



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. All library computers allow access to the catalog through the **WSU Online Library Catalog** icon. Users can also connect via the World Wide Web through the Libraries' home page at <http://library.wichita.edu>. Access is free to all users.

Three search types are available in the catalog:

Basic Search—includes common search types like title, journal title, author, subject, and keyword

Guided Search—a fill-in-the-blank search template

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

Click on the tab for the desired search type.

Basic Search

Select the desired search type by clicking in the **Search By:** box. Type your search terms in the **Search For:** box. Press **ENTER** or click on **[SEARCH]** to execute your search.

General Search Tips

Capitalization and Punctuation: It is not necessary to capitalize or use punctuation.

Truncation: The system automatically truncates on the right except in keyword searches.

Known Item Search Tips

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

Journal Title: Enter as much of the title as you know, omitting articles like a, an, the, etc., at the beginning of the title. 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.

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

Author/Uniform Title: Used for searching musical works by composers or works by prolific authors. Enter last name first (twain mark).

Advanced Keyword (Boolean) Search Tips

A keyword search looks for words *anywhere* within a record, including title, author, subject, etc. Results are listed with most recently published items at the top.

- Use Boolean operators (**and**, **or**, **not**) to combine keyword terms:
forensic and psychiatry
- 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"
- Use **parentheses ()** to group terms: **(asia? or china? or japan?) and (music? or art?)**

Relevance Keyword Search Tips

Relevance Keyword search results will be listed with the most relevant items at the top. Relevance is determined by a weighting formula (appearance in the subject or author fields is weighted more heavily than appearance in the publisher field, for example).

Keywords can be typed in any order. The computer looks for the appearance of *one or more* of your keywords.

Use the **question mark (?)** as a wild card to truncate: **econom?** would retrieve **economy**, **economies**, **economical**.

Use **quotation marks (“”)** around a phrase to keep the words together: “world wide web”

Use the **plus sign (+)** to indicate essential terms, and an **asterisk (*)** to indicate important terms: +explorer *internet.

Use the **exclamation point (!)** to exclude terms: manhattan !new !york

Guided Search

Design your own keyword search by “filling in the blanks.” Looks for keywords 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 at the top.

The screenshot shows the 'Guided Search' section of a database interface. It features three identical search rows. Each row has a 'Search in:' field with a dropdown menu, a search term input field, and a 'Search in:' field with a dropdown menu. Below each search term input field are radio buttons for 'AND', 'OR', and 'NOT'. At the bottom left, there is a '10 records per page' dropdown, and at the bottom right, there are 'Search' and 'Reset' buttons.

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.

The screenshot shows the 'Course Reserve' search interface. It has three dropdown menus labeled 'Instructor', 'Department', and 'Course', each with 'Any' selected. At the bottom left, there is a '10 records per page' dropdown, and at the bottom right, there are 'Search' and 'Reset' buttons.

Miscellaneous Hints

Limiting

Limiting 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. There are two methods of limiting searches prior to entering search terms. **Quick Limits** (commonly used limits) appear immediately below the **Search For:** box. Additional limits are available through the **[Set More Limits]** button. After executing a search, you can apply limits to the search results by clicking on **[Post Limit]**. Limits remain in effect until you clear (erase) them by clicking on the **[Clear Limits]** button.

Viewing Search Results

If more than one match is found by your search, 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, Author, or Author/Uniform Title* 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

If there are multiple search result screens, you may mark records by clicking on the box to the left of each desired record. You may retain marked records while checking several screens of search results by clicking on **[Retain Selected Items]** before proceeding to the next screen.

Printing and Saving Records

Go to the **Save Options** box at the bottom of the screen. Click to reformat record(s) for saving or printing. Click on your browser's **[Print]** button to print your results, or use **File / Save As** on your browser's menu bar to save them on a disk.

E-Mailing Records

Go to the **Save Options** box at the bottom of the screen. Type your e-mail address in the box, and click on **[e-mail]**.

Navigational Toolbar

Use the toolbar of yellow buttons located at the top and bottom of the screen to check your patron record, go to a listing of search results, view your search history, start a new search, etc.