

CATALOG SEARCH TIPS

SHORTCUTS TO THE LIBRARY CATALOG

DID YOU KNOW...?

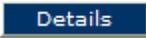
...you can save a list of titles that interest you and print or email them?

Rather than writing down the titles and call number of each book, DVD, or other item, you can have the catalog do that for you.

<ul style="list-style-type: none">• First, for each item you want to save, click the Mark button to the left of the title.	
<ul style="list-style-type: none">• After you have made all your selections, click the Print/Email Marked Records option near the top of the catalog screen.	
<ul style="list-style-type: none">• Click View to see your list, Print Formatted to print your list, or enter your complete email address (including @dickinson.edu) to send the list to yourself (or you can send it to someone else.)	   <input data-bbox="954 688 1252 730" type="text"/> 

...you can use one good book to find lots of others?

When you find one helpful title, use that title's **subject headings** to find similar titles.

<ul style="list-style-type: none">• Find your original helpful item in the catalog. Click the Details button to the left of the title.	
<ul style="list-style-type: none">• Scroll all the way down to the bottom of the item's full record, and click on the Subject link that best matches your topic.	
<p>Subject: American literature--20th century--History and criticism. Subject: Modernism (Literature)--United States. Subject: American literature--Minority authors--History and criticism. Subject: American literature--African American authors--History and criticism. Subject: Immigrants' writings, American--History and criticism. Subject: Politics and literature--United States--History--20th century. Subject: Ethnicity in literature. Subject: Race in literature. Subject: Immigrants in literature.</p>	

...you can do an exact phrase search for generic or indistinct titles?

Titles that consist only of generic words are difficult to find using a keyword search. Take "Book of the States, for example. A keyword title search for this retrieves 87 titles. To help overcome this, put the title in single quotes:

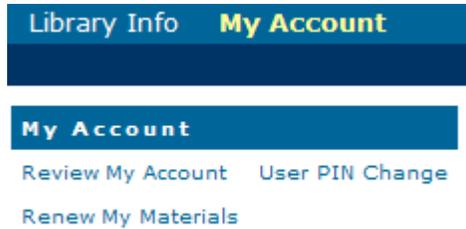
'Book of the States'

Note: This technique won't work if some of the words are incorrect (for example, if the book was really entitled *Book About the States*).

DID YOU KNOW...?

...you can manage your account and renew books online?

Just like public libraries! Click **My Account** on the top part of the screen and enter your user ID information:



...you can browse the shelves online?

You can wander around in virtual bookstacks through the **Browse** option. This feature is particularly useful when you are looking for a title with vague words in it, like *War and Peace*.

<ul style="list-style-type: none">Click More Search Options near the top of the screen.	
<ul style="list-style-type: none">Click Browse Search.	
<ul style="list-style-type: none">Type the name of an author, a subject, or a title around which you want to browse. Then select the type of browse you want to do (browse for titles, authors, etc.).	

...titles with “and”, “or”, “not” in them might cause search problems?

Titles that begin with Boolean operators, or words that are normally used to expand or narrow a search, will confuse the catalog. For example, the catalog treats the first word in the title of the book, *Not the Triumph but the Struggle*, as a search operator, and excludes all titles with the words “triumph” or “struggle” in them. This can be overcome four different ways:

- Put the title in double quotes: “Not the Triumph but the Struggle” (Double quotes deactivate the Boolean operator.)
- Put just the Boolean operator in double quotes: “Not” the Triumph but the Struggle
- Omit the Boolean operator from the search: The Triumph but the Struggle
- Select **More Search Options** and do a browse search on the title: Not the Triumph but the Struggle. This drops you into an alphabetical list of titles from which you can select your title. (See above.)