

Using Boolean Connectors: AND, OR, & NOT

Use these connectors between your keywords to direct your search:

AND narrows your search. It is used to connect individual terms or concepts.

All words connected by AND will be present in the records retrieved.

In the Catalog, using AND is optional because it is automatically placed between words entered.

Example: commerce AND internet
commerce internet

OR broadens your search. It is used to connect synonyms and/or related ideas.

At least one of the words connected by OR will be present in the records retrieved.

Example: internet OR online OR web

NOT excludes words from being present in the records retrieved.

Example: internet NOT web

(Parentheses) are used around words connected with OR, when AND and OR are used in the same search.

Example: commerce AND (internet OR online OR web)

Truncation and Wildcard Symbols:

Truncation and wildcard symbols expand a search to include variant spellings of terms.

- Attach a truncation symbol to the stem of a word to produce variant endings.
- Use wild card symbols within words to retrieve alternate spellings and irregular plural forms of the word.

Symbol	Example	Retrieves
Use ? or * at the left, right, or middle of a word. Never use more than once in a text string.	furni? furni* cardio*y *pane	furniture, furnishings cardiology, cardiopulmonary windowpane, counterpane
Use # to find words with alternate spellings.	arch#eology	archeology, archaeology
Use ! to find single-letter spelling variations.	wom!n	woman, women

Have Questions?

- Ask library staff for help: www.lib.umd.edu/help.html
- Even when the library is closed you can ask questions through our 24/7 **Ask Us Now!** service.

CATALOG of the University Libraries

2011-2012

University of Maryland Libraries ♦ www.lib.umd.edu/guides/catalog.html



The Catalog provides access to the holdings of the University of Maryland Libraries by listing its books, nonprint media, technical reports, government documents, periodical titles and other materials. The Catalog also provides access to the holdings for the Libraries of the University System of Maryland and Affiliated Institutions (USMAI). This guide shows how to search the Catalog and highlights special search features.

Accessing the Catalog:

- On the Libraries' home page: www.lib.umd.edu click on **Catalog**.
- OR**
- Go to catalog.umd.edu
 - To access special features such as **My Account**, **Saved Searches** and **Saved Items**, click on **Sign In** and enter your **directory ID** and **password**.

Basic Search:

Depending on the type of search you choose, enter key word(s), a title, subject, call number, or an author's name into the search box.

Possible Search Strategies:
Both * and ? are truncation symbols. See the back of this handout for more information.
Use quotation marks around words in a phrase. Use common phrases only (e.g., "white collar crime," or "Gulf Coast.")

choose type of search enter word/s to search **? tips**

word/s anywhere college* and "academic success" search

Examples: planning and architecture
planning and architecture not urban

word/s anywhere
title beginning with...
title word/s
author beginning with...
author word/s
subject beginning with...
subject word/s
call number

Use the **Examples** for guidance in creating a search strategy.

Select the type of information you want to search.

Note: If you only know the first few words of a title or the first part of an authors' last name, then use the "beginning with" type of search. But if you only remember that the word "Mockingbird" is somewhere in the title, do a "title word/s" search.

Interpreting Search Results:

To see the **Full View** of the Catalog record, click the title of an item on the results list.

Record 1 out of 1 [find it](#)

author [Lipson, Charles.](#)

title **Doing honest work in college : how to prepare citations, avoid plagiarism, and achieve real acader**

published Chicago : University of Chicago Press, 2004.

description 189 p. ; 24 cm.

series note (Chicago guides to writing, editing, and publi

series [Chicago guides to writing, editing, and publi](#)

all locations [Availability](#)

location UMCP McKeldin Library [i](#) Stacks | PN171.F56 L56 2004 [Holdings](#) [Availability](#)

location UMCP McKeldin Library [i](#) Reference Stacks | PN171.F56 L56 2004 [Holdings](#) [Availability](#)

internet link Table of contents: <http://www.loc.gov/catdir/toc/ecip0417/2004007886.html>

Click **find it** for alternate ways to obtain the item, along with learning additional information about the item. (See below.)

Write down the **collection** (e.g., Reference Stacks, Folio) and the **call number**. See the library's Floor Plan for details.

There are 8 libraries on the College Park campus; note which library owns the material. Click [i](#) to view the library's location, hours and more.

A link will appear if some or all of the material is available online.

Click on **Availability** to determine if the item is on the shelf or not.

Using "find it" in the Catalog:

[find it](#) at University of Maryland Libraries

Source: Doing honest work in college : [0-226-48476-9] Lipson yr:2008

Not available online

[Check availability at](#) all University System of Marylan

[E-mail](#) this citation

[Need help?](#) Ask Us!

[Report a problem](#)

The **full text** of an item may be available online. In this case, it is not. i.e. **Not available online**

If it were available online, **find it** will link you to the item or link you to the database where that item is located.

An item may be physically available in the UM Libraries, or through another library in the University of Maryland system; **find it** will link you to the Libraries' Catalog record for that item.

If an item is not available online or in a USMAI Library, you may be able to borrow a copy from a different library through **InterLibrary Loan (ILL)**.

This may take at least two weeks.

Click here to report problems using **find it**.

Use an Advanced Search When:

- You want to conduct a more sophisticated search. Click "advanced search" on the Catalog's top toolbar.
- Choose **word search**, **browse search**, or **command search**:

Use a Word Search When:

- You want to search different words in different fields at the same time (e.g., title and author).
- You want to limit your results by format (e.g., DVDs, CDs, electronic resources, etc.), language, a named collection or a range of years.

word search

search for words in... enter word/s to search search as...

title To Kill a Mockingbird

and author Lee

and all fields

search or **clear** or limit search by:

format all formats

language all languages

location McKeldin (all)

Search for words in different fields (e.g. title, author) at the same time.

Search "all fields" to look for words anywhere in the Catalog record.

A word search from the advanced search screen allows you to limit your results by **format, language, library location**, and more.

Use a Browse Search When:

- You know the assigned subject heading and want to browse subjects that might be related.
- You have a call number and want to peruse other items nearby on the shelf on the same subject.

browse search (results will appear as an alphabetical or numerical list)

choose type of search enter word/s to search

title beginning with... maps

search or **clear**

Choose a category to browse (e.g., **title beginning with, call number**). Your search will display an ordered list of items that begin with your search term.

Use a Command Search When:

- You are a very skilled researcher and you know exactly the type of search you want.

command search

enter command language phrase [tips](#)

pub=doubleday

search or **clear**

Use command search to customize the fields you search (e.g., publisher). Click on **tips** for a list of commands.