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/](http://www.centralstate.edu/) or directly at [http://hallie.ces.edu](http://hallie.ces.edu)

**Hallie Library Catalog**

![Hallie Library Catalog Image](image1)

**OhioLINK Library Catalog**

![OhioLINK Library Catalog Image](image2)

The OhioLINK catalog is a statewide system of library holdings from 119 institutions. The catalog provides access to over 45 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/](http://olc1.ohiolink.edu/search/)

**OhioLINK Library Catalog**

![OhioLINK Library Catalog Image](image3)
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  The Subject search uses a specific controlled vocabulary for describing library material. If you do not find what you are looking for in the subject index, try a keyword 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.

![Title Search](image)
This is the result of the book title search above:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NO.</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQBROWN Circ Stacks</td>
<td>PS3563.08749 S8 2004</td>
<td>MISSING</td>
</tr>
<tr>
<td>HQBROWN Circ Stacks</td>
<td>PS3563.08749 S8 2004</td>
<td>IN PROCESS</td>
</tr>
</tbody>
</table>

**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 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 Catalog 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 dropdown list of institutions, select **Central State University**.
On the next screen, enter your name and barcode which is located on the front 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 selected.