

 The Catalog of the University of California Libraries
MELVYL CATALOG: BASIC SEARCH

Basic Search: Entire Collection [Change Collection](#)

1 Search: No Yes

2 **Words as Phrase**

3 **Optional Limits:**

Library:

Format:

Language:

Year:

From (yyyy) To (yyyy)

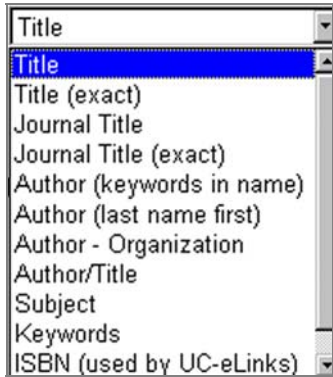
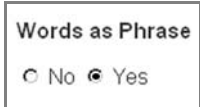
Search Examples [more](#)

Title: old man sea

Title (exact): old man and the sea

Author (last name first): hemingway ernest
- or -
hemingway e*

Words as Phrase: genetic engineering

1. Select Search Type	2. Enter Search Terms	3. Limit By
<p>Select type of search from dropdown menu:</p> 	<p>Example: <i>liberty bell</i></p> <p>Tip: Select "Yes" to search as phrase, not separate words</p>  <p>Check YES to retrieve: <i>Liberty Bell</i> or <i>Liberty Bell Papers</i></p> <p>If you check NO, the words will be searched separately and you'll retrieve something like this:</p> <p><i>Puritanism and liberty (1603-1660)</i> <i>Compiled by Kenneth Bell</i></p>	<ul style="list-style-type: none"> ◆ LIBRARY ◆ LANGUAGE ◆ DATE (year) ◆ FORMAT <p>Truncation Symbols:</p> <p>For word or phrase variation, add one of the truncation symbols to the end of a word, word root or phrase</p> <p>Use * OR ?</p> <p>e.g.: comput* or comput? retrieves: <i>computer, computers, computation, etc.</i></p>

NAVIGATING YOUR SEARCHES

After viewing a particular item from your search, you can go back to view the entire list of items by clicking on:

Return to Search Results List

View your previous searches by clicking on the links in the upper right of the screen:

Most Recent Search / Previous Searches / Saved Items



DISPLAYING SEARCH RESULTS

Choose one of the formats for displaying your records:

SHORT: (default display) includes author, title, publication information, format and library locations, *without call numbers*, short record information, notes and subject.

LONG: also includes headings, descriptive information, library locations, *without call numbers*.

REVIEW: (best for viewing records) includes author, title, date of publication.

SAVING YOUR SEARCHES

Select the item(s) by clicking the **checkboxes** or ***select all***, then click the **SAVE** button.

View your saved items by clicking on the ***Saved Items*** link on the upper right of the screen.

Your search will be saved for the current session. To ***save across sessions***, use **MY WORKSPACE** by clicking on the ***Sign In*** link at the top of screen (profile, username & password are required).



PRINT/EMAIL SEARCH RESULTS

First, perform search and select items to be printed or emailed

CLICK ON THE PRINT/EMAIL BUTTON:

Print / Email

1. How do you want your records delivered?

For **email** delivery: type in your email address (subject/note optional).

For **print** delivery: select preview/print.

2. Select records: click on ***all***, ***selected*** or ***range***

3. Select print format: choose from short, long, MARC, short tagged, long tagged or custom. Use tagged format for citation management software.

4. Select location(s) / call numbers: click in the checkboxes.

5. Select preferred text: ***ASCII*** is recommended. Click **GO**.

Go

6. Preview your results before emailing or printing: if you selected Preview/Print, your results will be displayed for you to preview.

7. Use the browser's *print function* to print records, or the ***save function*** to download records to your computer or disk.

REMINDERS

Save your results to avoid loss of search history or lists. Melvyl times out after 20 minutes of inactivity.

MELVYL ONLINE HELP: click on the HELP link on the upper right of the Melvyl screen.