

Kent Library's Online Catalog

Searching for library items online

<http://library.semo.edu>

Kent Library
One University Plaza - Mail Stop 4600
Southeast Missouri State University
Cape Girardeau, MO 63701
Phone: 573-651-2232
Fax: 573-651-2666

Access the catalog at:

<http://library.semo.edu/find/books.html>

Keyword Searching

A keyword search finds the term or phrase anywhere in the item display (author, title, subject, notes).

Adjacency

When keyword searching, the order of words matters. Multiple words are searched as a phrase unless you include an operator, such as AND, OR, NOT.

Typing **television news** finds both those words in that order, not **news television** or **television and news**.

If the phrase **television news** is not found, the system will then default to **television AND news**.

Operators (and, or, not)

And: finds both words in the same record in any order
Architecture and Missouri

Or: finds either or both words in the same record
Football or soccer

Not: finds the first word but not second in the record
Students not college

Parentheses

Use parentheses to group search statements when using operators.

(Oregon or Colorado) and (recreation not hiking)

Truncation

Use truncation to find variant endings or forms of words.

* use for internal and right-hand truncation

** use for more than 6 characters

wom*n and libr* finds women, woman
and library, libraries, librarians

math** finds mathematics, mathematicians

Proximity

near: Finds words close to each other, in any order.

California near university

within #: Finds words within a set range of each other.
The symbol # may stand for any number.

Colorado within 12 Wyoming

Title Searching

Searches the titles of books, videos, government documents and more.

Type as little or as much of the exact Title.

catcher in the rye

catcher in the

Both will retrieve *The Catcher in the Rye* by J.D. Salinger

Journal Title Searching

Searches journal, magazine, and newspaper titles, not titles within these publications.

Type as little or as much of the exact Title.

journal of sport and social issues

journal of sport and

Subject Searching

Searches on *Library of Congress Subject Headings* (LCSH). *LCSH* are words and phrases that describe people, events, topics and more.

Use of punctuation and capitalization is not necessary.

united states history 1783 1865
or United States – History – 1783-1865

whitman walt
or Whitman, Walt

motion pictures

Users can find the print *LCSH* volumes located next to the Kent Library Reference Desk.

NOTE: Keyword searches can also be used to locate appropriate subject listings.

Author Searching

Searches for specific authors, editors, organizations, composers.

Use of punctuation and capitalization is not necessary.
Type last names first.

morrison t	finds works by Toni Morrison
dickens charles	finds works by Charles Dickens
american cancer society	finds items authored by the American Cancer Society organization
beethoven	finds works by Beethoven

Number Searching

Search for standard numbers such as:

- Dewey Call #
- Government Document (SuDoc) Call #
- ISSN
- ISBN

Dewey Call

Type as much of the call # as you know.
025 J826a
353.9

Government Documents Call

Type as much of the document # as you know.
Y4.ag4/2:e
E1.10

ISSN (International Standard Serial Number)

Type exactly as cited.
0040-781x
0033 3107

ISBN (International Standard Book Number)

No hyphen is required.
0201112116

Limit Search Results

Search results can be limited (or sorted) by language, material type, years, and more.

- Perform a search.
- Click on the **limit/sort search** button at the top of the screen.

Advanced keyword searching allows limits to be set in advance, before the search is run.

Print, E-Mail, Export Results

Search results can be printed, e-mailed, saved, or exported.

- Perform a search.
- Mark records by clicking in the boxes next to each title on the list, then click on **Save Marked Records** at the bottom of the results list box.
- **OR** click on **Save Record** if you are viewing a record and only want that individual item.
- Click on the button **Export Saved List**.
- Choose a format option.
- Click **Submit**.

- To **print** your list, choose **Screen**.
- Click **Submit**.
- Use **browser print** function.

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