

## Melvyl Brief Guide

[http://melvyl.cdlib.org/F/?func=file&file\\_name=find-b](http://melvyl.cdlib.org/F/?func=file&file_name=find-b)

**What is Melvyl?** Melvyl is the library catalog of all campuses of the University of California Libraries, containing records for books, journals, archives, audio-visuals, computer files, dissertations, government documents, maps, music scores, online resources, recordings and videorecordings. It also includes library holdings 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 catalog contains over 25,000,000 records.

### 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.

Type of search	When to use	Example
<b>Title</b>	if you don't know exact title	<i>history time</i>
<b>Title (exact)</b>	look up exact title	<i>brief history of time</i>
<b>Journal Title</b>	if you don't know exact journal title	<i>cell toxicology</i>
<b>Journal Title (exact)</b>	look up exact journal title	<i>cell biology and toxicol*</i>
<b>Author (keywords in name)</b>	search by author name in any word order	<i>toni morrison</i>
<b>Author (last name first)</b>	must use last name, first name	<i>morrison, toni</i>
<b>Author-Organization</b>	search by organization as author	<i>audubon society</i>
<b>Author/Title</b>	when searching for author and title together	<i>austen pride</i>
<b>Subject</b>	search for words in subject headings	<i>bilingual education</i>
<b>Keywords</b>	search for words in record, including names	<i>depression photography</i>
<b>ISBN (used by UC-eLinks)</b>	search for the book's International Standard Book Number	<i>0940872277</i>
<b>ISSN (used by UC-eLinks)</b>	search for the journal's International Standard Serials Number	<i>1047-2223</i>

2. Enter search terms.
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 symbol(s) to the end of a word to look for word or 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. **Library:** Narrow your search to a specific UC campus or to a region (e.g., Northern Libraries) or type of library (e.g., UC Law Libraries).
2. **Format:** Narrow your search by format of material such as journals, online resources, maps, manuscripts. **Tip** - Limit your search to “online resources” if you want to get only items that are accessible in electronic format.
3. **Language:** Select from an initial list of nine languages, or select from a more complete listing.
4. **Year:** Limit by year of publication. Enter a single year (1999) or a range of years (1990-1999).

## 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** or **Previous Searches**. See your saved records by clicking the **Saved Items** link in the orange menu bar.

[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 Melvyl Intermediate Guide).

**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/Location link.

[1 Details/Locations](#)

**Full record** 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 format; author, title, publication information, format and library locations without call numbers

**Long** Includes short record information plus notes, subject headings and other descriptive information; locations without call numbers

**Review** Best display for scanning records; includes author, uniform titles, title, and date of publication

## 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 [Print / Email](#) 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. Choose 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 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 web browser's Print function to print the records, or download them to your computer.

## Reminders

- To get online help, click the **Help** link on the upper right hand corner of the screen, or click the **Search Examples** link on the search pages.
- Melvyl will automatically timeout after 20 minutes of non-activity.
- Send comments or questions about Melvyl via the **Comments and feedback** link at the bottom of each screen.
- For assistance with searching, go to a reference or information point at your campus library.

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