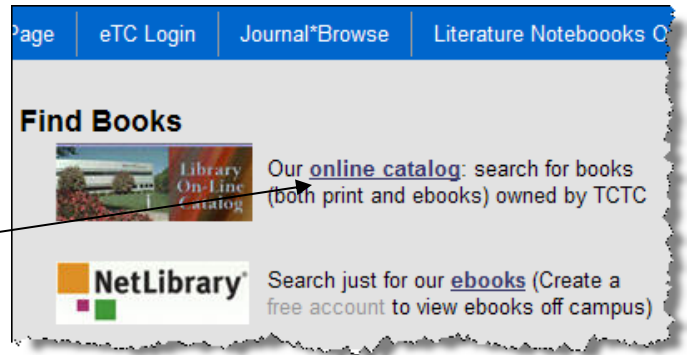
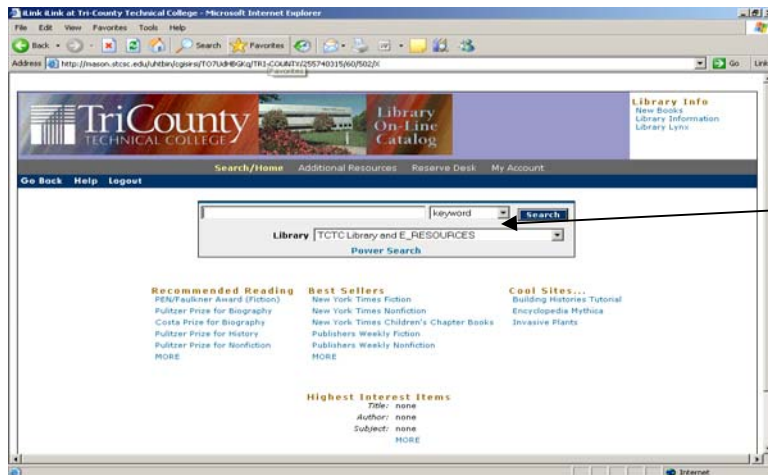


The library catalog is probably the best place to begin research for most assignments. The catalog is fairly easy to use, however, the tips below on creating effective searches will be helpful. Go to the library home page at

<http://academics.tctc.edu/lynx>
and click the first link under "Find Books".



Here is the home page for the library catalog:



Note that the default type of search is

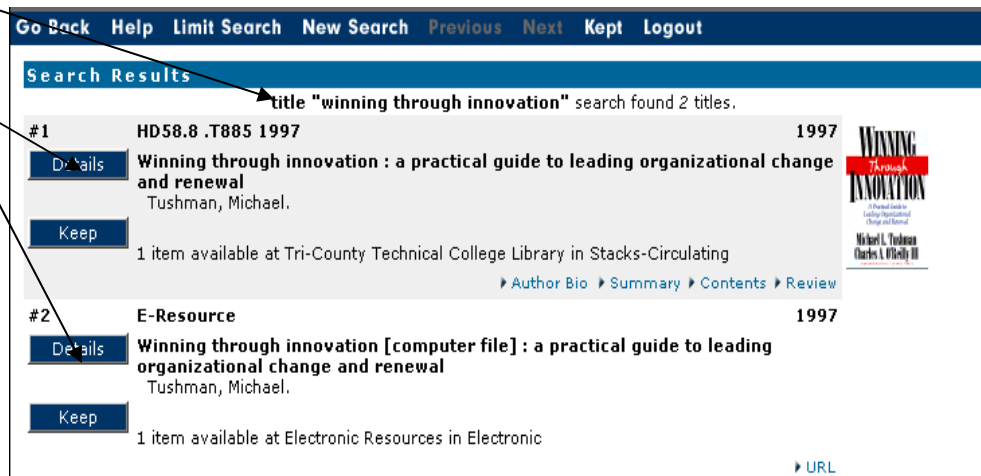
Keyword

There are also different ways to search:

Author
Title
Subject
Series
Periodical title

Title and *author* searches are the easiest, since they generally give the smallest lists.

Click "details" to see more information



Each record is divided into either two or three tabs. The first, "item information," shows you if the item is available, the call number, and publication date. The middle tab may not be available for some older books. It contains various information such as summaries, tables of contents, book reviews, and sometimes an example chapter.

Item Information | A Look Inside | **Catalog Record**

Winning through innovation : a practical guide to leading organizational change and renewal
Tushman, Michael.

ISBN: 0875845797 (alk. paper)

Personal Author: Tushman, Michael.

Title: Winning through innovation : a practical guide to leading organizational change and renewal / Michael L. Tushman, Charles A. O'Reilly III.

Publication info: Boston, Mass. : Harvard Business School Press, c1997.

Physical descrip: xii, 258 p. : ill. ; 25 cm.

Held by: GTC_BARTON TRI-COUNTY

Subject term: **Organizational change--Management.**

Added author: O'Reilly, Charles A.

The third tab, "catalog record", contains the important subject headings that tell you more specifically the topics included in the book.

eBooks (NetLibrary Database)

#2 | E-Resource

Details | **Winning through innovation [computer file] : a practical guide to leading organizational change and renewal**
Tushman, Michael.

Keep | 1 item available at Electronic Resources in Electronic

1997

► URL

To access the eBooks from the catalog, find the link that says "URL" on the right side of the screen. When you click it, you will see the NetLibrary webpage for the book. To read the book, click "View this eBook".

Search Strategies

In any database, there are different methods of narrowing or expanding your search to obtain more or fewer results. Entering only one term that is very broad will yield a list of results that can be huge, while using search terms that are more specific and in only one field will give a results list that is considerably smaller than the first. For example, in the library's catalog, a *keyword* search on the word *management* gets a results list of more than 4700 items.

keyword "management" search found 4723 titles.

Pages << 1 2 3 4 5 6 >>

There would be many false hits in this large list. It would include any book with the word "management" in the catalog record, such as those about the management of your emotions, financial management, etc

But a *subject* search of the phrase *organizational change* drops the number of results down to 221. So, if you are doing research on only one aspect of a large topic, this is a good method for narrowing a list down to what is relevant. A keyword search retrieves any instance of the word anywhere in the catalog record; a subject search uses only the subject headings assigned to the title.

subject "organizational change" search found 221 titles.

Use the subject headings assigned to a book that seems to be on target to find more items with those same subject headings. Then you can narrow your search further if needed.

Subject term: [Organizational change--Management.](#)