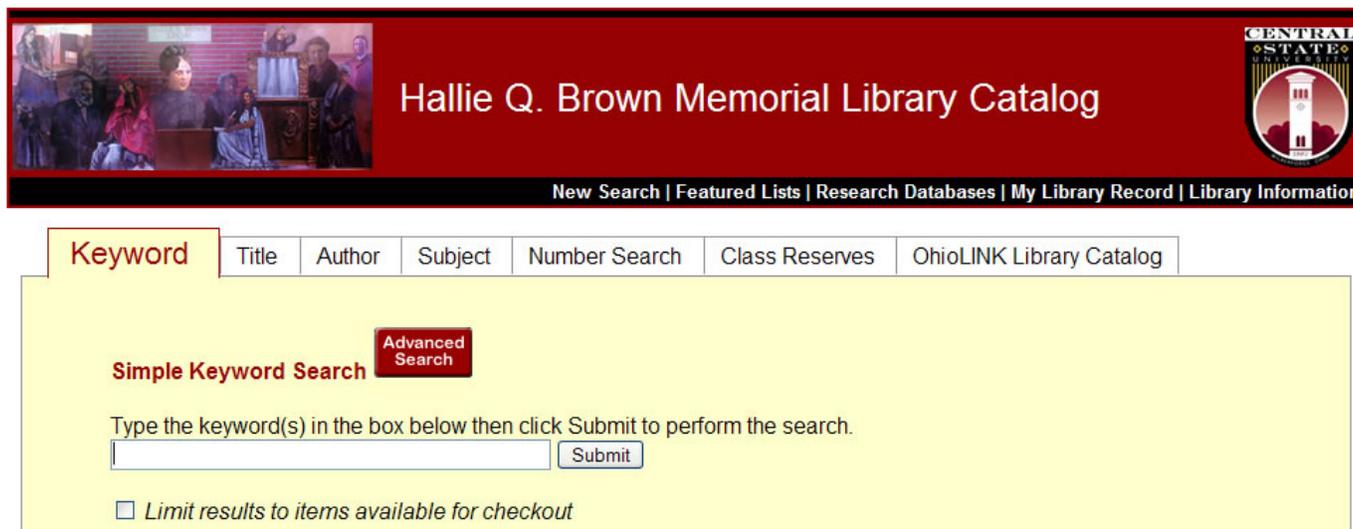


Searching HALLIE and the OhioLINK Library Catalog

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>

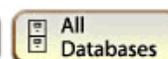
Hallie Library Catalog



The screenshot shows the top of the Hallie Q. Brown Memorial Library Catalog website. It features a red header with the university logo on the right and navigation links: "New Search | Featured Lists | Research Databases | My Library Record | Library Information". Below the header is a search bar with tabs for "Keyword", "Title", "Author", "Subject", "Number Search", "Class Reserves", and "OhioLINK Library Catalog". The "Keyword" tab is selected. Below the search bar are two buttons: "Simple Keyword Search" and "Advanced Search". A text input field is provided for the search query, with a "Submit" button next to it. Below the input field is a checkbox labeled "Limit results to items available for checkout".

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



[Frequently Asked Questions](#)



The screenshot shows the search interface of the OhioLINK Library Catalog. It features a "Search for:" section with radio buttons for "Keywords", "Author", "Title", and "Subject Heading". The "Keywords" option is selected. Below the radio buttons are two links: "Advanced keyword search" and "All search options". Below the search options is a "Your search:" section with a text input field and a "Search Now" button.

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**.

Keyword	Title	Author	Subject	Number Search	Class Reserves	OhioLINK Library Catalog
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Title Search

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

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:

[Start Over](#)
[Save Records](#)
[MARC Display](#)
[OhioLINK Catalog](#)
[Another Search](#)

Limit results to items available for checkout

Record: [Prev](#) [Next](#)

Author [Morrison, Toni](#)
Title Sula
Imprint New York, Knopf, [distributed by Random House] 1974 [c1973]

LOCATION	CALL NO.	STATUS
HQBROWN Black Coll	PS3563.O8749 S9 1974	AVAILABLE
HQBROWN Circ Stacks	PS3563.O8749 S9 1974	MISSING

Where in the library the book
 "Address" of the book in the library
 Tells if the item is available or not

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.

Title Research in higher education
Imprint New York, Human Sciences Press, etc
 233 Spring St., New York, NY 10013-1578

Location LIB. HAS Latest Received	Serial HQBROWN Periodicals Paper v.24(1986)-v.34(Feb 1993) December 2006 47:8	Located in the stacks
Location LIB. HAS	Serial HQBROWN Microform v.18/19(1983)-v.22/23(1985)	Located in grey cabinets

Shows the newest issues the library has received. Located behind the desk

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”.

Start Over Extended Display Search as Words **OhioLINK Catalog** Another Search (Search History)

TITLE The African-American Century: how Search
 Limit results to items available for checkout

No matches found; nearby TITLES are:
 Result Page [Prev](#) [Next](#)

Save Marked Records Save All On Page

Save	Year	Entries
<input type="checkbox"/> African American autobiographers : a sourcebook	2002	1
<input type="checkbox"/> African-American biographies		10
<input type="checkbox"/> African-American business leaders and entrepreneurs : Kranz, Rachel	c2004	1
Your entry The African-American Century: how black Americans have shaped our country would be here -- Search as Words		
<input type="checkbox"/> African-American Christianity essays in history	c1994	1
<input type="checkbox"/> The African American church community in Rochester, New York, 1900-1940 : Overacker, Ingrid,	1998	1

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.

Num	Mark	TITLES (1-2 of 2)	Format	Year
African American Century How Black Americans Have Shaped Our Country				
1	<input type="checkbox"/>	The African-American Century : How Black Americans Have Shaped Our Country Henry Louis Gates, Jr. And Cornel West		c2000
2	<input type="checkbox"/>	The African-American Century : How Black Americans Have Shaped Our Country Henry Louis Gates, Jr. And Cornel West.		c2002

Save Marked Records Save All On Page

After clicking on the title from the OhioLINK browse list, the record display will provide an option to “REQUEST THIS ITEM”.

Author	Gates, Henry Louis.
Title	The African-American century : how Black Americans have shaped our country / Henry Louis Gates, Jr. and Cornel West.
Publish info	New York : Touchstone, c2002.
Edition	1st Touchstone ed.
5 libraries have this item REQUEST THIS ITEM	
Descript'n	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 ;

Click to request item from one of the OhioLINK institutions

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.

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

Please enter the following information:

Your Name:	<input style="width: 90%;" type="text"/>
BARCODE	<input style="width: 90%;" type="text"/>

Pickup Institution: ▼

Pickup Location: ▼