In this chapter

- Library catalogs
- Catalog as database
- Database searching
- Searching a library catalog — Hawaii Voyager
- Locating a book in the library

After preparing yourself for the research process by analyzing your topic and thinking about the type of resources you need, you are now ready to find information. The next three chapters introduce you to finding books, finding articles, and finding other information using reference sources. In this chapter you will learn how to find books using a library catalog. The concepts used in searching a catalog will provide a foundation for searching many kinds of library databases.

Library catalogs

A library catalog is the tool you use to find what is in a library. Libraries contain not only books, but also journals, magazines, newspapers, audiovisual materials, microformatted resources, maps, and so forth. The catalog describes each item and its location in the library. The description of each item is called a catalog record (or bibliographic record) and includes the author, title, edition, number of pages, publisher, date, and other details of publication.

UH Libraries catalog

The UH Libraries catalog is called Hawaii Voyager. It is a union catalog of all the libraries in the University of Hawaii system, and can be found at the URL below:

— http://uhmanoa.lib.hawaii.edu/
Other library catalogs

If you need to do more comprehensive research, you might consider searching library catalogs other than the University of Hawaii's. Most library catalogs are available online via the World Wide Web. Several of the most important catalogs, other than UH's, are listed in the Bibliography under "Library catalogs" and on the library home page. The following are examples of frequently used library catalogs:

— WorldCat (OCLC union catalog of academic libraries)
  http://www.worldcat.org/

— Hawaii State Public Library System
  http://www.librarieshawaii.org/

Catalog as database

A library catalog is an example of a database — a collection of related data. Understanding a few database concepts will enable you to search and retrieve information more efficiently. This knowledge will also be the basis for searching other kinds of databases, such as periodical indexes (see Finding Articles, page 5-1).

Records

Individual entries in a database are called records. Records provide descriptions of individual books and other library materials in the catalog.

Fields

The information in each record is systematically divided into fields. Each field contains a specific type of information. Fields serve as access points to search and retrieve records. A record for a typical book might have the following fields:

Author: Perris, Arnold
Title: Music as propaganda: art to persuade and to control
Publisher: Westport, Conn.: Greenwood Press
Publication Year: c1985
Description: x, 247 p.; 22 cm.
Subject(s): Music -- Psychological aspects
          Propaganda
          Music and state
          Music -- Social aspects
Notes: Includes index
      Bibliography: p. 227-242
The example above uses the full spelling for the names of fields. Many databases use abbreviations, such as TI for title, AU for author, and PY for publication year. Consult the help file of the specific database you are using for the key to field label abbreviations.

**Access points**

All of the fields in a record are potential access points. There are three basic access points in a catalog record — author, title, and subject fields. Later, you will learn how other fields, such as those for publication date and language, are used to limit or focus a search. The key to effectively accessing relevant records on your topic is to:

- identify the concepts and terms you wish to search
- select the appropriate fields to search for those concepts/terms
- select an appropriate search method (keyword vs. browse)

**Database searching**

One of the first decisions you need to make when searching a database is whether you are looking for a known-item such as *War and Peace* by Leo Tolstoy or something by topic such as "politics and gender in America." There are generally two kinds of searches: **browse** and **keyword**. For step-by-step instructions on how to search a specific database, consult that product's instructions, help file, or tutorial.

**Browse searching**

Browse searching refers to looking for information that is arranged sequentially, usually in alphabetical or numerical order. For example by title, author, call number, or subject. Browse searches are usually performed on specific fields. You will use this type of search primarily when looking for a known item, such as the author or title of a book. In browse searching, the order in which you enter the words is important. For example, in an author search, you will usually enter the last name then the first name of the person. In more advanced search strategies you will use browse searching with call numbers and subject headings. There is more about subject headings later in this chapter.

An example of a browse search that most people do in daily life is when you use the telephone book to look up a name of a person. You will also use a browse search in the next chapter when you learn how to look up a name of a periodical in the catalog.
Keyword searching

Keyword searching means that the words you enter in the computer are searched regardless of word order. The search may be performed on a combination of fields (such as the author and title fields) or sometimes on all the fields. Keyword searching is especially useful when you are:

— unsure about the order of words in a title or author
— unsure of a specific author, title or subject heading
— searching for terms from different parts of a record

There are several concepts connected with keyword searching that you need to be aware of: Boolean operators, proximity operators, nested searches, truncation, and stop words. These are described in the following section.

Boolean operators

Boolean operators are used to logically include, exclude, or link search terms. This enables you to broaden or narrow your search. There are three frequently used Boolean operators: AND, OR, NOT.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Use</th>
<th>Example</th>
<th>Diagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Searches for records with all of the terms. This focuses or narrows a search.</td>
<td>cats AND dogs</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>Searches for records that contain any of the terms. This expands or broadens a search.</td>
<td>cats OR dogs</td>
<td></td>
</tr>
<tr>
<td>NOT</td>
<td>Searches for records that contain the first term, but not the second term. You should use caution with the operator NOT. You may unintentionally exclude records.</td>
<td>cats NOT dogs</td>
<td></td>
</tr>
</tbody>
</table>

Why is it call Boolean? It is called Boolean because it is a concept named after George Boole, an English mathematician, who first developed Boolean algebra, also known as Boolean logic. Boolean operators are also known as logical operators.

Proximity operators

Proximity operators are used to indicate the "closeness" and "order" in which the terms occur relative to each other. Database companies vary greatly in the use and labeling of proximity operators. The important concepts to remember are that databases may allow one or all of the following:
— searches for terms in exact order in which they are typed. In many databases this is the default operator, so there is no need to type it in.

— searches for terms in the order in which they are typed and within a specified number of words of each other.

— searches for terms within a specific number of words of each other, but in any order.

Some databases use proximity operators implicitly, meaning they automatically judge the proximity of terms to each other, usually ranking the search results accordingly. Other databases allow users to explicitly indicate the closeness of search terms. For example in some databases, the search phrase `special w/5 education` means the term `special` occurs within five words of `education`; and, the search phrase `special pre/5 education` means the term `special` occurs before and within five words of `education`.

**Nested searches**

You can combine multiple search terms with more than one logical operator by using parentheses to create nested searches. A nested search allows you to specify the order in which the search is executed. For example, the single search phrase `(cats OR dogs) AND birds` is equivalent to first searching for `cats` AND `birds` and then searching for `dogs` AND `birds`.

**Truncation**

Truncation allows you to shorten a term by using a symbol at the point you want to shorten the word. This allows you to search for singular or plural forms or different spellings of a word or name. For example, searching for `cloth*` will result in matches with `cloth`, `clothes`, and `clothing`. The asterisk is a common truncation symbol.

Some systems also allow a type of internal wildcard symbol for the substitution of letters. For example, searching for `wom?n` will result in matches with `woman` and `women`.

**Stop words**

Stop words are words that a database will not search. Stop words are words that are so common it is usually not useful to include them in a search. Some common stop words are: a, an, from, in, of, on, the. You should also avoid using words, such as AND, OR, NOT, that have special usage as Boolean operators.
Subject heading searching

Most library catalogs and databases have controlled vocabulary for each record. Controlled vocabulary is subject terms assigned to each record in a database. Controlled vocabulary terms are called subject headings or descriptors. The controlled vocabulary helps describe books and other resources in a uniform and consistent manner.

These terms provide access points through which a record can be located and retrieved in a subject search. The idea, in theory, is that you should be able to systematically retrieve all records in a database on a particular topic by searching the appropriate subject terms.

Focusing the search

There are several ways to focus your database search. You can limit your search to a specific:

— library or collection
— field or group of fields, such as only the author or title or subject fields
— format, such as videotapes
— language
— publication date range

There are also search strategies you can use to focus or narrow a search, such as adding another term for another concept in your topic or by adding a:

— geographic term (country, region, or place name)
— time period (20th century, Renaissance, etc.)
— type of publication (handbook, dictionary, etc.)

In addition you can also focus your search by identifying subject headings or descriptors in database records. A useful strategy is often to begin with your keywords. Once you find a useful record, examine the subject headings assigned to it, then use those subject headings as new search terms. The example below shows that there are two subject headings, Subculture and Fashion--Social aspects. You could use these subject headings as keywords for another search in the database. In the next section on finding books, you will learn how to search a database, specifically the UH library catalog, to find books.
Searching a library catalog — *Hawaii Voyager*

*Hawaii Voyager* is the name of the UH Libraries online catalog. The catalog allows you to search for books, periodicals (journals, magazines, and newspapers), audiovisual resources, and so forth.

**Accessing *Hawaii Voyager***

To access *Hawaii Voyager*, select “UH Catalog” from the library's web site:

— http://library.manoa.hawaii.hawaii.edu/

**Search types**

There are two types of searches available on the *Hawaii Voyager* system.

**Basic Search**: find items by title, author, journal title, subject heading, or call number by a browse or keyword search.

**Guided Search**: use drop-down menus to guide the construction of a keyword search, combining different types of search terms, e.g., author, title, and subject.

**Search example — Guided Search**

The Guided Search is often a good place to start when searching on a topic. The following example illustrates a subject search that combines fields and uses Boolean operators.

1. Main menu

![Guided Search Example](image-url)
2. Guided Search screen

- **Name of the database you are searching**
- **Enter search terms**
- **Select treatment of terms**
- **Select Boolean operator**
- **Enter fields to search in**

This search will retrieve records having either of the terms **conference OR proceedings** anywhere in the record **AND** the phrase **multicultural education** in the subject field. The Keyword Anywhere index was selected because the words **conference** and **proceedings** are very general terms that can appear in various fields, such as author, title and notes. The Subject index was selected because **multicultural education** is a Library of Congress subject heading, one of the official terms used in the Subject index.

3. Search results — brief title, author, and year list

- **Search restated by Hawaii Voyager**
- **Click on brief title, author, or publication year to display short record.**
- **Box to mark record**
4. Full record display

Catalog record fields
- Title
- Publisher
- Subject(s)
- Other fields

Location
Call number
Circulation status

Output options
1. Select TEXT or MARC (Most people use text)
2. Decide to print, save, or email

5. Printing, downloading, emailing search results
The bottom portion of the full record display (#4 above) gives you the option to print, save to disk, or email your search results.
Locating a book in the library

Once you find a record in the catalog, the next step is to locate the book in the library. To locate a book in the library, you need the location code and the call number from the catalog record.

Library locations

A library location code tells you in which library and in which collection a book is located. Pick up a copy of the latest Library list of locations at the main reference desk. Examples of frequently seen locations are:

- UH Manoa: Hamilton Main
- UH Manoa: Hamilton Asia
- UH Manoa: Hamilton East
- UH Manoa: Hamilton Government Docs
- UH Manoa: Hamilton Hawaiian
- UH Manoa: Hamilton Pacific
- UH Manoa: Sinclair Main
- UH Manoa: Sinclair AV Center

Tip

Hawaii Voyager (the catalog) includes records for all UH system libraries. Remember to check the location code for "Hamilton" or limit your search to "UH Manoa."

Call numbers

After you identify the location code, then look at the call number. Most research libraries use Library of Congress call numbers for books and periodicals, accession numbers for other formats, and Superintendent of Documents (SuDocs) call numbers for United States government documents. See Appendix B for how to read a Library of Congress call number. Examples of call numbers you may see include:

<table>
<thead>
<tr>
<th>Call number</th>
<th>Type of classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM646 .M84 2000</td>
<td>Library of Congress</td>
</tr>
<tr>
<td>A 1.1:998</td>
<td>SuDocs (U.S. government documents)</td>
</tr>
<tr>
<td>Microfilm S90021</td>
<td>Accession number</td>
</tr>
<tr>
<td>Videotape 10004</td>
<td>Accession number</td>
</tr>
<tr>
<td>Compact Disc 7844</td>
<td>Accession number</td>
</tr>
</tbody>
</table>
Problems — consult a reference librarian

If you have trouble locating materials in the library, consult a reference librarian.

Summary

In this chapter you have learned about finding books by using a library catalog and that a catalog is a type of database. In addition you were introduced to basic database structure and search concepts. Finally, you examined a sample search in Hawaii Voyager library catalog and learned about locating a book in the library. Building on these skills, in the next chapter you will explore how to find articles in periodicals.

Workshop

Activities

1. Explore the library's online catalog (Hawaii Voyager). Find the Search Tips for the Basic Search and the Guided Search. Find the online Help (notice the help may vary depending on the page you are on when you access it). Access your account information.

2. Perform some author and title searches in the Basic Search (e.g., search for books by Mark Twain, search for The Adventures of Tom Sawyer). Change the word order of the searches to see how that affects the results. Use the Guided Search to perform a search that combines the author's name with words from the title of one of his or her works.

3. Perform some keyword searches in the Basic Search. Perform different searches using the same keywords, connecting with different Boolean operators to see how that affects the results (e.g., pineapple and sugar, pineapple or sugar, pineapple not sugar).

4. In the Basic Search, do a search that uses parentheses to combine three or more keywords with the operators and and or (e.g., television and (aggression or violence)). Duplicate the previous search in the Guided Search.

5. Perform a search in Hawaii Voyager and locate a book in the catalog owned by Hamilton Library. Print out the record for the book. Determine the location of the book and go to the shelf and find it (if you don't find it and can't determine why, you may need to go to the reference desk for help).
Questions

1. What is *Hawaii Voyager*? What will it enable you to do?
2. Define the terms *database*, *record*, *field*, and *access point*.
3. In Basic Search, perform a **title** search on *War and Peace*. Perform the search reversing the words of the title (i.e., *Peace and War*). Is this a browse search or a keyword search? How do you know?
4. What are Boolean operators and what do they enable you to do?
5. You want information about clothing or textiles in Japan. How would you construct a keyword search using Boolean operators and nesting for this topic?
6. What is the difference between searching keywords and searching subject headings?