

Searching JSU's Library Catalog

Here are some general instructions for using the **Keyword** and the **Author/Title/Subject/Call Number** searches in the Library Catalog. If you cannot locate what you need using these searches, please ask a librarian for help.

Keyword Anywhere: Search any word(s), phrase(s), or name(s) by entering your search term in the box and pressing ENTER or clicking the  button. Keep in mind that if you enter two or more words, the Library Catalog will search for all records that contain *all* of those words in any part of the record. In many cases, multiple-word searches will be truncated because they will pick up more than ten thousand records. There are, however, several ways to use multi-word searching effectively in the Keyword search. You may use ? to truncate your search term (i.e., trombon? For trombone, trombones, or trombonist). Do not type the words AND, OR, NOT.

Searching for a phrase:

Enter your search words in the search box. If you want information about the **world wide web**, enter your search as **world wide web**. Then click the drop down box to the right of your search and select "*as a phrase*" now click the  button.

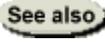
Searching for a concept that requires multiple terms, but isn't a phrase:

Start with a general term(s) in one box then select the next empty box and enter your next term. You may connect the terms by selecting the AND, OR, NOT radio buttons. For help with "builder" searching and boolean operators, please ask a librarian.

Author/Title/Subject: Find items by author, title, journal title, subject heading, or call number by clicking on the **Author/Title/Subject/Call Number** heading to select that type of search.

If you are doing an *Author* search, enter the author's last name first (i.e., twain mark) with no punctuation between the names of the authors. Make sure the *Author* option is highlighted in the "**Find Results in:**" box.

The *Subject* search searches Library of Congress subject headings by keyword and will return the subject headings in alphabetical order. You may then click on a subject heading link to see all of the items that contain that subject heading. Do not use punctuation in the Subject search.

The subject search will also bring up all subject headings containing the word or phrase that you searched with. It may also guide you to the correct Library of Congress Subject Heading by using a "see also" note. These can be identified by the  button.

The *Journal title* search will search only titles of magazines and journals, while the *title* search will search all titles. **Do not use a, an, or the** at the beginning of any of the title searches.