University of Toledo Library Catalog
Library Resource Guide
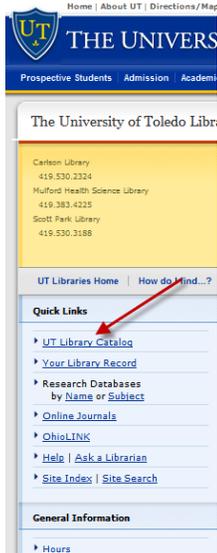
The UT Library Catalog provides access to the database records for the materials held in, or by, all of the University Libraries: the Carlson Library, the Mulford Health Science Library, the LaValley Law Library, the Ward M. Canaday Center for Special Collections and Archives, the McMaster Engineering Library, and the Scott Park Learning Resource Center, as well as the Judith Herb College of Education's Carver Resource Center. Material types include not just books, periodicals, pamphlets, audio-visual materials, theses, and dissertations, but also government documents and some of maps in the collection, plus electronic materials, such as online journals and e-books. If you are looking for articles, it is faster to use one or more of the Research Databases.
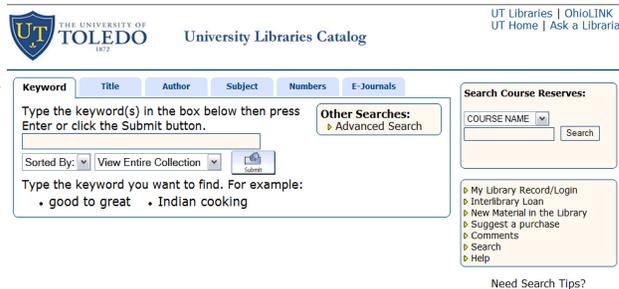
Go to the UT Library Catalog at http://utmost.cl.utoledo.edu/search or from the library homepage: http://www.utoledo.edu/library

Searching in the UT Library Catalog:

To begin searching the UT Library Catalog, select the search strategy that most closely fits your needs by clicking on the appropriate tab in the UT Library Catalog main menu. The offered searches are by keyword, title, author, and subject headings, as well as call number or other numeric searches. Information can be typed in either upper or lower case, and punctuation is not necessary.

See the next page for more information about KEYWORD and Advanced Searching. The most relevant materials will appear first in the results list. (See Example A, page 4).

For AUTHOR searches, type in last name of the author then first name or initial. The result list will be in alphabetical order by authors' names.

For TITLE searches, type in just as much of the beginning of the title that will make it identifiable in an alphabetically ordered title list. (See Example B, page 4)

For SUBJECT searches, type in only a selected term from the approved list in The Library of Congress Subject Headings (Medical Subject searching is also available). Subject headings are displayed alphabetically, items within each heading are displayed alphabetically by title.

For CALL NUMBER or other NUMERIC INDEX searches including ISBN or other unique identifing numbers, supply the necessary information in the text box. (For example, Library of Congress call numbers: F499.T6 F59 2005; International Standard Book Number: 0738534080)

To determine what items a professor has put 'on reserve' for a class, you can search in the Course Reserve listings by Course Name or Professor Name. There are limited check-out times from the Circulation or Service desk. Many items are online for viewing, downloading, or printing.

Other options available from the UT Library Catalog main screen include:

Use My Library Record/Login to see what you have checked out, renew books online, or to determine if books or articles that you have requested from other libraries have arrived. You will have to enter your name and Rocket Number and then you can choose what information you want to see. We will email your @utoledo.edu account when your items are ready to be picked up or about to be due.

Interlibrary Loan is a service provided when a book (loan) or journal article (photocopy/scan) is not available in UT's Libraries, on OhioLINK, or at the Depository. After filling out the request form, you will receive confirmation through your utoledo.edu email account with the response to the request.

Advanced Searching:
Type words describing the topic in the boxes near the top of the screen. Multiple words together will be searched as a phrase. Use **AND** or **OR** to specify how concepts should be combined, for example:
20 century and Toledo finds items containing both words; **buildings or structure** finds items with either word.

Use asterisks (*) at the end of words or partial words to find multiple endings. One asterisk can replace up to 5 letters, two asterisks can allow for any length ending. For example:
Develop* will find develop or developing, but not developmental.
Psycho** will find psychotic, psychology, psychoanalysis, psychoanalyzing, etc.

Use the pull down menus on the screen to select a particular language, type of publication, range of years, or location within the University of Toledo Library system.

THE UNIVERSITY OF **TOLEDO** 1872 **University Libraries Catalog**

| Keyword | Title | Author | Subject | Numbers | E-Journals |

Advanced Keyword Search
Please fill in the form, select limits, and click Submit (or choose a Simple Keyword Search).

Any Field: | 20th cenutry and Toledo | And
Any Field: | (buildings or structure) | And
Any Field: | | And
Any Field: |

Clear Form   Submit

Limited to:

☐ Limit results to available items

Location: | ANY
Carlson General Collection
Carlson Periodicals
Canaday Center
Carlson Government Docs

ANY
BOOK

Sorted By:

Search and
Sort: sorted by relevance

SEARCH FEATURES:
Click on a title to see its STATUS, CALL NUMBER, and LOCATION to help you find the book in the libraries. (See Page 3.)

By clicking on Start Over, the main menu is re-displayed to allow you to start a new search.

If you are looking at a particular item, clicking on Return to List will return you to the list of titles.

Check the box 'Limit results to available items' if you want to retrieve materials available in the Carlson Library that moment.

You can create a list of records to download, email, or print. To start, you must first mark the records you need. From a list of titles check the small boxes to the left of each title you want and then the Save Marked Records button at the top or bottom of the list. When looking at one item, click on Save Records at the top or bottom of the screen. Once you've marked all the records you want, click on View Saved. From here you will be given format and output choices. Clear Saved Records will delete your list of marked items.

To limit a search by language, location, date, etc., click on Limit/Sort or Modify Search. To limit a search by material type, year of publication, language, or location of item, click in the appropriate text box to enter information. Also, by clicking on the arrow on the right side of the text box, a list of options is given from which you may choose to limit your search.

If the University of Toledo's copy of a book is unavailable, or if your title is not owned by UT, you can click on the OhioLINK button to see if it is may be available from any of the other OhioLINK libraries. If it is, the OhioLINK Catalog will display a list of the institutions you can request to borrow it from. To use this feature, click on REQUEST THIS ITEM and supply the necessary information (institution, name, and UT ID number). Your requested item should arrive at the UT Libraries Circulation or Service Desk in 3 - 5 working days.

If a book is available at UT but at another University Libraries location or campus (including those in the Northwest Ohio Book Depository), you may have it sent to the University Libraries location nearest you by clicking the Request button in the catalog. This feature is offered for books, DVDs, and CDs if they are available. The items will be at the ready at the Circulation or Service Desk of the location you specify.

For book titles, the LOCATION and CALL NUMBER work together. Once you're at the correct LOCATION, look for the right range of Call Numbers at the ends of the shelves. To find other books by the same Author, on the same Subject, or in the same Call Number range, click on the hyperlinks in the record to find similar items.

This is an example of a BOOK in UT Library Catalog:

Periodicals are shelved in multiple locations depending on their currency or their format. Click on the Location link (in this case, CARLSON Periodicals or CARLSON Microform/Media) to see where to go to find the publication. Clicking on the Latest Received link lets you see the dates of the newest issues the library has received. These newest issues are marked Arrived and are on the second floor. Older issues are marked BOUND and are generally shelved on the second and third floors. Periodicals are shelved alphabetically by their titles.

This is an example of a Periodical (Magazine, Journal, Newspaper) in the UT Library Catalog:

Other types of publications in UT Library Catalog:

Records for each type of publication may be slightly different. For example, many online publications will have a link to connect to the electronic version of the book, periodical, or database directly from the UT Library Catalog. Audiovisual materials (DVDs, CDs, etc.) and government documents may have different types of call numbers. In every case, though, you should be able to click on the Location link to find out where to go to find that particular type of item. As always, if you have any trouble searching in The UT Library Catalog, just ask a librarian for help!

Example A, Keyword Search Results

KEYWORD ▾ | toledo and buildings | View Entire Collection ▾ | Search

☐ *Limit results to available items*

37 results found. sorted by **relevance** | date | title .

Result Page **1** 2 3 4 Next

Save Marked Records | Save All On Page

KEYWORDS (1-12 of 37)

Very relevant titles entries 1-37

1 ☐ **The effect of a new school facility on student achievement / by James Fritz** Fritz, James
2007
CANADAY Center (5th fl), Theses and Dissertations
Connect to electronic resource
DISSERTATION | Request
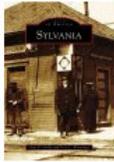
2 ☐ **Sylvania / Gaye E. Gindy and Trini L. Wenninger** Gindy, Gaye E
Charleston, S.C. : Arcadia Pub., c2006
CANADAY Center (5th fl), CARLSON General, SCOTT PARK
BOOK | Request

3 ☐ **Building stones of Toledo, Ohio : a survey of dimension stone use in significant structures / by James M. Meinhart**
Meinhart, James M
2006
CANADAY Center (5th fl), Theses and Dissertations
DISSERTATION | Request
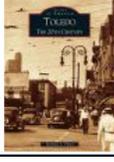
4 ☐ **Toledo : the 20th century / Barbara L. Floyd** Floyd, Barbara
Charleston, SC : Arcadia Pub., c2005
CANADAY Center (5th fl), CARLSON General, SCOTT PARK
BOOK | Request

Example B, Title Search Results

TITLE ▾ | toledo | View Entire Collection ▾ | System Sorted ▾ Sort | Search

☐ *Limit results to available items*

Result Page **1** 2 3 4 5 6 7 8 9 10 11 ... 20 Next

Save Marked Records | Save All On Page

Num	Mark	TITLES (1-12 of 230)	Year	Entries 1107 Found
1	☐	Toledo		4
2	☐	The Toledo '74 Newspaper Audience SMSA And ADI : [Market Study : BOOK	1974	1
3	☐	Toledo: A City In Transition / Muraco, William A. : BOOK	c1996	1
4	☐	Toledo : A History In Architecture 1835-1890 : BOOK	c2001	1
5	☐	Toledo : A History In Architecture, 1890-1914 : BOOK	c2002	1
6	☐	Toledo : A History In Architecture, 1914 To Century's End : BOOK	c2003	1
7	☐	Toledo A Mediados Del Siglo XVIII : Economía, Sociedad Y Administración. Discurso Leído En El Acto D : BOOK	1959	1
8	☐	Toledo Alumni : JOURNAL/SERIAL		1