

XPLORE TIPS AND TRICKS

Materials in XPLORE: XPLORE contains bibliographic records for audiovisuals, books, computer files, electronic resources, periodicals (journals), scores, sound recordings, theses, etc.

Materials Not in XPLORE: XPLORE does not contain records for articles within journals, some works within anthologies, and some chapters within books.

Searching: Search by keyword, title, author, author/title combination, subject, and numerical parameters (ISBN ISSN, or call number).

Keyword: A keyword search will search title, author, exact subject, and contents fields in XPLORE. Use a keyword search if you do not know all of the words in a title or exact subject terms.

| | Using Multiple Words: | Examples: |
|--------------------------|---|--|
| Word Order | The order of words matters. Multiple words are searched together as one phrase. For a record to be retrieved, all the words must appear in exactly the order entered. If a multiple word phrase finds no hits, the search automatically repeats using Boolean "and". | <ul style="list-style-type: none"> • <i>computer aided design</i> • <i>narragansett bay</i> • <i>b flat</i> • <i>american medical association</i> • <i>leaves of grass</i> |
| Boolean Operators | Use "and" to specify words and phrases in any order. Use "or" to search for similar terms. Use "and not" to exclude words. Use parentheses to group words together when using more than one operator. If a phrase includes one of the operators, enclose the phrase in double quotations. | <ul style="list-style-type: none"> • <i>emily and dickinson</i> • <i>ceylon or sri lanka</i> • <i>c+ or c++</i> • <i>pascal and not computer</i> • <i>(atomic or nuclear) weapons</i> • <i>"war and peace"</i> |
| Truncation | Words consisting of two or more characters may be truncated using an asterisk. Use a single asterisk * to match 0-5 characters and a double asterisk ** for open-ended truncation. | <ul style="list-style-type: none"> • <i>environment* polic*</i> • <i>fyodor and dost**</i> • <i>wom*n or femin**</i> |
| Common Words | Common words are indexed and must be entered in the search statement. | <ul style="list-style-type: none"> • <i>to kill a mockinbird</i> • <i>gift of the magi</i> |
| Proximity | Use "near" to specify words close to one another in any order. Use "within #" to specify terms which occur within # words of each other in the record. | <ul style="list-style-type: none"> • <i>california near university</i> • <i>america* within 3 econom*</i> |

Title: Search books, audiovisuals, periodicals (journals), etc. by title. Beginning with the first word, type all or part of the title. Title words retrieve both singular and plural forms of the root word. For example, type *strangers in the land* or just *stranger*. Remember! If you are not sure of the exact title, use a keyword search.

Author: Type the author's last name first. For example, type *sinatra, frank* or just *sinatra*. You may also type in the name of an organization, government body, or corporation. For example, type *american medical association* or *united states congress*.

Author/Title: This search is particularly useful when an author has published a number of works. Author and title words are entered separately. Use the search hints in previous sections.

Subject: Subjects are based on terms in the Library of Congress Subject Headings. Use a subject search when you anticipate that a keyword search will retrieve too many records or too many records that are not relevant. For example, type *sports medicine* or *civil war*. In addition, once you have retrieved a relevant item in a keyword, author or title search, just click the most relevant subject heading to search for other items on that subject.

Limit or Modify: You may limit your search by one or more of the following: language; material type; words in the author, title, subject or publisher; where the item is located; year of publication; and record type.

Too Much Information? If you retrieve too many records, narrow your search using the modify or limit option. Do a subject search rather than a keyword search. In the best records you have found, click the most relevant subject heading or browse titles and subjects for a more relevant keyword or keyword phrase.

Too Little Information? Do a keyword search rather than subject search. Do a keyword search with similar terms joined by the "or" operator. In the best records you have found, click show similar items or browse titles and subjects for more similar keywords. Truncate root words to retrieve alternate word endings.

Ohiolink Central Catalog: The OhioLINK Central Catalog is the combined catalog of 84 public and private colleges and universities in Ohio and the State Library of Ohio. You can make online requests for materials in the OhioLINK Central Catalog using information on your Xavier ALL Card. Pick up materials in 3-5 business days at the circulation desk in McDonald Library, or use OhioLINK's pickup anywhere feature and pick up your materials at an OhioLINK library more convenient for you. Access the OhioLINK Central Catalog within XPLORE by clicking the *OhioLINK* button.

Local Requests: Use this feature when an XU item is currently checked out and you would like to be notified when it becomes available. It may also be used if you are making a special trip to campus and you want to be sure that the item is waiting for you at the circulation desk. Requested items are pulled from the shelves once a day. Items not checked out within seven days are returned to the collection.

Export: Use this feature to print, email or save selected records. Checkmark the records you want to save, click *Save Marked Records*, and then click *Export Saved List*. Select format and sending preferences and then click *Submit*.

Reserve Lists: This option permits you to see what materials (if any) your instructors have placed on reserves for your classes. Traditional reserves primarily includes books, book chapters and audiovisuals. It is searched by course or professor name. Electronic reserves includes syllabi, journal articles, book chapters, and other documents.

My Library Record: Follow the prompts using information on your ALL Card to view your own library record. Use this feature to view items currently checked out, check due dates, renew materials, check the status of OhioLINK requests, view fines and run saved XPLORE searches.

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