

## Electronic Database Guides

# PORTAL

Portal – the Bell Library Online Catalog – enables you to locate all the books, media materials, periodicals, government publications, dissertations, and other items housed in the Bell Library at TAMUCC.

**\*\*Please note that you CANNOT access journal articles from Portal.\*\***

### HOW TO ACCESS

The Online Catalog is available from the Library’s Homepage <http://rattler.tamucc.edu>

If you have questions or problems, please call the Bell Library Reference Desk at (361) 825-2609.

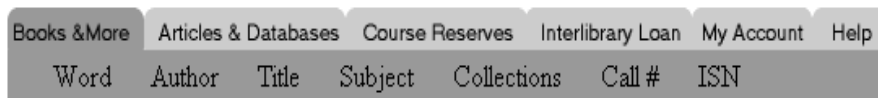
### HOW TO SEARCH

You may search the online catalog for books, videos, journal titles, maps, dissertations, and almost all other items that can be found in the Library.

1. To begin searching the catalog, click on the “Find Books & More” icon  
You may also scroll over the word “Find” and click “Books” from the pull-down menu that appears.



2. On the second screen, the “Books & More” tab lists several fields in which you can search for the item you need.



- If you do not know the author or title of the item you are looking for, search in the subject field. Type in your term and hit the “Enter” key or click on the “Search” button. You may be directed to a more appropriate Subject Heading.

- To find items using keywords, choose the “Word” tab. Type in your topic or phrase and hit the “Enter” key or click on the “Search” button.

- Find items your professor has put on Reserve by selecting the “Course Reserves” tab. You can search using the course number or your instructor’s name. (For more detailed instructions, see the “Course Reserves” tutorial: <http://rattler.tamucc.edu/distlearn/ReservesTutorial.pdf> )

- If all else fails, contact the Reference Desk for assistance!

E-mail or call a librarian

View printable electronic guides to assist you in your research

## HOW TO LIMIT AND SORT RECORDS

1. To create a more precise search query, use the “Enhanced Search” tab.

[Home](#) | [Find](#) | [Help](#) | [Services](#) | [About Us](#) | [Contact Us](#)

The screenshot shows the 'Enhanced Search' tab selected. The search form is titled 'Enhanced Keyword Search' and includes a 'Clear Form' button. The search criteria are: AUTHOR: marquez, AUTHOR: borges, and Any Field: (empty). The Boolean operator is set to 'Or'. The 'Sorted by' dropdown is set to 'sorted by date'. The 'Limited to' section has the checkbox 'Limit search to available items' unchecked. The 'Collection' dropdown is set to 'Media'. The 'Location' dropdown is set to 'Media'. The 'Material Type' dropdown is set to 'VHS'. The 'Language' dropdown is set to 'Spanish'. The 'Year' fields are empty. The 'Publisher' field is empty. A 'Search' button is located below the 'Sorted by' dropdown.

Display only items that are on the shelf.

Use the Boolean operator “or” to find items with either “marquez” or “borges” in the author field.

Use these 6 criteria to narrow the results of your search.



Sort your results by relevance, date, or title.

In this example, the results of your search query would include **video** adaptations in **Spanish** of stories by Gabriel Garcia **Marquez** or Jorge Luis **Borges** from the **Media** collection.

2. By ticking the box “Limit search to available items,” you can also request that the catalog display only items that are **on the shelf** in the library, i.e., not checked out to another patron, missing, or at the bindery.
3. Remember that defining too many search criteria may result in a “No Entries Found” message. You may have to experiment with different terms, fields, and limiters in order to produce satisfactory search results.

## HOW TO VIEW

1. Your search results will appear as a list of titles, including information on where to find the items you're looking for.

3 <b>Save Record</b>	<p><a href="#">Sense and sensibility</a> Culver City, CA : Columbia TriStar Home Video, c1996</p> <p><b>Location</b> Media      <b>CALL #</b> <a href="#">PN1997 .S362 1996</a>      <b>Status</b> AVAILABLE</p>	c1996 
4 <b>Save Record</b>	<p><a href="#">Sense and sensibility</a> Austen, Jane, 1775-1817 New York, N.Y. : Signet, [1995], c1989</p> <p><b>Location</b> Main-2nd floor      <b>CALL #</b> <a href="#">PR4034 .S4 1995</a>      <b>Status</b> AVAILABLE</p>	1995 

2. The example above indicates that the video of Sense and Sensibility is located in the Media Center. It also gives the call number, or shelf location, of the video and shows that the status of the item is "AVAILABLE" (not checked out).

3. To see more details about the item, click on the title. The next screen will look like the one below. With the buttons at the top of this screen, you can do a variety of things:

Begin a new search.

Start Over

Save Record

Marc Display

Return To List

Limit/Sort Search

(Search History) ▾

Return to the search results on the titles display screen.

AUTHOR ▾ austen, jane      System Sorted ▾      Search

Limit search to available items

Result page: Previous Next      Record 15 of 16

<b>Title</b>	Sense and sensibility / Jane Austen ; with a new introduction by Margaret Drabble	
<b>Publisher</b>	New York, N.Y. : Signet, [1995], c1989	
<b>CALL #</b>	PR4034 .S4 1995	
<b>Location</b>	<b>CALL #</b>	<b>Status</b>
Main-2nd floor	<a href="#">PR4034 .S4 1995</a>	AVAILABLE

Full Record

Find Similar Items

Print Version

**CALL #** PR4034 .S4 1995

**Description** 317 p., [8] p. of plates : ill. ; 18 cm

**Bibliog.** Includes bibliographical references (p. [316]-317)

**ISBN** 0451187903 (pbk.) :

**Author** [Austen, Jane, 1775-1817](#)

**Subject** [Sisters -- Fiction](#)  
[England -- Social life and customs -- 19th century -- Fiction](#)  
 Love stories. gsafd  
 Didactic fiction. gsafd

**Other Author** [Drabble, Margaret](#)

Click on the gray tab or on the Library of Congress Subject Headings to find similar items.

Save this citation for printing or e-mailing.

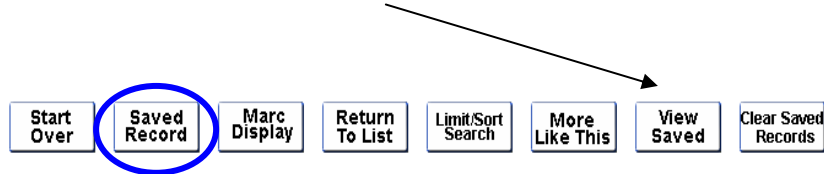
Look at the next or previous item from the list.

## HOW TO PRINT/SAVE/E-MAIL

1. To select a particular citation for export, click the “Save Record” button, located on the left side of each title on the main titles display screen, or at the top of the detailed information screen.



2. The “Save Record” button will change to “Saved Record” once you’ve selected a citation. Click on the “View Saved” button to see the next screen.



3. Under “Format Of List,” select the desired format of your citation. Usually “brief display” is acceptable, unless you are importing to citation software.
4. Under “Send List To,” choose the preferred method of saving or exporting your citation. If e-mailing, type the e-mail address in the “Mail To” box.
5. Under “Your List of Saved Records,” tick the boxes next to the desired citation/s.
6. Click “Submit.”

The screenshot shows a library catalog interface. At the top, there are buttons: Start Over, Extended Display, Previous Screen, and Clear Saved Records. Below these are two sections: "Format Of List" and "Send List To".

**Format Of List** (circled in blue):

- Full Display
- Brief Display
- Pro-Cite
- End-Note/RefWorks
- MARC

**Send List To** (circled in blue):

- E-Mail  
Mail To:   
Subject: From the library catalog
- Screen
- Local Disk

Below these sections is a "Submit" button (circled in blue).

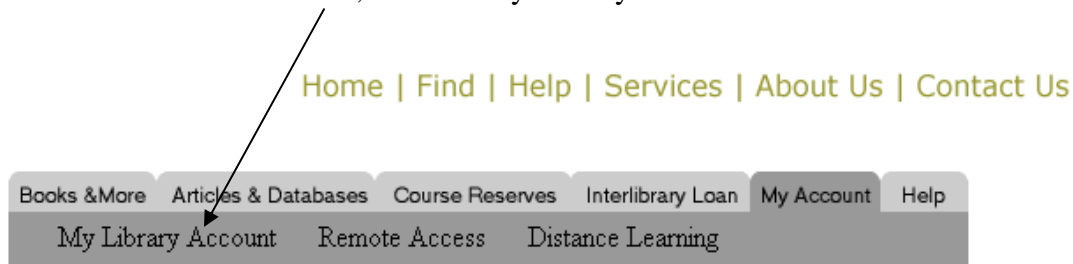
**Your List of Saved Records**

Num	Mark Exports (1-4 of 4)	Media	Year
1	<input type="checkbox"/> <a href="#">Sense and sensibility</a> [videorecording] / Mirage Enterprises : Sense and sensibility [videorecording] / Mirage Enterprises		c1996
2	<input checked="" type="checkbox"/> <a href="#">Sense and sensibility</a> Jane Austen ; with a new introduction by Margaret Drabble : Sense and sensibility / Jane Austen ; with a new introduction by Margaret Drabble		1995
3	<input checked="" type="checkbox"/> <a href="#">Jane Austen's letters</a> collected and edited by Deirdre Le Faye : Jane Austen's letters / collected and edited by Deirdre Le Faye		1995
4	<input type="checkbox"/> <a href="#">Mansfield Park</a> Jane Austen ; with an introduction and notes by Amanda Clayb : Mansfield Park / Jane Austen ; with an introduction and notes by Amanda Claybaugh		2004

At the bottom of the list is an "Update List" button.

## MY ACCOUNT/ RENEWALS

1. **Don't pay late fees:** renew books online! From the Library's home page, click on "Find," then "My Account." From the next screen, choose "My Library Account."



2. You will see a Login screen in which you will enter your name (as it appears in your official university records) and Student ID number. Once logged in, you will see the screen below that indicates which items you have borrowed.

Renew all items on the list.

Tick boxes next to desired items to renew only certain titles.

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	<a href="#">Depression and narrative : telling the dark / edited by Hilary Clark</a>	35203006139371	DUE 10-11-09	PN56.M4 D47 2008
<input type="checkbox"/>	<a href="#">The myth of the eternal return : or, Cosmos and history / Mircea Eliade ; translated from the French</a>	35203000822527	DUE 11-08-09	BD701 .E38 1954
<input type="checkbox"/>	<a href="#">Woman as force in history: a study in traditions and realities, by Mary R. Beard</a>	35203000507797	DUE 11-09-09	HQ1121 .B36

3. If you have a problem with logging into "My Library Account," call the Circulation Desk at **825-2340**. A Circulation staff member can access your account and verify how your name appears in our database.