

Searching the University of St. Francis Library Catalog through I-Share

I-Share defaults to search only the USF Library. To see other libraries' holdings, click "I-Share Catalog" (dark green bar at top of screen), then begin searching.

Quick Search *For Very Simple Searches*

- Enter the word(s) you want to find in the "search for" box.
 - Choose the type of quick search you want to perform from the "search by" box .
 - Any Word Anywhere* - looks for any one of the words you search for in any part of the record
 - Start of Title or Start of Magazine/Journal Title* - type as much of the title of a book or magazine as you know. Do not use "a," "an," or "the" if they are the first word of the title.
 - Boolean Search* - combine search terms with "and," "or," or "not" (*see reverse for Hints on Boolean Searching*).
 - Browse (Subject or Author or Prolific Author/Composer)* - see subjects/authors that contain your term
 - Optionally, choose a limit from the "quick limit" menu or "more limits" button (*see reverse for more on limits*) to narrow your search (receive fewer results).
 - Optionally, choose the number of records you want to appear on a page.
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Guided Keyword Search *For More Complex Searches*

- Take a moment to plan your search. Think about synonyms & plurals for your search term(s). Divide separate ideas into different concepts, (e.g. teacher recruitment and retention = concept 1 "teacher or teachers or educator or educators" concept 2 "recruitment or retention")
- Enter the word(s) you want to find from your first concept in the first "search for" box.
- Choose how you want the words searched for from the box to the right of the "search for" box. You will choose from "all of these" (same as Boolean and), "any of these" (same as Boolean or), or "as a phrase." For the most results choose "any of these." For fewer results choose "all of these."
- Choose an option from the "search by" box to tell the catalog in what part of the records to search.
- If you want to create a search with multiple concepts, repeat the process above using the next set of "search for" and "search by" boxes. Make sure that you also select either "and," "or," or "not" to combine your first search concept and later search concepts.
- Optionally, select "more limits" to refine your search (*see reverse*).
- Optionally, choose the number of records you want to appear on a page.

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Hints on Boolean Searching

- Shakespeare and Milton - returns all items containing BOTH (fewer results)
 - Shakespeare or Milton - returns all items containing EITHER (more results)
 - Shakespeare not Milton - returns only items with the first term (Shakespeare) that are also without the second term (Milton)
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More Limits Feature

This feature only works with the keyword ("any word" or "any word anywhere") and title searches. *Limits stay in place for future searches until they are removed or the search session is ended.* This feature allows limiting your results (for fewer returns) by:

- Language
 - Type of Library or Specific Library Holding the Item
 - Year of Publication
 - Format (e.g. book, magazine/journal, film/video, etc.)
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Viewing Your Search Results

Once you have created and submitted your search, you will see a list of results. If more than 20 items match your search, you will see the number of items found at the top of the results page. The title of the item is a link that will take you to the complete record for that item. You will also see the following features for each record:

- **Location** - Refers to the physical location of the item in the library (e.g. reference or general stacks)
- **Call Number** - Refers to the number that is on the item. Items are shelved in call number order.
- **Status** - Tells you whether or not the item is available for checkout.

Please note that if you have performed a search using the browse feature, you will need to select an option from the results of your browse search before you can view individual items. Click on the author or subject you desire from the list of results of your browse search. Then you will see the items associated with your selection.

I-Share includes the resources of 65 Illinois libraries belonging to CARLI, the Consortium of Academic & Research Libraries in Illinois.

Because I-Share is a catalog for all libraries in the I-Share Consortium, you can use it to view and request items from other I-Share libraries. See the "Requesting Materials from other I-Share Libraries through the I-Share Catalog" handout for more information.