



Getting Started

Your Library Catalog

This site provides access to Ohrstrom Library's catalog in addition to special research features.

The **Home** page offers:

- Basic Search
- Advanced Search
- Research Portal
- Reserve Desk
- Request Materials
- My Account
- Contact
- Library Information

Basic Search

To begin searching, type a term in the search box.

To narrow your search, select one of the options from the drop-down menu before clicking the **Search** button.

Searches may be limited to:

- Words or Phrase
- Author
- Title
- Subject
- Series
- Periodical Title

Advanced Search

Use the Advanced Search feature to access the same limiters available in Basic Search (above) and also the following:

- Language
- Format
- Item Type
- Location
- Publication Year

Click **Browse** to browse by author, title, subject, series, or journal title.

Click **Call Number Search** to search for a specific call number.

Research Portal

Use the **Research Portal** to access additional material beyond the library catalog.

Click on **Creating Citations** for access to Ohrstrom Library's handy MLA guides & also to access Noodlebib.

Visit the **Reference Shelf** for a list of free reference websites.

Visit **Web Resources** to access the Ohrstrom Library Delicious account & also the Library Blog.

Use the **Databases** link to access all of Ohrstrom Library's databases.

Click on **Research Guides** to access all of Ohrstrom Library's current research guides geared to SPS projects.

Reserve Desk

Click on the **Reserve Desk** in the menu bar to see what items are on reserve for your class.

You may search by faculty name or course name.

Faculty may use this same screen to place items on reserve. Simply click Place Academic Reserve Request and fill in the resulting form. Please allow 24 hours for reserve requests to be completed

Request Materials

Click **Request Materials** in the menu bar to request material the library does not own.

Choose **Interlibrary Loan** to place a request to borrow an item from another library. Ohrstrom Library will contact you if the item is available to borrow. Please note, an Interlibrary Loan request can take two weeks to arrive.

Choose **Suggest Materials** to recommend material for the library to purchase. .

My Account

Log in to My Account to:

- Review items you have checked out
- Renew items
- View and cancel holds
- Change your PIN

To **Review** items on your account, login & select My Account from the menu bar. Select Review My Account.

To **Renew** items on your account, login & select My Account from the menu bar. Select Renew My Materials. To renew an item, check the box next to the item you wish to renew & press renew.

To view and/or cancel **Holds** on your account, login & select My Account from the menu bar. Select Review My Account. Click the word Holds to view all items on hold. To cancel a hold, check the box next to the item you wish to cancel & press cancel.

To change your **PIN**, click My Account from the menu bar. Then click User PIN change. Enter new PIN where prompted and click Change PIN.

Contact

If you have a question, comment and/or suggestion for the library, click **Contact Us** to communicate with library staff.

1. Type your question in the **Question** box or your comments/suggestions in the **Comment/Suggestions** box.
2. Type in your **user ID**.
3. Click **Send** to send your message to the library.

Library Information

The box on the left titled **Library Info** is presented on all the screens described above. Use the links in Library Info to view:

- Ohrstrom Library homepage
- Ohrstrom Library hours
- Library News & Events
- Ohrstrom Blog
- Ohrstrom Library Policies & Privileges
- Staff listing
- Ohrstrom Library Archives page
- New Books list

Searching

- Basic Search
- Advanced Search
- Browsing
- Call Number Searching
- Categories
- Limit Search
- View List
- New Search
- Searching Tips

Basic Search

To begin searching, type a term in the search box.

To narrow your search, select one of the options from the drop-down menu before clicking the **Search** button.

Searches may be limited to:

- Words or Phrase
- Author
- Title
- Subject
- Series
- Periodical Title

Advanced Search

Use the Advanced Search feature to access the same limiters available in Basic Search (above) and also the following:

- Language
- Format
- Item Type
- Location
- Publication Year
- Keeping Items
- New Search

Click **Browse** to browse by author, title, subject, series, or journal title.

Click **Call Number Search** to search for a specific call number.

After conducting a search, a list of **Categories** will appear on the right-hand side. Click on any category to generate a list of items associated with the same category.

After conducting a search, and after then clicking the Details button, a second box will appear on the right-hand side of the screen. Click any of the presented three options to further your search:

- Find more by this author
- Find more on these topics
- Nearby items on shelf

After conducting a search, to Limit this Search further, click the **Limit Search** button in the menu bar. This will allow additional limiting such as:

- Language
- Format
- Item Type
- Location
- Publication Year

To generate a list of materials that interest you, press the **Add to List** button next to each item record. To view your entire list of kept materials, click **View List** in the menu bar. From this screen you may **delete**, **email**, and/or **print** this list. The print feature will display the list of items in a pop-up window. Please know that a list is stored as long as your search session lasts. A list is not stored in your account. To keep a list beyond a search session, consider printing or emailing the list to yourself.

To start a **New Search** click New Search in the menu bar.

Searching Tips

Boolean Operators

Use Boolean operators (AND, NOT, OR, XOR) to connect or exclude words or phrases.

- Use the **AND** operator to locate records containing all of the specified search terms. For example, if you search "dogs AND cats", the search locates records containing all records containing both the word dogs and the word cats.
- Use the **OR** operator to locate records matching any or all of the specified terms. For example, if you search "dogs OR cats", the search locates records containing either the word dogs or the word cats as well as records containing both the word dogs and the word cats .
- Use the **NOT** operator to locate records containing the first search term but not the second. For example, if you search "dogs NOT cats", the search locates records containing the word dogs but not the word cats.
- Use the **XOR** (exclusive or) operator to locate records matching any of the specified terms but not all of the specified terms. For example, if you search "dogs XOR cats", the search locates records containing either the word dogs or the word cats but not both dogs and cats.

Substitution and Truncation

Use the symbols **?** and **\$** for substitution and truncation.

The **?** symbol is used as a substitute for a missing character in a search word. For example, if you enter WOM**?**N, the search locates records containing either "woman" or "women."

The **\$** symbol is used to truncate search terms. For example, if you enter JAME**\$**, the e-library locates the specified records containing the terms "Jame," "James," "Jameson," and "Jamerton."