

**Added Functions for State Library Borrowers  
(SC libraries, SC state employees)**

**My Account Feature**

**Place Requests Electronically**

If you have a State Library card and are searching the WEBLION catalog from outside the library, you can request titles held in the State Library's collection electronically. Identify the title wanted and click on the **Request Title** button in the upper left hand corner of the screen. Type in your State Library card number and click on Log In. At the next screen, click on Submit Request. A screen confirming your request will appear. State employees will be notified by phone when their request is ready for pickup. Titles requested by libraries will be sent through interlibrary loan.

**View Your Own Account**

If you have a State Library card, you can check your own account to see what titles are presently charged to you and what titles you have on reserve from the State Library. You may also renew items and cancel reserves. Some items may not be able to be renewed electronically for special reasons. In these cases, phone the Information Desk (803-734-8026) for assistance. To see your account, click the **My Account** button located at the top of the screen when you are searching WEBLION. Follow the instructions provided. Remember to click on the Quit button once you have finished your transaction.

## Information Services

Research and information services are offered to state government employees for their work-related questions and also to South Carolina's public libraries. Contact a reference librarian for more information about how the Library staff can assist you.

**(803) 734-8026 (voice-Information Desk)**

**(803) 734-4757 (fax)**

**reference@leo.scsl.state.sc.us**

**(e-mail to Information Desk)**

**South Carolina State Library**

**1500 Senate Street POB 11469**

**Columbia, SC 29211**

**www.state.sc.us/scsl**

**(SC State Library Home Page)**

**www.state.sc.us/scsl/den**

**(SC Connects for State Government)**

**SC State Library Home Page**

**for State Government**



**WEBLION**

**The South Carolina State  
Library's catalog**

**www.state.sc.us/scsl/scslweb/  
welcome.html**



## South Carolina State Library WebLION Basic Search

[New Session](#) [Basic Search](#) [Advanced Search](#) [HELP](#) [About the Library](#) [My Account](#) [Quit Now](#)

Please enter a word or phrase to search:

Erase Text

Pressing <Enter> without selecting a search type searches by the **highlighted** search button.

Search by:

[Author](#) [Title](#) [Subject](#) **[Keyword](#)**

Limit the search (optional):

By date: By language: By material type:

Review the searches for this session:

[Prev Search](#) [Next Search](#) [Reset Search Settings](#)

[Help Window](#)

## Basic Search Functions

The Basic Search screen lets you search for library items in several different ways. Depending on the nature of your search, you may receive either a results list of multiple titles, or a single title. From the single title display, you obtain detailed information about that particular title (availability, classification number, pagination, etc.).

To search for an item:

1. Type a word or phrase that describes the item you want to find in the box provided. Use either upper or lower case.

2. Click the appropriate search button.

### **Author**

Click this button to search for titles by a particular author. Type the author's last name first, first name last. For example, TWAIN MARK (no comma needed).

### **Title**

Click this button to search for a specific, exact title. Don't type leading articles (a, an, the), but do type articles between words. If you don't know the title, a Subject search would be better.

### **Subject**

Click this button to search for items about the same subject. This type of search is most useful if you know what kind of information you are looking for, but don't know a title or author's name. Hyphens are optional. To enter individuals as subjects, type the last name first.

### **Limits/Sorting**

Searches can be limited by date or format. Search results can be sorted by date, author, title, or material.

## Keyword Searching and Advanced Search Functions

- The keyword search function finds the word or words you typed anywhere in the field you choose (author, title, subject). This differs from "Search by:" searching which requires you to enter the beginning word(s).
- When you type more than one word in your keyword search, the program relies on qualifiers and operators to determine the relationship between words. The keyword function operates best at the Advanced Search screen. Click on the "HELP" button for more detailed information.
- Truncation ("wild cards"). Here are some examples of symbol truncation:

# - The pound sign represents a single character.  
For example: wom#n may retrieve woman or women

? The question mark represents many characters at the end of a search term.  
For example: dream? may retrieve dream, dreams, dreaming

The **Advanced Search** screen also allows you to search one or more library catalogs at the same time. Phone the Information Desk (803/734-8026) for further information/assistance on searching multiple library catalogs.