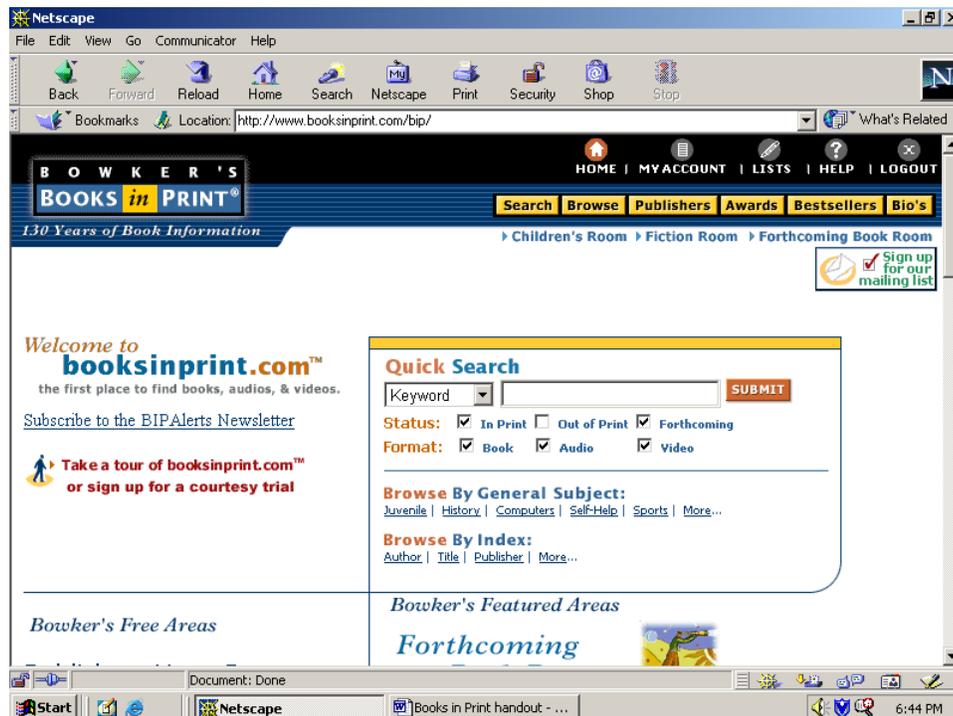


## Books in Print

Books in Print is a comprehensive database of over 165,000 publishers, distributors, wholesalers and book agents. The database offers the ability to download, e-mail, and print title information and search results. A user can also check material holdings at a particular library.

### TO ACCESS:

1. Go to an **Internet station**.
2. Double click on an Internet browser Icon (**Netscape** or **Microsoft Explorer**) and point your browser to <http://www.clarion.edu/library>
3. From the **Clarion University Library Homepage**, click on **Databases**.
4. From the **Databases** page, click on the drop down **Quick List** menu and choose **Books in Print**.
5. This will bring you to the welcome page for **Books in Print**, which contains the **Quick Search** screen shown below.



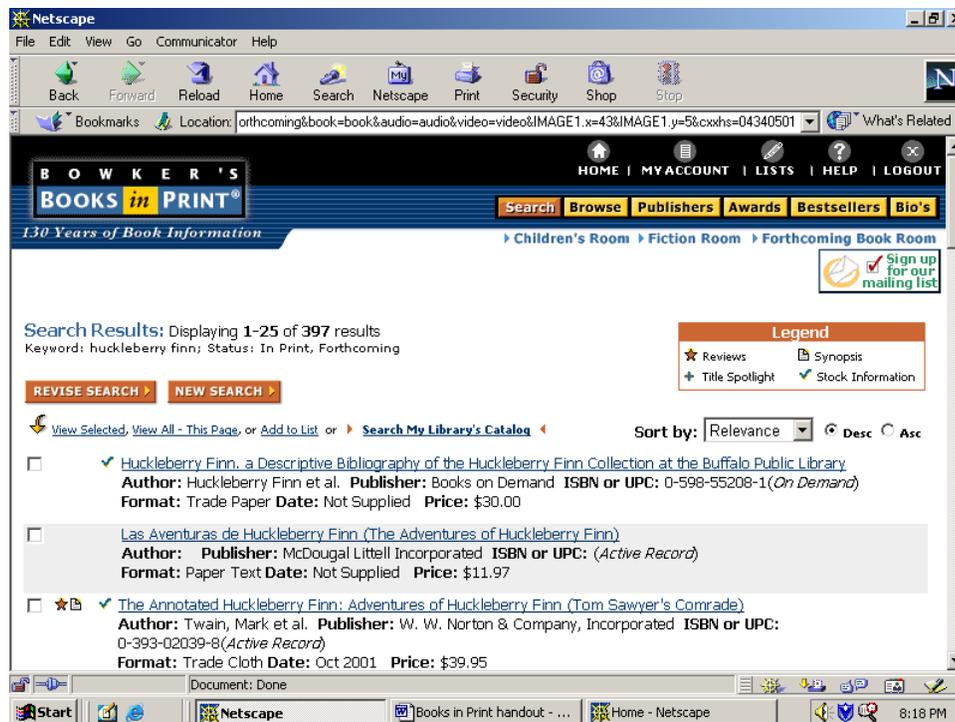
## SEARCH METHODS

**Books in Print** is **not** case sensitive. The database will produce the same results for authors or titles regardless of case.

## QUICK SEARCH

On the **QUICK SEARCH** screen, there is a drop down menu where the user can choose to search by **Keyword**, **Author**, **Title**, **ISBN/UPC**, and more. Enter the search into the box next to **SUBMIT**, then click on **SUBMIT**. The search can be limited in **STATUS** by choosing **In Print**, **Out of Print**, or **Forthcoming**. The **FORMAT** can also be limited by choosing **Book**, **Audio**, or **Video**.

Below is an example of results for a keyword search on 'huckleberry finn':

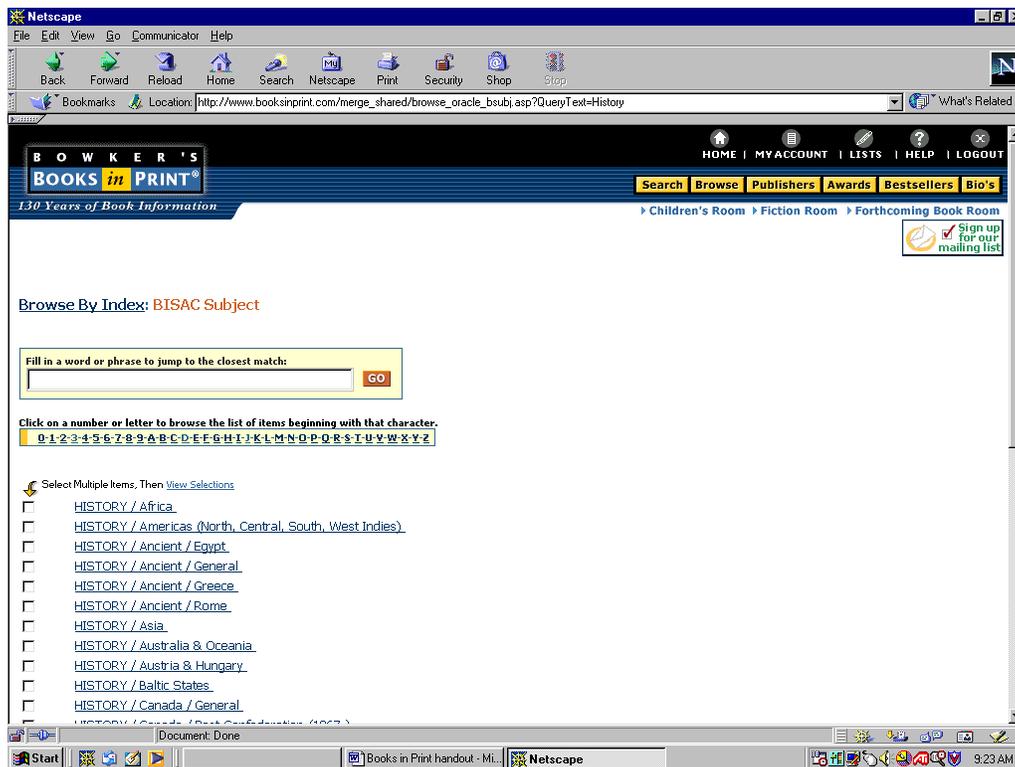


All results contain information on **AUTHOR**, **PUBLISHER**, **ISBN** or **UPC**, **FORMAT**, **DATE**, and **PRICE**. Results can be sorted in either ascending or descending order according to **RELEVANCE**, **TITLE**, **AUTHOR**, **PUBLISHER**, **ISBN**, or **UPC**, **FORMAT**, **DATE**, and **PRICE**. Some results may display symbols to the left- the legends for these symbols can be found on the right side of the screen.

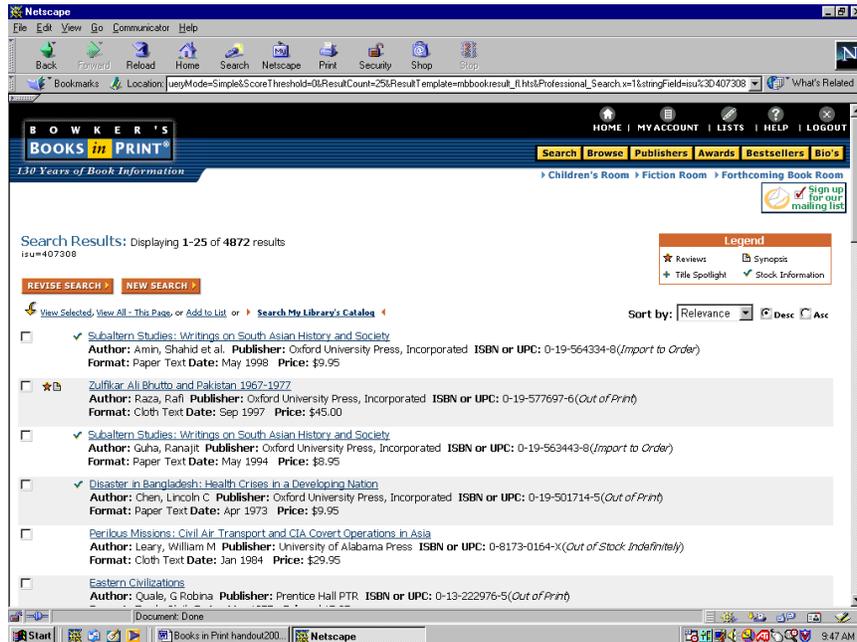
## ALTERNATIVES TO QUICK SEARCH

Users also have the option of browsing through **GENERAL SUBJECT** menus or by **INDEX**. **GENERAL SUBJECT** categories include **Juvenile, History, Computers, Self-Help, Sports, and More**. The **INDEX** includes **Author, Title, Publisher, and More**. **BOOKS IN PRINT** indexes titles that begin with numbers.

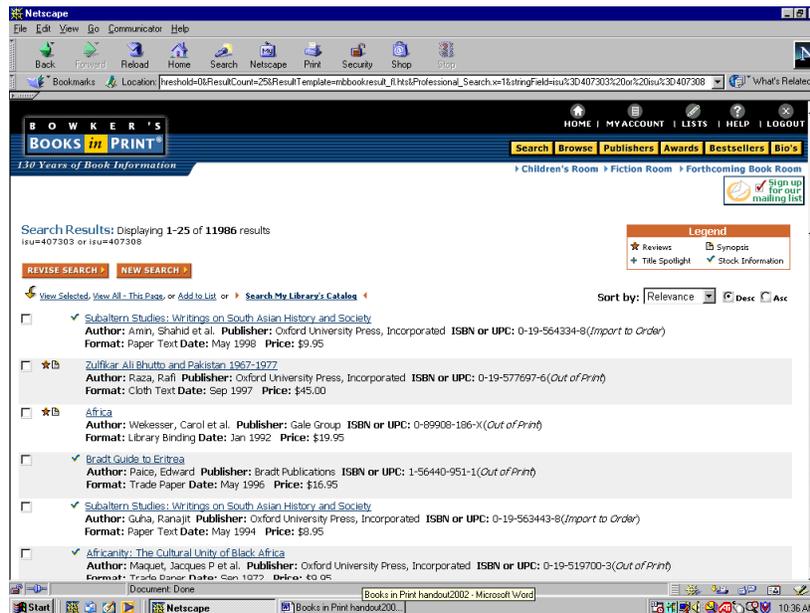
Students can either type in one of the categories in the search box or browse alphabetically. Below is a listing of results for **History** in the **Browse by Index/BISAC Subject** option.



By clicking on a subject in the list, such as **History/Asia**, a result list will appear.

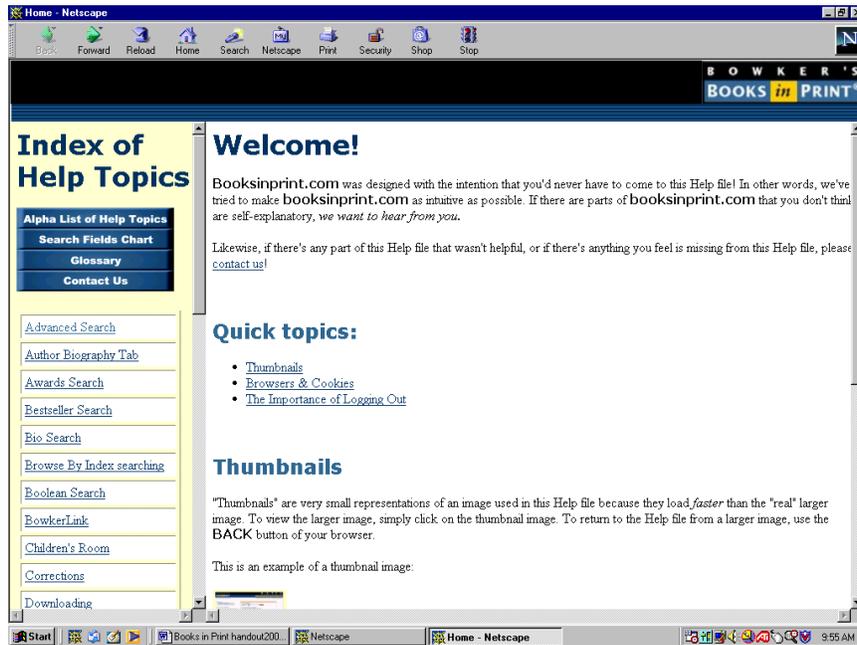


Multiple selections can also be viewed simultaneously. Below is a screen containing the results for both **History/Asia** and **History/Africa**.



## User Guides for **BOOKS IN PRINT**

By clicking on **Help**, a user can locate instructions on how to perform an advanced search, a glossary of terms used in the database, and an index on how to use various search fields. Access the **Help** screen by clicking on the **Help** Icon located in upper right corner.



(09/05/02)

