Brief guide to

Minerva

Use the basic commands shown below to search the MINERVA online catalog by AUTHOR TITLE, SUBJECT, or KEYWORD. Use Minerva at any internet-connected computer with a Web browser such as Mozilla Firefox or Internet Explorer. The Web address is http://minerva.louisville.edu or you can go to the libraries main website at http://library.louisville.edu and click on the Minerva link.

To Find:	Search Tips:	Examples:
AUTHOR	• Use Basic Search • Click on "Author" in the "Find Results in" box • Type author's name (last name first) • Click the **search** button	shakespeare william woolf virginia thompson h
TITLE	• Use Basic Search • Click "title" in the "Find Results in" box • Type as much of the title as you know • **Be sure to start with the title's first word!** • Click the **search** button	fear and loathing romeo and juliet scarlet letter
JOURNAL TITLE	• Use Basic Search • Click "journal title" in the "Find Results in" box • Type as much of the journal title as you know • Leave off initial articles (an, a, the) • **Be sure to start with the title's first word!** • Click the **search** button	journal of sociology newsweek new york times
SUBJECT	• Use Basic Search • Click "subject" in the "Find Results in" box • Type an official subject heading (such as Library of Congress or NLM)	women authors---united states business planning environment

To Find:	Search Tips:	Examples:
KEYWORD ALL FIELDS (AND,OR,NOT)	• Use Basic Search • Click on "Keyword All Fields" (and, or, not) in the "Find Results in" box • If you have more than one keyword, use and, or, not to combine them. "And" combines keywords to search for fewer results, "Or" combines keywords that are synonyms to look for more results, and "Not" will look for the first keyword while excluding the second keyword. • Click the search button	nuclear and weapons children or adolescents (children or adolescents) and drugs crime not cities
KEYWORD ALL FIELDS (RANKED)	• Use Basic Search • Click "Keyword All Fields (ranked)" in the "Find Results in" box • Do not use Boolean connectors (AND/OR/NOT) Or little words like of, the, an, etc. • Use quotation marks to indicate a phrase • Use the plus sign (+) to indicate essential terms • Use the question mark (?) to truncate terms • Click the search button	"nuclear weapons" "nuclear weapons" + destruction "home school?"

Helpful Hints...

- When searching by subject, if you do not find a book on your topic check Library of Congress Subject Headings volumes located in the Reference Area of any U of L Library for the correct term or try a keyword search
- Still confused? Ask a librarian! Ekstrom Library Reference Desk 852-6747