

Getting Started

Your Library Catalog

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

Catalog Home Page

The **Home** page offers:

- Basic Search
- Advanced Search
- Creating Lists and Printing/Emailing Search Results
- Research Portal
- Reserve Desk
- Request Materials
- Contact Circulation
- My Account
- 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
- To start a **New Search** click New Search in the menu bar.

Advanced Search

- Use the **Advanced Search** feature to access the same limiters available in Basic Search (above) and also the following:
 - Language
 - Format (eBooks or print books only)
 - 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.
- 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
- To start a **New Search** click New Search in the menu bar.

Creating Lists and Printing/Emailing Search Results

- 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.

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

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."

Research

Click on the **Research portal** to access additional resources, programs, and services beyond the library catalog.

Reserves

- Click on the **Reserves** 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 48 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 **Report Missing Items** if you are having trouble finding an item in the stacks and the item is listed in the online catalog as being available.
- Choose **Acquisitions Requests** 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.

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:

- Library homepage
- Library hours
- Ohrstrom Blog
- Policies & Procedures
- Staff listing
- SPS Archives page
- Recent Acquisitions list

Contact Circulation

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

1. Type your questions/comments/suggestions in the **Message** box.
2. Type in your **name, email, and subject** into the appropriate boxes.
3. Type the **CAPTCHA code**.
4. Click **Submit** to send your message to the library.