

THE SUPREME COURT *of* OHIO  
LAW LIBRARY  
Information Series

8 The Online Catalog



The online catalog lists items the library owns or has access to, including books, serials, AV materials, CD-ROMs, DVDs, Web sites, etc. The catalog is accessible through public workstations in the library or online at [www.supremecourtofohio.gov/LawLibrary/](http://www.supremecourtofohio.gov/LawLibrary/). Click SCROLL WEB Access to use the catalog.

## SEARCH/HOME

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**Catalog Keyword:** Enter search terms in any order. Display results in reverse chronological order.

**Catalog Browse:** Match on first word in search. Display results in alphabetical order.

**Catalog Term:** Match from left to right. Display results in alphabetical order.

### WORDS OR PHRASE

Use for most general searches. Search multiple words and multiple fields at once and get the largest range of results. See below for more precise results.

### AUTHOR

Search all author fields, including personal and corporate.

### TITLE

Search all title fields, including periodical and series.

### SUBJECT

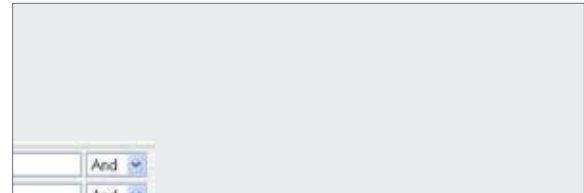
Search all subject fields. For subject heading help, see *Library of Congress Subject Headings (LCSH)*, which are located at the Circulation and Reference desks and near the AV Room.

### SERIES AND PERIODICAL TITLE

Search for specific types of titles. Use to narrow a title search.

### Power Search

Combine the above searches, and/or limit by language, format and publication year.



### Catalog Searches

**Browse:** Browse by author, title, subject, series or periodical title. Match on first word in search. Display results in alphabetical order.

**Call\_Number:** Browse by call number. View nearby items on shelf.

**Advanced\_Search:** Same as Power Search.

## TIPS AND SUGGESTIONS

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Narrow a search list by clicking the “Limit Search” button or one of the links in the “You Found Titles in Categories” box.

Find related materials by clicking the “X-Ref” button or one of the links in the “Try these too” box.

Find additional materials by clicking “Find more by this author,” “Find more on these topics” or “Nearby items on shelf.”

Click “Details” to see a fuller view of the Item Information and Catalog Record.

Click “Keep” to save search results to be printed later (use the “Print/Capture” button).

Click the “URL” symbol to go directly to the Web site.

If you are doing a keyword search and do not find the expected results, try using AND, NOT, OR or XOR

between your search terms.

**AND:** Locate records containing all of the search terms.

**NOT:** Locate records containing the first search term but not the second.

**OR:** Locate records matching any of the search terms.

**XOR:** Locate records matching any one of the search terms but not all of the search terms.

## **I NEED MATERIAL**

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If you are already at the library, visit the Circulation or Reference desks for these services. If you are accessing the catalog from another location, you may make requests online.

### Place Hold

Patrons with a library card may place a hold on an item. The item will be held at the Circulation Desk and the patron will be notified for pickup.

### Interlibrary Loan

Patrons with a library card may request materials from another library. Requests are filled on a case-by-case basis. If an item is available locally, the patron is directed to that local library.

### Search Services

Patrons may ask reference questions by completing this form.

### Recommend to Order

Patrons may recommend items for the library to order. A recommendation does not guarantee the library will purchase the item.

## **KNOWLEDGE PORTAL**

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### Library Internet Resources

Quick access to online resources: State Materials, News Resources, Ohio Materials, Reference Resources, Federal Resources and Online Databases.

## **LIBRARY INFORMATION**

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### Library Hours

8 a.m. to 5 p.m., Monday through Friday.

### Announcements

Holiday closings or special events.

### Professionalism Collection

The legal profession and the practice of law. Narrow the list by clicking on one of the links in the "You Found Titles in Categories" box.

### New Books

All items added to the collection in the last 30 days. Narrow the list by clicking on one of the links in the "You Found Titles in Categories" box.

### Services

Telephone numbers for library services.

### Events

The Supreme Court of Ohio events calendar.

### Staff

Telephone numbers and e-mail addresses for library staff members.

### Policies & Procedures

Rules for using the library: Rules Governing the Use of Photocopiers, Circulation Policies, Interlibrary Loans, Library Cards and Fax Machines.

## **MY ACCOUNT**

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Use your User ID from your library card and your PIN to check the status of your account, change your PIN, renew materials or change your address.

## **CONTACT US**

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Use the form provided to address any questions or comments you may have.

## **HIGHEST INTEREST ITEMS**

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Ohio titles, subjects and authors most often loaned over the past three months.

*For more information contact Head of Technical Services Marlys Watson at [watsonm@sconet.state.oh.us](mailto:watsonm@sconet.state.oh.us).*

THE SUPREME COURT *of* OHIO  
LAW LIBRARY  
Information Series

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1. Ohio Case Law: Where to Find It
2. Legal Periodicals: Print, Microform and Online
3. Government Documents
4. Ohio Legislative History
5. Federal Legislative History
6. The U.S. Supreme Court
7. Law Library Collection Guide
- ▶ 8. The Online Catalog
9. Ohio Legal Research
10. Reading Room Murals
11. History of the Rule of Law Oil Paintings
12. The Ohio Constitution
13. The Supreme Court of Ohio
14. Ohio Practice Materials
15. Reading Room Art: Chihuly Sculptures



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THE SUPREME COURT *of* OHIO

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