



# Wichita State University Libraries

## Online Catalog

<http://libcat.wichita.edu>

### About the Catalog

Use the WSU Libraries Online Catalog to identify books, periodicals, government documents, and other material available in the Libraries. Even electronic resources can be found here. Users can access the catalog from anywhere via the Libraries' home page at <http://library.wichita.edu>.

Five search types are available in the catalog:

**Basic**-includes common searches like title, journal title, author, subject, and keyword

**Advanced** - a fill-in-the-blank search template

**Articles**- takes you outside the catalog to Harvester Article Finder where you can search electronic databases for periodical articles

**Course Reserve**—a search of materials placed on Reserve by University faculty

**New Books**- search only books new to the library

### Basic Search

Select the desired search type by clicking in the **Within** box. Type your search term(s) in the **Search:** box. Press **ENTER** or click on **[SEARCH]** to execute your search.

The screenshot shows the Basic Search interface with the following elements:

- Navigation tabs: Basic, Advanced, Articles, Course Reserve, New Books
- Search History link
- Search box: [ ]
- within dropdown: Keyword Anywhere (expanded list includes: Title (omit first word if, a, an, the), Journal Title (omit first word if, a, an, the), Author (Last Name first), Subject Heading, Title (keyword), Keyword Anywhere (and, or, not), Call Number, Author Sorted by Title)
- Add Filter dropdown: All Material
- Records per page dropdown: 30 records per page
- Search button

**Tip:** It is not necessary to capitalize or use punctuation.

### Known Item Search Tips

**Title:** Enter as much of the book, series or journal title as you know, omitting beginning articles like a, an, the, la, las, der, etc.

**Journal Title:** Enter as much of the title as you know, omitting beginning articles like a, an, the, etc. This option searches a subset of the *Title* search, and includes journals, magazines, newspapers and other serials.

**Author:** Enter last name first (twain mark) for personal authors, and normal order (american cancer society) for corporate authors.

**Subject Heading:** Use standardized *Library of Congress Subject Headings*. This list is available at the Ablah Library Reference Desk.

**Title (Keyword):** Enter words from the title in any order.

**Author Sorted by Title:** Author search where results will be sorted in alphabetical order by title.

**Call Number:** Enter as much of the call number as you know.

### Keyword Anywhere Search Tips

A keyword search looks for words *anywhere* within a record, including title, author, subject, etc. Results are sorted by relevance.

- Use the **question mark (?)** as a wild card to truncate: **garden?** would retrieve **garden, gardens, gardener, gardeners, and gardening.**
- Use **quotation marks (")** around a phrase to keep the words together:  
**"advanced practice nursing"**

**In addition, for Keyword Anywhere (and,or,not):**

- Use **Boolean operators (and, or, not)** to combine keyword terms:  
**forensic and psychiatry**

- Use **parentheses ( )** to group terms: **(asia? or china? or japan?) and (music? or art?)**

## Advanced Search

Design your own keyword search by “filling in the blanks.” Looks for words located anywhere in a record, or only in fields (such as author, title, etc.) that you specify. Use drop-down menus to select fields, Boolean operators, etc. Results are listed with most recently published items first.

Basic | **Advanced** | Articles | Course Reserve | New Books | Search History

Search: [ ] as a phrase [v] Search in: Keyword Anywhere [v]

AND [v]

[ ] as a phrase [v] Search in: Keyword Anywhere [v]

AND [v]

[ ] as a phrase [v] Search in: Keyword Anywhere [v]

Year:  Current Year [v]  From [ ] To [ ]

Location: All Locations [v]

Place: All Places [v]

Type: All Types [v]

Status: All Status [v]

Format: All Formats [v]

Language: All Languages [v]

Records per page: 30 records per page [v]

Search

## Course Reserve

Use the drop-down menus to search for items placed on Reserve by your instructors. Search by instructor name, department, or course name.

Basic | **Advanced** | Articles | **Course Reserve** | New Books | Search History

Select Locations: Wichita State University Libraries Catalog

Instructor: Any [v]

Department: Any [v]

Course: Any [v]

Records per page: 30 records per page [v]

Reset Search

## New Books

Use this tab to find new books added to the collection in the last 4 weeks.

Basic | **Advanced** | Articles | Course Reserve | **New Books** | Search History

Find new books in: All locations [v] for: last week [v]

Search for: (optional) [ ]

Records per page: 10 records per page [v]

Search

## Miscellaneous Hints

### Filters

Filters can help refine and focus a search, and can be used only in keyword and title searching. Limit by publication date, language, library location, place of publication, type of material, or publication status. Commonly used filters are available from the basic search tab in a drop down menu. More filters are available in advanced search. You can also add filters to your results list when using basic search.

### Viewing Search Results

If more than one match is found, a search results list of matching citations will be displayed. Click on the title for the item you want and a screen with additional information will be displayed. In the results list for *Subject Heading* or *Author* searches, a list of relevant headings to select from will be displayed first. Click on the heading that most closely describes what you are looking for.

### Marking Records

You may mark records by clicking on the box to the left of each desired record. You can then choose to print, export, email, or add records to My Bookbag by using the buttons on the top or bottom of the results list.

### Sorting

You can choose to sort your results list by relevance, alphabetically by author or title, publication date (oldest listed first), or publication date descending (newest listed first).

### Search History

This link will display up to the last 20 searches. From here you can easily re-run, edit, or save a search.

### Navigational Toolbar

Use the tabs in the top right corner to start a new search, view your library account, bookbag or saved searches, go to the Libraries' homepage, or visit the Interlibrary Loan page.

