

## **Quick Tips for Searching the Library's Catalog**

### **How is the catalog useful to me?**

The catalog is a database of items owned by the library. Books, journal titles (not articles), videos, slides, sound recordings, software, archival collections, and miscellaneous objects that are housed in the library and archives have individual records in this database. Select Internet sites also have records in the catalog.

You can search the database in a variety of ways to find just what you need.

If you hear about a great resource and you're wondering if the library owns it, you can check the catalog to find out—right from the comfort of your office or your home.

### **To access the catalog:**

Go to [www.nwhealth.edu](http://www.nwhealth.edu) and place your cursor over "Library"

Select "Search Our Catalog"

Click on "Click here to access the Mandarin catalog"

Click on "Enter"

### **What to do with all of the options?**

Leave "Search languages" and "Databases" as is

Leave the "Visual catalog" to the K-12 crowd

### **Make things easy on yourself!**

Don't bother capitalizing words or names when you type them in the search box.

You don't even need to type the entire title of a resource when you're doing a title search—just type in about the first five or six words.

Sometimes a subject search will yield more results if you aim for the general vs. the specific. For example, if you put three words in the subject box ("classic chinese medicine") and zero items are found, take out one word ("chinese medicine").

### **Search for multiple things at once: AND, OR, and NOT**

Use these terms to narrow down your search results. Combine search terms such as authors and subjects, multiple subjects, GMDs (general material designations like "video\*," "sound\*," "electronic\*," etc.) and subjects, authors and title words, etc.

Because of the nature of our collection, doing a search on "chiropractic" alone as a subject isn't particularly useful. Don't use it as a subject on its own—you'll retrieve too many items. Instead, use the AND, OR, and NOT functions: chiropractic AND radiology, chiropractic AND rehabilitation, chiropractic AND an author's name, etc.

### **As always...**

... if you need help, don't hesitate to call the library (x419 or 952-885-5419), email us ([library@nwhealth.edu](mailto:library@nwhealth.edu)), or stop in (we're open seven days a week!).