

Tips for Better Searching

By Title

- **Accurately correctly spell the first few title words.**
- **For very long titles**, type only enough words to achieve relative uniqueness.

Example: twenty thousand leagues retrieves:
Twenty Thousand Leagues Under the Sea

- **For very short titles**, type a vertical bar (|) at the end of the title to eliminate longer titles beginning with those words.

Example: *timel* retrieves: Time magazine

By Author

- **Search by Personal Name, Corporation/Organization, or Government Agency.**

Example: american bar association

By Keyword

- **Use double quotation marks to search for a phrase.**
example: "art therapy"

- **Use truncation to find words with the same root letters.**

Use ? to replace a single character,
use * for the root word plus 1-5 characters,
use ** for more than 5 characters.

Example: *wom?an* finds "woman," "women"
*art** finds "arts," "artists," "artistic," etc.
*art*** finds "artificial," "artillery," etc.

- **Use AND and OR to search multiple words.**

Example: *stocks and bonds* (finds both words)

Example: *men or boys* (finds either word)

- **Use AND NOT to exclude words.**

Example: *dogs and not poodles*

- **Use NEAR for words** close to each other, in any order.

Example: *art near therapy* finds both words



How can I find out when new items are available?

Log into "My Record" at the beginning of your session, and perform any type of catalog search. Then click on "Save to My Record." You can save up to 25 searches. If you want to be emailed when new items are added to the Catalog that match your saved searches, click "Preferred Searches" from within "My Record" and check the "Mark for email" box by that search.

Where can I get help?

Check for more searching information under Find from the Libraries Web site. Library staff can assist you with Catalog searches in any library, by IM, telephone, or email. Go to library.osu.edu/help/ for contact information.



library.osu.edu



Use the Libraries' Catalog



library.osu.edu

What is the Libraries' Catalog?

The OSU Libraries' catalog has the information you need to find books, videos, journals, and other materials available in the University Libraries on the Columbus and all regional campuses, as well as thousands of articles you can read online. The catalog is available to anyone at no charge and can be accessed from the Libraries' Web site, library.osu.edu. (You must be affiliated with The Ohio State University—a student, faculty or staff member, for example—to borrow materials.)

What does the Catalog provide?

- The location and current availability of the print, audio visual, online, and Web materials owned by the University Libraries
- Links to full-text resources
- Ability to request and renew materials
- Ability to broaden your search to the OhioLINK state-wide catalog, OSU Libraries' Interlibrary Services (for non-OSU and non-OhioLINK items) and other catalogs (WorldCat, CIC Libraries)

How do I search for the items I need?

You can search the Catalog by:

- Keyword
- Title of the item
- Author
- Author/Title
- Subject
- Medical subject
- Number (call number, ERIC, ISBN/ISSN, SuDoc)



How can I limit my search and make it more specific?

Use the Limit/Sort option at the top of the screen. You can limit your search by:

- Language
- Material type
- Words in the title, author or subject
- Sound or video recording
- Publisher
- Publication year
- Location of items



How can I request an item listed as "Available?"

Just click the "Request this item" link. Items you request can be sent to the University library of your choice, or delivered to your Columbus campus dorm or office.

How can I search the collections of other Ohio academic libraries?

Use the OhioLINK catalog for items at more than 85 Ohio academic libraries. (Search for your item in the OSU Libraries' Catalog first to be sure it is not available at Ohio State.) To switch to OhioLINK, click on the "OhioLINK catalog" button at the top of the search results screen.

You can request any available OhioLINK item for checkout by clicking "Request this item" and following the instructions. Items will be delivered to the location you specify in 3-5 days and can be returned to any Ohio State library.

How can I request a book that someone else has checked out?

Click on "OhioLINK catalog" to see if a copy of the item is available from another Ohio academic library. Available items can be requested and sent to any OSU library, Columbus campus office, or dorm in 3-5 days.

Note: You can also click on "Request this item" even if the OSU copy is checked out. The Libraries will contact the borrower and give that person 10 days to return the book. Once returned, the item will be sent to you at your specified location.

How can I renew my checked out items?

From the Libraries' Web site, click on "My Record." Then click on "Items currently checked out" and then "Sort by Due Date" to see which items are due first. Renew individual items or simply click on "Renew All."

