

## Online Public Access Catalog (OPAC) Basic Search Guide

**Example:** You wish to find materials on the topic “**evidence-based**” using a “**word or phrase**” (keyword) search of the **OPAC**:

1. Access the **Erwin Library homepage** at <http://www.waynecc.edu/library/>

The screenshot shows the Erwin Library website in a Windows Internet Explorer browser window. The browser's address bar displays the URL <http://www.waynecc.edu/library/>. The website features a navigation menu with links for home, library users, resources, wcc historical archives, contacts, blog, and wcc home. A large banner image shows a woman reading a book. Below the banner, there is a sidebar with links for Home, All Library Users, Faculty Users, and Distance Education Users. The main content area includes a welcome message, a search box, and several callout boxes providing instructions. The search box has tabs for Single Search, OPAC, Journals A-Z, and Other Resources. The search input field contains the text "words or phrase" and a dropdown menu is set to "Wayne Community College". A "Search" button is located below the input field. The callout boxes are as follows:

- From the WCC Single Search options on the Erwin Library webpage click the OPAC tab.** (Points to the OPAC tab)
- Enter your search term into the Search box** (Points to the search input field)
- You may use the default search parameter words or phrase (i.e. keyword) or use the drop-down menu to select to search by author or title instead** (Points to the dropdown menu)
- Click the Search button to complete your search** (Points to the Search button)
- Either search the holdings of Erwin Library only, or use the drop down menu to select to search All NC Community Colleges in the CCLINC consortium** (Points to the location dropdown menu)

The website also includes sections for LIBRARY USER SERVICES (Ask a Librarian, Mission Statement, Information Literacy Session/Tour Reservation), OPAC Basic Search Guide, OPAC Book Renewals Guide, and OPAC Search Guide for Videos. A LIBRARY NEWS & INFO section at the bottom contains a message: "You know you always feel better when you hear some good stories! Well then,"

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2. From the **WCC Single Search options** click the **OPAC tab** to access the **OPAC (Online Public Access Catalog)** search area
3. To refine your search, use the **drop-down menu** to the right of the **Search box** to set your basic search parameter, using **words or phrase** for a keyword search, **author**, if you know the exact name of the book's author, or **title** for a book or video title if you know it
4. Use the **drop-down menu** beside the **Search button** if you wish to change the default search of only the holdings in the **Wayne Community College** library, to **All NC Community Colleges**, if you want to find the item at any of the over fifty community colleges in the consortium
5. Into the **Search Books & Videos box** under the **OPAC tab** enter your search term (In this example we are using **words or phrase** for a **keyword search**, with the search term "**evidence-based**." A keyword search will search for your chosen search term within the full catalog record for each item in the library's collection, including title, author, subject and table of contents)
6. Click the **Search** button
7. In the **Search Results** list illustrated below, item #1 shows "**evidence-based**" in the title of the book, so most of the book will probably cover your chosen topic

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Wayne Community College  
Your Electronic Library

Search/Home Find It Fast! I Need Material Reserve Desk

Go Back Help Limit Search New Search Previous Next Kept Logout

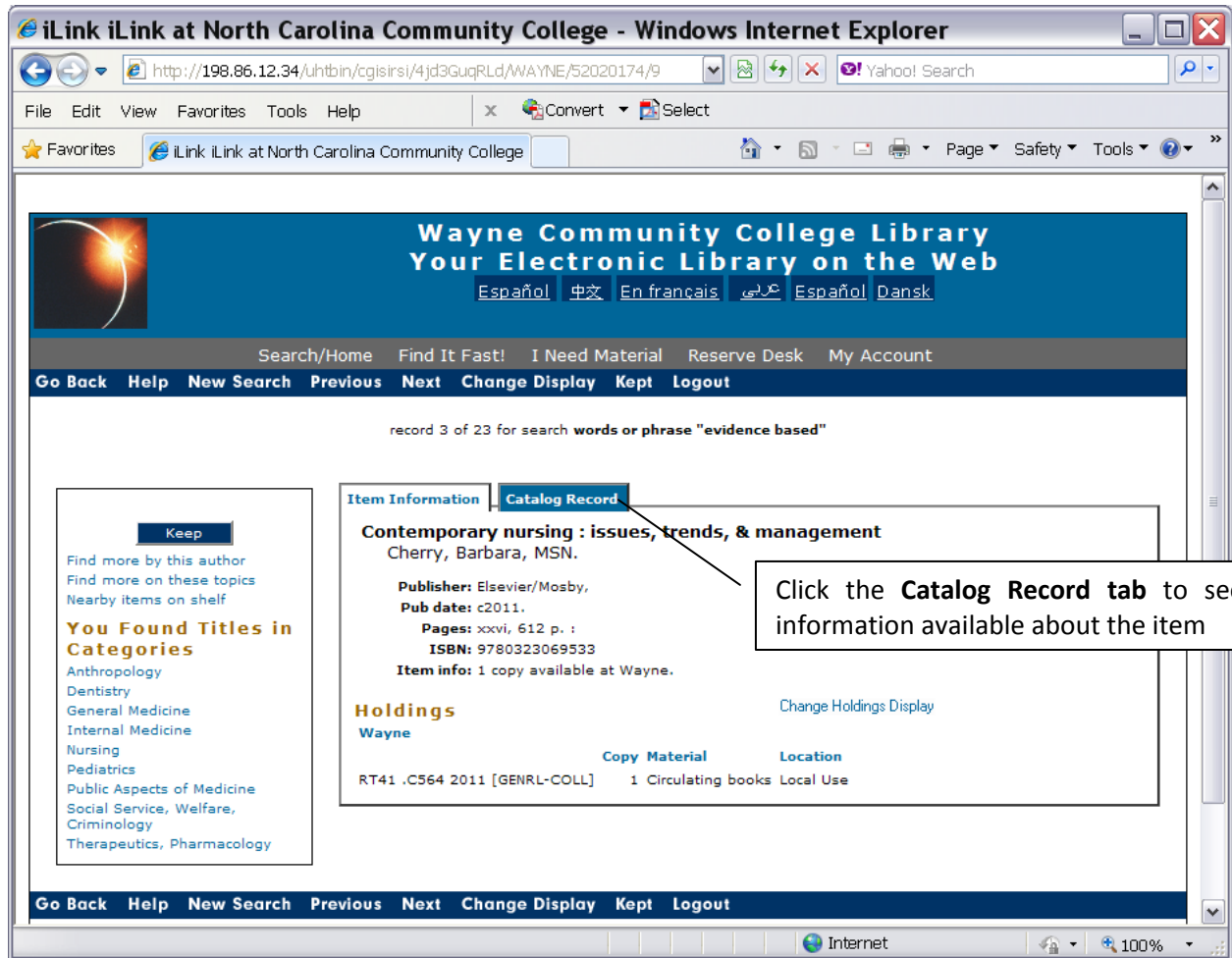
Search Results

words or phrase "evidence based" search found 23 titles.  
Pages << 1 2 >>

#	Call Number	Year	Title	Author	Year
#1	RT81.5 .I5844	2011 [GENRL-COLL]	Introduction to nursing research : incorporating evidence-based practice	Boswell, Carol.	2011
#2	RT42 .M44	2011 [GENRL-COLL]	Evidence-based practice in nursing & healthcare : a guide to best practice	Melnyk, Bernadette Mazurek.	2011
#3	RT41 .C564	2011 [GENRL-COLL]	Contemporary nursing : issues, trends, & management	Cherry, Barbara, MSN.	2011
#4	RT48.6 .A35	2011	Nursing diagnosis handbook : an evidence-based guide to planning	Ackley, Betty J.	2011
#5	RT82 .P755	2011 [GENRL-COLL]	Professional nursing : concepts & challenges	Chitty, Kay Kittrell.	2011
#6	RT120 .E4 S54	2010	Sheehy's emergency nursing : principles and practice	Howard, Patricia Kunz.	2010
#7	RT82 .F535	2009 [GENRL-COLL]	Professional nursing concepts : competencies for quality leadership	Finkelman, Anita Ward.	2010

You Found Titles in Categories  
Anthropology  
Dentistry  
General Medicine  
Internal Medicine  
Therapeutics, Pharmacology

- To verify if other items in the results list that don't have "evidence-based" in their titles will be useful to you, click the **Details** button beside the title of an item to see where the search term "evidence-based" was found in the **Catalog Record** for the item



9. Click the **Catalog Record tab** to access the entire catalog record containing all available information about the item

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The screenshot shows a Windows Internet Explorer browser window displaying the Wayne Community College OPAC. The search results page shows record 3 of 23 for the search term "evidence based". The main record displayed is for the book "Contemporary nursing : issues, trends, & management" by Barbara Cherry, MSN. The record is divided into two tabs: "Item Information" and "Catalog Record". The "Catalog Record" tab is active, showing detailed bibliographic information including the title, author, key, data source, date/time stamp, fixed field data, LCCN, cataloging source, ISBNs, local system number, authentication code, LC call number, and call number. The "Contents" field is highlighted, showing the book's structure. A callout box points to the "New Search" button in the top navigation bar, and another callout box points to the "Contents" field in the record.

Click **New Search** to begin a new search using a narrower search strategy, such as a **subject** search instead of keyword for "evidence based"

Note your search term "evidence based" only occurs once in the **Contents** field of the **Catalog Record**

**Contemporary nursing : issues, trends, & management**  
Cherry, Barbara, MSN.

key: ocn632070633  
Data source: OCoLC  
Date/time stamp: 20101115104309.0  
Fixed field data: 100526s2011 moua b 001 0 eng  
LCCN: 2010022009  
Cataloging source: DNLM/DLC DLC YDX NLM CDX COU YDXCP : 101531882|2DNLM  
ISBN: 9780323069533 (pbk. : alk. paper)  
ISBN: 0323069533 (pbk. : alk. paper)  
Local system #: (OCoLC)632070633  
Authentication code: pcc  
LC Call Number: RT41 .C564 2011  
Call number: WY 100 AA1 C761 2011  
Call number: 610.73 22  
Title: Contemporary nursing : issues, trends, & management / [edited by] Barbara Cherry, Susan R. Jacob.  
Edition: Ed. 5.  
Publication info: St. Louis, Mo. : Elsevier/Mosby, c2011.  
Physical description: xxvii, 612 p. : col. ill. ; 24 cm.  
Summary note: Includes bibliographical references and index.  
Contents: Unit I: The development of nursing -- The evolution of professional nursing / Susan R. Jacob -- The contemporary image of professional nursing / L. Antoinette (Toni) Bargagliotti -- The influence of contemporary trends and issues on nursing education / Carrie B. Lenburg -- Nursing licensure and certification / Susan R. Jacob -- Theories of nursing practice / Susan R. Jacob -- Nursing research and evidence-based practice / Jill J. Webb --

10. As this example illustrates, "evidence-based" only occurs in the **Contents** section of the catalog record, meaning that only a small portion of the book deals with that topic. This could make the book less useful to your research. A **subject** search may be more useful in this case

**Example:** You wish to find materials on the topic "evidence-based" using a "subject" search of the OPAC:

11. Conduct a **subject search** to find items that have more than a small part of their contents dedicated to your topic by choosing **New Search** from the top menu bar

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12. Choose “**subject**” from the right hand drop-down menu. Note that subjects are established by the **Library of Congress**, and you may have to do a few keyword searches of your topic to find a sample catalog record with the **Subject term** (in blue) which most closely matches the topic you are searching.
13. Enter “**evidence-based**” into the left hand search box
14. Click the **Search** button

From the drop-down menu select **subject** for a more focused search result list

Note that you are still only searching the holdings in **Wayne** (i.e. the Erwin Library, Wayne Community College)

## Online Public Access Catalog (OPAC) Basic Search Guides

The screenshot shows a Windows Internet Explorer browser window displaying the Wayne Community College Library OPAC. The search results for the subject "evidence based" are shown, listing 8 titles. A callout box highlights that this subject search yielded only 8 titles, compared to 23 titles for a keyword search. The search results list includes:

#	Call Number	Year	Title	Author	Availability
#1	RT48.6 .A35	2011	Nursing diagnosis handbook : an evidence-based guide to planning care	Ackley, Betty J.	1 copy available at Wayne in Reference Material
#2	RT42 .M44	2011 [GENRL-COLL]	Evidence-based practice in nursing & healthcare : a guide to best practice	Melnik, Bernadette Mazurek.	1 copy available at Wayne in Local Use
#3	RT81.5 .I5844	2011 [GENRL-COLL]	Introduction to nursing research : incorporating evidence-based practice	Boswell, Carol.	

Additional categories found in the search results include General Medicine, Internal Medicine, and Nursing.

15. Since the subject search is more focused, your **Search Results** list will be shorter, in this example only **8 titles** instead of the 23 titles found with the keyword search, but each item will have a subject that is probably much more pertinent to your topic

## Online Public Access Catalog (OPAC) Basic Search Guides

The screenshot shows a web browser window displaying the Wayne Community College Library OPAC. The search results show one record for the subject "evidence based". The record details are as follows:

**Item Information** | **Catalog Record**

**Nursing diagnosis handbook : an evidence-based guide to planning care**  
Change Catalog Display  
Ackley, Betty J.

**Leader:** am3a  
**key:** ocn698130827  
**Data source:** OCoLC  
**Date/time stamp:** 20110124161952.0  
**Fixed field data:** 110124s2011 mou bf 001 0 eng  
**LCCN:** 2009054148  
**Cataloging source:** NRM NRM  
**ISBN:** 9780323071505  
**ISBN:** 0323071503  
**Local system #:** (OCoLC)698130827  
**LC Call Number:** RT48.6 .A35 2011  
**Dewey class number:** 616.07/5 22

**Title:** Nursing diagnosis handbook : an evidence-based guide to planning care / [edited by] Betty J. Ackley, Gail B. Ladwig.  
**Edition:** 9th ed.  
**Place:** Maryland Heights, Mo. : Mosby, 2011, c2010.  
**Description:** xxx, 931 p. ; 26 cm.  
**Note:** Includes bibliographical references and index.  
**Contents:** Sect. I: Nursing process, nursing diagnosis, and evidence-based nursing -- Sect. II: Guide to nursing diagnoses -- Sect. III: Guide to planning care.  
**Contents:** Appendixes: Pt. A: Nursing diagnoses arranged by Maslow's Hierarchy of needs -- Pt. B: Nursing diagnoses arranged by Gordon's functional health patterns -- Pt. C: Wellness-oriented diagnostic categories.  
**term:** Nursing diagnosis--Handbooks, manuals, etc.  
**term:** Nursing care plans--Handbooks, manuals, etc.  
**term:** Nursing Diagnosis--Handbooks.  
**Subject term:** Evidence-Based Medicine--methods--Handbooks.  
**Subject term:** Patient Care Planning--Handbooks.  
**Added author:** Ackley, Betty J.  
**Added author:** Ladwig, Gail B.  
**OCLC-MARC processing:** Z0 NRM  
**Held by:** GASTON PITT STANLY WAKE-HEALT WAYNE

**Note that the official LCSH (Library of Congress Subject Heading) is "Evidence Based Medicine" which can be used to search any other research database, not just for books, but for scholarly articles as well**

16. To establish the correct **Library of Congress Subject Heading (LCSH)** for any future subject searches on the topic, click on the **Details** button, then the **Catalog Record** tab, beside one or two titles in the **Search Results** list and scroll down to find the LC **Subject terms** in blue text

17. As the catalog record in the example shows, the official **LCSH** is "**Evidence-Based Medicine.**" Note that a search of other catalog records in the sample search's **Search Results** list will offer

another **LCSH** of “**Evidence-based nursing**” as an alternative subject heading to use in future searches of the **OPAC**, or any other type of online database such as those in **WCC Single Search**. Most research databases use the LCSH standard.

The Erwin Library Reference staff will be happy to tell you more about searching for materials in the **OPAC** in person in the library, or by phone at 739-6891 or Ext. 6891 from on-campus. A librarian will also reply to a request made through the **Erwin Library homepage** using the **Ask a Librarian form**.