

Searching the library's Online Catalog

Simple Search

1. Open the NVCC library homepage & under **Research Tools** select **Library Online Catalog**.
2. In the blank **Search In** box, type in your search terms.
3. In the **Search By** box, select the type of search you want to perform.
4. Select a **Quick Limit** if you wish, otherwise just go ahead and hit enter to begin the search.

For more advanced search limits, use the **More Limits** button in the lower right hand corner of the Simple Search box, *before* you type in your terms (see over for details on **More Limits**).

Spelling is very important in typing in search terms. Punctuation helps streamline your search:

Use quote marks	“ ”	around a phrase or name of two words or more.
Place a plus sign	+	directly before each keyword or quote-marked phrase.
Use a question mark	?	for truncating, to get back all variations on the stem of a word.

For example:

+viet? +immigra? for a book about Vietnamese immigrants to the U.S. The ? is handy here since there are several variations on the spelling of Vietnam. Use the + before *each* keyword.

+“African American” +poe? for a book about African American poetry. Using the “ ” here makes your search specific to African Americans. Using the ? gives you poets, poems, *and* poetry.

Note: In Keyword search, your results are displayed in order of **relevance**, or how closely the result matches your request. To make sure you are aware of the most recent material, you may re-sort your list by publication date using the **Sort By** drop-down menu on the result screen.



Advanced Search

Advanced Search allows you to build your search piece by piece, with drop-down menus to help. Use free text to fill in the blanks and create a custom search with specific words or names in specific fields.

Course Reserves

Use the Course Reserves screen to identify items put on reserve by your instructor. Search by instructor's name (best method), department, and/or by course & section number.

Using *More Limits* for Effective Searching:

- ▷ Click the **More Limits** button from any Search screen to access the advanced Search Limits menu.
- ▷ Set limits *before* entering search words.
- ▷ Limits are not in effect until you have made limit choices & clicked the **Set Limits** button.
- ▷ You do not have to use each category. To start over from the More Limits screen, use the back arrow to return to the Search screen and select the **More Limits** button again.
- ▷ After you set limits, a message will appear on the Search screen to remind you that search limits are in effect. One click on the **Remove Limits** button will clear both the limits you set and the keywords in the search box.

Viewing Your *Search Results*:



Use **Brief Record** for author, title, publisher, location, call number & status of each volume.



Use **Detailed Record** for all available information, including subject headings.



Use **Table of Contents** to see chapter headings, and learn more about the material covered.

Note: not all records have Table of Contents information available.

Getting the Hang of It

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| Error | An error message such as "System could not interpret your search statement" usually Messages indicates improper placement of punctuation or connectors. Refer to search notes for help. |
| Help | Make use of the helpful notes at the bottom of each Search screen. Or, use the Help button at the top of the screen for detailed help. |
| Printing | First click Print/Save , using the prompt at the bottom of the result screen. This will combine & format all the information from both the Brief and the Detailed Records. Then use your browser's toolbar print button to begin printing. |
| Printing a Modified Result List | You may want to print a few selected titles from your result list. From Results screen, check off your selections, then click the Retain Selected button. Then proceed with the above Printing instructions. |
| Saving | Save to disk or minidrive, or email your results using the Options at the bottom of any Results screen. |
| Time out | The system will time out if the keyboard is not active. You'll be able to start a search, but you'll get an error message referring to the time out. If this happens, start over. |

Consult your friendly Reference Librarian for help whenever needed!