indicates the section in the library where you will find the book. You can also find out if the book is available in the library you are using. If not, it may be available in another library in the network.



►► Practicing the Skill

Review the text in Chapter 6, Section 1 to find a topic that interests you, such as Yuri Gagarin. Use the Subject search on an electronic card catalog to find information about your topic. Make a bibliography about the subject. Organize your bibliography alphabetically by author. For each book you list, also include the title, city, publisher, and date of publication.