

FINDING RESOURCES IN THE SSC

Accessing the Catalog

You can access a catalog of Ranken's print resource collection via Inside Ranken or through the programs listed on computers in the Student Success Center (SSC).

Inside Ranken →
Student Success Center →
Click the + next to
SSC Home →
Online Catalog
and Databases →
Ranken Concourse Catalog

In the SSC:
Start → All Programs →
Online Catalog
and Databases →
Ranken Concourse Catalog

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Resource Collection Searching the Concourse Catalog

The default search is a keyword search, which allows you to locate items by entering the name of authors, titles or subjects. Provide terms for one of the options and click the "GO" button or hit Enter on your keyboard.

To search singular and plural forms at the same time or to search for alternative word endings, type an asterisk (*) after the word. For example, *auto** will search for *auto*, *automobile* and *autobiography*.

Results are provided in list form. Click on the title to view the full bibliographic entry, including the call number, which provides the location of the book. If no matches are found, the catalog will provide a list of near matches.

Finding a Book in the SSC

To find a book in the SSC, you must use the call number, which is an alphanumeric code.

Sample call number: AG 243.C73

AG
243
.C73

AG Read in alphabetical order: A, B, BC, BF, HG, T, TL and so on.

243 Read as a numeral: two hundred forty-three.

.C73 Combination of letters and decimal numbers. First, find the letter in alphabetical order. Then, look for each number separately. Remember that this number is a decimal, so .C73 comes before .C735, which comes before .C77.

If you need assistance with, or have questions about, searching the catalog or locating resources, please visit the Student Success Center main desk, call (314) 286-4891 or email ssc@ranken.edu.

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