



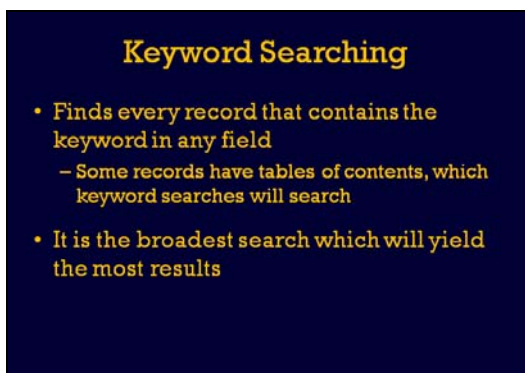
Slide 1

Searching in the UMich Law Library Catalog is similar to searching in other web-based databases or search engines. You simply type your search in the search box and then click submit, or press enter on the keyboard.



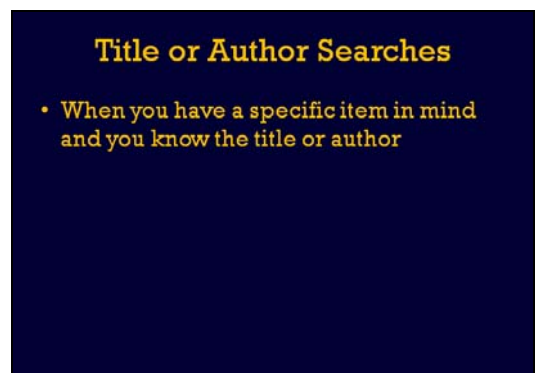
Slide 2

There are several different types of searches that you can perform from here the main search screen. First we'll look at keyword searching.



Slide 3

A keyword search will produce a list of every record that contains the keyword anywhere in the record. Some records contain the book's entire table of contents and a keyword search will search these tables of contents also. This is the broadest kind of search, which means that it will give you the most results-often too many results. This is a good way to start searching when you are not exactly sure what you're looking for.



Slide 4

If you are looking for something in particular, and you know the title of the book, or the author's name, you would want to do a title search or an author search. Now let's do an author search as an example.



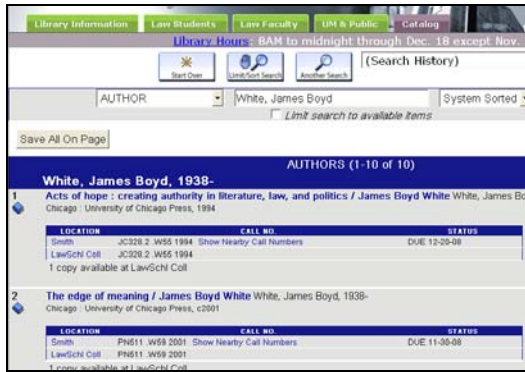
Slide 5

To find books by Professor James Boyd White, select AUTHOR from the drop-down menu in the "UMich Law Library Catalog" box.



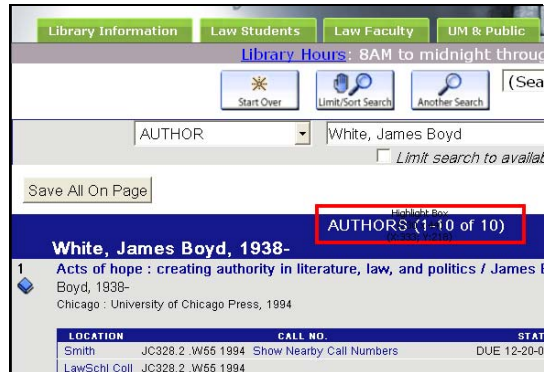
Slide 6

In the search box, type "White James Boyd" and then click submit. Notice that we put the author's last name first.



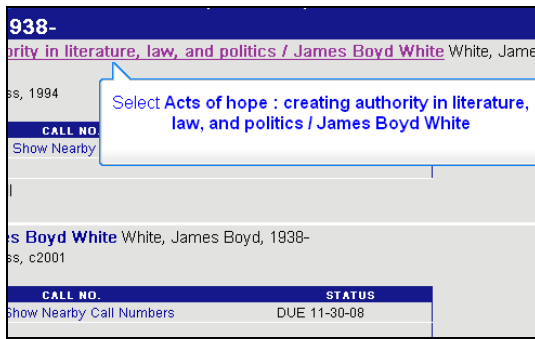
Slide 7

Now let's review the list of results that the Catalog returned. The list of search results is displayed in the middle section of the page.



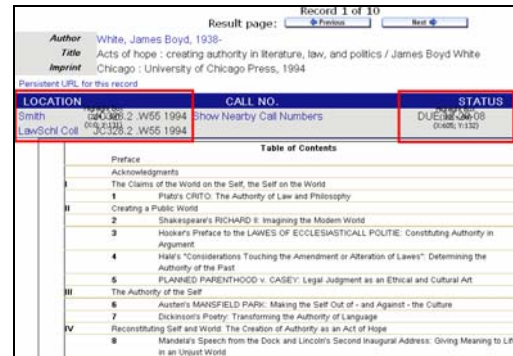
Slide 8

You can find the total number of results listed along with the type of search we performed at the top of the page. So in this case, we can see that it's an author search, and we have ten results, as of the date this tutorial was last revised.



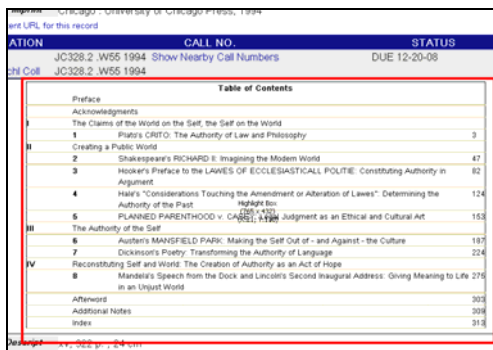
Slide 9

The titles of the search results are in bold blue. Click on the title to view the complete Catalog record for any of these titles.



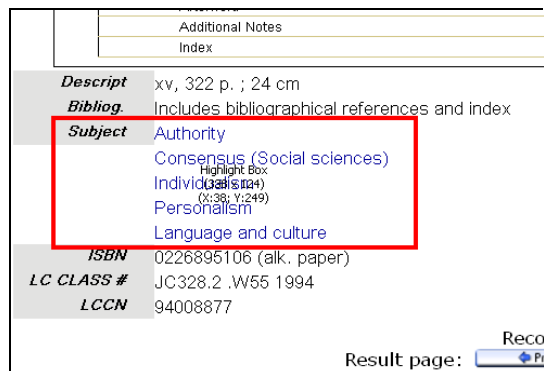
Slide 10

This is a full Catalog record for an individual title. Here you will find the location and call number, which is essential information that you will need to write down or print out if you would like to retrieve the book. You can also see the item's status, which lets you know if the book is available.



Slide 11

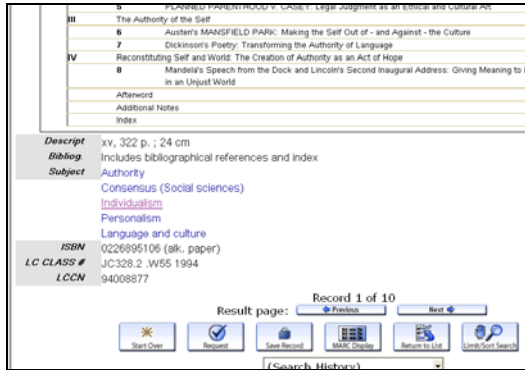
This record also shows the book's table of contents and the



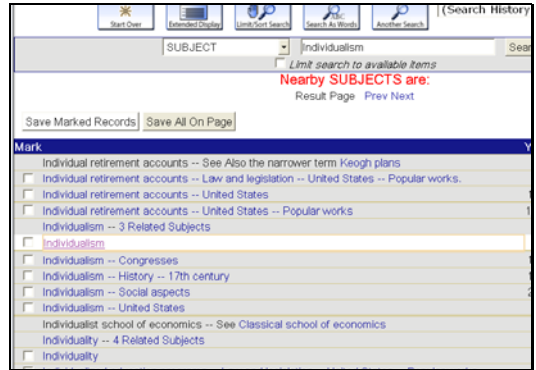
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Library of Congress Subject Headings that have been assigned to this book. Subject Headings are very useful in finding other materials on the same topic. You can use these subject headings in a subject search,

UMich Law Library Catalog - Basic Searching



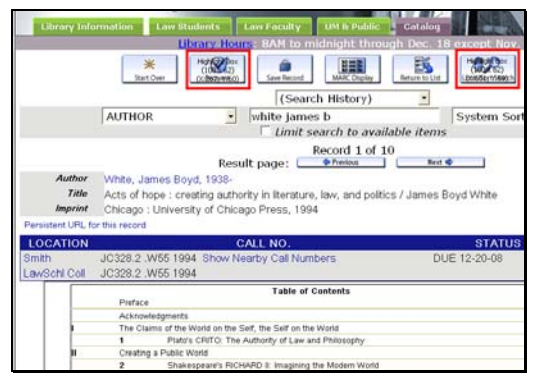
Slide 13
which is one of the other kinds of basic searches available in the drop-down menu next to the search box.



Slide 14
Or if you've found a subject heading like this in another Catalog record,



Slide 15
click on it and you will be guided through a search using that subject heading.



Slide 16
Note the Request and Limit buttons at the top of the screen. Request allows you to request to have the title held for you at the circulation desk, or if you have a study carrel the book will be delivered directly to your carrel. Limit lets you refine your search results.