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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Type key search terms in the search box.</td>
<td>Results appear, sorted by relevance (see Ranking of Search Results).</td>
</tr>
<tr>
<td>2</td>
<td>Click the Search button.</td>
<td></td>
</tr>
</tbody>
</table>

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

**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.

**Scoping Your Search**

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

**To scope a search**:  

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After your search, limit your results by selecting one of the location options in the drop-down box.</td>
<td>Results are sorted to the location you chose.</td>
</tr>
<tr>
<td>2</td>
<td>Click the Search button.</td>
<td></td>
</tr>
</tbody>
</table>

*See Advanced Search for more information on scoping.
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:

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

Phrase Searching

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

<table>
<thead>
<tr>
<th>If you type:</th>
<th>Results are returned for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>near east</td>
<td>the words near and east</td>
</tr>
<tr>
<td>“near east”</td>
<td>the exact phrase “near east”</td>
</tr>
<tr>
<td>Byzantine near east</td>
<td>the word byzantine directly before or after the word east</td>
</tr>
<tr>
<td>“Byzantine near east”</td>
<td>the exact phrase “byzantine near east”</td>
</tr>
</tbody>
</table>
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.

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.

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

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

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

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.”

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.

Place Hold

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

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

CRUZCAT CATALOG

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

Once you click the Request button, you are taken to the Request Interlibrary Loan page.
Requesting an Article/Serial

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

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

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.