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SEARCH GUIDE FOR

QUEST

MURRELL MEMORIAL LIBRARY'S

ONLINE CATALOG SYSTEM

MISSOURI VALLEY COLLEGE

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## **INTRODUCTION TO QUEST MURRELL LIBRARY'S ONLINE CATALOG SYSTEM**

### **THREE Levels of the Online Catalog Are Available:**

Murrell Library's Online Catalog is called Quest, and it can be found on the library's webpage: <http://www.moval.edu/library1>

The online catalog allows faculty and students to search for library materials using any personal computer in any location that has access to the Internet. Accessible library collections include books, eBooks, educational and popular videos, CDs, audiotapes, and a listing of periodicals. Journal articles are not available in Quest, but many are available in the electronic databases which can be accessed from the Library's website. The availability status of library materials can be determined via the online catalog.

### **Levels of the Online Catalog:**

1. **Missouri Valley College's Quest** – this catalog level provides online access to only Missouri Valley College's library collections.
2. **Quest** – this catalog level provides online access to library collections for a group of 4 local academic libraries, including Missouri Valley College, Central Methodist University, University of Central Missouri, and State Fair Community College.
3. **MOBIUS** – this catalog level provides online access to library collections for a consortium of over 55 academic libraries in Missouri. MOBIUS is also known as Missouri Bibliographic Information User System and it has a collection of over 20 million library items that are accessible to its members.

All levels of the Quest online catalog are available when you log on to Quest. At the top left corner of the computer screen, you will see links that you can click on to access all three levels of the online catalog.

### ***When should I use Missouri Valley College's Quest ?***

Start all your searches in Missouri Valley College (MVC). This will provide access to the Murrell Library print and eBook collections.

### ***When should I use Quest?***

Use Quest when you need to search for library materials that are not available at Missouri Valley College. Remember, items available at MVC cannot be borrowed from other libraries via interlibrary loan.

### ***When should I use MOBIUS?***

Use the MOBIUS online catalog when you want to search for library materials not available within Quest. MOBIUS provides access to the library collections available throughout the 55 academic Missouri libraries that are members of MOBIUS.

### **OVERVIEW OF MVC eBook COLLECTION:**

Murrell Memorial Library has added an eBook Collection to the Library's comprehensive resources. eBooks are electronic versions of printed books and can be viewed online by MVC faculty, staff and students using any computer connected to the Internet (commuters need to use dial-up connection.) The eBook Collection can be searched in Quest, the online catalog. Searches can be made across many eBooks or within a particular eBook.

**Please refer to the separate Murrell Library guide titled "NetLibrary eBook Quick Start Guide" for more detailed information on eBooks and how to search for them (available online and in print).**

# GUIDE TO SEARCHING

## THE MURRELL LIBRARY'S ONLINE CATALOG

### I. GUIDED SEARCH OPTION

If you are not familiar with the Online Catalog, we suggest you start with the "Guided Searches" field (found below the Quick Search box on the computer screen. Choose the link for a *specific type* of search (e.g., author, title, etc.). For each type of search, you will find search advice and examples to help you with your search.

#### HOW DO I PERFORM A GUIDED SEARCH?

There are several ways to search for information using the online catalog and they are reviewed below:

- Search for a specific Title or Author

##### Use any of these search options:

**Title:** search using a word or words

**Author:** search for a specific author, editor, composer or organization

**Author and Title:** search for an author and a title

**Numbers:** search using a specific Call Number for an item

- Search by the Subject of interest to you

##### Use any of these search options:

**Keyword:** search for a word or words in a title

**Subject (Library of Congress):** search using Library of Congress Subject Headings

**Subject (Children's):** search using children's literature subjects

### II. SEARCH PROBLEMS AND POSSIBLE SOLUTIONS

- **TOO MANY ITEMS FOUND !**

1. **Do a Subject Search instead of a Keyword search.** LC Subject searches cover a standardized list of terms and do not search other fields, such as author, note, etc. Children's Subject searches also can be used to search for specialized materials.
2. **Do a Title Search instead of a Keyword search.** Sometimes you can find a handful of books with titles that begin with your topic, e.g., Management. As an alternative, you can type **t :** in front of a word to search for that word in the title of a work. This should also produce fewer results than a keyword search.

t : France (finds materials with the word France anywhere in the title)

3. **Use the word AND to do a keyword search on more than one concept.** The computer will look for items that mention both terms.

Television and children

4. **Use the word NOT to omit certain keywords.** The computer will look for items that mention the first term but omit any items that mention the second term after the Not.

South America not Uruguay

5. **When viewing a record for an item you retrieved, check the “Subjects” field to find more specific headings/terms.** Scroll down through the record for the item you retrieve until you see the Subject area. Here you will find suggestions for other subject terms you may use. A search on training, for example, will yield books on the narrower subjects given below:

Employees—Training of  
Teams in the workplace

6. **Use the Limit/Sort button** to narrow to a particular publication year or years, material type, language, etc. For example, you can have the computer return a search on World War II but limit the results to videotapes on the topic.

### • TOO FEW ITEMS FOUND !

Here are some ways that you can increase the number of items you retrieve:

1. **Do a Keyword search instead of a LC Subject or Children’s Subject search.** A Keyword search covers more fields, such as title, notes, etc.
2. **Use the word OR to search on variations of a concept.** To give the computer more choices, use OR to link two words with the same meaning or two words, either of which would satisfy your needs.

Amazon or Amazon.com  
Greek or Latin

3. **Use an asterisk \* to truncate endings of words.** Have the computer search for variations of a word by adding an asterisk. For example, to search for either training or trainers or train, type:

Train\*

### • NOTHING WAS FOUND WITH MY SEARCH !

Here are some suggestions if your search gets zero results:

1. **Check your spelling.** Unfortunately, the computer won’t do this for you. You can use an asterisk\* if you know at least part of a word.

Dostoevsk\* (i.e., this will find Dostoevsky or Dostoevskii)

**Note:** if you want the computer to fill in more than 5 letters, use two asterisks\*\*

Totalit\*\* (i.e., for a search on totalitarianism)

2. **Do a Keyword search.** This is the most general type of search you can do.
3. **Make sure you are doing the correct type of search.** Trying to search for an author in the "journal name" field usually won't work. Check that you have selected the correct type of search.
4. **Do a simple search on fewer keywords.** Try simplifying your search by limiting the number of words you are stringing together with the word AND. For example, instead of personnel and training and computer-assisted instruction, try the following:

Computer-assisted instruction and evaluation  
Training and computer-assisted instruction

5. **Try the search in the entire MOBIUS catalog to see if another library/cluster has the materials that you want.** It's possible that your library doesn't own the materials you need. Follow the link at the top of the screen to search at the MOBIUS catalog level or at another college group/cluster's catalog level.

- **Limit Your Search by Using the "Material Type" Option**

Most of the material types are familiar ones, such as books, journals, maps, etc. Some of the other ones are:

**Thesis or Manuscript:** Thesis includes Master's theses and doctoral dissertations. Manuscripts may include authored works, correspondence, and other documents related to an individual or group. Manuscripts are often kept in separate collections.

**Electronic Resource:** A resource such as a CD-ROM, online database, etc. As a rule, regular music CD's are grouped under Audio, Music rather than Electronic Resource.

**Video:** Includes formats such as VHS, laserdisc, DVD, etc.

**Archival Material:** Collections of documents, photographs, media, etc., that are the official records of an organization or institution. Archival materials are usually kept in separate collections.

### III. **FOR EXPERIENCED SEARCHERS -- USE THE QUICK-SEARCH FIELD**

- **What does the "Quick Search" box do?**

The Quick Search box (located at the top of the MVC Quest computer screen) is a powerful tool for experienced users of the Quest Library Catalog. With it, you may quickly launch almost any kind of search, of any part of the Quest Catalog. Click the arrow at the end of the "Search by" box to see the drop-down menus of the types of searches you can perform.

## IV. VIEWING YOUR RESULTS OR LOCATING MATERIALS

- **How do I know which library owns the book I need?**

When you do a search and view the record for an item, you will see a box marked "Location". Here you will find an abbreviation for each library that owns the item in question. If you are searching at the Quest or MOBIUS catalog level (rather than at the Missouri Valley College catalog level), the abbreviations represent the individual libraries in the Quest group or MOBIUS membership. Member libraries for the Quest cluster are:

<b>CMU</b>	Central Methodist University
<b>UCM</b>	University of Central Missouri
<b>MVC</b>	Missouri Valley College
<b>SFCC</b>	State Fair Community College

- **"Library Use Only" Status – What it Means**

"Library Use Only" materials are often reference books, rare books, archival documents, or other special materials that the owning library won't lend. Many of these items can be used by visiting the library that owns them. For rare books or archival materials, it's a good idea to call ahead to see if special arrangements need to be made. Often rare books and similar materials are kept in special collections that may have more restricted hours and access policies than the general library.

- **May I check out periodicals or newspapers ?**

Murrell Library allows non-current periodicals to be checked-out; however, current issues of periodicals may not be checked out, except for the Education periodicals found in the Teacher Education Library. Current newspapers may be read in the library but are not available for check-out.

- **May I check out computer software?**

No, computer software is for library use only, and may not leave the library premises.

## V. MARKING RECORDS, SAVING & PRINTING LISTS, AND E-MAILING

- **How can I print, download, or e-mail a list of items from the catalog?**

1. Do a search and have the search results on your screen.
2. Place a check mark in the box called "Mark" to the left of each item you want.
3. Click on the "Save Marked Records" button at the bottom-center of the screen.
4. Continue to mark and save records in the same manner on subsequent pages.
5. When ready to retrieve your list, click on the E-mail/Save/Print button on the button bar.
6. The screen that appears will provide options for e-mailing or saving the list. You may also display it on your screen and print it out.

- **I marked some records but I don't see the option to print or e-mail my list.**

When you mark records (i.e., using the check-box area to the left of the title) you must click on the "Save Marked Records" button at the top of EACH page. If you leave a page without clicking this button, your marks will disappear and the items will NOT be saved. Once you have saved the items by clicking on the "Save Marked Records" button, you will see a button in the button bar that will allow you to E-mail/Save/Print your list.

## VI. REQUESTING BOOKS AND JOURNAL ARTICLES:

### About Interlibrary Loan (ILL)

**What is ILL?** ILL is an extension of the reference service offered at MVC, which provides materials, not owned by MVC, for purposes of research and serious study. Murrell Memorial Library borrows these materials on your behalf from other libraries.

**Who May Use ILL?** Any member of MVC campus community may use ILL---faculty, staff, and students.

**How Long Will It Take?** If the material requested is available from a MOBIUS or Quest Library, it will usually be here within 3-4 days. Remember that the more advance-notice we have to locate and request an item, the more likely it is that we will be able to supply the materials on time.

**How Much Will It Cost?** There is usually no charge for materials obtained through our networks. Every effort is made to borrow materials from libraries that do not charge fees or with whom we have reciprocal borrowing agreements. However, some libraries may charge fees for lending or photocopying materials. You will be notified of any fees before the material is ordered. Any charges must be paid at the time you pick up the items.

### Requests for Books

**Quest & MOBIUS Catalog Book Requests:**

You may request books from other MOBIUS or Quest libraries that are not available at Murrell Library via Quest, the online catalog. To request books online, click on the "Request" button found on the Quest

catalog or the request message on the MOBIUS catalog page displaying the book you want. Follow the prompts to enter your library patron information. Murrell Library is affiliated with the Quest cluster.

### **Requests for books not available at any of the Quest/MOBIUS libraries:**

These book requests are submitted to MVC's Interlibrary Loan Program (ILL). Requests should be made using either the pre-printed or online version of the Interlibrary Loan Book Request Form and submitted to an MVC Librarian.

### **Where do I find the Online Interlibrary Loan Book Request Form?**

1. Go to the library webpage: <http://www.moval.edu/library1>
2. Under the "SEARCH the Library Collections" heading, choose the link for "Interlibrary Loan Book Request Form".
3. Complete the form online and click "Submit".
4. Your request will be sent via e-mail to the Reference Librarian who will order the book for you.
5. You will be notified by MOVAL e-mail or phone when the book arrives, and you can pick it up in the main library's office.

## **Requests for Journal Articles**

Murrell Library has purchased subscriptions to over 40 excellent Electronic Databases containing thousands of full-text journal articles and abstracts that cover many subject areas. They are easily searched via links found on the Library web page at [www.moval.edu/library1](http://www.moval.edu/library1). These databases are for MVC students, faculty, and staff to use for academic enrichment (refer to the Electronic Database Search Guide). Commuters may access some of the Library's major electronic databases from home using password information available from the library staff. Before requesting journals through ILL, first check the online catalog or the List of Full Text Journals to be sure that the material is not owned by MVC and available at Murrell Library. Copies of materials owned by MVC may **not** be obtained from another library.

**How do I check to see if a journal is owned by the Library?** If you find a journal abstract or citation that interests you within one of the electronic databases, use the link within the databases to find the location of the full text version within the Library's collection, or refer to the List of Full Text Journals on the web page (on-campus access only).

**What if the library doesn't have the journal article in full text?** If your search brings up a journal article that is not available as full text within the Murrell Library Collection, you may request the article through MVC's Interlibrary Loan program (usually at no cost for MVC students, faculty and staff). Interlibrary Loan instructions are on the library's web page at <http://www.moval.edu/library1> and provide information on how to request an Interlibrary Loan journal article either by completing an online form or a printed form; you may also ask library staff to help you at any time. When planning your research reading, please allow at least one week for the copy of the article to arrive.

**Where do I find an ILL Journal Request Form?** Journal article requests cannot be made within Quest, the online catalog, so all Journal requests must be submitted to an MVC Librarian by one of the following methods:

1. Complete the pre-printed Interlibrary Loan Forms available in the library, or
2. Use the Online Journal Request Form to submit your request (instructions below).

**Where do I find the Online Interlibrary Loan Journal Request Form?**

1. Go to the library webpage: <http://www.moval.edu/library1>
2. Choose the link for "Interlibrary Loan Journal Request Form".
3. Complete the form online and click "Submit".
4. Your request will be sent via e-mail to the Reference Librarian who will order the journal article for you.
5. You will be notified by MOVAL e-mail or phone when the book arrives, and you can pick it up in the main library's office.

Journal Request forms are available via the library's web page (see instructions in next section) or at the Library Circulation Desks. Submit the form(s) online, filled out as completely as possible, or give the completed pre-printed forms to a librarian. If you are using pre-printed forms for a journal request, attach a copy of the printout from the database you searched if you have it.

**BOOKS THAT ARE NOT AVAILABLE AT MURRELL LIBRARY****How do I request books not available at Murrell Library?**

If books are not owned by MVC, check the online Quest catalog to search all four Quest libraries at once (UCM, CMU, MVC, and State Fair). If the books you need are not in the MVC or Quest catalog go one step further and try the MOBIUS online catalog and you can the request books online within MOBIUS. If the book you need is not available within MOBIUS, go to the library's web page and use the link for the ILL Book Request form. Only faculty or staff may request videos through ILL.

**How to find the Interlibrary Loan Book Request Online Form:**

6. Go to the library webpage: <http://www.moval.edu/library1>
7. Choose the link for "Interlibrary Loan Book Request Form".
8. Complete the form online and click "Submit".
9. Your request will be sent via e-mail to the Reference Librarian who will order the book for you.
10. You will be notified by MOVAL e-mail or phone when the book arrives, and you can pick it up at the main library.

**Effect of Copyright on ILL.** Murrell Memorial Library's ability to request photocopies of journal articles is restricted by the US Copyright Law (17 U.S.C.). In any calendar year a library may not borrow more than five articles published within the preceding five years from one journal title without paying copyright clearance on that article. Articles published more than five years ago are not currently restricted.

**V. OTHER MVC ONLINE CATALOG OPTIONS:**

1. **View Your Library Account** : *Students and faculty may view their own library account to renew items checked out or to view holds.*
2. **Course Reserves**: *Click on these links to search for course reserve materials by either Instructor Name or Course Name.*

**Need Help???** The library staff is available to answer your questions, and we will be more than happy to assist you in your "quest" for information !!

**For More Information Contact:**

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