



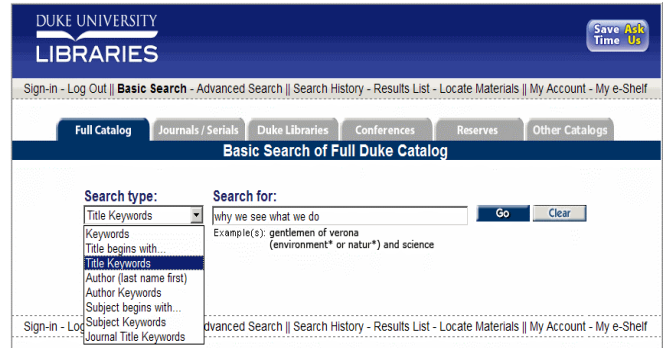
Duke University Medical Center Library

Online Catalog Guide

<http://catalog.library.duke.edu>

Basic Search: *The default search mode of the catalog.*

- Search by keyword or a specific phrase.
- Use the dropdown menu to specify whether you want to search by title, author, or subject.
- Use the tabs above the search area to choose a specific section of the catalog to search. Search additional catalogs (i.e. WorldCat, local universities, etc.) under the “Other Catalogs” tab.



Advanced Search: *Select the advanced search mode from the top menu.*

- Search by keywords in multiple fields simultaneously and limit your search by year, format, location, etc.
- Click on “Search Multiple Catalogs” to search other catalogs (WorldCat, local universities, etc.) simultaneously.

When to Sign In With Your NetID and Password

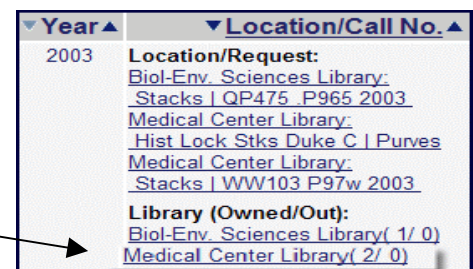
- Renew your books online, and place and check holds or requests for items.
- Save search histories and set preferences for searching and displaying results.
- Create your own “E-Shelf” to save book and journal records in a convenient spot.

Boolean Operators, Truncation, Wildcards: *Use these features to refine your search.*

- The catalog searches with the Boolean operator AND by default, so you do not need to add it for basic searches. Records will be retrieved that contain all the words entered.
- Use the Boolean operator OR if you are looking for records that might contain different synonyms. Example: hepatic OR liver
- For more complex searches, use parentheses. Example: (hepatic OR liver) AND failure
- Use ? or * to truncate a word from the left or right.

Results List: *Results will be sorted by date, then author.*

- Location/Call No. lists the item’s location
 - *Medical Center Library (2/0)* means we own 2 copies of the book and 0 are checked out.
- Click on the Library’s name to open the holding record.



Reading a Holdings Record: *Indicates the location and availability of the item.*

Item status	Sub-library	Collection	Location	Due date	Getit@Duke
Standard Loan	Medical Center Library	Stacks	WW103 P97w 2003	On Shelf	Request
Non-circulating	Medical Center Library	Hist Lock Stks Duke C	Purves	On Shelf	

- **Item Status:** Shows whether the item can be checked out and for how long.
- **Due Date:** “On Shelf” indicates that the item is available for check-out. If a date appears, it is currently out.
- **Getit@Duke:** Duke faculty, staff and graduate students may use the “Request” link to have a Medical Center Library book pulled and held for 48 hours. If the item needed is checked out, a hold may be placed on it by selecting “Request.”

