Why should I use the catalog?

- Best way to find physical items at the libraries (such as books and DVDs)
- Gives access to some Ebooks and electronic resources (some of which may not be accessible through the databases)

What is the catalog?

- It is Medaille College Libraries’ own unique database put together by our librarians.
- Each book, ebook, DVD, and other item has its own record.
- When you search the catalog, you are searching the words in these records to pull up what you are looking for.

What is in each record?

- Author & Full title
- Imprint (Publication Info)
- Physical Description (Size & Length)
- Subject Headings
- ISBN Number

Some records have extra information such as:

- Table of Contents
- Summary
- Notes

Types of Searches

- Keyword Search - searches every word in every record
- Title Search - searches only in the title field of each record
- Author Search - searches only in the author field of each record
- Subject Search - searches for subject headings matching your search
- Search by call number or ISBN
- Advanced Search - combine different types of searches and use limits such as Material Type and Location

Advanced Search Tip: Use the Material Type limit to search only for Printed Material or only Ebooks.

Use the Location limit to search only for books at the Rochester Campus Library or available on the internet.
Subject Headings
They usually look something like this:

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
</tr>
<tr>
<td>Executives</td>
</tr>
<tr>
<td>Organizational Change -- Management</td>
</tr>
</tbody>
</table>

Click each one (like a link) to see the other titles Medaille owns that fall under that subject heading. So if you are interested in books about Leadership, you would click the subject heading for “Leadership.”

Click the “More Like This” button to search for titles that fall under any of the same subject headings. This button is located above the search box when viewing a record.

Search Tricks

**Boolean Searching**

**AND** - picks up only results with all the words in your search. Causes fewer search results.

**OR** - picks up results that have either of the two words or both. Causes more search results.

**NOT** - picks up results that have one word, but not the other.

<table>
<thead>
<tr>
<th>dogs (700) - dogs AND cats (300)</th>
</tr>
</thead>
<tbody>
<tr>
<td>= dogs NOT cats (400)</td>
</tr>
</tbody>
</table>

**Wild Card**

Use ? to replace any letter of a word to bring up multiple versions of that word

Use * to allow anything to exist in that space.

**Phrase Searching**

Use quotation marks around two or more words to search for them together and in that order. (Example: “Irish cream”)

AND example:
A search for dogs AND cats retrieves around 300 results.
A search just for dogs retrieves around 700 results.

OR example:
A search for dogs OR cats retrieves around 900 results.

NOT example:
A search for dogs NOT cats retrieves around 400 results.

? example: Searching wom?n will bring up records with the words “woman” or “women”

* example: Searching environment* will bring up records with the words “environment”, “environments”, “environmental”, or “environmentalism”

- To make the most of your searches, log in to create preferred searches and your own list of books.
- For more help, click “Advanced Search” then look at the top right-hand corner for the “Help” link.