

MELVYL CATALOG: BASIC SEARCH

BASIC SEARCH:

1. SELECT YOUR TYPE OF SEARCH

Select type of search from dropdown menu

2. ENTER SEARCH TERMS:

Example: *liberty bell*

TIP: SELECT "YES"
Search as phrase, not separate words

Check **YES** to retrieve:
Liberty Bell or Liberty Bell Papers

If you check **NO**, the words will be searched separately and you'll retrieve something like this:

*Puritanism and liberty (1603-1660)
Compiled by Kenneth Bell*

3. LIMIT BY:

LIBRARY
LANGUAGE
DATE (YEAR)
FORMAT

TRY TRUNCATION SYMBOLS:

For word or phrase variation, add one of the truncation symbols to the end of a word, word root or phrase

USE * OR ?

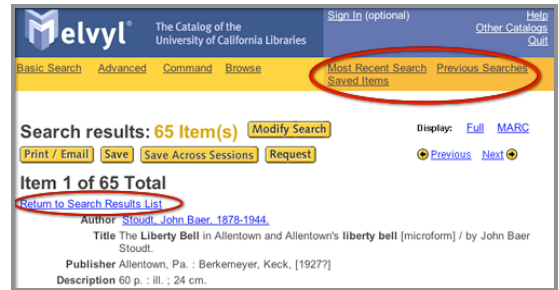
e.g.: comput* or comput?
retrieves computer, computers, computation, etc.

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**, you must use Melvyl's **MY WORKSPACE** by clicking on the **Sign In** link at the top of screen (profile, username & password are required).



PREVIOUS SEARCHES

Searches performed during the current session are displayed as a search history. From the Previous Searches list, you can re-do a search, combine searches or delete searches. The search history will be deleted after the current session.

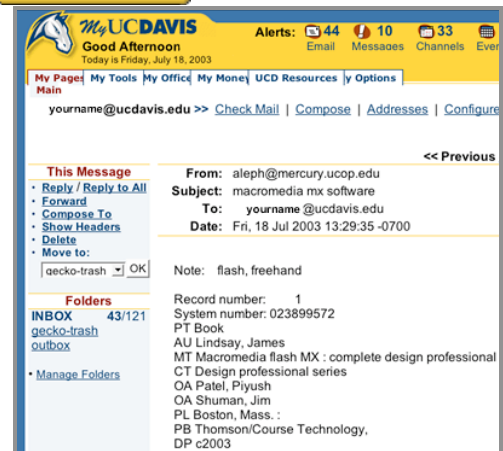
PRINT/EMAIL SEARCH RESULTS

First, perform search and select items to be printed or emailed
CLICK ON THE PRINT/EMAIL BUTTON:

Print / Email

- How do you want your records delivered?**
 For **email** delivery: type in your email address (subject/note optional).
 For **print** delivery: select preview/print.
- Select records:** click on **all**, **selected** or **range**
- Select print format:** choose from short, long, MARC, short tagged, long tagged or custom. Use tagged format for citation management software.
- Select location(s) / call numbers:** click in the checkboxes.
- Select preferred text:** **ASCII** is recommended. Click **GO**.
- Preview your results before emailing or printing:** if you selected Preview/Print, your results will be displayed for you to preview.
- Use the **browser's print function** to print records, or the **save function** to download records to your computer or disk.

Print / Email



Records shown in tagged field format

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.