Searching HALLIE and the OhioLINK Library Catalog

Contents

The HALLIE online catalog provides information about books, journals, audiovisual materials, sound recordings, and many other formats that the library owns or provides access to. The catalog is used to determine item location, call number and availability status. HALLIE is accessible via the “Library” link from the CSU home page http://www.centralstate.edu/ or directly at http://hallie.ces.edu

Hallie Library Catalog

The OhioLINK catalog is a statewide system of library holdings from 86 institutions. The catalog provides access to over 46 million library items, and allows students, faculty and staff at member institutions to borrow items from other OhioLINK libraries. The OhioLINK catalog is accessible at http://olc1.ohiolink.edu/search/. OhioLINK is also accessible from Hallie by clicking on the OhioLINK Library Catalog tab.

OhioLINK Library Catalog
Searching

Title  Will search for titles of individual items, series titles, periodical titles, and chapter titles. The title search is recommended if the exact title of an item is known. When searching for titles, omit initial articles such as (A, An, The) at the beginning of titles.

Author  Will search for authors, editors, artists, composers, government bodies or organizations. To search for an author, enter last name followed by first name, for example Baldwin James

Keyword  The keyword search option allows searching across multiple fields within the catalog including: titles, series, subjects, and content notes. A word search performs a broad search of your topic words.

Subject Heading  Subject headings are specific words or phrases from a standardized list of terms. Subject headings usually retrieve precise results, but use a more limited list of words than the word search.

Other Search Options

Class Reserve  Use to determine what your professor has placed on reserve for a class. You can search the reserve list by Course Name or Instructor Name. Once you have found the item, locate the author or call number and give the information to the circulation staff. These items are available to be checked out at the circulation desk. Most reserve materials are checked out for library use only.

My Library Record  Use this link to see what you have checked out, renew books online, or to determine the status of a book you have requested.

Examples

Find the book titled Sula by Toni Morrison in the Hallie Library Catalog.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Title</th>
<th>Author</th>
<th>Subject</th>
<th>Number Search</th>
<th>Class Reserves</th>
<th>OhioLINK Library Catalog</th>
</tr>
</thead>
</table>

### Title Search

Type the title you want to find, then press the Enter key or click Submit.

sula

Limit results to items available for checkout

Type as much or as little of the title as you want. For example:
This is the result of the book title search above:

![Search Interface]

**Record:**  Prev  Next

**Author**  Morrison, Toni  
**Title**  Sula  
**Imprint**  New York, Knopf; [distributed by Random House] 1974 [c1973]

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NO.</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQBROWN Black Coll</td>
<td>PS3663.O8749 S9 1974</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>HQBROWN Circ Stacks</td>
<td>PS3563.O8749 S9 1974</td>
<td>MISSING</td>
</tr>
</tbody>
</table>

Results for a Journal title search will look slightly different ...

Here is an example of a search on the journal titled “Research in Higher Education”. The Hallie Library Catalog will display subscription and holdings information for journals in the collection.

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Research in higher education</th>
</tr>
</thead>
</table>
| **Imprint** | New York, Human Sciences Press, etc  
233 Spring St., New York, NY 10013-1578 |

<table>
<thead>
<tr>
<th>Location</th>
<th>Serial</th>
</tr>
</thead>
</table>
| LIB HAS  | HQBROWN Periodicals Paper  
v.24(1985)-v.34(Feb 1993)  
December 2006 47:8 |
| Located behind the desk |

<table>
<thead>
<tr>
<th>Location</th>
<th>Serial</th>
</tr>
</thead>
</table>
| LIB HAS  | HQBROWN Microform  
v.18/19(1983)-v.22/23(1985) |
| Located in grey cabinets |

**Requesting materials through OhioLINK**

When searching Hallie, the CSU library catalog, you may encounter these situations; an item may not be owned by CSU; an item may not be available for checkout (“LIB USE ONLY”); or an item might already be checked out or missing.

In any of these cases, you may be able to request an item through OhioLINK. You can forward a search for a particular item that the CSU library does not own by clicking on the OhioLINK Library...
Catalog button at the top of the screen. Your search is automatically run in the OhioLINK catalog for that item.

Below is the search result screen in Hallie for the book titled The African-American Century: how black Americans have shaped our country. Since CSU does not own this book, the browse list indicates that “your entry would be here”.

After clicking on the OhioLINK Central button in the above example, the search is automatically forwarded into the OhioLINK catalog, and the results screen shows the items below.

After clicking on the title from the OhioLINK browse list, the record display will provide an option to “REQUEST THIS ITEM”.
From the list of institutions, select Central State University. On the next screen, enter your name and barcode which is located on the back of your ID, and select where you want to pickup the item. The system will validate the request and the item will be sent to the pickup location requested.

*Author: Gates, Henry Louis*

*Title: The African-American century: how Black Americans have shaped our country / Henry Louis Gates, Jr. and Cornel West.*


*Edition:* 1st Touchstone ed.

*Description:* xvi, 414 p. : ill. ; 24 cm.

*Note:* Includes bibliographical references (p. 391-402) and index.

*Contents:* 1900-1909. W.E.B. Dubois ; T. Thomas Fortune ; Matthew Henson ; Jack Johnson ; Scott Joplin ; Henry Ossawa Tanner

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**Requesting The African-American century: how Black Americans have shaped our country / Henry Louis Gates, Jr.**

Please enter the following information:

- **Your Name:**
- **BARCODE:**

**Pickup Institution:** Central State U

**Pickup Location:** Circ Desk

SUBMIT