

New Melvyl Intermediate Guide

<http://melvyl.cdlib.org>

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 materials, 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 database contains over 23,000,000 records.

To find a book, journal or other material

1. Select a type of search from the pulldown menu:

Type of search	When to use	Example
Title	if you don't know exact title	<i>history time</i>
Title (exact)	look up exact title	<i>brief history of time</i>
Journal Title	if you don't know exact journal title	<i>cell toxicology</i>
Journal Title (exact)	look up exact journal title	<i>cell biology and toxicolo*</i>
Author (keywords in name)	search by author name in any word order	<i>toni morrison</i>
Author (last name first)	must use last name, first name	<i>morrison, toni</i>
Author-Organization	search by organization as author	<i>audubon society</i>
Author/Title	when searching for author and title together	<i>austen pride</i>
Subject	search for words in subject headings	<i>bilingual education</i>
Keywords	search for words in record	<i>depression photography</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. The truncation symbols may also be added to the end of a word to look for word variations. Example: comput* looks for computer, computers, computerized, computing, etc.

To limit your search

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.
2. Limit by **format**: Narrow your search by format of material such as journals, online resources, maps, manuscripts, etc.
3. Limit by **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).

More Search Options Using Advanced Search

1. Enter search terms in search box and select a search option from the pull-down 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.

2. 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**
3. If necessary, add **Optional Limits** to your search (see above in “To limit your search”).
4. 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 search results.

To search using commands

Search results: **2 Item(s)** [Modify Search](#)

Searched: **Library= ucla or uci and Title= caged bird and Year= 199***
Collection: Entire Collection

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

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

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

Sort options: [Author](#) [Year](#) [Title](#)

Sorted by: Year, then Author

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

[1](#) [Full Record](#)

Title Maya Angelou's I know why the caged bird sings : a casebook / edited by Joanne M. Braxton

Pub. New York : Oxford University Press, 1999

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.

If you were looking for a book, located at UCLA or UCI with the words “*caged bird*” in the title, published in the 1990s, a command search would look like this:

wid=ucla or uci and wti=caged bird and wyr=199*

Use Browse when searching for call numbers, cross-references, when you are not sure of spelling, and for browsing of lists

Browsing results in a **Browse List**—an alphabetical or numerical list of entries that shows the number of records for each entry and indicates whether or not there are cross-references for the entry.

1. Click an underlined entry to view the associated records for the entry.
2. Choose the index you wish to browse from in the **Browse** screen pulldown menu.
3. Enter the text from which you'd like to start browsing. The text will appear at the top of a scrollable list.

For example, entering "Call number begins with *HQ 1150*" will give you an alphabetical list starting from *HQ1122 K54* (the number before the one you're searching). You can then scroll down to see the listing of what it would look like if all UC library materials were in one call number listing.

Browse Lists: **Call Number Index** [Previous](#) [Next](#)

Items	Call Number Index
1	HQ1122 .K54 1983 La femme et les médecins : analyse historique / Yvonne Knibiehler, Catherine Fouquet
1	HQ1150 .C66 1987 Connecting spheres : women in the Western world, 1500 to the present edited by Marilyn J. Boxer and Jean H. Quataert ; foreword by Joan W. Scott.
1	HQ1150 .L48 1992 Equal opportunities : a feminist fallacy / Michael Levin ... [et al.] ; edited by Caroline Quest
1	HQ1154 .M5 Sexual politics.

When you're not sure of a subject heading, you can use Browse to find the correct term. For example, if you search for the term *American buffalo*, you see the following pop-up window:

Cross-References [Close window](#)

Subject - American buffalo

Select **Heading** or **Seen from** to view a Browse List.

Select a **text link** to view a set of related records.

- [Heading](#) [American bison](#)
- [Seen from](#) American buffalo
- [Seen from](#) Bison, American
- [Seen from](#) Bison bison
- [Seen from](#) Buffalo, American

If you click on *American bison*, you will see the records you are looking for on this topic.

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**, and **Saved Items** 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. They are:

[1 Full Record](#)

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

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.

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

Sort options: [Author](#) [Year](#) [Title](#)

Sorted by: Year, then Author

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. 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. You may choose more than one.
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 on the Tips links
- Send comments or questions about Melvyl via the **Comments and feedback** link
- For immediate assistance call the CDL Helpline at (510) 987-0555 (M-F, 8:00-5:00 P.M.)
- For assistance with searching, go to a reference or information point at your campus library