

Melvyl Practitioners' Guide

http://melvyl.cdlib.org/F/?func=file&file_name=find-b

What is Melvyl?

Melvyl is a web-based gateway to the library holdings of the University of California Libraries and to those of the California Academy of Sciences, California Historical Society, California State Library, Center for Research Libraries, Graduate Theological Union, Hastings College of Law, and Lawrence Berkeley Laboratory. The database contains over 25,000,000 records. The materials in the Melvyl database include books, periodicals or journal titles, videos, maps, sound recordings and much more. Melvyl allows you to browse records, save and mail items to your email account, set up a **Profile** and **Workspace** so that you can save records and searches across sessions, and have email Updates automatically sent to you.

To find a book, journal or other material

Basic Search: **Entire Collection** [Change Collection](#)

Words as Phrase

Search: No Yes

1. Select a type of search from the pulldown menu. In **Basic Search**, the search options are: **Title, Title (exact), Journal Title, Journal Title (exact), Author (keywords in name), Author (last name first), Author-Organization, Subject, Keywords, ISBN and ISSN.** (For a full description of these fields, see under **Advanced Search**, below.)
2. Enter search terms in **Search** input box.
3. Check **No** or **Yes** under **Words as Phrase**. For example, *League of Nations* with **Words as Phrase** checked **Yes** will search for the exact phrase *League of Nations*. If you do not select **Yes**, the words will be searched separately and will retrieve items such as *A History of the Nation's Major League Baseball Teams*.
4. Click on **Search** button, or hit the **Enter** key.

Truncation: add the truncation symbol (* or ?) to the end of a phrase to look for more words in the phrase. Add the symbols to the end of a word to look for word variations. Example: comput* looks for computer, computers, computerized, computing, etc.

To limit your search

Optional Limits:

Library:

Format:

Language:

Year:

From (yyyy) To (yyyy)

1. Limit by **library**: Narrow your search to a specific University of California campus, to UC Law libraries, UC Medical libraries, Northern campus libraries, Southern campus libraries, or the regional library storage facilities, NRLF or SRLF, and several other non-UC institutions.
2. Limit by **format**: Narrow your search by format of material such as journals, online resources, maps, manuscripts, etc.

- Limit by **language**: Select from an initial list of nine languages, or select from a more complete listing.
- Limit by **year of publication**. Enter a single year (1999) or a range of years (1990-1999).

More Search Options Using Advanced Search

Advanced Search: **Entire Collection** [Change Collection](#)

- Enter search terms in search box and select a type of search from the dropdown menu. There are many more search options from which to choose in the **Advanced** than there are in **Basic** search. You may also combine terms from the same search fields directly in the box by using “and”, “or” and “not”, e.g., search **Title** (*girls or women*) and *sports*.
- If you want to combine search terms from different fields with AND, thereby narrowing your search, add terms to the second and/or third search boxes, e.g., **Title** *short stories* and **Notes** *raymond carver*
- If necessary, add **Optional Limits** to your search (see above in “To limit your search” section).
- The results will appear in a blue box to the right of the screen. If you searched for terms in each of the search boxes, you will see different numbers of results in each box, with a final result number under **View Search Results**. Click on this number to view your final search results.

Search types available in Advanced Search are the following:

Type of search	When to use it	Example
Title	If you don't know the exact title	Children lesser
Title (exact)	If you know the exact title	Children of a lesser god or children of a lesser* (Eliminate leading articles, e.g., the, a, an) Tip: Use an * to truncate phrase to pick up subheadings
Journal title	If you aren't sure of the periodical title	Cell toxicology
Journal title (exact)	If you know the exact periodical title	Cell biology and toxicology (Eliminate leading articles, e.g., the, a, an)
Author (keywords in name)	Use for authors, playwrights, composers, editors, illustrators, performers, names of families, and names of persons	shakespeare w* or william shakespeare Tip: Enter names in any order. Last name followed by first name or initial, or first name followed by last name
Author (last name first)	Use for authors, playwrights, composers, editors, illustrators, performers, names of families, and names of persons	shakespeare w* shakespeare william* lastname firstname*
Author - organization	Use for names of associations, institutions, businesses, firms, nonprofit enterprises, governments, agencies, performing groups, etc.	securities exchange commission red cross
Author/title	Use when you know words from author names in combination with title words	shakespeare hamlet twain huckleberry
Subject	Use for subject headings; if unsure, use keywords	antiquities middle east birds law and legislation
Keywords	Use when you want to conduct a broad search	mineral resources pacific
Conference	Use when looking for conference proceedings	particle physics

Type of search	When to use it	Example
Series	Use to search words in series title	loeb classical library
Call number	Use to search for an item by its call number or to see like materials together, as if browsing a shelf (use Browse function)	E185* Tip: Truncation is required
Coden	Use when searching for the designation assigned a periodical title by Chemical Abstract Service	Aimja9 or AIMJA9
Geographic Class Code	Use when searching by the code for a geographic area or sub-area or populated place name	3802 (area only) 3802 C45 (area and sub-area) Tip: Spaces must be entered
Gov Doc Number	Use when searching government document, stock, or classification numbers	Y4.IN 8/13:K62 or y4in813k62 Tip: Enter with or without punctuation and spaces
GPO Item Number	Use when searching for Government Printing Office publications distributed to depository libraries	0466-A-03 or 0466a03 Tip: Enter with or without punctuation and spaces
ISBN	When searching by International Standard Book Number	0671617028 or 0-671-617028
ISSN	When searching by International Standard Serials Number	0926-9851 or 09269851
LCCN	When searching by Library of Congress card or control numbers	73140967 Tip: Do not enter spaces or punctuation
Local Number	Use when searching for ID number assigned by library technical processing systems, e.g., OCLC, RLIN, UCB, UCLA	50842165
Main Title (keywords)	Use when searching for uniform titles, archives or manuscript titles, title statements and former titles	bible English chanson de roland Tip: Because this index does not include series titles, or a variety of other title added entries, it retrieves smaller results sets that the Title (keywords or exact) index.
Main Title (exact)	Same as main title words, but begin search from left-most character; eliminate leading articles	chemistry handbook computer security enhancement act Tip: Word order matters
Map Scale	Use in combination with other search terms to limit a search to a specific map scale	25000 Tip: Do not use commas
Music Publisher number	Formatted publisher numbers for sound recordings, videorecordings, printed music, and other music related material	2-4 W. J. McCoy -or- 24 wjmccoy ST-5062 Alshire -or- st5062 alshire Tip: Search from left-most character
Notes	Use when looking for something in the notes field of a record, such as a short story or play in a collection	Death of a salesman Ph D
Place of publication	Use when looking for an item when the place of publication is significant (usually in a combined search)	Journal: Science and Place: Cambridge
Publisher	Use when looking for a particular publisher of a work (usually in a combined search)	Portrait of the artist as a young man and publisher Penguin
Report number	Use when searching for a report number from a technical report	Stress 94-09-02-3 or stress9409023 Tip: Enter with or without punctuation and spaces
System ID Number	Use when searching for a unique ID number assigned by the Melvyl system to every merged record in Melvyl	000428426 or 428426 000176603 or 176603 Tip: Enter with or without leading zeros

Formats include the following:

Format	Retrieves
All formats (default)	All materials in catalog including books, journals, maps, videotapes, etc.
Analytics	Entries for a part of an item for which a comprehensive entry has been made; book chapters and journal articles contributed by several UCB units, e.g., Institute of Transportation Studies (ITSL) and Institute of Governmental Studies (IGSL).
Archives/Manuscripts	Archives are organized collections of the non-current records of an institution, government, organization, or corporate body, and/or the personal papers of an individual, family, or group, preserved in a repository for their historical value. Also refers to the agency which selects, preserves, and provides access to archival materials. Manuscripts (writing made by hand, typescripts, and inscriptions on clay tablets, stone, etc.) At the time it is created, this material is usually intended, either implicitly or explicitly, to exist as a single instance.
Audiovisuals	Audiovisual materials, e.g., slides, photographs, illustrations, etc.; can also include three dimensional artifacts or naturally occurring objects like dioramas, games, puzzles, sculpture, clothing, stitchery, specimens mounted for viewing, etc.
Books	Textual material that is monographic in nature; an item that is complete in one part or intended to be complete in a finite number of separate parts.
Computer files	Computer software, numeric data, computer-oriented multimedia, online systems or services; e.g., laser discs
Conferences	Meetings of individuals or representatives of various bodies for the purpose of discussing and acting on topics of common interest
Dissertations	Masters and doctoral theses
Government Documents	Documents published by a local, state, or federal government; includes university press books
Journals	All serial publications including popular magazines, scholarly journals, newspapers, annuals, etc. Issued in successive parts and intended to be continued indefinitely.
Maps	Maps and atlases
Motion pictures	Motion pictures (on reels); 16 mm motion picture film
Movies	Videorecordings, DVDs, motion pictures, films (most inclusive of these formats)
Online resources	Materials that can be accessed electronically, e.g., items available by HTTP, FTP, Telnet, Email, etc.
Scores (music)	Musical scores only
Sound recordings	A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced; e.g., records including music and spoken word
Videorecordings	A recording on which visual images, usually in motion and accompanied by sound, have been registered, including videos and DVDs

See the **Expert Searching** section of **Help** for more details on indexes, record formats and more.

To use command search

Command search utilizes the Common Command Language (CCL) and is the most powerful form of searching within Melvyl because it allows a user to combine more than one choice within optional limits.

To use Command Search, enter your desired index code(s) and term(s), using connectors (and, or, not) when combining more than one term. A complete list of commands is available from the Command Search screen.

Index names are always three characters and can be entered in either upper or lower case. The search string can be one or more keywords and can use truncation and connectors.

Example: You're looking for a book written by an author with the last name of Carroll published in the year 2000, with the word drug or drugs in the title. Your search would look like this:

Command Search: **Entire Collection** [Change Collection](#)

Words as Phrase No Yes

Search:

Format:

To browse heading, numerical, or word indexes

Browsing is a powerful way of using the catalog. You can Browse **headings indexes, numerical** or **word indexes**. Headings indexes are comprised of alphabetical lists of headings, including titles, periodical titles, personal author names, corporate author names, author/titles, subject headings, and series. Each heading is linked to relevant items within the database. Words must be entered in exact order, beginning with the first word of the heading. The system will automatically truncate your term if you do not enter a complete heading.

Examples: grapes of wrath
journal of psychol
E185

Browse Lists: **Ex Periodical Title** [◀ Previous](#) [Next ▶](#)

Items	Ex Periodical Title
1	Journal of psychoactive drugs : a multidisciplinary forum for the study of the drug culture.
1	Journal of psycholinguistic research
1	The Journal of psychology
1	Journal of psychology : interdisciplinary and applied
2	Journal of psychopathology and behavioral assessment
1	Journal of psychosomatic research
1	Journal of psychosomatic research (Print/Online).
1	Journal of psychotherapy integration
1	Journal of psychotherapy practice and research
1	Journal of psychotherapy practice and research (Online)

For more information, see Melvyl **Help** for Browsing.

To modify your search

Modify a search in **Basic Search** by clicking on the **Modify Search** button. Use this button to add another concept to your original search.

- 1) Select AND, OR, NOT.
- 2) Enter search terms.
- 3) Select type of search.
- 4) Click **Search** button.

To modify your **Advanced Search**:

1. Conduct your search.
2. View results.
3. Edit your search terms or apply optional limits on the same screen where you viewed your initial results.
4. Click on the **Search** button when you are ready to re-execute the search.

For example, if your search retrieves a large return, add a second search term or limit by library, format, language, or date directly on the same search screen.

To change collections

There are four searchable and browsable collections in Melvyl: the **Entire Collection**, **Online Resources**, **Scores** (Music), and **Sound Recordings**. Each of these limits your search or browse capability to that group or subgroup of materials.

1. To change collections, click on the **Change Collection** link after the name of your current collection and search type.
2. Select the new collection you wish to search. The collection name will display after the name of the search type.

Basic Search: **Online Resources** [Change Collection](#)

You will remain in the new collection until you change it. (This may be confusing to users who may forget that they are in a subset of the entire collection, such as **Scores**, when they think they are in the **Entire Collection**, and retrieve very limited results.)

To navigate among searches

After viewing a particular item from a list, go back to the entire list of items in your current search by clicking on [Return to Search Results List](#). Go to previous searches by clicking the links for **Most Recent Search**, **Previous Searches**. See your saved records by clicking the **Saved Items** link at the upper right of the screen.

[Most Recent Search](#) [Previous Searches](#) [Saved Items](#)

Most Recent Search: Your most recent search is re-run.

Previous Searches: The searches done during your current session are displayed as a search history. At this point, you can redo a search, combine searches, delete searches, save searches across search sessions, and create an Update (for more information on Update, consult the Intermediate Guide to Melvyl).

Saved Items: If you've saved items during your session, view them by clicking this link.

To manage your search results

There are several different formats in which to display your records. To see the Full Record, click the **Details/Locations** link.

[1 Details/Locations](#)

Use to find call numbers with all library locations and the full bibliographic record; allows you to access circulation status.

Other displays available by clicking the appropriate buttons are:

Display: [Short](#) [Long](#) [Review](#)

- Short** The default record; author, title, publication information, format and library locations without call numbers
- Long** Includes short record information plus notes, subject headings and other descriptive information; library locations without call numbers
- Review** Best display for scanning records; includes author, title, and date of publication

To sort results

There are three different ways in which you may sort your results: by year (default), author and title. Click the link by which you want to sort.

Sort options: [Author](#) [Year](#) [Title](#)
Sorted by: Year, then Author

Following is the **Review** display, sorted by year:

Search results: **265 Item(s)** [Modify Search](#)

Searched: Title= californian history (Phrase)
Collection: Entire Collection

Display: [Short](#) [Long](#) [Review](#)

Sort: [Year](#) [Author](#) [Title](#)
Sorted by: Year, then Author

Sorting and display limited to first 1,000 records

[Print / Email](#) [Save](#) [Request](#)

[select all](#) [deselect all](#)

[Previous](#) [Next](#) Item # [Go](#)

#	Author	Title	Year
<input type="checkbox"/> 1	Details/Locations Ansary, Mir Tamim.	California history /	2003
<input type="checkbox"/> 2	Details/Locations	California history : a topical approach /	2003
<input type="checkbox"/> 3	Details/Locations Pryor, Alton.	Little known tales in California history /	2003
<input type="checkbox"/> 4	Details/Locations Pryor, Alton.	Fascinating women in California history /	2003
<input type="checkbox"/> 5	Details/Locations	Taming the elephant : politics, government, and law in pioneer California /	2003
<input type="checkbox"/> 6	Details/Locations Clavigero, Francesco Saverio, 1731-1787	Historia de la Antigua o Baja California = History of Ancient and Lower California, 1788 : a new translation from the	2002

To save records

Click in the check box next to a record to add each item to a list of saved records (see Emailing section below for further explanation). Clicking on "Select all" will save all the records in the current search. Unless you have logged in to "My Workspace", items saved will be deleted at the end of a session.

To use truncation

You can use truncation operators to search for variant spellings of words, or to expand words so that you retrieve a root word with a variety of word endings. The "*" (asterisk) and "?" (question mark) characters may be placed at the end of a portion of a word to retrieve words with different suffixes.

For example, the search "prepos*" or "prepos?" will retrieve "preposterous," "prepositions," "préposé", "prepositioning," etc.

To use proximity searching

There are two ways to do proximity searching, or searching for words in proximity or nearness to one another. They are: proximity without order, and proximity with order.


The % symbol, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance from each other, and you don't care what order the words appear in.

For example, the search "geochemistry %5 rocks" will retrieve records that contain the terms "geochemistry" and "rocks" -- in any order -- separated by no more than 5 words.

The ! symbol, followed by a number, may be placed between two words to indicate that you want the words to appear within a particular distance from each other, and in the same order in which the words have been typed.

For example, the search "geochemistry !5 rocks" will retrieve records in which the term "geochemistry" precedes the term "rocks" by no more than 5 words.

To print or email your results

1. Save items by clicking in the boxes next to individual items, or by clicking on "select all." This selects all the items in your search results.
2. Click the  button.
3. Select how you want the records delivered: by email or print. If email, insert your email address, a subject (optional) or note (optional).
4. Select your records (**all**, **selected**, or a **range**).
5. Select the print format (**short**, **long**, **MARC**, **short or long tagged**, or **custom**). If custom, select fields.
6. Select the library location/call numbers you want to display.
7. Select your preferred text format.
8. If you selected **Preview/Print**, after selecting **Go**, you have the opportunity to view what will be printed.
9. Now, either use your browser's print function to print the records, or download them to your computer.

Other Features

Use Sign-in, an optional feature, when you wish to

- **Create a user ID and password for accessing My Workspace.**
- **Save searches and individual items** across sessions.
- **Customize how search results are displayed**
- **Access the Update service**, an automated process that will perform searches defined by you on a regular basis and send results to your email account.
- **Pre-set personal information** when using the Request service for interlibrary loan borrowing.

My Workspace: Sign In or Create Profile

Option 1: Sign In

User ID:

Password: [Forgot your password?](#)

Option 2: First time My Workspace user? [Create Profile Now](#)

Why create a Profile? Profiles allow you to:

- Create a user ID and password for accessing My Workspace.
- Save searches and individual items across sessions.
- Customize how search results are displayed.

My workspace is a space for you to

- Save and view searches so they are available to you after you log out of your session.
- Save and view items after you log out of your session.
- Use the **Update** Service, an automated process that will perform searches defined by you at chosen intervals. The emailed results contain records that have been added to the Melvyl system during the previous interval.
- Customize certain display preferences and save them across sessions, including the format of search results and the number of records displayed per page.
- Set your Email address for use with **Updates** and **Request**, the interlibrary loan service.
- Change your Password.

Use **Update** to have records emailed to you at a regular interval with new records added since the previous mailing. To create an Update Search:

1. **Sign in** to Melvyl.
2. Perform **Basic**, **Advanced** or **Command** search.
3. View **Previous searches**.
4. Select search and click **Create Update** button.
5. Fill in **Update Service** form and select **Go**.

Reminders

- Melvyl will automatically timeout after 20 minutes of non-activity. If you timeout, any saved items or items in your search history will be lost unless you have signed in.
- To get online help, click the **Help** link in the upper right hand side of the search screen, or click the **More Examples and Tips** link on the search pages. Send comments about Melvyl by clicking on the **Comments and feedback** link on the bottom of all screens.
- For immediate assistance call the CDL Helpline at 510-987-0555 (M-F, 8:00-5:00 P.M.).