How to use GRACE, the GTU Library online catalog

- The GTU Library online catalog is called **GRACE**.

- The URL for GRACE is: http://grace.gtu.edu/.

- From the library homepage at http://www.gtu.edu/library, you can enter GRACE by clicking on the button beneath 'Other Resources.'

Look at the major elements on the main GRACE search page:
- Blue bar with multiple links at top, starting with 'GTU Home' etc
- Note the bold 'Sign Into Your Library Account' link at the top—we'll get to this later
- Look at the keyword search-box with a dropdown list for different ways to search
- The main box has multiple links – note Course Reserves, Moodle, OskiCat etc.
- The right panel, "GRACE Custom Searches" offers many links to customized topics

A **keyword** search is the most flexible search method that provides a variety of different options for searching a given topic: use key terms, parts of authors' names in any order, fragments of a title, etc.
Examples:
- 'pastoral care': on results page, you can sort by relevance, date, title.
- Use the 'modify search' deep blue tab at the top of the page if the number of hits is high—modify date, location, material type etc; add 'depression' as another keyword
- About a particular person: try thomas aquinas as a keyword search
- Enter 'house of god'; in the item record note location, call number and availability
  --Location could read 'Orthodox Institute', 'Rare', 'GSto', 'SFTS', 'GTU Reference'
  --Status could read 'due xx', 'in transit', 'on hold shelf', 'reserves', 'in process'
- For more control over your searches use the **Advanced Keyword Search** link.

An **author** search: use the exact name of the author in the following format: *Last name, First name*. In some instances, you'll be redirected.
Examples:
- Enter 'Calvin, John' or 'Saint (or St) John of the Cross'

For a **title** search, you must use the exact title or the first few words of it. If you do not know the exact title, then use a **Keyword** search with the title fragment.

A **subject** search is more challenging but can be extremely helpful. *If you do not know a valid Library of Congress subject heading, you should start with a keyword search.* With a keyword search, find a couple of good books you like; at the bottom of the item record should be a short list of subject headings, as links, to further your search.

Examples:

- Enter as a **keywords** 'pastoral care primer' and click the title *A primer in pastoral care*. At the bottom of that record, you'll see the links 'pastoral care' and 'pastoral counseling.'
- Click on the subject heading 'pastoral care'; on the next page, directly above 'pastoral care', note 'see also—pastoral counseling' as an alternative subject heading; click on '5 related subjects' to get to other possibilities as well.
- You can **browse** nearby <u>subheadings</u> to see if one is useful
- **Please note:** Subject headings are <u>universal</u>, so you can also use them in <u>journal</u> databases or any situation that allows searching by subject heading.

<u>**Call number**</u> searching: you can do a virtual shelf- browse of the physical shelves where the GTU collection resides.

- Call numbers are often relevant in a given area of research. This option is very useful, as it also allows one to virtually browse the shelves of the GTU, SFTS (San Francisco Theological Seminary), storage facilities, and rare collections.

Examples:

- Using 'pastoral care' as a keyword search, choose 'A primer…' (as above); click on the <u>blue link call number</u>, and you'll be taken to a page of the surrounding call numbers which you can browse; the original number is highlighted in dark blue part way down the page

Search by **<u>Form/Genre</u>** to locate different formats of materials.

Examples:

- Select Genre/Form from the drop-down list and enter 'online journals.'
- Under **View Lists Of** in the right navigation panel on the GRACE home page, choose 'DVDs,' then <u>limit</u> your search to a **<u>subject</u>** (or title or author)—choose 'holocaust'
- You can also do a <u>keyword</u> search, then modify **<u>material type</u>** to 'video/dvd'

<u>From the GRACE home page—"Sign Into Your Library Account"</u>

Click 'Sign Into…' and enter your last name and library card bar code number. You can view and renew checked out books, update your contact information, cancel holds etc, and logout.

- **Preferred Searches**: You have an option to save the results of a GRACE search in your personal account. Once you've signed in, start your search on your <u>account</u> <u>page</u> in the search box. As an example, enter 'russian icons'
  --Select the items you want to save and click 'Save Marked Records'; then click on the 'Save as Preferred Search' button next to the search box; you can perform several searches at a time; enter 'rublev' as another example; be sure to <u>clear</u> saved records
  --When you've completed all your searches, click on the 'Patron Record' icon
  --Select the button 'Preferred Searches' on the top left of the page to get to your searches

<u>Course Reserves Materials</u>

- Look briefly at 'Course reserves' in the upper left corner on the GRACE home page

- Enter either your instructor's name (e.g. 'fernandez') <u>or</u> the course code of the class you are taking (e.g. 'rasp3631').
- Books on reserve are located at the circulation desk. When you find a specific book you need, **please get the call number in full** prior to requesting the item at the circulation desk.
- If you're looking for a **schedule of courses**, go to the <u>library home page</u> and enter in the search box 'course schedule'.

<u>Viewing a journal record:</u> Enter the <u>title</u> *Modern Theology* in the GRACE search box.

- Note how a periodical appears as a record—the call number is 'periodical.' Click on the title. Be sure to check the <u>location</u> of the journal.
- Look at the top of the record to see what journals the library has recently received—click on 'Latest Received.' Also, click on the bar at the <u>base</u> of the record ('view additional copies…') and you'll get to a page with <u>all</u> the volumes available in the library.

<u>Email saved records from GRACE (or export to USB stick)</u>

- **Select records:** On your results page, check the checkbox next to the title that you wish to export/send to your email address.
- Click on **Save Marked Records** (above the checkboxes) to save.
- Next, select the **Export Saved List** icon from the deep blue tabs at the top of the page.
- Choose <u>extended</u> or <u>brief</u> display (deep blue tab at top) to include the call number.
- Enter your email address and send.

Examples:

- Enter the keyword 'huguenots'; mark and save your records; click 'export saved list' tab and email to yourself.
- On this same page, you can export your records to a USB stick; click on 'local disk' and 'submit' (be patient for box); select 'open with' <u>Notepad</u>, and click OK.
- The file opens; select 'File' in the top menu and 'save as' to export the records to your USB stick

<u>Check out the "GRACE Custom Searches" link in the right navigation panel</u>

- Note the Bibles in our collection, commentaries of OT and NT, Bible topics and people
- There is practical parish ministry information; there are links to help you find appropriate sermons and sermon topics, spiritual topics and special encyclopedias
- Under **View Lists Of**, you can find **theses and dissertations** with options for sorting. A complete list will appear. If you're doing a <u>topic search</u>, 'limit the search' (deep blue tab at top of page) by selecting a word used in the <u>title</u>, e.g., 'luke gospel.' You can also limit by Author, Subject and Year (<u>frame</u> the year).

<u>Check main box below the search box for other important links</u>

There are additional links designed to help you complete various tasks; e.g. get to the library home page, article databases, federated 360 Search and JSTOR. Check the UC library OskiCat for items not found in the GTU library.