

Tips for Using LibCat

- Avoid putting a space at the end of a search statement.
- In a usually hyphenated word, enter these terms as two separate words.
Ex.: self esteem
- Search terms are not case-sensitive.
- Punctuation is usually ignored

Search Results

- Click a hyperlinked title in the search results to see more information about the item, including its location and availability status.
- Click the **TITLES DISPLAY** button near the top of the screen to return to the list of search results.

Save Options

Search results can be marked and saved onto a disk or sent to any connected printer using the options provided at the bottom of the screen.

Mark Results

- You can mark desired records by clicking the checkboxes next to the items.
- Be sure to select the appropriate **Records** option at the bottom of the page when marking records on more than one page.

Save or Print Results

- When you have finished marking the records you want, click the **Save or Print** button at the bottom of the page.
- Use the **File** menu in your browser to **Save as** or **Print** your saved results.

Email Results

- Mark the records you want.
- Enter your email address in the **Enter your email address** textbox.
- Click the **Email** button.

Printing on the Libraries' printers requires a copy card, which can be purchased in the Evans Reference area on the 1st floor of the Evans Library, the Course Reserves/Current Periodicals area on 2nd floors of the Evans Library, and the copier room on the 1st floor of the Library Annex.

My Library Record

LibCat allows you to access information about your account, including charged items, requests (holds, recalls, and locates), fines, & fees, but not interlibrary loan requests. If you are currently blocked, you will not be able to access this feature. Contact the Circulation Department at 845-3731 for assistance.

To Access Your Library Record

- Click the **MY LIBRARY RECORD** button at the top of the LibCat screen.
- Enter your University ID Number and last name and then click the Login button.

To Renew Books

- In the **Charged Items** section of your library record screen, click the checkboxes in the **Renew?** column next to the items you wish to renew.
- Click the **Renew Items** button.
- Check that the items have been renewed and that none have been recalled.

* Click on the **LOGOUT** button at the top of the page when you are finished viewing your library record.

**If you need more help using LibCat, please contact one of the Libraries' Reference Desks for assistance!
We are here to help you!**

Also, see the "Advanced Options in LibCat" handout for more information.

BASIC SEARCHING IN LIBCAT

• **LibCat** is the Texas A&M University Libraries' online catalog for the Evans Library & Annex, Cushing Memorial Library, Policy Sciences & Economics Library, West Campus Library, and the TAMU Qatar Library. (Chiron, the online catalog at the Medical Sciences Library, is separate. It is available at <https://chiron.tamu.edu/>)

• **LibCat** provides access to the Libraries' materials—books, journals, newspapers, serials, audio/video recordings, computer files, conference proceedings, and microtext. It does not contain citations for articles in journals, magazines, and newspapers.

<http://libcat.tamu.edu/>



Texas A&M University Libraries

Sterling C. Evans Library 845-5741
West Campus Library 845-2111
Policy Sciences & Econ. Library 862-3544
Cushing Memorial Library 845-1951
Medical Sciences Library 845-7428

Using LibCat

- Go to the LibCat website at: <http://libcat.tamu.edu> or click the LibCat link on the Library's website (<http://library.tamu.edu>).
- Enter your search term(s) in the textbox under **1. Enter Search Term:**, using the tips provided in this brochure.
- Choose a search type in the list box under **2. Choose a Search Type** by clicking on one of the menu items. Note the examples provided beside each search type for formatting styles and tips. See the **Search Types** section of this handout for more search tips.
- Set special limits in the drop-down menu under **3. Limit Your Search (optional)**: (such as World Wide Web resources, serials, books, or English language only), if desired. Note: Limiting your search is not always necessary.
- You may also choose the number of records to display on a page (e.g., 10, 20, 50, or 100 records per page).
- Click the **Search** button to initiate your search.

****NOTE****

If you wish to set special limits on any search, you must use the **Set Limits** function to set these limits before entering your search terms.

See the section on **Limiting Your Search** for more information.

Search Types

Title

- You must enter the exact title (or at least the exact first word in a title) in the **1. Enter Search Terms:** textbox.
- Omit articles (*a, an, the*, and all foreign equivalents) if they are the first word of the title.

- Numbers can be written numerically or spelled out, so try both ways.
Ex.: 20,000 Leagues Under the Sea or Twenty Thousand Leagues Under the Sea

Journal Title

- Select **Journal Title** as the search type to search for journals and avoid including book titles in the search results.
- Omit articles (*a, an, the*, and all foreign equivalents) that are the 1st word of the title.

Author

- Enter last name first, with or without using a comma, in the **1. Enter Search Terms:** text box. *Ex.:* twain mark
- For names with connectives, follow the practice of the author's country or language.
Ex.: buren abigail van
Ex.: cruz rudolfo de la
- For organizations, corporations, or government agencies as authors, enter enough of the name to distinguish it.
Ex.: united states department of commerce

Subject

- Enter Library of Congress (LC) subject headings in the **1. Enter Search Terms:** textbox. Ask for help with LC subject headings at one of the reference desks.
- Put spaces between subject subdivisions.
Ex.: United States Air defenses, Civil
- The first word or two of a subject heading will bring up a list of all headings beginning with that term.

Call Number

- Use spaces; exact punctuation required.
Ex.: PN 710 .E5 1934
- Exact spaces & punctuation required for government documents. *Ex.:* NS 1.28/3:

Boolean Keyword

- This type of search retrieves records for library materials using keywords located anywhere in the record.
- Use Boolean operators such as AND, OR, and NOT between search terms.
- Use quotation marks to group phrases.
Ex.: "beef cattle" and nutrition

Relevancy Ranked

- Keyword search that displays results in descending order, with records with the highest frequency of search terms found in a record first, down to the lowest.
- Use a plus sign (+) for key terms.
Ex.: +women +sports
- No Boolean operators are required.

Keyword/Builder Search

- Click the **Keyword/Builder Search** link to access this option.
- Enter the terms you want to search in one or more of the **Search for** textboxes.
- Modify the search criteria by —
 - Selecting *all of these*, *any of these*, or *as a phrase* from drop-down menu.
 - Selecting options, such as Keyword Anywhere, Title, Author Name, ISSN, ISBN, Series, Publisher: Name, and Publisher: Date from the **Search in** drop-down list.
 - Applying a Boolean operator (**AND**, **OR**, or **NOT**) to search terms.

Limiting a Search

- Click the **SET LIMITS** button to access the search limit options.
- To limit searches by year, type the year in the "Year" box in the format YYYY. Click the appropriate radio button for the date range that you want to use.
Ex.: To find items published before 1850, type 1850 in the text box and then click the radio button next to the "less than" symbol (<).
- Limit searches by **Language, Type, Medium, Location, Publication Status**, or **Place of Publication** by clicking the criteria you desire from the appropriate list boxes. You can hold down the Ctrl key and click multiple options within a list box.
- Click the **Set Limits** button to apply the limit criteria.
- The limits will be applied to subsequent searches.
- Limits remain in effect until you click the **Remove Limits** button.