Catalogue Search Tips

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CHANGES to Catalogue Search Since May 2017

- **Sign in** with **SFU Computing ID/password** to:
  - View your Library record (to renew books online)
  - Place a hold on a book that is signed out
  - Transfer a book from another branch
  - Request an Inter-Library Loan
  - Create an E-Shelf of favorite books
  - Set up email alerts of your searches
Sign-in where it says “Guest” (top right)
Catalogue Search for a "Known" Book or Journal

Choose, “Catalogue Search” tab

• Click on “Catalogue”

Choose, “Advanced Search” option

• Change, “Any field” to “Title”

• Change, “Contains” to “Starts with”

• Enter, “Title of the book” (or a journal name)

Choose, “Material Type” of “Books” (or Journals)
Catalogue Search for a “Known” Book or Journal

Steps:
- Library’s Home Page
- Catalogue Search
- Click on “Catalogue”
- Choose, "Advanced Search"
- Change, “Any field” to “Title”
- Change, “Contains” to “Starts with”
- Enter, “Title” of the book (or journal)
- Choose, “Material Type” of “Books” (or journals)
“Search Syntax” for Catalogue Search

When searching for “Topics”

Use a capital “OR” to connect words with same or similar meaning

• women OR girls

Use a capital “AND” to connect words with different meaning

• women AND rights
“Search Syntax” for Catalogue Search when searching for “topics”

• (women OR girls) AND rights

• (employees OR workers) AND (motivation OR job satisfaction)
“Search Syntax” for Catalogue Search for Topics

Catalogue Search - Correct Syntax

(employee OR worker) AND (motivation OR satisfaction)
“Advanced” Search for Flexibility in Searching

ADVANCED SEARCH

Search for: Catalogue

Any field contains (employee OR worker) AND (motivat

Resource Type

Books

Language

Any language

Search Syntax
- put "same meaning" words in a bracket
- use a capital "OR" for "same meaning" words
- use a capital "AND" for "different meaning" words

(employee OR worker) AND (motivation OR satisfaction)
Use “**Limit**” by “**Subject**” to Narrow Down Results

<table>
<thead>
<tr>
<th>Subject</th>
<th>Count</th>
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<tbody>
<tr>
<td>Electronic Books</td>
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<td>Employees</td>
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<tr>
<td>Employee compet...</td>
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Email Record and “Citation Information”

Email Library Record for book
Look up the "citation style" (APA, MLA, Chicago)

Link for full-text of book
("Sign-in" with SFU Computing ID and Password)
Within a Record for a Book, Click on “Subjects” for more books on same topic
**Browse** Subject Headings (Use the “Browse” Tab)

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<td>Human trafficking -- Africa</td>
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<td>Human trafficking -- Africa (LCSH)</td>
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Use “**Citation Finder/ILL**” (Inter-Library Loan)” for Books or Articles Not at SFU Library

**Citation Finder / Inter-Library Loan**
To request books, journal articles, films, etc. that are NOT owned by SFU Library
Questions?

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Ask a Librarian
(http://www.lib.sfu.ca/help/ask-us)