

Boolean Connectors: AND OR NOT

Use these connectors between your keywords to direct your search:

AND narrows your search. It is used to connect unrelated terms or concepts. **All** words connected by AND will be present in the records retrieved.

In the catalog, using AND is optional. It is automatically placed between words entered.

Example: commerce and internet
commerce internet

OR broadens your search. It is used to connect synonyms and related ideas. **At least** one of the words connected by OR will be present in the records retrieved.

Example: internet or online

NOT excludes words from being present in the records retrieved.

Example: internet not email

(Parentheses) are used around words connected with OR, when AND and OR are present in the same search.

Example: commerce and (internet or online)

Truncation & Wildcard Symbols

Truncation and wildcard symbols expand a search to include variant spellings of terms.

- A truncation symbol is attached to the stem of a word to produce variant endings.
- Wild card symbols may be used within words to retrieve plural forms, establish word order, and determine proximity.

Symbol	Example	Retrieves
Use ? or * at the left, right, or middle of a word. Never use more than once in a text string.	furni? furni* cardio*y *pane	furniture, furnishings cardiology, cardiopulmonary windowpane, counterpane
Use # to find words with alternate spellings.	arch#eology	archeology, archaeology
Use ! to find single-letter spelling variations.	wom!n	woman, women

The Catalog of the University of Maryland Libraries

www.lib.umd.edu/guides/catalog.html
2007/2008



The Catalog provides access to the holdings of the University of Maryland Libraries by listing its books, nonprint media, technical reports, government documents, periodical titles and other materials. The catalog also provides access to the holdings for the libraries of the University System of Maryland and Affiliated Institutions (USMAI). This guide shows how to search the catalog and highlights special search features.

Accessing the Catalog

- Go to the UM Libraries' home page: www.lib.umd.edu Click on **Catalog**.
- **OR**
- Go to catalog.umd.edu
- To access special features such as **My Account**, **Saved Searches** and **Saved Items** click on **Sign In** and enter the **14-digit** barcode number found on the back of your university I.D. card & your **last name**.

Need Help?

Is the barcode on your I.D. not working?

See:
www.lib.umd.edu/PUBSERV/circ_idcard.html

Other problems? Use the Catalog's **help & tips** screens.

See:
www.lib.umd.edu/help.html

Basic Search

choose type of search

word/s anywhere

- word/s anywhere
- title beginning with...
- title word/s
- author beginning with...
- author word/s
- subject beginning with...
- subject word/s
- call number

enter word/s to search ? tips

college* and "academic success" search

Examples: planning and architecture
planning and architecture not urban

Enter key word(s), a title, subject, call number, or an author's name into the search box.

Both * and ? are truncation symbols. Consult help screens for more information.

Use quotation marks around words in a phrase. Phrases may only be two words long.

Use the **Examples** for guidance.

Select an option to limit your search.

Interpreting Search Results

To see the **Full View** of the Catalog record, click the title of an item on the results list.

Record 1 out of 1 [find it](#)

author [Lipson, Charles.](#)

title **Doing honest work in college : how to prepare citations, avoid plagiarism, and achieve real acader**

published Chicago : University of Chicago Press, 2004.

description 189 p. ; 24 cm.

series note (Chicago guides to writing, editing, and publishing)

series [Chicago guides to writing, editing, and publishing.](#)

all locations [Availability](#)

location UMCP McKeldin Library [i](#) Stacks | PN171.F56 L56 2004 [Holdings](#) [Availability](#)

location UMCP McKeldin Library [i](#) Reference Stacks | PN171.F56 L56 2004 [Holdings](#) [Availability](#)

internet link Table of contents: <http://www.loc.gov/catdir/toc/ecip0417/2004007886.html>

There are 8 libraries on the College Park campus; note which library owns the material. Click [i](#) to view the library's location, hours and more.

A link will be available if some or all of the material is available online.

Click on [Availability](#) to determine the material's borrowing status.

Find It

[find it](#) **University of Maryland Libraries**

Source: Doing honest work in college : [0-226-48472-6] Lipson yr:2004

Is it online?
No electronic full text available via Find It.

Is it in the library?
Check availability at **all USMAI campuses** [GO](#)

How can I get it from another library?
Request item from **another USMAI campus** [GO](#)
Use only if item cannot be checked out from your home campus

Reviews, save/email, and help

The **full text** of a book may be available online. If so, **find it** will link you to the document, either through a direct link or a database.

An item may be physically available in the UM Libraries, or through another library in the University of Maryland system. **Find It** will link you to the Libraries' catalog record for that item.

If an item is not available online or in a USMAI Library, you may be able to borrow a copy from a different library through **InterLibrary Loan (ILL)** This may take up to 2 weeks.

Book reviews are only available for materials in the Libraries' Catalog.
Click here to report a problem with Find It (underneath Get Help).

Advanced Search:

- Click "Advanced Search" on the catalog's top toolbar to conduct a more detailed search.
- Choose **word search**, **browse search**, or **command search**:

Word Search

Use **WORD SEARCH** when:

- You want to search different words in different fields at the same time (e.g. title and author).
- You are looking for a specific item and have some words from a title, subject heading, series name, etc.
- You want to limit your results by format, language, named collection or years.

word search

search for words in... enter word/s to search se

title To Kill a Mockingbird

and author Lee

and all fields

[search](#) or [clear](#) or limit search by:

format all formats

language all languages

location McKeldin (all)

Search for words in different fields (e.g. title, author) at the same time.

Search "all fields" to look for words anywhere in the catalog record.

A word search from the advanced search screen allows you to limit your results by **format, language, library location**, and more.

Browse Search

Use **BROWSE SEARCH** when:

- You have an exact title, or the beginning of a title.
- You have the author's last name and first initial (or full name).
- You are looking for works on a subject, and know the assigned subject heading.
- You have a call number and want to find other items on the same subject.

browse search (results will appear as an alphabetical or numerical list)

choose type of search enter word/s to search

title beginning with... maps

[search](#) or [clear](#)

Choose a category to browse (e.g., title, call number). Your search will display a list of items that begin with your search term.

Command Search

command search

enter command language phrase [? tips](#)

pub=doubleday

[search](#) or [clear](#)

Use command search to customize the fields you search (e.g., publisher). Click on **tips** for a list of commands.