

### Saving a List

When doing research, you can send books to a list which you can save or print.

As you decide on a book to use, click **add to this list**.

When you have finished researching and adding to the list, click **Resource Lists** in the left column at the top of the page.

View your list.

### Print Your List

At the bottom of the page you can create a **Citation** list - in perfect MLA form.

Or, you can click down arrow by **Citation** and choose **Bibliography**.

Deselect **Show Notes** and click **Go**.

Note that your list is in call # order so you can walk to the shelves & easily find the books.

Use **File / Print** to print your list or **File / Save As** to save it to your folder.

Questions?? Ask a librarian for help!!



## William Annin Middle School Media Center

### Destiny Library Catalog

### Mini-Lesson Pathfinder

3/2010

### Getting to the Catalog

Log on to the WAMS homepage.

In the left column, click on **Media Center**.

Click on **Library Catalogs\***

Click on **Search the Catalog**.

Click on **William Annin Middle School**.

Click on the **Catalog** tab (top of page).

### Basic Search

Type your search term(s) in the **Find** window.

Click on the **Keyword** icon.

You will get the most results here.

You can limit your search by looking for books by their **Title, Author** or **Subject**.

You can also **Sort** your results a number of ways:

For the newest books first, sort by **Date**.

For the order they are shelved, use **Call #**.

You can also sort by **Title, Author**, etc.

\*Note: You have access to the catalogs of all the libraries in Somerset and Morris counties. Your public librarian can obtain books for you from these libraries.

### Power Search

This search allows you to narrow or broaden your results by using the **Boolean** operators **AND, OR, NOT**.

Also, use quotation marks around phrases to get better results. (It may look hard, but it's not.)

Take advantage of the three search windows to compose your search.

Example: a search for **civil war** gives 373 results.

By doing the power search below, the results are down to 14 – an easier number to manage.

“civil war” “united states”

**and**

women

**not**

fiction

**AND** and **NOT** both narrow your search.

**OR** makes your search bigger.

Try **AND** and **NOT** if you are getting too much information.

Try **OR** if your results are too small.

