

Search Strategies

Spelling

The catalogue will find variations on your **spelling**.

British and American:

Type **color** to also find **colour**

Singular and plural:

Type **diary** to also find **diaries**

Accented and non-accented:

Type **cafe** to also find **café**

- **Tip:** The Library Catalogue will even suggest alternative spellings if you've made an error.

Wildcard *

Use **wildcard *** to find variations on a word and expand your search.

Wom*n finds women, woman

Canad* finds Canada, Canadian, Canadians

***plasm** finds neoplasm, cytoplasm

Advanced Search

Use the **Advanced Search** tab for more detailed searches.

Advanced:

Combine search words from different fields (anywhere, author, title, subject or call number); limit your search by library, format, or language. (These options are also available under Refine Results).

Boolean:

Use operators such as **and**, **or**, **not**, **near** and **onear** (ordered near) and parentheses to combine keywords. Spelling features and stop words do not apply to Boolean searches.

Search Strategies

Search by ISBN or ISSN:

ISBNs, ISSNs, and other numbers can be searched as keywords.

Search for a phrase:

Use quotation marks to find an exact phrase or title quickly: "gone with the wind".

Punctuation and stop words:


Punctuation and the following words are ignored in searches:

a, about, an, and, at, by, for, from, in, into, of, on, or, the, to

- **Exception:** If you include punctuation or a stop word in a phrase search (see above) or Boolean search, it is not ignored.

Find related books:

To find other material similar to your search results, you can:

- 1) Choose a subject matching your topic from the left panel. Then, remove the original search words from your search steps, to find all items on that subject. (Your search steps are displayed below the search box. Click  to remove any step.)
- 2) View the detailed record of a relevant item. On the Details and Subjects tabs, click on links to see all items with the same author, subjects, or series title. The Subjects tab may also list broader subjects that will yield more results.

Borrowing FAQ

Use your TCard to borrow items:

Your TCard is your UofT library card. See <http://discover.library.utoronto.ca/services/loans/> for more about loan services.

Place a hold on an item that is currently out of the library:

Click **Request this item**. You will receive a notice when the item is returned to the library.

Renew items online:

Select **RENEW ITEMS** from the top menu bar. You can also visit the Circulation desk of the Library or call 416 978-8450 to renew items.

Borrow an item from another campus if it is not on your campus:

Click **Request this item** to have it delivered in about 2 to 3 business days.

Borrow an item from another library if UofT does not have it:

Visit www.library.utoronto.ca. From the Research menu, choose **Find Books**, then **Interlibrary Loans**

Research Help



In-person:
at any Library's Reference Desk



By e-mail:
See the library website for details



By Phone:
See the library website for details



By Chat:
http://discover.library.utoronto.ca/utl_help/live-chat

THE UofT Library Catalogue

AN INTRODUCTION

Search the Library Catalogue to find:

- Books
- Journals
- DVDS
- Government Documents

... and much more

www.library.utoronto.ca

Ask a library staff member if you have more questions.


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UNIVERSITY OF TORONTO
LIBRARIES

Quick Start:

1 Start Search

- **Simple Search** examples:
shakespeare hamlet
"gone with the wind"
civil*tion
- Search can be limited to author, title, subject or call number.
- **Advanced Search** options:
 - Fielded searches
 - Boolean searches. Use and, or, not, near, onear, ()
Eg: physics and (nuclear or atom*)
- You can use Advanced Search to list a category, such as:
All Russian language DVDs
- Click  to delete any search step

2 Refine Results

- The left panel shows the groups found within your search results.
- Click on any item to filter search.
- The groups in some categories are nested into larger ranges. For these categories, click again for narrower range:
Subject geographical area
Subject time period
Publication year
Call number range
- Use **+** and **View more** to see more choices.

The screenshot shows the University of Toronto Libraries search page. At the top, there are navigation links for 'LIBRARIES HOME', 'FEEDBACK', and 'HELP'. Below this is a search bar with a 'Simple Search' tab selected. The search results are displayed in a table with columns for 'Library', 'Title', 'Author', and 'Publication Date'. The first result is 'Shakespeare and Garrick / Vanessa Cunningham. Cambridge : Cambridge University Press, 2008.' with a call number 'PR3070 .C86 2008'. The second result is 'Tradition and subversion in Renaissance literature : studies in Shakespeare, Spenser, Jonson, and Donne / Murray Roston. Pittsburgh, Pa. : Duquesne University Press, c2007.' with call numbers 'PR421 .R67 2007X' and 'PR421 .R67 2007'. The interface includes a 'Refine Results' sidebar on the left and a 'Marked Records' tab at the top right.

The screenshot shows the details page for a book. The title is 'The virtual reference librarian's handbook / Anne Grodzins Lipow.' The imprint is 'Berk[e]ley, [Calif.] : Library Solutions Press ; c2003.' The format is 'Book. xxiii, 199 p. : ill. ; 28 cm. + 1 CD-ROM (4 3/4 in.)' and the language is 'English'. There is a 'Request this Item' link. Below the details is a 'Holdings' table with columns for 'Library', 'Location', 'Quantity', 'Call Number', and 'IN' status.



Library	Location	Quantity	Call Number	IN
Robarts	Stacks	1 copy	Z711.45 .L58 2002	IN
Robarts	Short Term Loan	1 copy	Z711.45 .L58 2002	IN
UofT at Scarborough	Reference	1 copy	Z711.45 .L58 2003	IN
Information	Stacks	1 copy	025.520285 L764V	N/A

To find an item in the library check the following:


- 1 In which library can I find it?
- 2 Where is the item located in the library?
Some common locations are:
Stacks: The library's main shelving area.
Short Term Loan (Course Reserves): High-demand course readings. Loan periods are usually short.
- 3 Use the call number to find the item on the shelf. Ask for help if needed. **Tip:** Books are shelved by subject. You will probably find similar items on the same shelf.
- 4 Is the item IN?

Using the New UofT Library Catalogue

3 View Results

- **Sort: Relevance | Title | Author | Publication Date**
Click a category to choose a sort order for your list. Relevance is the default order.
- **1 | 2 | 3 | >>>**
Click to page through results
-  email, print, save, mylibrary, refworks
Choose these actions on an individual item, or add items to your Marked Records folder.
-  Marked Records tab
View and choose a group action for your marked records.
- To see record details, click on the title.

4 View Record Details

A < Previous Next >	Page through detailed records.
B 	Close detailed record.
C Holdings tab	See details at bottom of centre panel.
D Details tab	Item description (catalogue record).
E Subjects tab	Subject terms, plus broader and related subjects where applicable.
F MARC View tab	Full MARC record showing MARC codes.