Using the THE U of T LIBRARY CATALOGUE to find books & journals
Finding resources with the U of T library catalogue

WHAT THIS HANDOUT COVERS

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What is the U of T Libraries (UTL) catalogue?

A listing of over 10 million books and journals (BUT NOT ARTICLES) in paper and e– formats available to you through the 44 libraries making up the University of Toronto Libraries system. Other formats, e.g., videos/DVDs from the Media Commons, maps, atlases, music scores, microforms, etc. are also listed.

From the UTL homepage: www.library.utoronto.ca or directly search.library.utoronto.ca

Why use the catalogue?

- Locate the books & journals that you need:
  - The U of T libraries support the studies and research needs of our students and faculty
  - Which library has it? Location inside that library (e.g. Course reserves? Stacks? Special collection?)
  - Is the item available online?
  - Get the call number so you can find it on the shelf.
  - Find books, journals, DVDs in your subject areas of interest.

- Get access to the books & journals that you need:
  - See if the item is available; see if it is signed out, see its due date
  - Follow links in the catalogue record to get to fulltext for online books and journals
  - Off campus access: Enter your UTORid to get access to online items.
  - See a list of items in course reserves for particular courses.
  - Place holds on signed-out books
  - Renew items
  - Request items to be delivered to St George campus from Scarborough or Mississauga campuses

Will the catalogue work on my device?

The catalogue is optimized for all screen sizes, including desktops, smartphones, and tablets. Try it out!
DIFFERENT WAYS OF SEARCHING THE CATALOGUE

1. Simple
2. Advanced
3. Browse
4. Boolean

1 SIMPLE (or BASIC) SEARCH

Clicking on the CATALOGUE SEARCH from the home page gets you to the simple search screen.

You can also choose to search the catalogue for just books, or just journals by clicking on the words.

With a simple search you can:

- Type in your search words – no need to capitalize
- Use “double quotes” to search words as a phrase – e.g. “research methodology”
- Pick specific fields from the drop-down menu to get more on-target results – e.g. Author or Title or Journal Title or Call Number
- Get to other types of searches – e.g. ADVANCED or BROWSE search.

TIP: Don’t use AND or OR in simple search. Default search mode is RELEVANCE mode.

Note: Screen is slightly different than in the video since it was recently changed. The functionality is the same.
EXAMPLES OF SIMPLE SEARCHES

By TITLE:

◆ **Exact title:** *Can use double quotes, since a title is a phrase!*  
  “normal accidents living with high risk technologies”

◆ **Just a few words from the title:** *DO NOT USE ‘AND’ or double quotes*
  normal living technologies

By JOURNAL TITLE:

◆ **Exact title:** *Use double quotes, since a title is a phrase.*  
  “museum management and curatorship”

◆ **Just a few words from the title:** *DO NOT USE ‘AND’ or double quotes.
  journal web engineering

By AUTHOR

◆ **Single author:** *Order of name does not matter, no need for a comma.*  
  creswell john works just the same as john creswell

◆ **Multiple authors:** *DO NOT USE ‘AND’ or double quotes*
  eastwood macneil

TIP: Don’t use double quotes in an author search – authors may have a middle name or initial e.g. John W. Creswell. If you searched “John Creswell” you would not find most of this author’s works.

By CALL NUMBER

◆ **Dewey Decimal call number:** *Used by OISE libraries & by the Inforum up to Summer 2016*.  
  300.72 c923r2

◆ **Library of Congress (LC) call number:** *Used by everyone else.*  

By ANYWHERE (a keyword search)

◆ **If you want to combine words from author’s name and title:**  
  ramakrishnan database  
  to find *Database Management Systems* by Raghu Ramakrishnan

◆ **If you want to do a broad search for books on a topic:**  
  open access academic libraries
In the simple (or basic) search mode, the default mode is RELEVANCE searching, NOT Boolean searching.

**What is relevance searching/ranking?**

Relevance ranking uses a search algorithm that causes the search engine to bring back ANYTHING that matches at least 2 of the search terms entered. If the search terms used appear in highly relevant fields, (e.g. AUTHOR or TITLE fields), they are given more importance, and show up at the top of the results list.

**Relevance ranking is based on things like:**

- Number of terms matching your search terms
- Fields in which the search terms appear (high relevance if it is in AUTHOR or TITLE fields, less relevance if the term is in LOCAL NOTES field)
- How many fields contain the search terms
- If search terms appear together
- Recent publication dates

**ADVANCED SEARCH**

Use advanced searching when you want to:

- **Search more efficiently in multiple fields (multi-field search)**
  e.g. Search for books by author = choo in the subject area = knowledge management

- **Apply limits before your search**
  e.g. Search for books on open access in the Inforum only
  e.g. Search for German language videos in the Media Commons

**To get to advanced search**

From UTL home page:

**Catalogue search**
Books | Journals | Videos | Audio | Classic catalogue | Advanced search

From the simple search screen:
ADVANCED SEARCH SCREEN

Library Catalogue

Advanced Search

Option 1: Multi-Field Search

Search for: knowledge management

Format: any format
Language: any language
Library: Faculty of Information (Inforum)

TIP: To see only online resources, choose the limit LIBRARY = ONLINE RESOURCES!

LIMITS: These are:

- **FORMAT**: Books, journals, DVD/videos, etc.
- **LANGUAGE**: Leave as ‘any’ for English language
- **LIBRARY**: Pick one of the 44 UTL libraries or Online Resources
- **RESULTS**: Display up to 100 results at a time

MULTI-FIELD SEARCH:
- Use PLUS sign to add more rows
- Use the MINUS sign to remove rows
- Pick fields from the drop-down menus

BROWSE SEARCH

The browse search gives you access to alphabetical lists of:

- Authors of all of the books in the catalogue
- Subject headings that have been used to tag books and journals in the catalogue
- Journal titles, and more.

Use browse searching when you want to:

Look at an alphabetical list of authors:
e.g. When there are many authors with the same name, you can pick the right one.

See what subject headings exist:
e.g. See if Twitter is a subject heading for books on the topic of Twitter.
To get to browse search

From the simple search screen:

**Search Catalogue**

- Search for books, journals and more
- Anywhere
- [Browse Search] [Advanced Search]

From the advanced search screen:

**Advanced Search**

- Simple Search [Browse Search]
- **Option 1: Multi-Field Search**

Search for:

Examples of browse searches

<table>
<thead>
<tr>
<th>Browse list view for an <strong>author</strong></th>
<th>Browse list view for a <strong>subject heading</strong></th>
</tr>
</thead>
</table>

**Library Catalogue**

**Browse Search**

- **Author** starts with creswell.john

**You browsed for** Author: creswell.john

1. Creswell, Jeff.
2. Creswell, John
3. Creswell, John A. J.
5. Creswell, John (Bookplate)
6. Creswell, John W.
7. Creswell, John W. author.
8. Creswell, John W. Qualitative inquiry and research design.

Click on linked name to get to books by that author.

**Library Catalogue**

**Browse Search**

- **Subject** starts with twitter

**You browsed for** Subject: twitter

1. Twitter—Fiction.
2. Twitter (Firm)
3. Twitter (Firm)—History.
4. Twitter—Humor.

Click on linked subject to get to a list of books that contain that subject heading.
### BOOLEAN SEARCH

Boolean search allows you to use Boolean operators (AND, OR, NOT) in your search in order to tell the search engine to get results containing ALL the words, ANY of the words, or to EXCLUDE some words.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OR</strong></td>
<td>Expands your search – i.e., gets you MORE results. Finds items that have ANY of the words you type in. Very useful to use when you include synonyms in your search. Using synonyms helps to get you more results on your topic. - e.g. climate change OR global warming</td>
<td></td>
</tr>
<tr>
<td><strong>AND</strong></td>
<td>Narrows your search – i.e., gets you LESS results. Finds items that must have ALL the search words you type in. Very useful to use when you want to contextualize a broad search. - e.g. museums AND exhibitions AND case studies</td>
<td></td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Excludes words from your search. Very useful for refining searches, especially when the words you are using have more than one meaning or context. - e.g. networks NOT computer</td>
<td></td>
</tr>
</tbody>
</table>

Images courtesy of U of T libraries Catalogue Help - https://onesearch.library.utoronto.ca/cataloguehelp

Use Boolean searching when you want to:

**Do an efficient search for books on a subject**

E.g. Expand your search by using synonyms, or narrow your search by specifying that ALL the words you search for will appear in the search results.

(libraries OR museums) AND (children OR youth OR teenagers)

**To get to Boolean search**

From the advanced search screen – look at the bottom of the page for **Option 2: Boolean search**
UNDERSTANDING YOUR SEARCH RESULTS

BRIEF RESULTS

Search results (hitlist) show BRIEF information about each item found in your search:

– Title, author(s), publication info – this type of information is the CITATION information
– Which libraries have the book; whether it is IN or OUT (shows due date if OUT); call number – this type of information is the HOLDINGS’ information i.e. which libraries ‘hold’ the book.

Options tab: Click to show icons that let you print, email, save a link to the record, and more.

MOBILE USERS VIEW

OPTIONS: INDIVIDUAL RECORD
Click icon to get to print, email, save a link, etc. for individual record

GROUPED RECORDS
Click on the grouped records icon to see 4 different editions of this title.

OPTIONS: SHOW RESULTS AS TEXT-ONLY
Click on OPTIONS tab to see the VIEW tab. From the VIEW tab, choose TEXT ONLY VIEW. This shows only the citation information for the items. Clicking on each item’s title will bring up the holdings information.

GROUPED RECORDS

Grouped records show different editions of the same title. In the screen capture below, there are 4 different editions of the book Educational Research by John Creswell. Click on the title to see all 4.
BRIEF RESULTS FOR E-BOOKS & E-JOURNALS

If the results include e-books or e-journals, look for WEB link(s) to get you to the item. The example below shows that the e-journal Information Systems Research is available from different providers, each with a different range of coverage. Clicking on the link(s) will get you to the journal and its articles.

‘VIEW ALL 9 LINKS’ — View more providers, some of which may have the date range coverage you need.

BRIEF RESULTS FOR A PAPER JOURNAL

Some journals are only available in paper format. The screenshot below shows that Knowledge Organization is available in paper, and can be found in the Inforum’s Periodical Stacks.

Clicking on the name of the library gets you to more info about the specific library NOT the individual book.

FULL RECORD FOR A PAPER JOURNAL

Looking at the FULL RECORD for the journal shows more details about the holdings – for a journal, holdings = what volumes / years of the journal are available. Ask for help if the information is confusing.

This screenshot shows that while the library has Vol. 1 (1971) to volume 44, issue 6 (2015), most of the volumes are in offsite storage at Downsview. Articles from these journals can be requested through RACER, the self-serve online interlibrary loan system.
FULL RECORD FOR AN INDIVIDUAL ITEM

Each item in the catalogue (a book, a journal, a DVD, a map, etc.) has its own full record, with more information about the item, and OPTIONS to let you perform different actions.

Citation information:
Title, author, publisher and publication date, ISBN, format

Options:
Clicking on this button opens up icons that will let you perform different actions with this record (see below)

Holdings:
Libraries which ‘hold’ the book, call number, item IN/OUT, due date.

Subjects:
Subject tags* which describe the topics of the book. Use to search for other books on the same topic.

More details:
Repeats the citation information, but what is really useful are the contents notes, (e.g. tables of contents). This text is searched when you do an ANYWHERE search.

*Subject tags are from the Library of Congress Subject Headings

OPTIONS AVAILABLE:

Useful option: LINK
A permanent link to this record.

Useful option: REQUEST
Place a hold on a checked-out item; also lets you request intercampus delivery (ICD) of items from libraries at UT Scarborough campus and U of T Mississauga campus.
REFINING YOUR SEARCH WITH FACETS

Catalogue search results are clustered into different categories in boxes down the left side of the screen. These boxes are known as FACETS.

**MOBILE USERS VIEW:** Click on the REFINE button to show the facets.

Use facets to help you:
- Refine your results so that you can view subsets rather than scanning through a large set of results.
- Help you identify SUBJECTS so that you can do subject searching for material on your topics.

**SEARCH EXAMPLE — ANYWHERE = MUSEUMS REPATRIATION = 75 HITS**

See what you searched for: ANYWHERE = museums repatriation

Check the online box to see only the 19 results for e-books.

**LIBRARY FACET**

Click on Faculty of Information (Inforum) to see:
- 22 items located in the Inforum

Click on + MORE to see more choices

**SUBJECT FACET**

See that of these 75 results:
- 43 have the subject tag = repatriation
- 22 have the subject tag = Human remains (Archaeology)

You may now want to do a Boolean search for:
- SUBJECT = repatriation AND human remains

**FORMAT FACET**

See that of the 75 results:
- 71 are books
- 3 are DVDs

**PUBLICATION YEAR FACET**

See that of the 75 results:
- 10 items have been published from 2010 to present day

**OTHER FACETS**

include Language; Author; Genre, and others
WORKING WITH YOUR SEARCH RESULTS

SORTING RECORDS

The search results are automatically displayed in the order of relevance—i.e., items that most closely match your search terms appear at the top. More about how relevance search works on pg. 5 of this guide.

From right mid-screen of search results, the SORT command appears with MARKED and VIEW commands.

CHANGE SORT ORDER

You can choose to SORT your search results in other ways other than RELEVANCE by clicking on:

- Title
- Author
- Publication date newest [DOWN ARROW] / Publication date oldest [UP ARROW]

TIP: When you are doing SUBJECT searches, ALL your results will be relevant, since you are searching very specifically for subject tags. Therefore, changing your sort to PUBLICATION DATE [DOWN ARROW] will display the newest results on top.

MARKING RECORDS

Marking (check box) an item saves it to a marked records folder. From marked records folder, you can:

- Email a set of marked records to yourself or others
- Send the marked records to your RefWorks® account
EMAILING & EXPORTING RECORDS

ONE RECORD AT A TIME

Open the OPTIONS tab that appears in each brief or full record to see the email and RefWorks commands.

MULTIPLE RECORDS

1. Mark the records you want to work with.
2. Go to the marked folder to see the email & send to RefWorks commands.

NOTE: Once you close the catalogue, your marks are gone!

FOR FURTHER ASSISTANCE

- Contact us in-person at the Inforum Information Desk
- Use our help email at help.ischool@utoronto.ca
- Call us at 416.978.7060 during opening hours
- Individual help consultations are readily available – contact me at nalini.singh@utoronto.ca to set up an appointment.

—Nalini K. Singh, Reference Services Coordinator, Inforum (Fall 2018)

*About RefWorks

RefWorks is a web-based bibliography and citation manager that allows you to create your own personal database of citations by importing citations from library catalogues or article databases and other sources. You can use these citations in writing papers and automatically format the paper and the bibliography in seconds!

https://onesearch.library.utoronto.ca/refworks