



## Quick Reference: Searching, Availability and Requesting an Item

This guide focuses on the campus-specific Melvyl® versions.

### Searching

The Melvyl search box (or a link to the search box) is located on your campus library's web site.



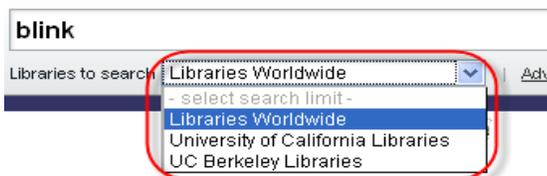
#### To conduct a search:

Step	Action	Result
1	Type key search terms in the search box.	
2	Click the <b>Search</b> button.	Results appear, sorted by relevance (see <a href="#">Ranking of Search Results</a> ).

*Note: Melvyl has a built-in spell checker that will suggest alternatives if the search results in no hits.*

### Scoping Your Search

Search results can be limited to certain library levels by scoping the search results.



#### To scope a search\*:

Step	Action	Result
1	After your search, limit your results by selecting one of the location options in the drop-down box.	
2	Click the <b>Search</b> button.	Results are resorted to the location you chose.

\*See [Advanced Search](#) for more information on scoping.

### Ranking of Search Results

Melvyl provides a customized search at multiple levels—campus results, systemwide results, and global results—all at the same time.

It's a way to find what you are looking for through your library (even if materials aren't available locally).

*Note: The default display for the Melvyl versions is for "Relevance Only," rather than "Library and Relevance." Consequently, 'University of California Libraries' and even 'WorldCat Libraries' records may display before campus records if these are more relevant to the search criteria.*

**First Level (Campus) results:** When you search Melvyl, results from your campus library are elevated to the top of the search results.

**Second Level (UC Systemwide) results:** After the first level results are displayed, Melvyl will display a second level of results from the UC libraries that own an item relevant to your search results.

**Third Level (Libraries Worldwide) results:** Search results will be displayed for libraries throughout your state, country and around the world in order of relevance after all campus and systemwide results have displayed.

Below is an example of a results display for campus, systemwide and global records.



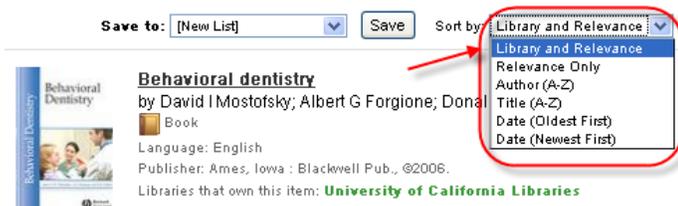
## Relevancy

Relevancy ranking of search results is based on the following:

- Whether the search terms appear anywhere in the bibliographic record  
*Note: Search terms appearing in the title, subject or author fields are ranked highest.*
- Proximity of the search terms to each other
- How widely held the item is
- How recently the item was published

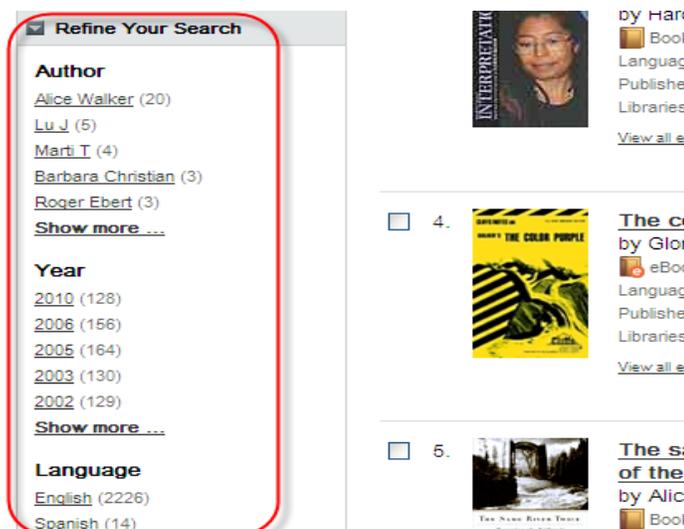
## Sorting by Relevance

The default search results are sorted by Relevance Only (which retrieves the most relevant items for the search criteria). Users interested in items available at their campus should select **Library and Relevance** from the *Sort by*: drop-down box. Selecting "Library and Relevance" displays campus records before 'University of California Libraries' or 'WorldCat Libraries' records.



## Refine Your Search

After a search, results can be refined with faceted browsing. To do this, choose an option under one of the facets, such as **Author**, **Format**, **Year**, etc. Click **Show more...** to see more options under each list.



## Advanced Search

The Advanced Search option is available from:

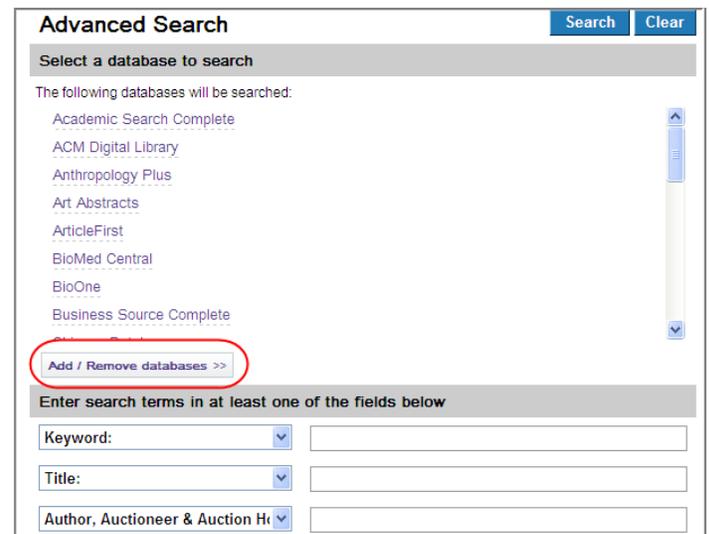
1. The search box on your library's web site.



2. The Advanced Search option is available from the results page after a basic search.

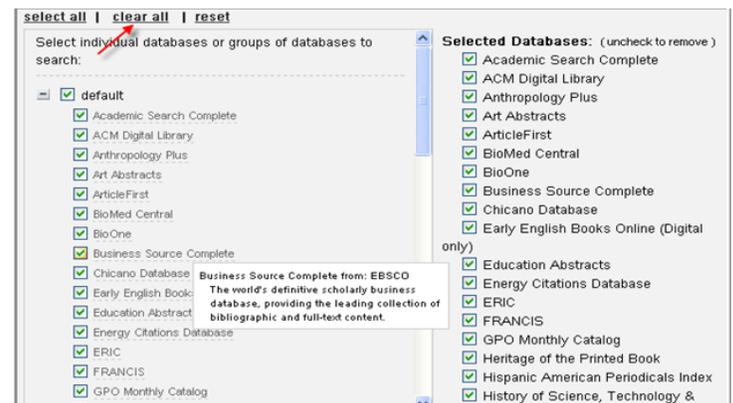


After clicking the **Advanced Search** link, the Advanced Search screen displays. On the Advanced Search screen, you can limit your search to specific databases to improve the accuracy of your search results. Click the **Add / Remove databases >>** button.



*Note: When limiting to specific databases, leave your libraries set to **Libraries Worldwide** as many of the databases cannot limit to specific groups of libraries.*

Click the **clear all** link; then select the databases you want to search, and click **Save Selections**.



Which databases you select to search will depend on your area of research. When you mouse over the title you will see a brief description of the database. The titles of most of these databases make clear which subjects they cover. Consult a librarian if you're unsure which of these databases to search. See [Expanded article content in Melvyl](#) for more information on using this feature.

The indexes (fields) available for searching (keyword, title, subject, etc.) and the optional limits (e.g., library, year) will change based on the databases selected.

If you do not select specific databases, your search will include content (if appropriate for your search parameters) from all the databases listed on the Advanced Search screen.

#### To conduct an advanced search:

1. Type key search terms in at least one field.
2. Optional. Select values for one or more of the **Narrow your search** fields.
3. Click the **Search** button.

Results appear, sorted in order of preference you selected.

#### Wildcards

Wildcards are special characters used to represent additional characters in a search term. They are useful when you are unsure of spelling, when there are alternate spellings, or when you only know part of a term.

- A pound sign (#), also called a number sign or hash mark, represents a single character. For example, **wom#n** retrieves results for the words *woman* and *women*.
- A question mark (?) represents any number of additional characters. Include a number if you know the maximum number of characters the wildcard will replace. For example, **fine?2** retrieves records that contain the word *fine*, plus up to two other characters, such as *finer*, *finest*.

#### Truncation

Truncation allows a search for a term and its variations by entering a minimum of the first three letters of the term followed by a question mark symbol (?) or an asterisk (\*). For example, **securit?** or **securit\*** retrieves records that contain *security*, *securities*, *securitization*, etc.

## Boolean operators

Boolean operators are supported as follows:

Operator	Description	A search for...	Will return results...
<b>AND plus sign +</b>	The use of AND, or the + symbol, will search for the words listed in the search box. Note: This is the default search operator. Any search for terms without an operator will return items with all the words.	jazz AND blues jazz + blues guns germs steel guns + germs + steel	with all of the words entered into the search box: jazz AND blues  guns, germs, steel
<b>OR   symbol</b>	The use of OR, or the   symbol, will search for either of the words listed in the search box.	Paris OR fashion  Paris   fashion	with any of the terms entered in the search box: Paris OR fashion
<b>NOT minus sign -</b>	The use of NOT, or the minus sign, will exclude terms from your search.	Paris NOT fashion  Paris - fashion	for Paris but not fashion
<b>quotation marks " "</b>	To search an exact phrase, the search terms should be enclosed in quotation marks.	"The Grapes of Wrath"	where all words are located directly next to each other in the search results
<b>parentheses ( )</b>	Use parentheses to create more precise searches.	dog (walking OR feeding OR grooming)	for dog walking OR dog feeding OR dog grooming

#### Phrase Searching

A phrase search uses quotation marks to allow an exact match to the phrase searched.

If you type:	Results are returned for:
<b>near east</b>	the words <i>near</i> and <i>east</i>
<b>"near east"</b>	the exact phrase "near east"
<b>Byzantine near east</b>	the word <i>byzantine</i> directly before or after the word <i>east</i>
<b>"Byzantine near east"</b>	the exact phrase "byzantine near east"

## Anchored Phrase Searching

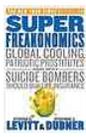
You can perform left and right anchored phrase search by using the "=" within a phrase search. Titles and subtitles are both searched. For example, the query: ti="gone with the wind" searches for the **anchored phrase** "gone with the wind" in the title (ti) index. Any available index can be used with "=" in a search. Regular phrase searching does not require double quotes in the search, so there is no constraint of having to enclose the value in double quotes.

## Item Availability

Melyl operates with your campus catalog in order to provide users real-time item availability information.

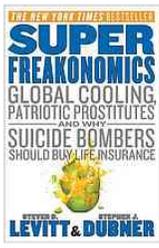
## Local Availability

To check availability, click on any item after a search.



**Superfreakonomics : global cooling, patriotic prostitutes, and why suicide bombers should buy life insurance**  
by Steven D Levitt, Stephen J Dubner  
Book  
Language: English  
Publisher: New York : William Morrow, ©2009.  
Libraries that own this item: **UC Santa Cruz Library**

The Item Details screen appears, along with cover art, if available. Other information, such as publisher and edition, also appear.



**Superfreakonomics : global cooling, patriotic prostitutes, and why suicide bombers should buy life insurance**  
Author: [Steven D Levitt; Stephen J Dubner](#)  
Publisher: New York : William Morrow, ©2009.  
Edition/Format: Book : English : 1st ed [View all editions and formats](#)  
Summary: From the Publisher: Freakonomics was a worldwide sensation, selling more than four million copies. Now Steven D. Levitt and Stephen J. Dubner return with SuperFreakonomics.... SuperFreakonomics challenges the way we think all over again, with such questions as: How is a street prostitute like a department-store Santa? What's the best way to catch a terrorist? What do hurricanes, heart attacks, and highway deaths [Read more...](#)

[Preview this item](#)

*Note: Availability information may take a moment.*

Once the item's availability is retrieved, the item's location, call number and status are listed under **Find a copy in the library**.

**Find a copy in the library**

UC Santa Cruz Library

Get it in the library

2 of 2 available

Location	Status	Call number
McH Stacks	NOT CHECKED OUT	HB74.P8 L479 2005
McH Stacks	NOT CHECKED OUT	HB74.P8 L479 2005 c.3

## Systemwide (UC) Availability

To find the item at a different location within the UC system, click the group link under **Find a copy in the library**.

University of California Libraries

Get it from this library group

8 group libraries own this item

Item availability information is retrieved for the members of the group.

University of California Libraries

Get it from this library group [Request](#)

8 group libraries own this item

UC Berkeley Libraries	<a href="#">check availability for this item</a>
UC Davis Libraries	<a href="#">check availability for this item</a>
UC Irvine Libraries	<a href="#">check availability for this item</a>
UC Merced Library	<a href="#">check availability for this item</a>
UC San Diego Libraries	<a href="#">check availability for this item</a>
UC Santa Barbara Library	<a href="#">check availability for this item</a>
UCLA Library	<a href="#">check availability for this item</a>
UCR Libraries	<a href="#">check availability for this item</a>

## Article and Electronic Resource Availability

Melyl provides item availability for print articles, and works with UC-eLinks to provide access to electronic content including articles.

There are two options for getting an article:

- To check availability, click on the **UC-eLinks** button on the Item Details screen under **Find a copy online**. UC-eLinks may provide a direct link to the article.

**Find a copy online**

Get this article

UC-eLinks

- To access the paper version of the article, check availability in the list provided under **Find a copy in the library**.

## Serials Availability

To check availability, click on a serials result following a search.



**The Journal of the American Dental Association.**  
by American Dental Association.;

Journal, magazine : Periodical : Peer-reviewed  
Language: English  
Publisher: Chicago, Ill. : American Dental Association, ©1939-  
Libraries that own this item: **UC Irvine Libraries**  
[View all editions and formats](#)

If any electronic resource links are found in your catalog, they will be displayed under **Find a copy online**.



**Find a copy online**

Links to this item

UC Irvine Libraries (1)

**v. 126(1995)**  
HighWire. Current 12 months may not be available at your campus; all other issues freely available

Other libraries (1)

[Show all links from other libraries \(1\)](#)

If an electronic copy is not available and your campus does not hold a print subscription to the journal, you can request the article or issue by clicking the **Request** button under "Get it from this library group."



University of California Libraries

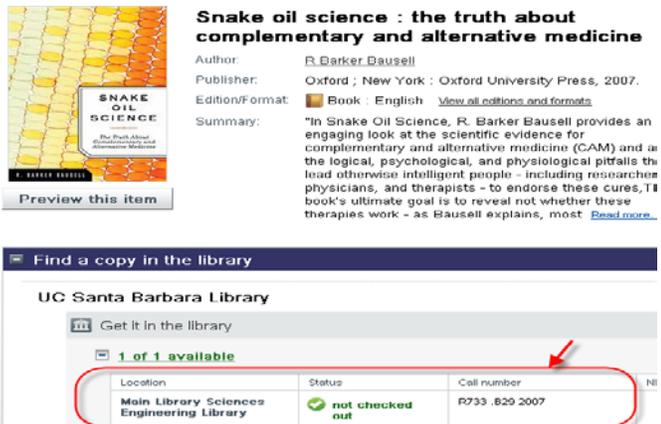
Get it from this library group

**9 group libraries own this item**

**Request**

## Requesting an Item

In your search results, Melvyl lists relevant items that your library owns first. Actual item availability is listed on the Item Details screen. The item's availability status is listed, along with other information such as location and due date.



**Snake oil science : the truth about complementary and alternative medicine**

Author: R. Barker Bausell  
Publisher: Oxford : New York : Oxford University Press, 2007.  
Edition/Format: Book : English [View all editions and formats](#)  
Summary: "In Snake Oil Science, R. Barker Bausell provides an engaging look at the scientific evidence for complementary and alternative medicine (CAM) and at the logical, psychological, and physiological pitfalls the lead otherwise intelligent people - including researching physicians, and therapists - to endorse these cures. **T**his book's ultimate goal is to reveal not whether these therapies work - as Bausell explains, most [Read more](#)."

**Find a copy in the library**

UC Santa Barbara Library

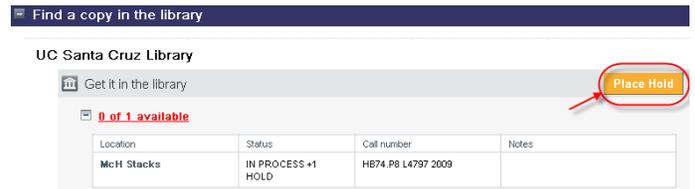
Get it in the library

**1 of 1 available**

Location	Status	Call number
Main Library Sciences Engineering Library	not checked out	R733 .B29 2007

## Place Hold

For items that are not available, some campus Melvyl versions display a **Place Hold** button to request the item.



**Find a copy in the library**

UC Santa Cruz Library

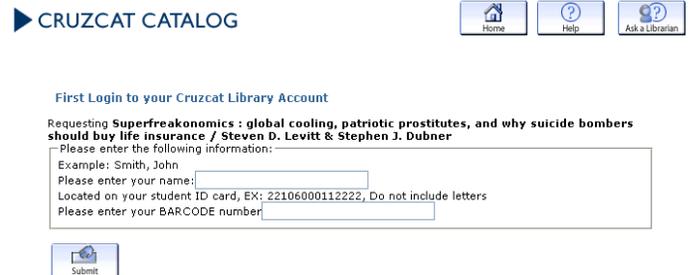
Get it in the library

**0 of 1 available**

Location	Status	Call number	Notes
McH Stacks	IN PROCESS +1 HOLD	HB74.P8 L4797 2009	

**Place Hold**

Clicking on the **Place Hold** button links you to your campus catalog where you can complete the 'Place Hold' request.



**CRUZCAT CATALOG**

Home Help Ask a Librarian

First Login to your Cruzcat Library Account

Requesting **Superfreakonomics : global cooling, patriotic prostitutes, and why suicide bombers should buy life insurance / Steven D. Levitt & Stephen J. Dubner**

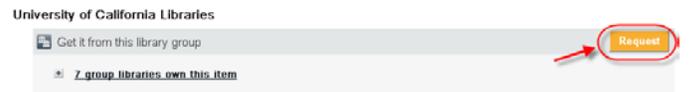
Please enter the following information:

Example: Smith, John  
Please enter your name:   
Located on your student ID card, EX: 22106000112222, Do not include letters  
Please enter your BARCODE number:

Submit

## Requesting an item through Interlibrary Loan

If an item is not available at your campus, you can request it via the **Request** (Interlibrary Loan/Document Delivery) service.



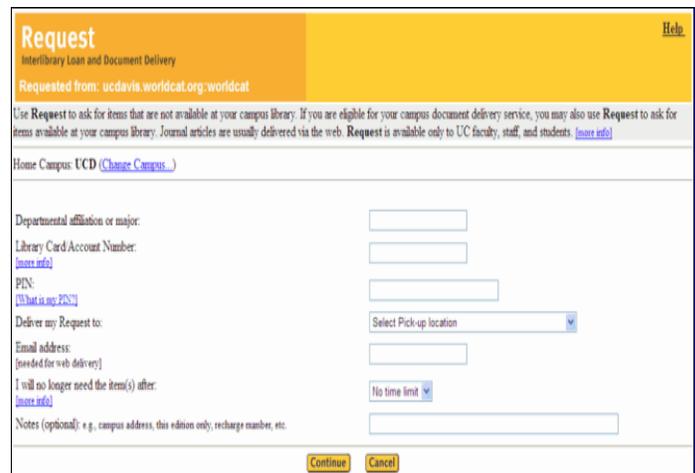
University of California Libraries

Get it from this library group

**7 group libraries own this item**

**Request**

Once you click the **Request** button, you are taken to the Request Interlibrary Loan page.



**Request**  
Interlibrary Loan and Document Delivery

Requested from: [ucdavis.worldcat.org/worldcat](http://ucdavis.worldcat.org/worldcat)

Use Request to ask for items that are not available at your campus library. If you are eligible for your campus document delivery service, you may also use Request to ask for items available at your campus library. Journal articles are usually delivered via the web. Request is available only to UC faculty, staff, and students. [more info](#)

Home Campus: [UCD \(Change Campus\)](#)

Departmental affiliation or major:

Library Card Account Number:   
[more info](#)

PIN:   
[What is my PIN?](#)

Deliver my Request to:  Select Pick-up location:

Email address:   
(needed for web delivery)

I will no longer need the item(s) after:  No time limit   
[more info](#)

Notes (optional): e.g. campus address, this edition only, recharge number, etc.

Continue Cancel

## Requesting an Article/Serial

You can click on an article or serial result after a search to view the item details.



**The effect of home characteristics on dust antigen concentrations and loads in homes.**  
by SH Cho; T Reponen; DI Bernstein; R Olds; L Levin; X Liu; K Wilson; G Lemasters  
Article : Peer-reviewed  
Language: English  
Publication: The Science of the total environment, 2006 Dec 1; 371 (1-3): 31-43  
Database: From MEDLINE®/PubMed®, a database of the U.S. National Library of Medicine.  
Libraries that own this item: **UC Santa Barbara Library**

To see if the article is available online, click on the **UC-eLinks** button on the Item Details screen under **Find a copy online**.

If the UC-eLinks menu indicates that the full text of the article is not available online and if your campus does not hold a print subscription to the journal, use the **Request this from another library...** link on the UC-eLinks menu to request the article via Interlibrary Loan services.



**UC-eLinks**  
Title: The Judaic-Christian origin of nursing homes.  
Source: Journal of the American Medical Directors Association (2007) volume: 8 issue: 5  
The full text of this item may not be available online. Check for a print copy, or Request it from another library.  
Request it  
**Go** [Request this from another library, or from the campus document delivery service](#)

Finally...

For more information on using Melvyl, select **Help** from the WorldCat dropdown menu at the top of the screen or contact campus library staff for assistance.



**WorldCat** ▾  
WorldCat Home  
About WorldCat  
**Help**  
Get E-mail Updates  
Feedback  
WorldCat Blog