

# Searching The On-Line Catalog (Information Gateway) of The University of Memphis Libraries

*(Revised Documentation, 22 September 1999)*

The on-line catalog (Information Gateway) of The University of Memphis Libraries is based on systems developed by Data Research Associates (DRA), widely used by libraries throughout the world, including locally the Memphis-Shelby County Public Library and Information Center, Rhodes College, Christian Brothers University, State Technological Institute at Memphis, and Mississippi State University. (All of these catalogs can be accessed through the DRA Information Gateway here at The University of Memphis, or through the Internet. Some of the features described here may differ at the other libraries, but there will be a strong "family resemblance.")

One difficulty in using the DRA software is that it is written for computers that have special keyboards, specifically the VT series of keyboards. It makes frequent reference to such keys as <Next>, <Prev>, and <F13>, which do not appear on the keyboards in the Libraries, nor on most IBM-compatible keyboards. There are "workarounds" to solve this problem, but it may take some mental effort on your part to remember that they are available. Use:

<Ctrl><N> or <Page Down> for <Next>;  
<Ctrl><P> or <Page Up> for <Prev>;  
<F11> or <Shift><F1> for <Help>;  
<Ctrl><Z> for <Exit>;  
<F10> for <Back Up>  
and <Shift><F3> for <F13>.

Another problem: if you are running a communications program such as ProComm Plus on a microcomputer, you will probably have to ask Client Services for a new keyboard definition file. Communications programs usually start download protocols with the <Page Down> key and upload protocols with the <Page Up> key; you will not be able to use these keys as substitutes for <Next> and <Prev> unless you remap the keyboard definitions. Even without remapping, however, a "workaround" is available. During searches the "Options" menu has items for "Next" and "Prev", or you may use <Ctrl><N> and <Ctrl><P>.

Many of the screens that are used here to illustrate the search are shown in somewhat compact form to save space, that is, extra spaces and blank lines have often been eliminated. The "boxes" may appear in different characters on your screen, depending on your communications software. With some communications software the "boxes" may be outlined with rather unsightly and distracting alphabetical characters.

Instructions for accessing the catalog are issued separately.

Regardless of how you make a connection to the catalog, you will eventually see a "welcome" screen:

```
HELLO!  
  
Welcome to The University of Memphis Libraries'  
Information Gateway  
Press a key
```

As soon as you press a key, the basic search screen or menu will appear:

```
+))))))<Searching: Univ. of Memphis Catalog -- Information Gateway>))))))  
*Find...      Options...      Startover      Quit      Help...*  
.)))))))))  
  
Press RETURN to begin searching  
  
OR  
  
Press the PageDown/NEXT key for an introduction to using GATEWAY  
  
====> NEW! GPO Access database of U.S. Government information is <====  
available. Select CHOOSE DATABASE under the FIND menu.  
  
PLEASE HELP US CONSERVE PAPER BY PRINTING ONLY WHAT YOU NEED.  
THANK YOU!  
  
Press the HELP/F11 key at any time  
  
-----  
Press the NEXT key for more.  
Press RETURN to search the database.
```

Notice that near the top of the screen are five words that indicate what general actions you can take ("Find", "Options", "Startover", "Quit", and "Help"). During searches another item, "Backup", will appear. On the computer screen the "hot" letters to invoke these actions are in a different color from the others; here they must be represented with underlining to draw attention to them. Many programs have inconsistent behavior with "hot" keys; our catalog is not unusual with respect to them. *Sometimes* simply pressing the "hot" key will cause an action associated with it to start; *sometimes* pressing the "hot" key will cause the high-lighted cursor to move to a menu choice, but you must then press <Return> to get the action to start. My advice is to wait momentarily after pressing a "hot" key to see if it needs a <Return> -- don't automatically add <Return> because you may choose the first item on the next menu without intending to do it.

The presence of ellipses ( ... ) with an item means that a sub-menu will be displayed if you select the item. On the basic menu, only "Startover" and "Quit" do not have a sub-menu.

Let's look at "Help" and "Startover" first. In a sense, the introduction or tutorial on using the Gateway system is a form of help. As the basic menu indicates, you may start this introduction by pressing the <Next> key or the <Page Down> key. You may get other forms of help by moving the high-lighted cursor to the word "Help" either by using the cursor keys or by typing



```

* list of topics, enter an asterisk *
* "*" and press the "RETURN" key. *
* * *
* You may exit Help by pressing the *
* "F10" key or by pressing "RETURN" *
* at the "Topic?" prompt. *
* *
*Topic? *
* Press EXIT or CTRL/Z to exit help. *
.)))))--

```

Choosing "Startover" will take you back to the very first screen. You might wish at any time to clear the screen of any search results you have produced and make a fresh start. Choosing "Startover" either by moving the high-lighted cursor to it or by typing the "hot" letter <S> is the obvious way to do it. But if you are currently in a sub-menu of a sub-menu of a sub-menu of a menu, these operations might select options on the sub-menu instead. Press <F10> or <B> (for Backup) repeatedly. You will eventually get back to a screen where you can choose "Startover".

The "Options" selection will offer differing possibilities, depending on what information is being displayed at the time it is selected. It is used mainly with the results of searches, so more discussion of it will come later. Initially, the selections are rather limited:

```

+)))))<Searching: Univ. of Memphis Catalog -- Information Gateway>))))) ,
*Find... Options... Startover Quit Help...*
.))))))O)))))O)))))T)))))-
*Suggestion Box *
*Suggestion Responses*
*Library Hours *
*Library Notices *
*Read About Gateway *
*-----*
*Search Review *
*Intermediate *
.))))))-

```

"Suggestion Box" allows you to write any suggestions or comments you care to make to the Libraries staff. You may sign your name or you may remain anonymous. Responses from the staff appear under "Suggestion Responses."

"Read About Gateway" leads to the same on-line tutorial mentioned earlier which you could choose at the basic menu. For reference purposes, the tutorial is included as an appendix to this guide.

"Search Review" and "Intermediate" will be explained later, in the context of searching by keyword. The other topics under "Options" are obvious.

"Quit" allows you to exit from the University Catalog altogether. You will be asked to confirm that you really want to exit:

```

+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*          Do you really want to QUIT?          *
*                                                *
* Press 'Y' for YES or any other key to CANCEL. *
*                Press a Key                *
.))))))))))))))))))))))))))))))))))))))))))))))))))))))))-

```

If you chose the "Quit" option accidentally, press any key except <Y> to go back to searching.

Begin with "Find" to conduct a search. The high-lighted cursor is probably already on that word if you have not moved it. If it is not, use the cursor keys or type the "hot" letter <F> to get it there; press <Return> or the down-arrow cursor key. A drop-down menu will appear below the word "Find":

```

+)))))))))))))),
*Author      *
*Title      *
*Subject    *
/)))))))))))))) 1
*Author/Keyword *
*Title/Keyword *
*Subject/Keyword*
*Keywords    *
*Expert Keywords*
/)))))))))))))) 1
*Numeric...  *
*Reserve Room... *
/)))))))))))))) 1
*Choose Database*
.)))))))))))))))-

```

Press RETURN to enter an Author search.

The high-lighted cursor is already on the "Author" line, so pressing <Return> will begin an Author search.

A small window will open up in the middle of the screen:

```

+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
* Enter the AUTHOR -- last name first -- and press RETURN.      *
* Press F10 to cancel.                                          *
*-->                                                            *
.))))))))))))))))))))))))))))))))))))))))))))))))))))))))-

```

This example will search for "updike john". Type as much as you know about the author's name. The searches for author, title, and subject have automatic truncation of terms, that is, if you don't know the complete term you can stop typing it at any point and the system will display all entries that match what you have typed so far. You could just enter "upd", for example, or "updike j", but the more of the search term you type the better the chances of finding exactly that term. (Note carefully: you can truncate only the last word in the search term. If you enter "upd jo" you will get nothing back.) We will enter "updike john" for this search. The system will then display a "hitlist" of items that match:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find...      Options...      Backup      Startover      Quit      Help...*
.))))))))))
You searched AUTHOR for: updike john
      TITLES      SEARCH RESULTS      HEADINGS 1 - 4
1      [38]      Updike, John.
2      [1]      Updike, John, 1932-
3      [1]      Updike, John. Rabbit, run.
4      [1]      Updike, John. The music school videocassette.
End of list. Type a number for more information.
                Press RETURN to search the database.

```

The catalog shows four authors named John Updike, but inspection will convince you that it is only differences in entering the information into the database which create that impression; all entries probably refer to the same author. Type the number that corresponds to the author for whom you wish titles to be displayed; in this case, choose entry 1 because it will yield 38 titles overall. Here is the first screen of the "hitlist," showing the first seven of those titles:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find...      Options...      Backup      Startover      Quit      Help...*
.))))))))))
You searched AUTHOR for: updike john
      SEARCH RESULTS      TITLES 1 - 7 OF 38
1      Updike, John. Assorted prose. [1st ed.]. New York, Knopf. 1965.
2      Updike, John. Bech; a book. [1st ed.]. New York, Knopf. 1970.
3      Updike, John. Bottom's dream. New York, A. A. Knopf. 1969.
4      Updike, John. Buchanan dying; a play. [1st ed.]. New York, Knopf;
      [distributed by Random House]. 1974.
5      Updike, John. The carpentered hen, and other tame creatures. New York,
      Harper & Row. 1958.
6      Updike, John. The centaur. [1st ed.]. New York, Knopf. 1963.
7      Updike, John. A child's calendar. New York, Knopf. 1965.
Type a number for more information, or press NEXT for other selections.
                Press RETURN to search the database.

```

Many of the items will be shown in red on a color monitor or in a brighter shade on a monochrome monitor. You can conclude without further checking that these items are in the holdings of The University of Memphis Libraries. Items that are not shown in red are not in the holdings, although the Information Gateway is somehow aware of their existence in other places.

Suppose that you would like to see fuller information about *The Centaur*, which is item 6 on the "hitlist". The screen for the Libraries' holdings of that title will appear if you type that number:

```
+))))))<Searching: Univ. of Memphis Catalog -- Holdings Display>))))),
*Find... Options... Backup Startover Quit Help...*
.)))))))-
CALL NUMBER: PS3571.P4 C4 1963
```

AUTHOR: Updike, John.

TITLE: The centaur.

EDITION: [1st ed.]
PUBLISHED: New York, Knopf, 1963.
PAGING: 302 p. 22 cm.

```
))))))
LIBRARY HOLDINGS AT
```

MCWHERTER LIBRARY

1. CALL NUMBER: PS3571 P4 C4 1963 Main -- BOOK -- Available

End of information for this holding. Type a number for more detail.
Press RETURN to search the database.

Note that you are given basic bibliographical information, location, call number, type of publication, and the availability of the item. If there had been more than one holding, there would have been additional numbered items on the holdings list.

If you wish to look at holdings displays for all the items on the "hitlist", it is not necessary to alternate between selecting an item by number and choosing "Backup" to get back to the "hitlist" to choose the next item. When the holdings for a particular item are displayed you may see the holdings for the next item by pressing the > key. Similarly you may go to the holdings for the previous item by pressing the < key.

In a fashion similar to the Author search, you can conduct either a Title search or a Subject search by moving the cursor to the desired kind of search (or typing the "hot" letter) and pressing <Return>. In the case of a Title search the window will look like this:

```
+))))))
* Enter the first word(s) of the TITLE -- omitting leading articles *
* such as A, AN, and THE -- and press RETURN. Press F10 to cancel. *
* --> *
.)))))))-
```

In the case of a Subject search the window will look like this:

```
+))))))
*Enter the SUBJECT and press RETURN. *
*Press F10 to cancel. *
*--> *
.)))))))-
```

Here is the "hitlist" for a search on the title "How to Become a Professional Engineer":

```

+))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))),
*Find... Options... Backup Startover Quit Help...*
.)))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))),
You searched TITLE for: how to become a professional engineer
      TITLES SEARCH RESULTS HEADINGS 1 - 2
1 [5] How to become a professional engineer.
2 [1] How to become a professional engineer : the road to
      registration.

End of list. Type a number for more information.
          Press RETURN to search the database.

```

and the screen from choosing title 1:

```

+))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))),
*Find... Options... Backup Startover Quit Help...*
.)))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))),
You searched TITLE for: how to become a professional engineer
      SEARCH RESULTS TITLES 1 - 5 OF 5
1 Constance, John Dennis, 1909- . How to become a professional engineer.
  New York, McGraw-Hill. 1958.
2 Constance, John Dennis, 1909- . How to become a professional engineer.
  2d ed. New York, McGraw-Hill. 1966.
3 Constance, John Dennis, 1909. How to become a professional engineer. 3d
  ed. New York: McGraw-Hill. 1978.
4 Sunar, D. G. How to become a professional engineer. San Carlos, Cal.:
  Professional Publications. 1985.
5 Sunar, D. G. How to become a professional engineer. 2nd ed. Belmont,
  CA: Professional Publications. 1989.

End of list. Type a number for more information.
          Press RETURN to search the database.

```

The "hitlist" for a search on the subject "Heraldry" looks like this:

```

+))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))),
*Find... Options... Backup Startover Quit Help...*
.)))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))),
You searched SUBJECT for: heraldry
      TITLES SEARCH RESULTS HEADINGS 1 - 9
1 [31] Heraldry.
2 Select this line item for an explanation of the above term.
3 RELATED TERM: Badges.
4 RELATED TERM: Battle-cries.
5 RELATED TERM: Chivalry.
6 RELATED TERM: Crests.
7 RELATED TERM: Decorations of honor.
8 RELATED TERM: Devices.

```

Type a number for more information, or press NEXT for other selections.  
Press RETURN to search the database.

Selecting a particular subject for expansion would result in a display of titles similar to those already shown in other searches, so it is not shown here.

As you will recognize, these three types of searches -- author, title, and subject -- are the "normal" ones and behave very much as you would expect. You must enter the information in the prescribed form -- last name first for authors, beginning words of titles, and Library of Congress subject headings for subjects -- or you won't get back much information. (This was one of the limitations and problems with the older catalog which the DRA system replaces.) One advantage of the new catalog is that you can do various types of keyword searches, in which the form and order of the terms do not matter. True, to search by Author keywords does not offer much advantage except to allow you to enter the words in normal rather than inverted order. You could search for John Updike by entering "john updike" in the window:

```
+)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))) ,
* Enter the AUTHOR -- words may be in any order -- and press RETURN. *
* Press F10 to cancel. *
*--> *
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))-
```

But the other keyword searches allow you to enter whatever words you remember about the item you are seeking. With keyword search there is not any automatic truncation of the term. You must indicate truncation by certain symbols; however, you are permitted to truncate each term in the case of a multiple-term search. The symbol <?> indicates any number of characters following the portion of the term given, and the symbol <#> indicates a single character at that particular place in the term. For example, you could search for "photography" with "photograph?" but you would also get "hits" on "photographer", "photographic", and other words with the same root. As another example, a search for "women" would miss all items with "woman" and vice versa; you could search for both by "wom#n". Avoid unnecessary truncation, because it takes the system a long time for truncated terms.

```
+)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))) ,
* Enter TITLE words in any order and press RETURN. *
* Press F10 to cancel. *
*--> *
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))-
```

If you use Title keyword search on the terms "age" and "Jackson" you will get back Arthur Schlesinger's book on *The Age of Jackson*, which is possibly what you had in mind, but you will also get back John William Ward's *Jackson, Symbol for an Age*, and several others that contain the phrase "Age of Jackson".

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find... Options... Backup Startover Quit Help...*
.))))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
You searched TITLE for: age jackson
SEARCH RESULTS TITLES 1 - 5 OF 21
1 Remini, Robert Vincent, 1921. The era of good feelings and the age of
  Jackson: 1816-1841. Arlington Heights, Ill.: AHM Pub. Corp. 1979.
2 Schlesinger, Arthur Meier, 1917. The age of Jackson. Boston: Little,
  Brown. 1953.
3 Miller, Douglas T. Then was the future: the North in the age of
  Jackson, 1815-1850. 1973.
4 Wolf, Edwin, 1911- . The history of the Jews of Philadelphia from
  colonial times to the age of Jackson. [1st ed.]. 1957.
5 Ward, John William, 1922. Andrew Jackson, symbol for an age. New York,
  Oxford University Press. 1955.

Type a number for more information, or press NEXT for other selections.
Press RETURN to search the database.

```

Subject keywords do not have to be in the strict form of Library of Congress subject headings, which you may not know and may not be able to look up.

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Enter SUBJECT words in any order and press RETURN.
*Press F10 to cancel.
*-->
.))))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))

```

If you do not know the exact subject heading the Library of Congress would use for a bibliography on Shakespeare, choose Subject keyword search and enter "shakespeare bibliography" in the window. This will produce numerous "hits," the first screen of which will look like this:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find... Options... Backup Startover Quit Help...*
.))))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
You searched SUBJECT for: shakespeare bibliography
SEARCH RESULTS TITLES 1 - 5 OF 97
1 Irace, Kathleen O., 1945. Reforming the "bad" quartos: performance and
  provenance of six Shakespearean first editions. 1994.
2 Wyman, William Henry. Bibliography of the Bacon-Shakespeare
  controversy, with notes and extracts. [New York, AMS Press. 1973.
3 Woodbridge, Linda, 1945. Shakespeare, a selective bibliography of
  modern criticism. West Cornwall, CT: Locust Hill Press. 1988.
4 Willoughby, Edwin Elliott, 1899. The printing of the First folio of
  Shakespeare. 1932.
5 Willoughby, Edwin Eliott, 1899-1959. The printing of the First folio of
  Shakespeare. Folcroft, Pa., Folcroft Press. 1969.

Type a number for more information, or press NEXT for other selections.

```

Press RETURN to search the database.

Since we raised the issue of a Library of Congress subject heading for bibliographies on Shakespeare, it is of interest that we can use the Information Gateway system to find out. Type the number that corresponds to one of the items on the "hitlist" to bring up information about it, and then choose "Find":

```

+))))))<Searching: Univ. of Memphis Catalog -- Holdings Display>)))))))).
*Find...  Options...  Locations  Backup  Startover  Quit  Help...*
/)))))))))0)))))))))))))))))))))))))))))))))))))))))))))-
*Author      *
*Title       *
*Subject     *
*-----*
*Author/Keyword *
*Title/Keyword *
*Subject/Keyword*
*Keywords    *
*Expert Keywords*
*-----*
*Numeric...  *
*Related titles *
*Reserve Room...*
*-----*
*Limit      *
*Choose Database*
.))))))))))-

```

Press NEXT or select LOCATIONS to view holdings at other locations.  
Press RETURN to enter an Author search.

Notice that one of the options is "Related titles". Choose that option to produce the following results:

```

+))))))<Searching: Univ. of Memphis Catalog -- Related Search>)))))))).
*Find...  Options...  Backup  Startover  Quit  Help...*
.))))))))))Woodbridge, Linda, 1945. Shakespeare, a selective bibliography of
modern criticism. West Cornwall, CT: Locust Hill Press. 1988.
)))))))))
Related Subjects:
1 Shakespeare, William, 1564-1616 -- Criticism and interpretation -- Bibliogr
Related Authors:
2 Woodbridge, Linda, 1945-

```

Select an entry from the list (by number) to do a related search.  
Press RETURN to search the database.

There it is: one Library of Congress subject heading is "Shakespeare, William, 1564-1616 -- Criticism and interpretation -- Bibliographies", and you can get more titles under that heading by typing the number 1 that is beside it.

```

+))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))).
*Find...  Options...  Backup  Startover  Quit  Help...*

```

```

.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))-
You searched SUBJECT for: Shakespeare, William, 1564-1616 -- Criticism and inter
SEARCH RESULTS TITLES 1 - 3 OF 3
1 Quinn, Edward G., 1932- . The major Shakespearean tragedies; a critical
bibliography. New York, Free Press. 1973.
2 Velz, John W. Shakespeare and the classical tradition; a critical guide
to commentary, 1660-1960. 1968.
3 Woodbridge, Linda, 1945. Shakespeare, a selective bibliography of
modern criticism. West Cornwall, CT: Locust Hill Press. 1988.
End of list. Type a number for more information.
Press RETURN to search the database.

```

You could find somewhat different Library of Congress subject headings and different works under those headings by choosing different items from the original "hitlist".

The search that is labeled simply Keyword is good for those cases in which you know several miscellaneous things about the book.

```

+)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*Enter any word or combination of words -- AUTHOR, TITLE, SUBJECT, *
*PUBLISHER, etc. -- and press RETURN. Press F10 to cancel. *
*--> *
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))-

```

Suppose that you are searching for a book by someone named Schlesinger, but you can't remember Schlesinger's first name, and all you can remember of the title is that it contains the word "Jackson". In the window that opens for this kind of search, if you enter the two words "Schlesinger" and "Jackson" you will find that the system quickly identifies the same book mentioned above.

```

+)))))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))),
*Find... Options... Backup Startover Quit Help...*
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))-
You searched FULL RECORD for: schlesinger jackson
SEARCH RESULTS TITLES 1 - 5 OF 5
1 Schlesinger, Arthur Meier, 1917. The age of Jackson. Boston: Little,
Brown. 1953.
2 Schlesinger, Arthur Meier, 1917- . The age of Jackson. Boston, Little,
Brown and Company. 1945.
3 Schlesinger, Arthur Meier, 1917. The age of Jackson. New York New
American Library. 1949.
4 Schlesinger, Arthur Meier, 1917- . The age of Jackson. Abridged ed. New
York] New American Library. 1963.
5 Leighton, Isabel. The aspirin age, 1919-1941. New York, Simon and
Schuster. 1949.
End of list. Type a number for more information.
Press RETURN to search the database.

```

The Expert keyword search is good for narrowing the number of "hits" for an author who has written large numbers of books, as the example for Mark Twain in the window shows. (The phrase "i.e." should really be "e.g." but we'll let that pass.)

```
+))))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Enter a Common Command Language (CCL) search and press return:
*[FIND] [<qual>] term [[<op>] term] (i.e. find au twain and ti huck)
*-->
.)))))))))))-
```

Don't let the complexity of the search language disturb you; just look at the example given in the window for Mark Twain. Suppose that you are looking for Allan Nevins' book *The Ordeal of the Union*. While you could do the search through the other means available (an ordinary Author search will lead you to approximately 47 titles by Nevins), the Expert keyword search will return precisely that single title out of the many books that Nevins wrote. All you have to do is to enter in the window the term "au nevins and ti ordeal".

```
+))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find... Options... Backup Startover Quit Help...*
.)))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
You searched for: au nevins and ti ordeal
SEARCH RESULTS TITLES 1 - 2 OF 2
1 Nevins, Allan, 1890-1971. Ordeal of the Union; selected chapters. New
York, Scribner. 1973.
2 Nevins, Allan, 1890-1971. Ordeal of the Union. New York, Scribner.
1947.
End of list. Type a number for more information.
Press RETURN to search the database.
```

It may not be apparent to you at first, but you should recognize that when you enter ordinary keywords the system does the logical AND operation on the terms. For example, in the Title keyword search, if you enter the terms "age jackson" the system does not return all the items in which the term "age" occurs plus all the items in which the term "jackson" occurs. Instead, it returns the items in which both terms appear in the title. The Expert keyword search gives you the opportunity to use the logical operators OR and NOT. For example, you may know that several works by Joseph M. Hawes use the word "children" in the title. Does he always have that word in his titles? You can find out by using the Expert keyword search and entering in the "window" the search term "au hawes joseph m not ti children":

```
+))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find... Options... Backup Startover Quit Help...*
.)))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
You searched for: au hawes joseph m not ti children
SEARCH RESULTS TITLES 1 - 3 OF 3
1 Hawes, Joseph M. The children's rights movement: a history of advocacy
and protection. Boston: Twayne Publishers. 1991.
2 American families : a research guide and historical handbook. 1991.
```

3 American childhood: a research guide and historical handbook. Westport, Conn.: Greenwood Press. 1985.

End of list. Type a number for more information.  
Press RETURN to search the database.

Items 2 and 3 obviously do not contain the word "children" in their titles. You could argue that item 1 does contain it. But technically the search results are correct: "children's" is not "children".

No matter what kind of search you conduct, you will end up with a screen that displays the results of the search. For example, the Keyword search conducted earlier on "schlesinger jackson" turned up three items. Following the instructions to type the number of a desired item (the 1945 edition, in this case) for more information produces a holdings record, similar to the one shown earlier for John Updike:

```
+))))))<Searching: Univ. of Memphis Catalog -- Holdings Display>)))))))))  
*Find... Options... Backup Startover Quit Help...*  
.)))))))))  
CALL NUMBER: E381 .S38  
  
AUTHOR: Schlesinger, Arthur Meier, 1917- .  
  
TITLE: The age of Jackson, by Arthur M. Schlesinger, Jr.  
PUBLISHED: Boston, Little, Brown and Company, 1945.  
PAGING: xiv, 577 p. 23 cm.  
  
NOTES: "First edition ... September 1945."  
"The outgrowth of a series of lectures entitled 'A  
)))))))))  
LIBRARY HOLDINGS AT  
MCWHERTER LIBRARY  
1. CALL NUMBER: E381 S38 Main -- BOOK -- Available  
  
End of information for this holding. Type a number for more detail.  
Press RETURN to search the database.
```

The DRA Information Gateway will sometimes mislead users by giving a false message that there are no holdings of a particular title "at this location." (It is quite unclear what the system means by that phrase.) For example, if you were to do a title search on the term "Journal of American History," you would see the following screen:

```
+))))))<Searching: UNIV. OF MEMPHIS CATALOG -- Holdings Display>)))))))))  
*Find... Options... Locations Backup Startover Quit Help...*  
.)))))))))  
CALL NUMBER: x  
  
ENTRY TITLE: Journal of American history (Bloomington, Ind.)  
  
TITLE: The Journal of American history. [periodical]  
PUBLISHED: Bloomington, Ind. : Mississippi Valley Historical  
Association, c1964-  
FORMER TITLE: Mississippi Valley historical review  
PAGING: v. ; 26 cm.
```







Now suppose that a search is made using Expert Keyword on the term "find au burns and ti roosevelt". This search turns up two items:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find...      Options...      Backup      Startover      Quit      Help...*
.))))))))))
You searched for: find au burns and ti roosevelt
SEARCH RESULTS                                TITLES 1 - 2 OF 2
1      Burns, James MacGregor. Roosevelt: the soldier of freedom. [1st ed.].
      New York, Harcourt Brace Jovanovich. 1970.

2      Burns, James MacGregor. Roosevelt: the lion and the fox. [1st ed.]. New
      York, Harcourt, Brace. 1956.

End of list. Type a number for more information.
      Press RETURN to search the database.

```

Now "Search Review" will show:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find...      Options...      Backup      Startover      Quit      Help...*
.))))))))))
      Select an entry from the list (by number) to review a search.
      To combine search sets - please use Expert Keyword.

      Set  Keyword Search                                Number  Number
      1    1  AU:SCHLESINGER                                Occur.  Records
      2    2  TI:ROOSEVELT                                144     142
      3    3  TI:ROOSEVELT                                307     290
      4    3  TI:JACKSON                                  396     367
      5    4  (TI:ROOSEVELT) OR (TI:JACKSON)              -       655
      6    5  (AU:SCHLESINGER) AND ((TI:ROOSEVELT) OR (TI:JACKSON))
      7    6  AU:BURNS                                    421     414
      8    7  TI:ROOSEVELT                                307     290
      9    8  (AU:BURNS) AND (TI:ROOSEVELT)              -        2

End of list.

      Press RETURN to search the database.

```

Now let us see how these existing sets can be combined with each other to produce new search terms without typing out all the words. If you examine the list above, you should agree that the Expert Keyword search "find (s1 or s6) and s4" is equivalent to "find (au schlesinger or au burns) and (ti roosevelt or ti jackson)" and that it should therefore locate books by either Schlesinger or Burns provided they have either "Roosevelt" or "Jackson" in the title. In fact, Expert Keyword search on "find (s1 or s6) and s4" produces:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))
*Find...      Options...      Backup      Startover      Quit      Help...*
.))))))))))
You searched for: find (s1 or s6) and s4
SEARCH RESULTS                                TITLES 1 - 5 OF 7
1      Schlesinger, Arthur Meier, 1917. The age of Jackson. Boston: Little,
      Brown. 1953.

2      Schlesinger, Arthur Meier, 1917. The age of Roosevelt. Boston, Houghton
      Mifflin. 1957.

```

- 3 Schlesinger, Arthur Meier, 1917- . The age of Jackson. Boston, Little, Brown and Company. 1945.
- 4 Schlesinger, Arthur Meier, 1917. The age of Jackson. New York New American Library. 1949.
- 5 Schlesinger, Arthur Meier, 1917- . The age of Jackson. Abridged ed. New York] New American Library. 1963.

Type a number for more information, or press NEXT for other selections.  
Press RETURN to search the database.

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))  
\*Find... Options... Backup Startover Quit Help...\*  
.)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))  
You searched for: find (s1 or s6) and s4

- SEARCH RESULTS TITLES 6 - 7 OF 7
- 1 Burns, James MacGregor. Roosevelt: the soldier of freedom. [1st ed.]. New York, Harcourt Brace Jovanovich. 1970.
  - 2 Burns, James MacGregor. Roosevelt: the lion and the fox. [1st ed.]. New York, Harcourt, Brace. 1956.

End of list. Type a number for more information or press PREV.  
Press RETURN to select other OPTIONS.

Notice that these are exactly the items returned by the two earlier but separate searches -- five items by Schlesinger and two by Burns. "Search Review" will indicate how the set numbers in the search term have been interpreted (look at sets 9 and 10):

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))  
\*Find... Options... Backup Startover Quit Help...\*  
.)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))  
Select an entry from the list (by number) to review a search.  
To combine search sets - please use Expert Keyword.

Set	Keyword Search	Number Occur.	Number Records
1	1 AU:SCHLESINGER	144	142
2	2 TI:ROOSEVELT	307	290
3	3 TI:JACKSON	396	367
4	4 (TI:ROOSEVELT) OR (TI:JACKSON)	-	655
5	5 (AU:SCHLESINGER) AND ((TI:ROOSEVELT) OR (TI:JACKSON))	-	5
6	6 AU:BURNS	421	414
7	7 TI:ROOSEVELT	307	290
8	8 (AU:BURNS) AND (TI:ROOSEVELT)	-	2
9	9 (AU:SCHLESINGER) OR (AU:BURNS)	-	556

Press the NEXT key for more.  
Press RETURN to search the database.

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))  
\*Find... Options... Backup Startover Quit Help...\*  
.)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>)))))))))  
Select an entry from the list (by number) to review a search.  
To combine search sets - please use Expert Keyword.

Set	Keyword Search	Number Occur.	Number Records
1	10 ((AU:SCHLESINGER) OR (AU:BURNS)) AND ((TI:ROOSEVELT) OR (TI:JACKSON))	-	7

End of list. Press key labeled PREV for previous page.  
Press RETURN to select other OPTIONS.

The "Options" choice allows for several possibilities of displaying or printing a selected item:

```
+))))))))) ,
*Top          *
*Next        *
*-----*
*Full       *
*MARC       *
*-----*
*Print this Title*
*Print to File  *
*Print Options...*
*-----*
*Search Review *
*Intermediate /
.))))))))))-
```

It takes two screens to display all the information that appears for *The Age of Jackson* if you choose the option for "Full":

```
+))))))))) Full Bibliographic Display )))))))) ,
*Find...  Options...  Backup  Startover  Quit  Help...*
.)))))))))) )))))))) )))))))) )))))))) )))))))) ))))))))-
CALL NUMBER: E381 .S38

AUTHOR: Schlesinger, Arthur Meier, 1917- .

TITLE: The age of Jackson, by Arthur M. Schlesinger, Jr.
PUBLISHED: Boston, Little, Brown and Company, 1945.
PAGING: xiv, 577 p. 23 cm.

NOTES: "First edition ... September 1945."
       "The outgrowth of a series of lectures entitled 'A
       reinterpretation of Jacksonian democracy'
       delivered at the Lowell institute in Boston in the
       fall of 1941.--Acknowledgements.
       Bibliography: p. 529-559.

SUBJECTS: Jackson, Andrew, 1767-1845.
          United States--Politics and government--1829-1837.
```

Press the NEXT key for more.

Press RETURN to search the database.

```
+))))))))) Full Bibliographic Display )))))))) ,
*Find...  Options...  Backup  Startover  Quit  Help...*
.)))))))))) )))))))) )))))))) )))))))) )))))))) ))))))))-

LCCN: 45008340
OCLC #: 00424677
ISBN: $6.10
```

End of list. Press key labeled PREV for previous page.

Press RETURN to search the database.

You may never have seen the MARC format. MARC is an acronym for MACHine Readable

Cataloguing, the format in which bibliographic information has to be entered to ensure that it can be processed correctly by computers. Choosing "MARC" as an option for the title *The Age of Jackson* will produce:

```
+))))))))))))) MARC Display )))))))))))))))  
*Find... Options... Backup Startover Quit Help...*  
.))))))))))))))  
ABV-5784 Entered: 07/30/1994 Modified: 11/06/1994  
Type: a Bib 1: m Enc 1: I Desc: Ctry: mau Lang: eng Mod: m Srce:  
Ill: Audience: Form: Cont: b Gvt: Cnf: 0 Fst: 0 Ind: 0  
Fic: 0 Bio: d Dat tp: s Dates: 1945  
  
005; ;pa 19840821083954.0 $  
010; ;pa 45008340 $o 00424677 $  
040; ;pa DLC $c WSU $d OCL $d SER $d TMA $  
020; ;pc $6.10 $  
043; ;pa n-us--- $  
050; 0 ;pa E381 $b .S38 $  
082; ;pa 973.56 $  
049; ;pa TMAA [Also] [MVC] [Also] [Special] $c 1 [34090], 5 $m [ $c 2  
46754] $a TMAE $c 3 $m [ $c 4] $a TMAG $c 6 $  
100; 1 ;pa Schlesinger, Arthur Meier, $d 1917- . $w 2n. $  
245; 14;pa The age of Jackson, $c by Arthur M. Schlesinger, Jr. $  
260; 0 ;pa Boston, $b Little, Brown and Company, $c 1945. $
```

Press the NEXT key for more.

Press RETURN to search the database.

```
+))))))))))))) MARC Display )))))))))))))))  
*Find... Options... Backup Startover Quit Help...*  
.))))))))))))))  
300; ;pa xiv, 577 p. $c 23 cm. $  
500; ;pa "First edition ... September 1945." $  
500; ;pa "The outgrowth of a series of lectures entitled 'A  
reinterpretation of Jacksonian democracy' delivered at the  
Lowell institute in Boston in the fall of 19  
41.--Acknowledgements. $  
504; ;pa Bibliography: p. 529-559. $  
590; ;pa 34090 2/26/46 Stokes 4.00 VP $  
590; ;pa 46754 12/49 ? WD. 2/82 $  
590; ;pa Copy 3 11/12/64 Benevento 3.00 (MVC) $  
590; ;pa Copy 5 10/10/67 Abel 6.10 $  
590; ;pa Copy 6 11/9/76 Gift Grundstein Coll. (Special) VP $  
600; 10;pa Jackson, Andrew, $d 1767-1845. $w 1n. $  
651; 0;pa United States $x Politics and government $y 1829-1837. $  
870; 19;pa Jackson, Andrew, $c Pres. U.S., $d 1767-1845. $  
999; ;pa SCHAQJA99 $
```

----- End of Record -----

End of list. Press key labeled PREV for previous page.

Press RETURN to select other OPTIONS.

(Making the information machine-readable makes it almost unreadable by humans.) One use of the MARC record is to identify places where the title may be held -- this is especially useful when you receive a screen that says there are no holdings of the title, which is often a false or misleading message. Line 049 of the MARC record contains the holdings information. For a technical reason, line 049 is usually out of normal sequence; it shows up most of the time in the

vicinity of line 100. Sometimes it is repeated, and sometimes it is omitted altogether. Even when found, it requires "decoding" to be understandable. Use this table to determine where the holdings are:

TMAA	Circulation
TMAB	Reference
TMAD	Atlas
TMAE	Mississippi Valley Collection
TMAF	Mississippi Valley Pamphlet
TMAG	Special Collections
TMAH	Government Publications
TMAI	Microforms-Books
TMAJ	Microfiche
TMAK	Microfilm
TMAL	Microcard
TMAM	Map Library
TMAN	Chemistry
TMAP	Learning Media Center
TMAQ	Library Science LC-classified
TMAR	Library Science Dewey-classified
TMAS	Library Science Easy
TMAT	Library Science Fiction
TMAU	Library Science Baldwin Collection
TMAV	Math Library
TMAW	Audiology & Speech-Language Pathology Library
TMAX	Music Library, Books and Scores
TMAY	Music Library, Phonodiscs
TMA#	Shelby State Community College, Main Campus
TMA0	Shelby State Community College, Gill Campus
TM6A	Shelby State Community College, Southeast Campus
TMA\$	Earth Sciences Library
TMAZ	Periodicals McWherter (Main)
TMA1	Periodicals, McWherter Oversize
TMA2	Periodicals, Reference Department
TMA3	Periodicals, Special Collections
TMA4	Periodicals, Government Publications Department
TMA5	Periodicals, Microforms
TMA6	Periodicals, Chemistry Library
TMA7	Periodicals, McWherter (formerly Engineering)
TMA8	Periodicals, Learning Media Center
TMA+	Periodicals, Math Library
TMA&	Periodicals, Audiology & Speech-Language Pathology Library
TMA@	Periodicals, Music Library
TMA*	Periodicals, Cataloging Department
TMA%	Periodicals, Acquisitions Department
TNVA	Jackson State Community College Library

We can deduce from the MARC record illustrated above that Schlesinger's *The Age of Jackson* is held in a circulating copy and also in the Mississippi Valley Collection and in Special Collections.

Most of the Numeric searches are unlikely to be conducted by ordinary users. They seem to be primarily for librarians. There is, however, one fairly useful Numeric search -- the one by call number:

```
+))))))))) ,
*Call Number *
*LC Control Number *
*Book Number (ISBN) *
*Serial Nbr (ISSN) *
*Original Number *
*Reference Number *
*Item Number *
*DB Control Number *
.)))))))))) -
```

This will open up a window which looks like this:

```
+))))))))) ,
*Enter the CALL NUMBER and press RETURN. *
*Press F10 to cancel. *
*--> *
.)))))))))) -
```

If you enter the first line of a call number of a book you know, you will find that the system reports all the other items that begin with the same call number. This is almost as if you were in the stacks and were physically browsing the shelves. Here, of course, you are doing it "virtually." The first eight titles with the call number Z1035.1, which is for reference books about reference books, appear below (this is only the first screen of such listings -- many more will follow if the <Next> key or <Page Down> key is pressed):

```
+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>))))))))) ,
*Find... Options... Backup Startover Quit Help... *
.)))))))))) -
You searched CALL NUMBER for: Z1035.1
SEARCH RESULTS TITLES 1 - 8
1 Z1035.1 .A47. American Library| Reference books for small and| 1969.
2 Z1035.1 .A47 1973. American Library| Reference books for small| 1973.
3 Z1035.1 .A47 1992. Reference sources for small and medium-sized| 1992.
4 Z1035.1 .A55. American reference books annual. Littleton, Colo.:| 1970.
5 Z1035.1 .A55 INDEX. Index to American Reference Books Annual. 1979.
6 Z1035.1 .B535. Best reference books: titles of lasting value| 1976.
```



When you have chosen the location you wish, the "hitlist" will be reduced so that it contains only items at that location.

If "Date" shows as a possible limiting factor, you may select it to receive the following window:

```
+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*Enter the year -- or the first two or three digits of the year --      *
*and press RETURN.  Press F10 to cancel.                                *
*->                                                                      *
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))-)
```

This is a curious window. Apparently you may display the items published in precisely a given year, within a given decade, or within a given century. Perhaps there is a way to display only items published before or after a given date, but I have not yet found it.

If "Language" shows as a possible limiting factor, you may select it to receive the following window:

```
+))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*   Select a language from the list:      *
* +))))))))))))))))))))))))))))))))))))), *
* *<None>                                * *
* *English                                * *
* *French                                  * *
* *German                                  * *
* *Hebrew                                  * *
* *Italian                                 * *
* *Spanish                                 * *
* *Cherokee                               * *
* *Old English                             * *
* *Anglo Saxon                             * *
* *Middle English                         * *
* *Esperanto                              * *
* *Ancient Greek                          * *
* *Modern Greek                            * *
* *Japanese                                * *
* *<Enter your own code>                  * *
* *                                       * *
* .))))))))))))))))))))))))))))))))))))- *
* Arrows move selector. RETURN selects.   *
*   First letter to activate buttons.     *
*                                         *
*   Prev           Next           Cancel *
*                                         *
* .))))))))))))))))))))))))))))))))))))-)
```

If "Type of Materials" shows as a possible limiting factor, you may choose it to display the following window:

```

+))))))))))))))))))))))))))))))))))))))))),
*   Select a media type from the list:   *
* +))))))))))))))))))))))))))))))))))))), *
* * <None>                               * *
* * Book                                  * *
* * Magazine article                      * *
* * Serial                                * *
* * Audio/visual                          * *
* * Music score                           * *
* * Music recording                        * *
* * Music serial                           * *
* * Music manuscript                       * *
* * Recording of text                       * *
* .))))))))))))))))))))))))))))))))))))- *
* Arrows move selector. RETURN selects.   *
*   First letter to activate buttons.     *
*                                           *
*   Prev           Next           Cancel *
*                                           *
.))))))))))))))))))))))))))))))))))))-

```

One of the more confusing parts of the Gateway system is the operation to "print" the results of the search. In some cases, you do not actually use a printer at all -- you may create a disk file to store the results of the search or you may mail the results to your e-mail account on the VAX. The operation starts from the "Options" selection:

```

+))))))))<Searching: Univ. of Memphis Catalog -- Holdings Display>))))))))),
*Find...  Options...  Backup  Startover  Quit  Help...*
.))))))))))O))))))))))O))))))))))O))))))))))O))))))))))O))))))))))O))))))))))-
*Top      *
*Next      *
*-----*
*Full      *
*MARC      *
*-----*
*Print this Title*
*Print to File *
*Print Options...*
*-----*
*Search Review *
*Intermediate *
.)))))O))))))))))-

```

The simplest option is "Print this Title," which will immediately print whatever record is current, in whatever format (such as Full, MARC, etc.) is current. If you want to print either more or less of the bibliographic information, you will have to choose "Print Options" before printing.

Choosing "Print Options" will bring up a sub-menu:

```

+))))))))))))))))),
*Top      *
*Next      *
*-----*
*Full      *
*MARC      *
*-----*

```

```

*Print this Title*
*Print to File /))))))))) ,
*Print Options... *Formats... *
*-----*File Name *
*Search Review *Procedures... *
*Intermediate /))))))))) -
.)))))))))) -

```

Choosing "Formats" will produce yet another sub-menu from which you select the format in which the results will be printed. The asterisk indicates the format that is currently selected:

```

+))))))))) ,
*Top *
*Next *
*-----*
*Full *
*MARC *
*-----*
*Print this Title*
*Print to File /))))))))) 0)))))) ,
*Print Options... *Formats... *Citation *
*-----*File Name *Shelf *
*Search Review *Procedures... *Holdings *
*Intermediate /))))))))) 1Full *
.)))))))))) -
*Detail *
*MARC *
*US MARC *
.)))))))))) -

```

Choose "File Name" if you intend to create a disk file in which to store the results of the search. This will be necessary if you want to print more than one record -- the file will contain all the records that you select before you actually issue the command to print. You are urged to print in small batches, so you can determine if something is going wrong with the print procedure before you consume enormous amounts of paper getting wrong results. It also allows others a chance to print while you are preparing your next print file.

```

+))))))))) ,
* Enter the name for the PRINT FILE. *
*Press F10 to cancel. *
*--> *
.)))))))))) -

```

Give the print file whatever name you wish, such as MYCITES.

After you have set the format, backtrack to the "Options" menu (by using the left-arrow cursor key) and choose the "Print" option. Printing in this case is not quite literal; apparently the system forms a print image somewhere within its memory space and holds it there until you choose the "printer" which will actually print the image.

The "Procedures" option allows you to indicate what form the "print" will actually take. The choices are fairly straightforward.

```

+))))))))) ,
*Top          *
*Next        *
*-----*
*Full        *
*MARC        *
*-----*
*Print this Title*
*Print to File /))))))))) ,
*Print Options... *Formats... *
*-----* *File Name /))))))))) ,
*Search Review *Procedures... *Close *
*Intermediate /))))))))) 1Use attached printer*
.))))))))))- *Use system printer *
*Mail records *
.))))))))))-

```

It may be convenient for you to use a printer attached to the computer you are using (if indeed there is one attached). But you may prefer to use the system printer, which is defined as the laser printer in the immediate area that serves a group of terminals. Finally, you may choose to have the results sent by e-mail, either to your e-mail account or to that of anyone else for which you have the address. If you choose to mail, you will see the following display:

Working...

You may mail the results of your searches to a specific electronic mail account.

To whom should the records be mailed?  
Enter the complete mail address.

Just press return to not mail to any user.

I could send the results to my account on the VAX by entering *mcrouse@latte.memphis.edu* or cancel the operation by simply pressing <Return>.

You may be able to "print" the results of your searches without using the Information Gateway's print menu at all. Most communications programs such as ProComm Plus allow you to open a "log file" at any time (ProComm uses <Alt><F1> to open the file). So do some terminal emulators such as WinQVT (WinQVT has the "Log File" option under its "File" menu). As long as the log file is open, all information that appears on the screen is also "captured" in a disk file. Later you may examine, edit, and print the log file in an editor or word processor. It may be easier to use a log file than to struggle with the Information Gateway's print menu.

The Information Gateway system can tell you what books are placed on reserve, either by course number or by instructor name. Choosing the option for "Reserve Room" will produce a new menu:

```

+))))))))) ,
*Author      *
*Title       *

```

```

*Subject *
*-----*
*Author/Keyword *
*Title/Keyword *
*Subject/Keyword*
*Keywords *
*Expert Keywords*
*-----*
*Numeric... /))))))))) ,
*Reserve Room... *Course Number*
*-----*Instructor *
*Choose Database/))))))))) -
.)))))))))) -
-----
Press the NEXT key for more.
          Press RETURN to search by Course Number.

```

Suppose that you want to search by course number. When you select that option, a window will open in which you are to type the course number.

```

+))))))))) ,
*Enter the COURSE and press RETURN. *
*Press F10 to cancel. *
*--> *
*Enter the SECTION and press RETURN.(Optional) *
* *
.)))))))))) -

```

Apparently this entry must be in the rigid format of the 4-letter departmental prefix and the 4-digit number. "History 7000" will not work, but "HIST7000" will work. After you enter "HIST7000" the --> pointer will move to the bottom line and allow you to enter a section number if you desire. This would be useful in limiting the display for multi-section courses, but there is only one section of HIST7000, so there is nothing to be gained by entering a section number. The results of the search are:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>))))))))) ,
*Find... Options... Backup Startover Quit Help...*
.)))))))))) -
You searched COURSE/SECTION for: HIST7000
      TITLES SEARCH RESULTS HEADINGS 1 - 1
1 [12] HIST7000, 001 -- CROUSE, MAURICE

End of list. Type a number for more information.
          Press RETURN to search the database.

```

There is only one number in this case, but in some cases there would possibly be multiple listings for different sections of the same course. Choosing the only available option will yield:

```

+)))))))))<Searching: Univ. of Memphis Catalog -- Hitlist Display>))))))))) ,
*Find... Options... Backup Startover Quit Help...*
.)))))))))) -
You selected COURSE/SECTION for: HIST7000, 001 -- CROUSE, MAURICE

```

```

SEARCH RESULTS                                TITLES 1 - 9 OF 12
1      The critical method in historical research and writing.
2      The critical method in historical research and writing.
3      The critical method in historical research and writing.
4      The critical method in historical research and writing.
5      Guide to the use of books & libraries
6      Guide to the use of books & libraries
7      Guide to the use of books & libraries
8      Guide to the use of books & libraries
9      Guide to the use of books & libraries

```

Type a number for more information, or press NEXT for other selections.  
Press RETURN to search the database.

The remaining titles on reserve would be listed on the next screen, which is not reproduced here.

If you do not know the course number but do know the instructor's name, you can search by name in a window that looks like this:

```

+)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*Enter the INSTRUCTOR'S LAST NAME and press RETURN.                    *
*-->                                                                    *
*Enter the INSTRUCTOR'S FIRST NAME and press RETURN.(Optional)         *
*Press F10 to cancel.                                                  *
.)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))-

```

You might enter "crouse" for the instructor's last name and nothing for the first name. If there is more than one instructor named Crouse at The University of Memphis at the time, you will be allowed to select the appropriate one. But if know the first name, it is always useful to enter it (as soon as the window changes to allow it, you could enter "maurice"). This search would yield additional entries for HIST3045, another course that I teach.

If you know enough about Windows you can easily terminate a Gateway session and telnet directly to remote databases. But even if you do not know how to do this, the system provides access to a limited number of databases and promises to provide many more in the future. When you choose the option "Choose a Database" a new menu will appear. The contents of this menu will change as new databases are added, but as of 22 September 1999, it looked like:

```

+)))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))),
*          Choose a Database                                           *
* +))))))))))))))))))))))))))))))))))))))))))))))))))))))))))))) *
* *UNIV. OF MEMPHIS CATALOG                                           * *
* *GPO ACCESS                                                         * *
* *INTERNET LIBRARIES (LIBS)                                          * *
* *LIBRARY OF CONGRESS                                               * *
* *CBU LIBRARY                                                         * *
* *MEMPHIS PUBLIC LIBRARY                                            * *
* *MISS. STATE UNIV. LIBRARY                                          * *
* *RHODES COLLEGE LIBRARY                                            * *
* *STATE TECH. LIBRARY                                               * *
* *EXPANDED ACADEMIC INDEX                                           * *

```

```

* *APPLIED SCI/TECH. INDEX * *
* *ART INDEX * *
* *BOOKS IN PRINT * *
* *ERIC * *
* *FACT SEARCH * *
* *FIRSTSEARCH * *
* *GENERAL SCIENCE INDEX * *
* *HUMANITIES INDEX * *
* *MEDLINE * *
* *READER'S GUIDE * *
* *SOCIAL SCIENCE INDEX * *
* *UNCOVER * *
* *WORLDCAT (OCLC BOOKS) * *
* .)))))))))))))))))))))))))))))))))))))) - *
* Arrows move selector. RETURN selects. *
* First letter to activate buttons. *
* * * *
* Prev Next Cancel *
* * * *
.)))))

```

If you select "FIRSTSEARCH" and then the option for "All databases" you will find that it offers a large number of databases, some of which are available separately on the "Choose Database" menu or on the World Wide Web. These databases are not guaranteed to be available over a long period of time; they are primarily for the use of off-campus students who have no other access to them and may disappear when those students gain other access.

Many databases are available on the World Wide Web; for a complete listing of them, go to <<http://www.lib.memphis.edu/interdat.htm>>. As of 22 September 1999 they included:

- \* Academic Universe (Lexis/Nexis)
- AGRICOLA
- \* Applied Science/Technology Abstracts
- \* Art Abstracts
- \* Books in Print
- \* CINAHL (Index to nursing and allied health periodicals, abstracts)
- Census Lookup 1990
- CenStats
- DOE Information Bridge
- \* Dissertation Abstracts
- EDGAR
- \* ERIC
- ERIC
- \* Expanded Academic Index
- \* Fact Search
- FindLaw
- \* General Science Abstracts
- \* HarpWeek
- \* Humanities Abstracts
- \* ICPSR Data Archive
- Library of Congress Catalog
- \* MLA International Bibliography

- \* MathSciNet
- \* Medline
- Medline (PubMed)
- Memphis Libraries
- Memphis Newspapers
- Monthly Catalog of US Government Publications
- National Criminal Justice Reference Service Abstracts Database
- National Technical Information Service
- \* Philosophers Index
- \* Readers' Guide Abstracts
- \* Social Science Abstracts
- STAT-USA
- Thomas
- Uncover
- \* Union Lists of Serials
- \* World Book
- \* WorldCat

(The symbol \* indicates that the database is restricted to those affiliated with The University of Memphis. Generally, this affiliation cannot be ascertained if you access the database through some "outside" service such as America Online; it is assumed if you access through the campus network.)

Most of the CD-ROM databases are available only in the Library itself. Some of these are available on the networked terminals, and others are available only at certain computers within the various departments of the Library.

All of the CD-ROM databases available on the networked terminals will be displayed if you open the Program Manager and then double-click on the icons for CD networks. These include:

General:

- ABI/Inform (index to business periodicals, abstracts)
- Biological Abstracts
- CINAHL
- MLA International Bibliography
- PsycLit (index of psychology periodicals and book chapters, abstracts)

Government Publications:

- Index to Government Publications, 1976-
- U.S. Government Periodicals Index
- Regional Economic Information System
- Congressional Research Service Index
- U.S. Foreign Affairs
- State Water Data Reports

Census:

- 1992 Economic Census
- Tennessee Census, 1990

County Business Patterns  
County and City Data Book

The following CD-ROM databases are not networked, but are available on stand-alone machines in the indicated departments of the Library:

CommSearch (Reference)  
Human Relations Area Files (Reference)  
Random House Unabridged Electronic Dictionary (Reference)  
RIA All-States Tax Guide (Reference)  
Philosophers Index (Reference)  
Census of Population and Housing (Government Publications)  
Equal Employment Opportunity File (Government Publications)  
HCFA (Health Care Financing Administration) Laws and Regulations Manual  
(Government Publications)  
OSHA Regulations, Documents and Technical Information (Government Publications)  
National Trade Data Bank (Government Publications)  
Presidential Papers (Government Publications)  
Music Index (Music Library)

There are also many other CD-ROM databases available in Government Publications, but their titles are not indicated in Library handouts. Ask the librarians in that department if anything is available on CD-ROM for your topic.

A few CD-ROM databases are available on-line through the on-line catalog. Choose "Find," then "Choose Database," and then "CD-ROM Databases" (you may also read these databases directly from the DCL prompt (\$) by entering: *set host /lat cdaccess*). The list of available databases may vary from time to time; at the date of this documentation (22 September 1999), there were only five of them:

MLA Bibliography  
PsychLit  
CINAHL  
ABI/Inform  
Dissertation Abstracts

Some of the databases will be familiar to you, because it is possible to access them through other means. Others may not be familiar. If you are unsure as to what a particular database contains, consult with the librarians or, in the spirit of "Internet surfing," get into them and see what you find. The techniques of searching the various databases vary somewhat. You may be able to search successfully using the on-screen instructions that the databases furnish. But you may wish to consult with the librarians or ask for printed documentation on the databases that you intend to use.

# Introduction to Using Gateway

[This is the text of the on-line tutorial on the Gateway system.]

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KEY MAPPING

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Access to the new University of Memphis Libraries' Information Gateway is provided through a variety of terminals. The default keymapping is for the VT-series of terminals. If you are using a pc-type microcomputer use the following key substitutions.

NEXT	=	PageDn
PREV	=	PageUp
HELP	=	F11 or <shift><f1>
EXIT	=	<control> Z
F13	=	<shift><f3>

If you are using ProComm to dial in to the network, call 2356 for help in re-mapping your ProComm keyboard.

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GENERAL

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Use the arrow keys (left/right/up/down) to highlight an option and press the key labeled RETURN to execute that option. If an option is followed by an ellipsis (...), there are more options beneath it to choose from. Optionally, you may type the highlighted letter of an option to select it. For example, type F to select FIND.

FIND	Search the database by search key
OPTIONS	Move forward and backward in hitlist; control DISPLAY and PRINT settings
START	Start over
HELP	Information on any feature of GATEWAY

---

FIND

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FIND allows you to search the database using a number of search keys. After highlighting FIND, another box appears allowing you to highlight a search key.

Some of the search keys available are:

AUTHOR - Enter last name first	AUTHOR/KEYWORD - Enter names in any order
TITLE - Do not enter leading articles (e.g., A, An, The)	TITLE/KEYWORD - Enter words from title in any order
SUBJECT - Enter words of subject	SUBJECT - Enter words of subject in any order

Once a search key option is highlighted, pressing RETURN causes another box to appear, prompting you to type in words to search.

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FIND - HITLISTS

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After entering a successful search, you will see either a HITLIST (a list of HEADINGS or TITLES that match your search) or a TITLE RECORD.

At a hitlist, you may move forward or backward using the NEXT SCREEN/PREVIOUS SCREEN keys, or by highlighting OPTIONS and selecting NEXT or PREV. If you are looking at a list of HEADINGS, or an AUTHORITY HITLIST, you may type in a number to select a particular heading. If there is more than one TITLE RECORD associated with that heading, you will be brought to a TITLE HITLIST. You may then select the number of the title you wish to see.

If there is only one record associated with your search, you will be brought immediately to the title record.

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OPTIONS - DISPLAY

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While viewing a TITLE record, you may control the way the record displays. OPTIONS allows you to control DISPLAY options. You may display the record in the following formats:

HOLDINGS	Bibliographic display and library holdings. This is the default display format
FULL	Full bibliographic display
MARC	MARC record display

Highlight the format you wish the record to be displayed in and press RETURN.

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OPTIONS - PRINT

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You may choose to print either the TITLE RECORD or the TITLE HITLIST by highlighting PRINT under OPTIONS. You may control the print options by selecting PRINT OPTIONS. This allows you to:

- select the format you wish to print (e.g. CITATION, FULL, BRIEF)
- select which printer you wish to print the results
- enter filename if you wish to save the results to disk rather than print. The results can be printed at a later time.

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START

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Highlighting START returns you to the opening screen from any point in the program.

HELP

Online help is available by highlighting HELP. A help box will open up displaying a list of topics. Type in a topic and press RETURN.

Alternately, you may highlight an option and press the key labeled HELP for help on the highlighted topic.

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