

Essential GRACE / Searching by Subject

GRACE is the catalog for the GTU Library. Search GRACE to see what books and other materials the Library owns. GRACE is available via the Internet at <http://grace.gtu.edu/search/>.

Select:	then Type:	What it does:
AUTHOR	<ul style="list-style-type: none"> Personal name (<i>last name, first name</i>) Conference name Name of organization/denomination/institution 	Looks for books written or edited by an individual, institution, or organization. Looks for conference proceedings by conference name.
TITLE	<ul style="list-style-type: none"> Title of Book, Journal, Videocassette, Audiocassette, etc. 	Looks for books, journal titles, videos, etc. You must know the correct title and the order in which the words in the title appear.
AUTHOR with TITLE	<ul style="list-style-type: none"> Personal name (<i>last name, first name</i>) Conference name Name of organization, etc. and Words in the title 	Use this when you know the author's name but are unsure of the exact title. Start by entering the author's name; then enter a word that you know is in the title.
SUBJECT See also reverse side, <i>Searching by Subject</i>	<ul style="list-style-type: none"> Subject Heading <i>You must use terms defined and listed in the Library of Congress Subject Headings.</i> Name of person, organization, or topic of interest 	Searches for items <i>about</i> people (or their works). Also searches for items on a given subject. Note: A subject search is more precise than a keyword search.
KEYWORDS	<ul style="list-style-type: none"> Words describing your subject Words in Title <i>Usually entering one or two words is optimal. Enter common words—e.g., Bible, history—second or not at all.</i> 	Often the best place to start to look for your subject. GRACE searches for your words in the Author, Title, Series Title Corporate Author (organization), and Contents Notes.
CALL NUMBER	<ul style="list-style-type: none"> Call Number as assigned by GTU Library, e.g., <i>BL 619 P5 C57 1996</i> <i>Video</i> to peruse a list of all videocassettes <i>Thesis</i> to limit search to theses done at the GTU and its member schools 	Searches by the item's call number. This will lead you to other items on the same subject.
RESERVES -- Search for materials on reserve for classes	<ul style="list-style-type: none"> Course Number Professor's Name or name of Teaching Assistant 	Finds the call number of items placed on reserve for classes. Take the call number to the Circulation Desk to retrieve the item.

LIMIT THIS SEARCH	After you have done your initial search, you may narrow your results by adding up to a total of seven limits to the terms of your original search. When you are finished adding limits, click on <i>Limit/sort items retrieved using above data</i> to execute the new search.
--------------------------	---

You may limit your search by:

- YEAR of Publication
- MATERIAL Type
- LANGUAGE
- PUBLISHER
- WHERE Item is Located
- Words in the TITLE
- Words in the AUTHOR
- Words in the SUBJECT
- BOOKS or Serials