



## The Online Catalog: Access & Searching

To search for materials in the Library's online catalog:

- Go to the Library's homepage at <http://library.aup.fr>
- Click on *Search for a Book, Film or Journal*
- Select a *Basic, Advanced* or *Course Reserve* search

The guide below summarizes the main search options of the Library's online catalog. More detailed guides are available online – just click on the *Help* link, or ask at the service desk.

<b><i>If you are searching for a(n):</i></b>	<b><i>Choose:</i></b>	<b><i>Helpful Hints:</i></b>
<b>Book Title, Journal Title*, Film Title</b>	<b>Basic Search</b>	Omit initial articles (e.g. a, an, the, le, la, les,el, la los, las, der, die das, etc.) and punctuation.
<b>Author</b>	<b>Basic Search</b>	Enter last name first: e.g., hemingway, ernest. For corporate authors, enter in usual order, omitting articles: e.g. National Academy of Sciences.
<b>Subject</b>	<b>Basic Search</b>	Type in as much of the subject heading as you know, truncation is automatic. If unsure, use the directory to Library of Congress Subject Headings in the Library Research Room.
<b>Keyword (Boolean)</b>	<b>Basic Search</b>	Combine search terms using Boolean operators: AND, OR, NOT. Quotation marks are used for phrase searching: e.g. "world wide web." Truncation: use ? to truncate search terms or find variant endings.
<b>Keyword (Relevance)</b>	<b>Basic Search</b>	Use + to mark essential terms: e.g., +explorer. Use * to mark important terms: e.g., *internet. Use ? for truncation: e.g. comput? to find computers, computing, computer.
<b>Call Number</b>	<b>Basic Search</b>	Include letters, numbers & punctuation in correct order: e.g., 754.0973 J65a or PC-4 Doyle.
<b>Course Reserve</b>	<b>Course Reserve</b>	Use pull-down menus to select Instructor's name, Department, or Course.

\*When searching for a journal title, go first to *Browse a list of journals* on our homepage.