

## What is Minerva?

**Minerva** is the University Libraries online catalog, containing the holdings of books, periodicals (magazines and newspapers), video and other media, and special collections. The catalog is named for the Roman goddess of wisdom.

*TIP: Do not use Minerva to search for magazine or journal ARTICLES. Ask a librarian for the appropriate magazine or journal index.*

*Many of these are available through the OnlineResearch Center*

<http://library.louisville.edu/>

## Accessing Minerva

Using a World Wide Web (WWW) browser such as Netscape or Internet Explorer there are two ways to access Minerva:

- Go directly to Minerva on the WWW:  
<http://minerva.louisville.edu>
- Click on the Minerva link from the University Libraries webpage:  
<http://library.louisville.edu/>

## Searching Minerva

There are several different ways to search for materials in Minerva.

**Basic Search:** This is the default type of search. Use this to search for a particular author, title, official subject heading (such as Library of Congress or National Library of Medicine).

1. Type your search words in the search box.
2. Look to the right and find the “Find Results in” box. Click on the type of search you want to do. The default is a keyword search using Boolean logic (and, or, not).

You can also search by any of the following:

**Author:** Searches for an author’s name. TIP: Make sure you’ve typed the author’s last name first.

**Author—Sorted by Title:** This is the best search type when you are looking for works by musical composers or for works by prolific authors.

**Call Number:** Searches for a Library of Congress call number. Type periods and spaces as they appear in the call number.

**Journal Title:** Use when you are looking to see if U of L subscribes to a journal. TIP: If the title begins with a, an, the, los, la, die, etc. leave that off and begin with the next word.

**Keyword—Ranked:** Searches for your keywords and Then displays results in relevancy ranked order. TIP: Use quotes to search phrases, use + to mark Essential terms, use ? to truncate.

**Subject Headings:** Search for an official subject heading such as Library of Congress or National Library of Medicine Headings.

**Title:** Use to find the title of a book, video, or other library material. TIP: If the title begins with a, an, the, los, la, die, etc. leave that off and begin with the next word.

3. Click on the Search button at the bottom of the page.

## Advanced Search (Field Searching)

1. Type your keywords in the search box(es). TIP: You can put more than one word on a line.
2. If you have entered more than one key word in a search box, you need to choose “all of these” (like “and”); “any of these” (if your words are synonyms or mean the same thing); “as a phrase” (if your keywords are a phrase, ex: rain forest) from the drop-down menu to the right of the search box.

## Advanced Search (Field Searching) cont'd

3. From the "Search in" drop down menu to the right, choose what field you would like to search. The default is a keyword search of all fields, but you can choose to only search in the author field, title field, subject heading field, ISSN field, ISBN field, publisher field, or series field.

**Course Reserve:** Use this to search for materials Your professor may have put on reserve in the Library.

## Limiting Your Search

There are several ways of limiting your search in Minerva:

*Quick Limits:* You can set these in the Basic Search. They consist of locations and sound or video recordings.

*Set more limits:* This is the complete list of limits. You can access this screen by clicking on the Set More Limits button located on the right of the screen in the yellow bar under the search boxes on either the Basic or Advanced Search screens. You can limit by

- ◆ Date: either a range of dates or one year
- ◆ Location: U ofL library locations
- ◆ Medium: videorecording, soundrecording, map...
- ◆ Item Type: serials, manuscripts, books...
- ◆ Language: language of the material
- ◆ Place of Publication: where the item was published
- ◆ Publication Status: ceased, current...

*Post limit:* Available from the results screen. Allows you to limit your list of results after you have completed your search.

## Sorting Your Results

You can sort your results by title, author, publication date—oldest first, or publication date—newest first. To do this, click on the Sort By drop down box at the top of your results list.

## Marking, E-mailing, Printing, Downloading Item Records

1. Once you have found items that you want, you can select the item records by clicking in the small square to the left of the item in the list of the item records you found.
2. At the bottom of the page, there is a box marked Save Options which allows you to choose either all of the items on the page or just the selected items.
3. You can e-mail the item records by typing in your e-mail address in the box provided at the bottom of the screen and then clicking on the e-mail button. You could also follow the instructions below and then use the Mail document or Send page function of your web browser.

**TIP:** If you want to save, print, or e-mail more than one screen of records, you must click the Retain Selected button at the bottom of the screen.

**To save them to a disk or print them:** Click on the picture of the floppy disk and choose one of the following:

To save, click on the File menu on the menu bar of your browser. Choose the save as option and give the file a name and a save in destination like a file on your hard drive or a floppy disk in the a: drive.

To print, use the Print button on your browser to print the list of item records at this time.

For additional information on searching *Minerva*, click on the Help button located at the top of the web page or ask a reference librarian.

Contact a reference librarian at one of the six U of L Libraries:

*William F. Ekstrom Library:* 852-6747  
*Kornhauser Health Sciences Library:* 852-5771  
*Laura Kersey Engineering Library:* 852-6297  
*Dwight Anderson Music Library:* 852-5659  
*Margaret M. Bridwell Art Library:* 852-6741  
*Law Library:* 852-6393