

Using The Van Wagenen Library Catalog

Basic Search

The basic search allows you to either browse or search by keywords, depending which search type you choose in the selection box at the left side of the page. Browsing options such as *Title begins with...* and *Subject begins with...* give you an alphabetical results list which you can browse through for the particular title, subject, etc. that you are interested in. Keyword searching options such as *Word(s) Anywhere* and *Author Word(s)* will give you a list of items which meet the search criteria.

Advanced Search

The advanced search gives you more searching options. You can search for things using other types of information such as publisher and year. You can search with multiple kinds information at the same time by combining things like author and title or subject and publisher. You can even get more specific by using Boolean operators (AND, OR, or NOT). AND will search for items that have all terms you've entered. OR will search for things in which either the words in the first box or the second box match. NOT will search for items which match the terms in the first box, but not the second.

The advanced search page also allows you to put limits on your search. For example, you could limit your results to things in French or to juvenile materials or to DVD's.

Quick Tip: In any search, a question mark (?) or an asterisk (*) may be used to replace part of a word to broaden a search. For example, AGRI? will search for agriculture, agricultural, agribusiness, etc.

The Browse List

Some searches will return a browse list. From the browse list, you can use the *<Previous Page/Next Page>* buttons to scroll through and find the title, subject, etc. that you are interested in and then click on it to see the items the library has.

You can also change to a different browse search by typing a word or phrase in the text box, then selecting a field to search from the drop-down box and clicking *Go*.

The Results Page

The Results screen shows you which materials the library has that match your search. The list is sorted with the newest things first but you can change it to suit your needs by clicking on one of the listed *Sort options* or the headings of the different columns.

To move through your results list, you can click on the *Next Page>* or *<Previous Page* buttons or you can jump to a specific record number by entering it in the box above the results list and clicking *Jump to #*.

To see more information about a specific item in the list, simply click on the item's title or the # at the left. To see details about the library's holdings for an item, click on *Availability* at the right side of the list.

You can also select things from your results list so that you can do different things with them later—just check the box next to the item/s. The *Selected records* menu allows you to

manipulate the records you have chosen. For example, *Save/Mail* lets you save the selected records to a file or to email them and *Add to Basket* lets you stash items in your Basket to be combined with items from other searches. The contents of your basket can then be manipulated the same way as other selected items. Things in your basket will remain there until deleted or until your session ends.

Search History

The *Search History* page allows you to see your past searches, run them again, and/or combine them. To re-run a previous search, check its box and click *View*. You can combine two searches at a time with the *Cross* button. Check the boxes for the searches you want to combine and click on *Cross*. This will take you to a page where you can choose how you want to combine them.

Within the Full Record for an Item

The *<Previous Record/Next Record>* buttons allow you to move within the records of your results list. The *All items* link in the Holdings section of the record will give the locations of the items within the library. The *Choose format* list allows you to change how the record is displayed. For example, *Citation* will give just the citation information parts of the record (author, title, publication information).

Clicking on any underlined term will allow you to search that term within the catalog. For example, within the record for *A History of the Weimar Republic*, there is the subject heading *Germany -- History -- 1918-1933*. Clicking on the subject heading will open a window which allows you to search for other items with the same heading.

Help

The Help option is available by clicking on the link in the menus at the top and bottom of the screen. This will open the help window which has information on searching, viewing results, and more.

Sign-In

The *Sign-In* feature allows you to access your library account. Signing in lets you see what items you have out, renew items, and more.