XPLORE Library Catalog Search Tips

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COVERAGE & OPTIONS

Materials in XPLORE

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

Materials Not in XPLORE

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

Search Options

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

KEYWORD SEARCH (http://xplore.xu.edu)

A keyword search will search the 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 an exact subject term.

Boolean Operators

Use "and" or "or" operators between multiple words and retrieve records with these words in any field and in any order; for example, type:

stocks and bonds
(alaska or canada)
Use the "and not" operator to exclude words; for example, type:

(adventure and not vacation).

Other operators that can be used include “near” and “before”.

**Searching Multiple Words & Phrases**

When searching multiple words the system automatically supplies the unseen Boolean operator "and" between each word. The multiple words entered for the search will all occur somewhere in the retrieved record though not necessarily in the order entered; for example the searches below retrieve the same results:

university science department
university and science and department

If you want your keywords to be searched in order, exactly as typed, enclose them in quotation marks; for example, type:

“computer aided design”
“b flat”
“leaves of grass”

**Wildcards**

Words may be right-hand truncated using an asterisk (*) in place of other characters. The asterisk wildcard may also be embedded in a search string; for example, type:

nurs*
environment* polic*

You may use a question mark (?) to replace a single character anywhere within a word; for example, type:

wom?n

**Grouping**

Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title.

- Most relevant titles
- Highly relevant titles
- Very relevant titles
- Relevant titles
- Other relevant titles
To get an ungrouped result set, use Boolean operators to form a complex query or change the way your results are sorted; for example, by title, author, or date.

**OTHER SEARCHES**

Fields other than keywords (default) may be searched. Select a field limit from the list just before the search box. Other fields include title, author, subject, LC (Library of Congress) call number, or ISBN/ISSN. A field limit causes the system to search only in the specified field for the specified word(s).

**Title Search** ([http://xplore.xu.edu/search/t](http://xplore.xu.edu/search/t))

Search books, audiovisuals, periodicals (journals), etc. by title. Beginning with the first word, type as much or as little of the title as you want. Title words retrieve both singular and plural forms of the root word; for example, the searches below retrieve the same results:

strangers in the land
stranger in the land

You need to include common words in title searches; for example, type:

to kill a mockingbird
gift of the magi
a room with a view

Remember! If you are not sure of the exact title, use a keyword search.

**Author Search** ([http://xplore.xu.edu/search/a](http://xplore.xu.edu/search/a))

Type the author's or artist's last name first; for example, type

sinatra, frank

You may also type in the name of an organization, government body, or corporation; for example, type:

american medical association
united states congress

**Author/Title Search** ([http://xplore.xu.edu/search/q](http://xplore.xu.edu/search/q))

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** ([http://xplore.xu.edu/search/d](http://xplore.xu.edu/search/d))

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. Type as much or as little of the subject as you want; for example,

sports medicine
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 topic.

**ADVANCED KEYWORD SEARCH** ([http://xplore.xu.edu/search/X](http://xplore.xu.edu/search/X))

**Multiple search Boxes**

In the advanced keyword search there are four search boxes where you can type your search. You can select the following Boolean operators: And, And Not, Or, Near, or Before. Additional limits include: location, material type, language, year, and publisher.

**Field Searching**

Specific fields may be searched by selecting a field limit from the list just before the search box. Fields include author, title, author/title, subject, note, ISBN/ISSN number, LC (Library of Congress) call number, and OCLC number. A field limit causes the system to search only in the specified field for the specified word(s).

**Limit or Modify Your Search**

You may limit/modify your search by one or more of the following: location, material type, language, year, and publisher. For additional help see these instructions.

**INCREASING & DECREASING RETRIEVAL**

**Too Much Information?**

If you retrieve too many records try one or more of these options:

1. Narrow your search using the modify/limit option.
2. Do a subject search rather than a keyword search.
3. In the best records you have found, click the most relevant subject heading.
4. Browse titles and subjects for a more relevant keyword or keyword phrase.

**Too Little Information?**

If you retrieve too few results try one or more of these options:

1. Do a keyword search rather than subject search.
2. Do a keyword search with similar terms joined by the "or" operator.
3. In the best records you have found, click More Like This.
4. Browse titles and subjects for similar keywords.
5. Use wildcards to truncate word roots to retrieve alternate word endings.
6. At your search results, click the OhioLINK button.

**REQUESTING MATERIALS**

**Local Requests or Placing a Hold**

First click the title of the item you want. Then at the full record for the item, click the Request button. Enter your Xavier username and password, select Xavier Univ. - Connection Center as your Pickup
Location, and click the Submit button. Use this feature when an XU item is currently checked out and you would like to be next in line to receive it and notified when it becomes available.

The Request button 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 Connection Center in the Conaton Learning Commons. Requested items are pulled from the shelves once a day. Items not checked out within seven days are returned to the collection. Online learning students should carefully read these instructions.

OhioLINK Requests

The OhioLINK Central Catalog is the combined catalog of 89 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 these instructions (PDF | Word). Pick up materials in 3-5 business days at the Connection Center in the Conaton Learning Commons, or use OhioLINK’s pickup anywhere feature and pick up your materials at an OhioLINK library more convenient for you. Online learning students should carefully read these instructions.

Access the OhioLINK Central Catalog within XPLORE by clicking the OhioLINK button. Your XPLORE search will automatically run in OhioLINK. If you are on an individual record in XPLORE, clicking the OhioLINK button will retrieve that same record in OhioLINK.

SAVING, PRINTING, EMAILING, & EXPORTING SEARCH RESULTS

Mark the records you want to save, click Save Marked to Bag, and then click View Bag. Select your format and sending preferences and then click Submit. See also RefWorks help for XPLORE, RefWorks help for OhioLINK, and these more detailed instructions.

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, chapters in books and audiovisuals. It is searched by course or professor name.

Note: Electronic reserves is on a different system and primarily includes syllabi, journal articles, book chapters, and other documents.

MY LIBRARY RECORD (https://xplore.xu.edu/patroninfo~S0/)

Click the link above and follow the on-screen instructions to log into your library record. Use My Library Record to view items currently checked out, check due dates, renew materials, check the status of OhioLINK requests, view fines and run saved XPLORE searches. For more detailed help read these instructions.

Renewals

Library cardholders may renew their own materials online. All materials may be renewed except for those materials on reserves and materials for which you owe fines.

After you have logged into your library record, click Items Currently Checked Out in the top menu. The XPLORE and OhioLINK items you have checked out will display below. Mark the materials you want to renew and click Renew Marked. XPLORE will display the items you marked for renewal. Click the Yes button to renew them.
Saving Searches

If you have a favorite author or subject for which you often search when using XPLORE, you can save the search with the click of a button. This will prevent you from having to key in the search each time and let you place holds on new materials quicker.

After you have logged into your library record, click New Search at the top of the screen. Search XPLORE for your favorite author, subject, title, etc. At your search results click Save Current Search.

The next time that you log in to your library record, click Preferred Searches in the top menu. Your saved search will display below. Click the search link to the right of each saved search to quickly execute that search. Mark the check box in the Mark for Email column and you will be alerted of new materials added to XPLORE which match that search.