Use **Portal** to Find...

*Find Books & More*

Everything that is **IN** the Library
Portal: the Online Catalog

No More Card Catalog

Use the web from anywhere to find:

- Books
- Music
- Videos
- Maps
- Periodical titles
- Dissertations
- Government documents
From the Library’s home page at http://rattler.tamucc.edu, click on the icon, “Find Books & More”, or from the “Find” drop down menu
Listed on the “Books & More” tab are several choices for searching:

• Author
• Title
• Subject
• Collections
• Call Number
• ISBN or ISSN

OR....
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Do a Keyword Search

Word Search

Type the keyword(s) in the box below then press Enter or click the Submit button.

Search

Other Searches:
- LC Call Number
- Local Call Number
- Government Documents
- Author and Title
- Course reserves

Type the keywords you want to find. For example:
- good to great
- Indian cooking
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Type in your topic or phrase and hit the “Enter” key or the “Search” button.

If you get too many results, you might want to try to limit or combine your terms.
You can find items your professor has put on Reserve by selecting “Course Reserves” from the drop down menu. Search by instructor’s name or course number.
Enhanced Search allows you to combine search terms
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Enhanced Search allows you to limit or specify what you’re looking for:

- **Location**: Media, Microform, Newspaper
- **Material Type**: 3-D OBJECT, SLIDES, THESIS, VIDEO, EBOOKS
- **Language**: ANY, English, Spanish, French, German
- **Year**: After _ and Before _

You can search by Location, by Material Type, Language, Date, and/or Publisher.
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Location refers to where the material is located, ex. Reference or Periodical Shelves

Searching by Material Type limits the search to only that type of item, ex. Thesis, or Video
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- You can limit your search to the language of the item, *ex.* Spanish or French
- You can specify the year, *ex.* before 1950, or after 2004
- And if you know the publisher, you can search by that, too
If you limit the search to available items, you won’t see anything that is already checked out.

Sort the results by relevance, date or alphabetically by title.
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Your results will be presented in a list of titles along with the Location and Availability

<table>
<thead>
<tr>
<th>1</th>
<th>Save Record</th>
<th>The 101 best graphic novels</th>
<th>Weiner, Stephen, 1955-</th>
<th>New York : NBM, c2005</th>
<th>c2005</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Location</td>
<td>CALL #</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Main-2nd floor</td>
<td>Z5956.C6 W45 2005</td>
<td>AVAILABLE</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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<td></td>
<td></td>
<td>Main-2nd floor</td>
<td>PN6725_S32 1996</td>
<td>AVAILABLE</td>
<td></td>
</tr>
</tbody>
</table>
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How to Print, Save or Email

To save a citation, click the “Save Record” button on the left side of the results list or at the top of the detailed record.
Now you see on the left, “Saved Record” and on the right, “View Saved”. Click on “View Saved” to see your list.

Your List of Saved Records

<table>
<thead>
<tr>
<th>Num</th>
<th>Mark</th>
<th>Exports (1-2 of 2)</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✓</td>
<td>The piñata maker = El piñatero George Ancona : The piñata maker = El piñatero / George Ancona</td>
<td>![Book Icon]</td>
</tr>
</tbody>
</table>

Be sure to click the box next to the records you want.
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How to Print, Save or Email

Choose the format for your records [brief record is usually ok]

If emailing, type in email address
If printing, click the radio button for “screen”;
If saving to a disc or desktop, choose “local disk”

Records disappear after your session is over.
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Use “My Account” to renew books, check due dates, or view any fines you may have.

Call the Circulation Desk at 825-2340 if you have problems viewing your account or renewing books.
### My Library Account

- **Search**
  - **WORD**
  - **Search**
  - Limit search to available items

### $1.50 in unpaid fines and bills
**Help with Renewals**

### 6 ITEMS CHECKED OUT

<table>
<thead>
<tr>
<th>RENEW</th>
<th>TITLE</th>
<th>BARCODE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Catherine the Great / Henri Troyat; translated by Joan Pinkham</strong></td>
<td>35203000920982</td>
<td>DUE 10-22-08</td>
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<tr>
<td></td>
<td><strong>Leadership through story: diverse voices in dialogue / Sarah J. Noonan with Thomas L. Fish</strong></td>
<td>35203005151971</td>
<td>DUE 10-28-08</td>
</tr>
</tbody>
</table>
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The Circulation Policy will explain checkout periods, fines, renewals, and other helpful information. Go to http://rattler.tamucc.edu/policy/circpolicies.html