



OhioLINK Central Catalog

Searching & Fields

- **Subject:** Items in the Central Catalog are indexed according to Library of Congress Subject Headings. To successfully do a subject search, you need to enter a standardized heading. If you do not know the appropriate subject heading, try your term as a **WORDS** search. After identifying an appropriate item from the results in the **WORDS** search, click on the entry in the Subject field to locate the proper standard subject heading in the **SUBJECT** part of the record (e.g., **SUBJECT heading: ohio--history--military**). Medical Subjects are also indexed and searchable in the Central Catalog.
- **Words:** **WORDS** searches are useful when you do not know exact titles or subjects. Terms entered as **WORDS** are searched in the title, contents, notes and subject headings. Use your own words. Broad terms will result in large result sets, but you can narrow the set using **LIMIT**.
- **Author:** Type an author's last name, or last name and first name (e.g. "Wordsworth" or "Wordsworth William").
- **Title:** Type a complete title or partial title, beginning with the first word (e.g., complete title: "Red Badge of Courage," partial title: "Red Badge"). If you are unsure of the title's first word, try the **WORDS** search.
- **Call Number:** Type as much of a call number, as you know. You can use the Library of Congress, Dewey Decimal, National Library of Medicine, or U.S. Government Document call numbers.
- **Other Numeric Indexes:** Type another type of number used to reference books. For example, most books have an ISBN number and most journals have an ISSN which is searchable in the catalog.

General Search Hints

- Use any combination of upper and lower case letters.
- When they are provided, use the links provided on the search screen, rather than your browser's forward and backward buttons. This will prevent your session from timing out.
- At the top and bottom of each result screen you will find additional options to apply to your search or to return you to the OhioLINK main menu.
- You can sort and display records in reverse chronological order under **Limit Search**.
- Help is offered on both the main menu and the search screens.
- Use an asterisk to truncate your **WORDS** search (e.g. "garden*" finds "garden," "gardener," and "gardening").
- Use parentheses to group terms within a **WORDS** search ((e.g., "(seat or safety)belt" retrieves all item records containing "seat belt" or "safety belt").

Advanced Search Hints

Advanced searching is available using connectors and limits. Advanced search terms for **WORDS** searching:

- **AND:** means that all search terms must be present in the record, but they can be in any order (e.g. "architecture and Italy" retrieves only those items that contain both "architecture" and "Italy"). This is the default on the system, so "time management" will be searched as "time" and "management" automatically.
- **OR:** means that all records containing either search term will be retrieved (e.g. "AIDS or HIV" retrieves any item that contains either "AIDS" or "HIV," expanding your search).
- **NOT:** means that all item records with the second term will be excluded from search results (e.g. "persuasion not marketing" retrieves any item that includes "persuasion" when "marketing" is not in the record).

Limits: you can refine your search results by clicking the **Limit/Sort** button. Limiting criteria include:

LANGUAGE
MATERIAL type
PUBLISHER
YEAR of publication
Words in AUTHOR
Words in TITLE
Words in SUBJECT
WHERE item is located

Select a limit and follow the prompts to specify your criteria. When you have selected all desired limits, click the **Limit...** button to apply your criteria.

- Search limits are always AND statements.
- You can apply limits to your search only once.

Online Borrowing

When you find an item you would like to borrow, click on **Request Item**. Select your institution, and fill in your name, ID number, and pick-up location on your campus. The item will be delivered to your pick-up location in a few days. Contact your library's circulation or reference desk, if you have questions.

NOTE: You can not request items through OhioLINK that are currently available on your campus.

Questions?

If you still have questions about the Central Catalog, please consult the online help or your library staff.