

## **HSA Library Online Catalog**

### **FAQ**

#### **How do I access the library catalog?**

Starting at the homepage of the Herb Society of America scroll down to the Library and Resource Center which is the fifth item featured. Click on the highlighted link "Read More." From the library home page click on "Online catalog," the fifth item down on the right side of the photograph.

#### **What is included in the catalog?**

The library catalog includes records for the main, reference, author's corner, audio-visual, Helen Darrah, special and children's sections of the collection.

#### **How do I search the catalog?**

You can search the catalog by All Words, Author, Title, Subject, ISBN, or barcode by clicking on the Search link or type a term directly into the All Words search box. Select the field by which you would like to search from the pull-down box, enter a search term or terms, and click Search. Use the advanced search feature for searches of partial titles and names or to search by multiple terms.

#### **How do I know if an item is circulating and available?**

Periodicals, reference items, and special collection do not circulate. When a full record is displayed check for these designations under the heading "Branch" at the bottom of the record.

#### **What is the "Clipboard?"**

The Clipboard is a feature that allows you to temporarily store item records of interest for reference during your search session or to print out. To print the full bibliographic record of your list of items stored in the Clipboard, view the Clipboard by clicking its link. Click on the Report link then go to the File Menu of your browser and select Print.

#### **Who do I contact if I have a question?**

If you have questions or experience technical difficulties while using the catalog, e-mail or call the librarian, Helen M. Tramte at [httramte@herbsociety.org](mailto:httramte@herbsociety.org) or (440)256-0514.

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