MINERVA *THE LIBRARIES' CATALOG*

Kornhauser Health Sciences Library
University of Louisville Libraries

http://minerva.louisville.edu/

MINERVA is the University Libraries' online catalog, containing records of the libraries' holdings of books, periodicals, video and other media, and special collections in all seven of the UofL Libraries. The catalog is named for the Roman goddess of wisdom as pictured on the seal of the University of Louisville.
MINERVA is located on the World Wide Web at **http://minerva.louisville.edu.** You can also click on **MINERVA** from the Kornhauser Library home page at **http://library.louisville.edu/kornhauser**

Basic Search

This default search mode allows you to search for authors, book, video or journal titles, call numbers, and National Library of Medicine (MeSH) subject headings.

- Type your search word(s) in the search box. Do not include any punctuation.
- From the **Find Results in** box, click on the type of search you want to perform. The default is a keyword search. Use quote marks to search a phrase, e.g., "cardiac catheterization." Connect words not in a phrase with AND.
- Click the **Search** button in the middle of the page.

  Searching Hints
  - For Title, Journal Title, or Subject searches, start with the first word, type as much as much as you know.
  - Omit *a, an, the* at the beginning of a title.
  - For Author searches, type the author's last name first.
  - To find more books with the same Call Number, enter as much of the call number as you know. Type periods and spaces as they appear in the call number.
  - Search Journal Titles to see if a UofL library has a print or electronic subscription to a journal and which issues it has.
  - For Keyword—all fields (ranked) searches use quotes to search phrases, use plus sign (+) to mark essential terms, and use a question mark (?) to truncate a word.
  - Click **Set More Limits** icon to limit your search by year, library location or type of material (e.g., videorecording).

Advanced Search

An Advanced Search finds records using keywords located anywhere in a record, or only in specific fields. Use only the most important words or phrases in your topic.

- Click **Set More Limits** icon if you want to limit your search by year or library location. Limits do not apply to author, subject, or call number searches. To use Limits your web browser must support "cookies," e.g., Netscape 3.0 or Internet Explorer 3.0 or higher.
- Limit author, subject, and keyword searches to the Kornhauser Library because the name of the Library that has the item does not display in the resulting **Titles Lists**.
- Type search term(s) in the **Search For** box. Punctuation, case, and word order are ignored.

- Use the **?** symbol to truncate your search. For example, if you type child?, the records of your results mayl include the words child, child's, children, children's, childhood, etc.
- Select from the drop-down list to search for *any of these* (at least one of the search terms must appear in the result), *all of these* (all search terms must appear in the result), or *as a phrase* (search terms must appear together as a phrase in the result).
- Choose where the term should be found in the record by selecting from the drop down list by the **Search In** box: Keyword—all fields, Title, Subject, Author Name, Publisher Name, Publisher Date, etc.
- Select the Boolean operator to be applied to the next search term(s): AND (both terms must appear in the result), OR (either term may appear in the result), or NOT (the first term must and the second term must not appear in the result).
- Click the **Search** button to begin your search.

Search Results

- Search results can be **Post Limited**. Click on **Post Limit** button at the bottom right of the search results. All available limits can be applied.
- Search results from an Author or Subject search are displayed in a **Heading** list. The **Heading** list displays the number of titles associated with each heading, the heading and the heading type (e.g., corporate name, personal name or LC, medical subject heading).
- To display the Titles associated with a Heading, click on the underlined heading to jump to the **Title** list.
- A title search results in a **Title** list with the **Author, Date,** and **Library** displayed.
  - If there are more than 25 items in either a **Heading** or **Title** list, display the next 25 by clicking the Next (arrow) icon. Return to the previous screen by clicking the Previous (arrow) icon.
  - **Title** lists that result from Author and Subject searches do not display library location.
- To display the record details, the bibliographic information associated with a title, click on the underlined title. Record details can be displayed in either **Brief View** or **Long View**.

Marking, Printing, E-mailing, and Downloading Records

- **Select** item records from the **Titles List** by clicking the small square to the left of the item. Click **Retained Selected** on each page.
- Scroll down to the **Save Options** box at the bottom of the page. Click *All on this page*, *Selected on this page* or *Selected on all pages* as appropriate.
- **To print**: Click on **Print/Save as Text file**. Use the **Print** button on your browser to print the list. In the library printouts cost 5¢ per page and are printed using a your Cardinal Card at the Uniprint workstation.
- **To e-mail**: Type your complete email address in the e-mail address box. Click on **Send**.
- **To save to a floppy disk**: Information cannot be saved on the hard drives of the library's public workstations. Please bring your own floppy disks to the library. Click on **Print/Save as Text file**. Go to the File menu on the menu bar of your browser. Choose Save as... and give the file a destination (Save in) and a name (File name).