DUMC Library Online SEARCH Instructions

To search the DUMC Library Catalog:

1. In the "Search for" field, type the words to be searched in either lower or upper case; articles "*a, and, the*" should be omitted.
2. Then, click the appropriate search *intent* button below the *Search for* field:

For example:

      1) Type: **END OF THE SPEAR** (not case dependent)

      2) Click the [**Title**] button.

      3) The **Result List** (above) shows:

              End of the spear

              End of the spear: Media Type DV (DVD VIDEO)

              "Out" *indicates that the item is checked out.*

      4) Click a highlighted (blue) **Title** to see the **Item's DETAIL page** (below).

DETAIL PAGE

5**)** On the **DETAIL page**, **DO NOT CLICK** "Reserve this Item".

   This is an **optional feature NOT INSTALLED** in our software.

6) To search for another item, click on "Return to List".

SEARCH Notes

1) Case ("upper" or "lower") is not critical; either works.

2) All **search words** are treated as partial words and must match at the <u>beginning</u> of the word.

   Title example: *THE*
   will find: *THE*, *THE*N, *THE*ORY, *THE*RE
   will not find: A*THE*NA, BA*THE*

3) The order of search words finds <u>all occurrences</u> of that sequence.

   Title example: *THE BOOK OF*   click [**Title**] button
                  will find:
                  The book of lists
                  Complete ***book of the*** flower fairies
                  The children's ***book of*** heroes

4) Unless every search word exactly matches the entry in *Search for*, a Catalog Item will not be shown in the Result List.

   Author example: *Sam Clemens*   click [**Author**] button
                   will return: *Clemens, Samuel Langhorn*
   Author example: *Sam Clem<u>o</u>ns*   click [**Author**] button
                   will return nothing.

5) **Do not enter punctuation** unless it is a part of the word.
   Title example: **Pilgrim's progress** <u>must</u> include the apostrophe.

6) An ISBN entered **without hyphens** will match only ISBNs <u>with no hyphens</u>.
   An ISBN entered **with hyphens** will match only ISBNs that
   <u>have hyphens in the same position</u>.
   ISBNs in our Library Catalog DO NOT CONTAIN HYPHENS.

Using Your Results

1) Once items of interest have been located by your search action (the Result List), write down their Call Numbers (circled in the Call Number column).
   CLOSE THE SEARCH WINDOW.

   a. Some searches may produce a long Result List. For example: **C S LEWIS** will return over a dozen books. You may wish to print such lists and carry them to the Library for reference.

2) Items are shelved in numerical sequence—from front of the Library to rear of the Library—of the Call Number you recorded for each item of your search. A Placard near the top of each end of each row of book shelves contains the range of Call Numbers located in those shelves.

3) Locate each of your book's Call Numbers in the appropriate shelf row and remove it for check out.

4) If a Library Volunteer is not on duty, initiate the self-service checkout procedure at the Main desk.