

USING THE UNIVERSITY LIBRARIES CATALOG AND OHIOLINK CATALOG

The University Libraries Catalog is the online catalog for the Mulford and Carlson Libraries; the OhioLINK Catalog is the combined online catalog for all OhioLINK member libraries. Because both catalogs work in the same way, this help sheet provides information relevant to both catalogs, including searching, limiting, and exporting records. It also provides information specific to one catalog or the other.

General Information

- Both the University Libraries Catalog and the OhioLINK Catalog can be accessed off-campus without restriction. Access to online resources included in the catalogs, however, may be restricted to users registered with the Mulford Library. See **Limitations** below for more information.
- If assistance is needed, ask a library staff member. From home or office, contact Mulford Reference Assistance at 419-383-4218, MulfordReference@utoledo.edu, or <http://www.utoledo.edu/library/mulford/resources.html> (instant message).

UNIVERSITY LIBRARIES CATALOG Information

- Access** The University Libraries Catalog is available on the Web from the Mulford Library's home page. Click on the **UT Libraries Catalog** link at the top of the screen, then click on the desired search option.
- Contents** The University Libraries Catalog provides information about books (including tables of contents when available), journal titles, and audiovisual materials that the University Libraries own or to which they provide access. It is used to determine if the Libraries have a particular item, and if so, where that item is located. The University Libraries Catalog can also be used to identify materials on reserve and to view circulation records (see page 4 of this help sheet). Do not search the University Libraries Catalog to identify journal articles; see **Finding Articles** on the Library's Web page for more information about identifying articles on a topic.
- Limiting to the Mulford Library** To see only what is available at the Mulford Library, after completing your search, from the **View Entire Collection** drop-down menu choose **Health Science Library**.
- Limitations** Although the online catalog can be accessed by anyone from anywhere, access to some of the online resources you can find through the online catalog (such as the online journals) is limited to those who are registered with the Library. It is important to remember that some of the online resources can only be accessed while on campus (such as **UpToDate**). For more information on how to access these restricted resources, contact Mulford Reference Assistance.
- St. V's** The University Libraries Catalog also includes the holdings information of the St. Vincent Mercy Medical Center library. To obtain materials from St. V's, contact the Mulford Library Interlibrary Services Office, 419-383-3973.

OhioLINK Catalog

- Access** The OhioLINK Catalog is available from the Mulford Library Web site under **Finding Books** by clicking **OhioLINK** or by clicking on the **OhioLINK** link on the side bar on the left of the screen. It can be accessed on campus or off-campus from any Internet service provider (ISP).
- Contents** Like the University Libraries Catalog, the OhioLINK Catalog provides information about books, journals, audiovisuals, microforms, etc., that are owned by any of the OhioLINK member libraries. Also like the University Libraries Catalog, the OhioLINK Catalog cannot be used to identify articles on a topic. Within the OhioLINK Catalog, books *not* available at the Mulford Library can be requested online (see page 3 of this guide for more information about online borrowing).

This help sheet is copyright 1999-2008 by the Raymon H. Mulford Library, University of Toledo. All rights reserved.



Limitations Like the University Libraries Catalog, access to some online materials (journals, books, etc.) may be limited to those using a computer at an OhioLINK institution (like the University of Toledo) or by being registered with an OhioLINK library. Some materials are not available to UT users. (To register with the Mulford Library, bring your validated University ID card to the Service Desk.) For more information, contact Mulford Reference Assistance.

Searching

Author When searching in the University Libraries Catalog, first click on the **Author** tab. (When searching in OhioLINK, select the button next to **Author**.) Enter the author's last name first, followed by the first name; click on the **Search** button. If the full first name is not known, use only the first initial. Corporate authors, such as the American Medical Association, can be searched this way as well.

Title In the University Libraries Catalog, first click on the **Title** tab. (When searching in OhioLINK, select the button next to **Title**.) This searches for titles of individual items, journal titles, and chapter titles of selected books. The title search option produces relevant results only if the exact title or first few words of the title are known. (If the exact title is not known, try a keyword search; see instructions below.)

In either catalog, the entire title need not be typed. For items with long titles, enter only the first four or five words, just enough to get alphabetically close to the title. Omit initial articles such as **a, an, the** or foreign equivalents.

Identifying journal issues owned by the Mulford Library can be tricky. For specific information about searching the University Libraries Catalog for journal titles, see page 3.

Keyword When in the University Libraries Catalog, click on the **Keyword** tab and when in OhioLINK, select the button next to **Keywords**. Terms entered as part of a keyword search are searched in fields such as title, sponsoring organization, table of contents, other content notes, medical subject headings, and subject headings. Keyword searches are useful when the exact title or appropriate subject heading (medical or Library of Congress) is not known. On the keyword search page, there are a variety of limits and detailed instructions for keyword searching (including adjacency, proximity, truncation, operators and field searching). For keyword limiters in OhioLINK, select **Advanced Key Word Search**.

Medical To do a subject heading search, in the University Libraries Catalog, click on the **Subject** tab; to search by

Subject/Subject a medical subject heading, click on the **Medical Subject** link, then click on the **Medical Subject** link in the **Other Searches** menu.. To do a subject search in OhioLINK, select the button next to **Subject Heading** or select the **All Search Options** option (this link is below the **Subject Heading** button). From the resulting list you will be given the choice between **Library of Congress Subject Headings** or **Medical Subject Headings**.

Medical subject searches are based on the National Library of Medicine Subject Headings (also known as MeSH). General subject searches are based on the Library of Congress Subject Headings (LC). These are used mainly in the OhioLINK Catalog as well as most academic OhioLINK libraries. If an appropriate subject heading cannot be found using either the medical subject or subject search, try a keyword search (see above for instructions).

For more information about MeSH, see the National Library of Medicine's [Basics of Medical Subject Headings \(MeSH\)](http://www.nlm.nih.gov/bsd/distd/mesh/) webpage at <http://www.nlm.nih.gov/bsd/distd/mesh/>.

Limiting If a search retrieves too many records, in either the University Libraries Catalog or OhioLINK, click on the **Modify Search** button. This will call up the keyword search screen. The search may then be limited to different material types (i.e. books, journal/serial) , years of publication, where the item is located (i.e. Carlson General Collection, Health Science Library), etc. Select the desired limit options and click on the **Submit** button.

Searching for Journal Titles in University Libraries Catalog

Both print and online journals owned by the Libraries and St. V's hospital library can be determined using a title search in the University Libraries Catalog. Do a **Title** search for a journal title (see page 1 for how to limit your search to the Mulford Library only). In the list of resulting records, the journals are indicated by the identifier **JOURNAL/SERIAL**. If there is a title with no format designation, click on the title link to see the items with that title (this is common situation for journals with such general titles as *Pediatrics* and *Circulation*). If the retrieval of some of the titles do not seem to make sense, they were probably retrieved because they are chapter titles.

Another search option for journals is to complete either a subject or keyword search (see page 2 for how to do a subject or keyword search). When performing a subject search, after completing your search, click on the **Modify Search** button at the top of the screen. Next, from the **Material Type** drop down menu, choose **Journal/Serial**.

Where items in the Library are located

On a journal or book's record, there is an indication of the item's location: Mulford, Carlson, or St. V's; journal stacks, electronic collection, or both (see page 1 for how to limit your search to the Mulford Library only).

MULFORD Journal Stacks The Journal is available in print. Check the **LIB. HAS** statement at the top of the page to make sure the Library has the journal back far enough to include the desired issue. Clicking on **Latest Received** shows which print issues are still unbound (individual issues which can be found on the 5th floor of the library, across from the stair case). If the journal is at the Mulford Library, it will be bound and located on the tall bookshelves on the fifth floor. NOTE: Journals over twenty years old are in off-site storage. Contact Mulford Reference Assistance for details.

MULFORD Electronic (or OhioLINK Electronic) An online journal. Check the **LIB. HAS** statement below **LOCATION** to make sure that the coverage of the online journal includes the desired issue. If it does, click on the **Connect to...** link to connect to the online journal. Most online journals do not require a password; for those that require a username and password, the University Libraries Catalog will indicate them (after clicking the link to the journal's webpage, a screen will come on giving you a user name and password). **Write them down** so they'll be available when you need them. Each online journal has a different interface, so look for an option to browse or search past issues or the archive. To return to the University Libraries Catalog, click on the browser's back button as often as necessary.

Other Places to Find Library Materials

Mulford Book Stacks Materials circulate for 3 weeks and may be renewed up to four times (either in person, over the phone, or online), unless they have been recalled; located on 5th floor, by the back elevators

Reference Non circulating collection; 4th floor, by the back elevators

Reserve Located behind the fourth floor service desk and is closed to public access. Please request these materials from the service desk staff.

St. Vincent's To obtain an article from St. Vincent's, submit an article request form to the Interlibrary Services Office. For more information on obtaining materials from St. Vincent's, please contact the Mulford Library service desk

Moving from the University Libraries Catalog to the OhioLINK Catalog

Transferring the Search to OhioLINK Central Catalog

If the Libraries do not own a particular book, while in the University Libraries Catalog, click on the **Search OhioLINK** button. This command will transfer the search from the University Libraries Catalog (which contains the holdings of the University of Toledo Libraries only) to the OhioLINK Catalog (which contains the holdings of over eighty academic institutions in Ohio). The OhioLINK Catalog shows which institutions have the book and whether it is available for loan.

Requesting Materials through OhioLINK

While in OhioLINK, requests can be placed for books to be sent to the Mulford Library for checkout. While viewing a record, click on **Request Item**. Follow the on-screen instructions and enter institutional affiliation, name, and barcode number. (Bring your University ID card to the Service Desk to have your Social Security Number activated as your barcode number. You can also use your Rocket ID number.) The requested material will be available for pick up within about five working days. The Service Desk will call or email you when the item has been received. For more information about online borrowing, the library has a help sheet on online and on-site borrowing, available for download from <http://www.utoledo.edu/library/mulford/pdf/borrow.pdf>

Exporting Records for Import into EndNote

Records can be exported from these online catalogs so that they may be imported into bibliographic manager software such as EndNote.

Export First, records must be marked. From a list of titles, click on the **Save for Export** button to the left of desired records. When all desired records have been marked, click on the **View Saved** button. Next, select the **Export Saved** button at the top of the page. Select the desired format. For EndNote, select the EndNote format. Select where the list should be sent: for EndNote, save the file to a local disk, and hit submit. When prompted, give the file a name, and save it as a .txt file.

Import When importing the records into EndNote, use the **EndNote Import** option. NOTE: Records imported from online catalogs are notoriously dirty. Each imported record should be reviewed carefully to make sure that information is in the correct fields and that each field contains no extraneous information. As an example, the title field commonly contains information about the authors, which must be deleted.

For more information about EndNote, contact Mulford Reference Assistance or consult the Library's instruction page: <http://www.utoledo.edu/library/mulford/education/bibmgmt.html>

Checking for Materials on Reserve

From the University Libraries Catalog main menu, click on the **Keyword** tab and choose **Course Reserves** from the **Other Searches** menu. Here you will find two search options: by course name and by instructor name. When searching by course name, consider the all the variations in the name, for example: Nursing 123, N123, Nur123, Nurs123.

Viewing Your Record and Online Renewals

From the University Libraries Catalog main menu, click on **View Your Library Record** link. Enter your name and University ID number (this will be a Social Security number or Rocket ID number) when prompted. View the status of OhioLINK requests, the materials you currently have checked out and when they are due. Materials within one week of the due date, but are not overdue, can be renewed online. For information about your record or if you are having troubles renewing a book, contact the Service Desk at 419-383-4225. You can also view your record by clicking on the **View Library Record** under the **Library Services** heading on the library's homepage.