



Guide to the Online Catalog

The FerrisNet Online Catalog is shared by a consortium of 5 Libraries of which Ferris State University is a member. Use the FerrisNet Online catalog to search for books, government documents, videos or music recordings housed in FLITE (Ferris State University Library for Information, Technology and Education).

Accessing the Online Catalog:

Go to <http://www.ferris.edu/library> and click on "Online Catalog".

Searching the Online Catalog:

Click on the tab for the type of search you would like to do.

Keyword-allows you to type in any words you want and search all the fields for your words. Limiting options are also available from this screen, but they are optional.

Author-allows you to search for a specific author. Enter the LAST NAME first.
Located in Reference: F 566 .E53 1999

Title-allows you to search for a specific title. You may enter as much or as little of the title as you like.

Author/Title-allows you to search for the title and the author at the same time. This is particularly helpful if an author has many books or if there are many books with similar titles.

Subject-allows you to search for materials on a specific subject. The subjects listed in the catalog are LC Subject Headings and are quite exact. If you have difficulty with the subject search you may wish to try the keyword search instead or you can ask a librarian for assistance.

Call number-allows you to search for material by the LC call number. You may also search for material by the Government Document Number by clicking on the link available at the bottom of the screen.

Reserves-allows you to search for materials that have been put on reserve for use by specific classes. The default screen allows you to search by Course, but you may also search by the Professor by clicking on the link available at the bottom of the screen.

Viewing your patron record and setting a pin:

Viewing your patron record allows you to see what materials you have checked out and also allows you to renew those materials.

At the top of every search page in the catalog there is a drop down menu that says "Catalog Options". From this menu, choose the option that says "Patron record". You will then be required to enter your name and the barcode number from your Ferris ID card. You will also need a pin. If you have never viewed your patron record before simply leave the pin part blank, click the display button and the system will prompt you to enter a pin of your choosing. Click the display button again to set the pin. From that point on, you will need to enter the pin to access your record. If you have trouble setting your pin, go to the Check Out Desk for help or call 591-2669.

Choosing a catalog:

The FerrisNet Online Catalog is shared by a consortium of 5 libraries. Most of the time you will only want to search the Ferris portion of the catalog, but there may be times when you want to see what materials the other libraries have.

To search a different library, use the drop down menu at the top of the search screens labeled "Catalog options". Under here you will see an option to "Choose library" and you may pick which library you want to search. To get back to Ferris, simply go back to the drop down menu and choose Ferris State University. **You will always know that you are searching Ferris if you see a torch in the bottom right corner of the search screens.**

Placing a hold:

If a book or other type of material is checked out, then you may place a hold on the item. Placing a hold on an item means that when that material is returned you will be notified and it will be "held" for you to come pick up at FLITE.

To place a hold on an item, click on the red button that says "Place a hold". This button will only be available when viewing an individual item record. You will then need to fill in your name, the barcode number from your Ferris ID card and your pin. This pin will be the same pin that you use to view your patron record.
