

Instructions for using BGTC/WKU Library Book Service

You can get the library books you want (or other library items, like audio books, DVDs, video tapes, cds, etc., as long as they are available on TOPCAT2000) from WKU's Library delivered here to the Bowling Green Technical College twice a week. All you have to do is:

1. Look for the items you would like to receive on your topic using **TOPCAT 2000**.*
2. Verify that the items you want are NOT already checked out by looking in the record (not just at the title). Click on entry to see the record. The **Status** line will tell you if a book is checked out (or not) and when it is due back. The Status line is just below the call number.
3. Fill out the request form. Write out the **Book Title, Author, and Call Number** on the request form. You can request up to five items at a time. *You must have your name, phone number, address and BGTC ID number on the form.*
4. Turn in BGTC/WKU Library Book Service Request Form at the **Bowling Green Technical College Library Reference Desk** to have it faxed to the WKU Libraries.
5. Return Tuesday or Thursday afternoon after 3:00 PM or please contact the help desk at 270-901-1026 to see if your material(s) are available to be picked up. The date due of the books will be stamped inside.
6. You can return them to the same site or drop them off at the WKU library if you prefer.

*If you have trouble finding book titles on your topic, please call the Extended Campus Library Services Librarian at 745-6117 or WKU Libraries Reference Desk at 745-6125 for assistance.

Using TOPCAT2000

1. To access TOPCAT 2000 (the WKU libraries book catalog), go to the Internet address: <http://www.wku.edu>
2. At Western Online, click on the word **Libraries** (located upper right on the gray bar).
3. Click on **TOPCAT 2000 button** along lefthand side of page.
4. Click on **Local Catalog** Button (first button at left).
5. Type in the keywords for your search. Put a + before all the words that must appear in your results (example: +emergent +literacy). Results will be ranked by relevance (items with the most matching terms will be listed first).
- 6 a. To look at individual records click on **blue link** for more information (including the call number and whether the item is checked out). Use back key to go back to results list.
- 6b. To look at a number of records, click **boxes at left** to mark items you want, then scroll to bottom of screen and click on **save/show button**. This will display your selected items.
8. Searching for specific **Titles** or **Author's** works: Click on the word **Heading** (next to the word Keyword) on the gray bar. Click on the **circle in front of Author (or Title)** to limit search to these areas. Author searches should use last name first for best results (example: Christie, Agatha).
9. To start over at any time, click on the uppermost gray bar at the top of the page.