Finding Books in the Library Catalogue (WebVoyage)

Exercise: We will cover various search options in the library catalogue: author, title, keyword anywhere and keyword Boolean. To begin, go to the Archer Library home page: [http://www.uregina.ca/library/](http://www.uregina.ca/library/). Click on Search/Find in the left hand menu. Select Catalogue and Basic Search.

- **Author search**
  - From the drop down menu, select **Author (last name first)**
  - In the search box, enter the author’s last name, followed by their first name or first initial
  - Example: Shakespeare, William

- **Title search**
  - Select **Title** from the drop down menu.
  - Enter the title of the work in the search box
  - Example: The Merry Wives of Windsor
• Always omit initial articles such as the, a or an from the beginning of a title search
• Remove “the” from the beginning of the title and try the search again
Keyword Searching

- This is the type of searching you will use most often. In most of your assignments, you will not know titles or authors, but will be given a topic to research.
- Example topic: Discuss the portrayal of gender in Shakespeare’s plays and poetry.
- The first step is to map out your search strategy by identifying the main ideas in your topic. There are two concepts in this topic: gender and Shakespeare. (We don’t need to include “plays and poetry” as a concept since all of Shakespeare’s works fall into these two forms.)
- Select Keyword Anywhere and type the main concepts in the search box. Keyword Anywhere looks for all of the terms entered in the search box and is best for simple searches.

Basic Search

Database: University of Regina Library Catalogue

Search: gender Shakespeare within Keyword Anywhere

Limit To: All Material

Records per page: 50 records per page

Search Tips: enter words relating to your topic, use quotes to search phrases. "climate change", use ? to truncate: environment?
Our search retrieved eighty-six results, which gives us plenty of material for our research.

For a more complex topic, you may want to use **Keyword Boolean**. Boolean searching allows greater flexibility in your search.

- Example: *Discuss the portrayal of gender in Shakespeare’s tragedies.*
- Once again, our first step is to identify the main concepts of our topic.

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<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
<th>Concept 3</th>
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<tbody>
<tr>
<td>Shakespeare</td>
<td>gender</td>
<td>tragedies</td>
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- In Boolean searching, the main concepts are joined with the word **AND**. In Boolean searching, **AND** is known as a **Boolean operator**. This tells the search engine that you want to search only for the records that contain **all** of your main concepts.
- Using the concepts from our topic, this is what our keyword Boolean search will look like:

  Shakespeare AND gender AND tragedies

- Note: you do not necessarily need to capitalize Boolean operators when typing out your search.
- Select **Keyword Boolean** from the **Find Results In** list and enter the search terms in the search box.
Our search retrieved six results. This is a good start, but we want to see if there might be more books on our topic. We need to broaden our search. To do this, we need to think of alternate terms or synonyms for our main concepts (where applicable).

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We now have two terms for our second concept, gender and sex. To broaden our search, we want to tell the search engine that we want to find anything with either of those words. In order for the search engine to know that we consider these related terms, we need to group them together. This is called nesting. Related terms are grouped together in parentheses and are joined with the Boolean operator OR: (gender OR sex)

Putting it all together, our new search will look like this:

Shakespeare AND (gender OR sex) AND tragedies

Select **Keyword Boolean** and enter the new search into the search box
Broadening the search in this way has now given us ten results.
We will look at one other method of broadening our search and that’s through truncation. Truncation allows us to pick up variations in the spelling of a word or in word endings. The truncation symbol used in the library catalogue is a question mark.
If we type traged? this will give us all results that contain tragedy or tragedies.
Our final search will look like this:
Shakespeare AND (gender OR sex) AND traged?
With this final modification to our search, we now have twenty-five results.

Let's have a closer look at one of our results. Click on the title of our first result, *Shakespearean tragedy and gender*.

This takes us to the record for the book. Looking at the record will give us more information about the book.

The blue hyperlinked subjects show the main topics covered by the book. This will give you an idea of whether or not the book contains information relevant to your topic. As well, clicking on any of the subject headings will take you to other books on the same subject.
• Below the subject headings you will find information on how to locate the book. It is important to note the location since the library catalogue lists the holdings of all campus libraries: Archer, Campion, Luther and First Nations University (FNUNIV).

• The call number is a unique series of letters and numbers assigned to the book, using the Library of Congress classification system. You will need to write down this call number to find the book on the shelf. In the Archer library, the books are shelved on the 3rd and 4th floors. Books with call numbers from A to M are on the 3rd floor, while those beginning with N to Z are on the 4th floor. The above example begins with P and would therefore be found on the 4th floor.

• Check the status of the book to make sure it is available.

Additional assistance

For information on how to evaluate the books you retrieve in a catalogue search, see the library's guide on evaluating books.

For more information on library services and how to conduct research, please see our FAQs and Library Research Guides (LibGuides).

For one-on-one assistance from library staff:

• Visit us at the Information Desk on the main floor of the Archer Library
• Phone us at 585-4495/4134
• Email us at ask.archer@uregina.ca

• IM us by clicking on the Ask Archer logo on the library's home page