

## Searching the UCO Catalog

To search for books or other materials in the UCO catalog, use Central Search or the Books/Catalogs option to select the “old catalog” from the menu bar on the library’s home screen.

The Basic Search screen facilitates searching by keyword or by title, author, subject heading or call number and offers limits for specific collections or recent materials.

To search for a copy of Gray’s Anatomy in the Reference collection, for example, enter the title into the search box and select “Title-keywords” and “Reference” from the drop down menus.

The result list provides a brief record for each edition of the title in the Reference collection which includes the date of publication, the call number and the location and availability. Materials in the Reference collection do not circulate, so they are always available.

Select an individual record to see more detail, including the ISBN, a physical description of the material and, in many instances, a description of the contents, as well as the applicable Library of Congress subject headings. We will search by subject headings later.

Returning to the result list, note that the limiters available on the basic screen can be enabled or disabled here.

The Advanced Search screen provides additional searching options and limiters, including location, place of publication, types of materials, formats and languages.

To find materials on nursing care of children, enter keywords into the first search box that represent the concept of children, which would include child, children and childhood. Leave the default search to search for “any of these” as keywords within the records.

Alternatively, use just the root of the word “child” and truncate it with a question mark, which is the truncation symbol in the catalog, to retrieve all variations of the word and add other keywords such as “youth,” young” and “infant.”

Leave the “and” Boolean operator in place and add more key terms to the second search box. “N-u-r-s?” truncated and “m-e-d-i-c” truncated will retrieve nurse, nurses, nursing, medicine or medical. The search engine will now find all records containing any of the terms in the first box along with either or both of the terms in the second.

Limiting this search to materials published within the last five years results in a list of more than 1100 items. To shorten this list and focus the search, scan the first few pages and identify a title that is useful for the research question. Open the record for that item to see the Library of Congress subject headings applied to materials on that topic. In this case, “Pediatric Nursing.” Click the subject heading to open the Subject Heading List and find all of the materials the library owns that are cataloged with that subject heading.

For more help finding books and other materials in the library's catalog, contact the Reference librarians by chat, text, phone, e-mail or in person on the 1<sup>st</sup> floor of Chambers Library.