

USING OSLER AND THE OHIOLINK CATALOG

OSLER is the online catalog of the Mulford Library, and the OhioLINK Catalog is the combined catalog for all OhioLINK member libraries. Because OSLER and the OhioLINK Catalog 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 OSLER and the OhioLINK Central 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.
- 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://hsc.utoledo.edu/lib/resources.html> (online chat).

OSLER Information

- Access** OSLER is available on the Web from the Raymon H. Mulford Library's home page. Click on the **OSLER** link at the top of the page or the **Online Catalog** link under **Finding Books**, then click on the desired search option.
- Contents** OSLER provides information about books (including tables of contents), journal titles, and audiovisual materials that the Mulford Library owns or to which it provides access. It is used to determine if the Library has a particular item, and if so, where that item is located. OSLER can also be used to identify materials on reserve and to view circulation records (see page 4 of this help sheet). Do not search OSLER to identify journal articles; see **Finding Articles** on the Library's Web page for more information about identifying articles on a topic.
- Limitations** Although OSLER can be accessed by anyone from anywhere, access to some of the online resources to which OSLER links is limited. Access to some online resources is limited to people who are registered with the Library; even then, access to a small selection of resources will be even more restricted to computers on campus or in the library. For more information, contact Mulford Reference Assistance.
- St. V's** Since the summer of 2000, OSLER has included the holdings of the St. Vincent's library, a result of a grant from the U.S. National Library of Medicine to bring the hospital library into OhioLINK. (To obtain materials from St. V's, contact the Mulford Library Interlibrary Services Office, 419-383-3973.)



OhioLINK Central Catalog

- Access** The Central Catalog is available from the Mulford Library Web site under **Finding Books** by clicking **OhioLINK** or by clicking on the **OhioLINK** link at the top of the page. It can be accessed on campus or off-campus from any Internet service provider (ISP).
- Contents** Like OSLER, the Central Catalog provides information about books, journals, audiovisuals, microforms, etc., that are owned by any of the OhioLINK member libraries. Also like OSLER, the Central Catalog cannot be used to identify articles on a topic. Within the Central Catalog, books *not* available at the Mulford Library can be requested online (see page 3 of this guide for more information about online borrowing).
- Limitations** Like OSLER, access to some online materials (journals, books, etc.) may be limited to those using a computer at an OhioLINK institution (like MUO) or by being registered with an OhioLINK library. Some materials are not available to MUO users. (To register with the Mulford Library, bring your validated MUO ID card to the Circulation Desk.) For more information, contact Mulford Reference Assistance.

Searching

- Author** Click on **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. When searching in OhioLINK, select the button next to **Author**.
- Title** Click on **Title**. This searches for titles of individual items, series titles, and chapter titles of selected books. The title search option can only be used if the exact title of an item is known. (If the exact title is not known, try a word search; see instructions below.) When searching in OhioLINK, select the button next to **Title**.
- 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. If a title begins with a non-article **a**, such as **A and B College Mathematics Series**, add an additional letter **a** to the search. This example would be entered a *a and b college mathematics series*.
- Identifying journal issues owned by the Mulford Library can be tricky. For specific information about searching OSLER for journal titles, see page 3.
- Word** When in OSLER, click on **Keywords** and when in OhioLINK, select the button next to **Keywords**. Terms entered as part of a word search are searched in fields such as title, sponsoring organization, table of contents, other content notes, medical subject headings, and subject headings. Word searches are useful when the exact title or appropriate subject heading (medical or Library of Congress) is not known. On this page, there is a variety of limits and detailed instructions for word searching (including adjacency, proximity, truncation, operators and field searching). For keyword limiters in OhioLINK, select **Advanced Key Word Search**.
- Medical Subject/Subject** To do a subject heading search, in OSLER, click on **Other Search Options**, then select **Subject**. The system will then present a choice for the type of subject heading search to perform. To do a subject search in OhioLINK, select the **All Search Options** option. This link is below the **Subject Heading** button. Medical subject searches are based on the National Library of Medicine Subject Headings. Because the Mulford Library is a health science library, OSLER uses these headings almost exclusively; always use the Medical Subject Headings (MeSH) when searching OSLER by subject. General subject searches are based on

the Library of Congress Subject Headings (LC). These are used mainly in the OhioLINK Central Catalog as well as most regular academic OhioLINK libraries. If an appropriate subject heading cannot be found using either the medical subject or subject search, try a word search (see below for instructions). To do a subject search from OhioLINK, select the button next to **Subject Heading**.

Limiting If a search retrieves too many records, in OSLER, click on the **Modify Search** button. This will call up the word search screen, with the search to be limited in the search field. Select the desired limit options and click on the **Search** button.

Searching for Journal Titles in OSLER

Both print and online journals owned by the Mulford Library and local hospital libraries can be determined using a title search in OSLER. Do a **Title** search for a journal title. 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 general titles like *Pediatrics* and *Circulation*). If the retrieval of some of the titles don't seem to make sense, it was probably retrieved because they are chapter titles.

On the journal title's record, there is an indication of the journal's location: Mulford or St. V's; journal stacks, electronic collection, or both. A title with a location of **MULFORD Journal Stacks** 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 (loose magazines). 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.

A title with a location of **MULFORD Electronic** (or **OhioLINK Electronic**) is 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, OSLER will indicate them. **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 OSLER, click on the browser's back button as often as necessary. NOTE: Access to some online journals is restricted to computers in the library. In these cases, ask at the Circulation Desk for more information.

To obtain an article from St. Vincent's, submit an article request form to the Interlibrary Services Office.

Moving from OSLER to the OhioLINK Central Catalog

Transferring the Search to OhioLINK Central Catalog

If the Mulford Library does not own a particular book, click on the **OhioLINK Central** button. This command will transfer the search from OSLER (which contains the holdings of the Mulford Library only) to the OhioLINK Central Catalog (which contains the holdings of over eighty academic institutions in Ohio). The Central 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 Circulation Desk to have your Social Security Number activated as your barcode number.) The requested material will be available for pick up within about five working days. The Circulation Desk will call 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://hsc.utoledo.edu/lib/education/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 in the boxes to the left of desired records and click on the **Save Marked Records** button at the bottom of the page. From an individual record, click on the **Export this Record** button. When all desired records have been marked, click on the **View Marked Records** button. 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. You must review each imported record in EndNote 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://hsc.utoledo.edu/lib/education/bibmgmt.html>

Checking for Materials on Reserve

From the OSLER main menu, look for COURSE RESERVES. Below this heading, there are two search options: by course name and by instructor name. When searching by course name, consider the all the variations in the name, such as Nursing ###, N###, Nur###, Nurs###.

Viewing Your Record and Online Renewals

From the OSLER main menu, click on **View Your Record**, under **INFORMATION**. Enter your name and barcode number (for most people, this will be a Social Security 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 Circulation Desk at 419-383-4225. You can also view your record by clicking on the **View Circulation Record** on the library's homepage.