TOPCAT

**WKU Libraries Total Online Public CATalog**, **TOPCAT** can be used to check the availability of materials (books or periodicals) in our circulating collection.

1. To access TOPCAT (the WKU libraries book catalog), go to the Internet address: [http://topcat.wku.edu](http://topcat.wku.edu)

2. At WKU's Web home page, click on the word Libraries (located under Academics).

3. At WKU Libraries Web site Click on TOPCAT beneath the One-Search Box.

4. (You may use the One-Search Box to search in TOPCAT because it is integrated in it).

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).

6a. To look at individual records click on **grey 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 the Print, Export, E-mail, or Add to List button.

7. If you choose Add to list, you need to login first. Then you can go to My List (tab on top).

8. The search is set on book Title by default, to search for title, just type the title of the book. To search a journal title, You need to select Journal Title in the drop-down menu of the right. Select Author to search authors. Usually you should use last name first for best results (example: Christie, Agatha or Christie Agatha).

9. To start over at any time, click on the Search white tab at the top of the page.

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