

## Searching the Online Catalog

### What is the Online Catalog?

Widener University's online catalog, accessible through the Internet, includes the library collections of the Legal Information Centers on both the Delaware and Harrisburg campuses, as well as the Wolfram Memorial Library on the Chester campus.

The online catalog is key to determining what resources are available in the library collections at all Widener University campuses and precisely where they are located. It can be accessed from the Legal Information Center (LIC) home page at: [www.law.widener.edu/Law-Library](http://www.law.widener.edu/Law-Library) by clicking on **Library Catalog**. You also can access the catalog directly at <http://libcat.widener.edu>.

### Different Ways to Search the Catalog

#### Words in Title, Subject, Contents Notes

This is the broadest way to search the catalog and the best way if you are not sure of an exact title or author, but have a good idea of some possible words that may appear in the title, subject or contents notes of the item record. It also is the best way to search for a subject when you want a complete listing of everything the library has in a particular topic area, e.g., "Pennsylvania taxation." However, since it is the broadest search option, you also will likely retrieve some extraneous information.

Using the "words" search option also allows you to limit the search by using the Boolean operators AND, OR and NOT; e.g., using "Mexico not New" will bring you results that include "Mexico," but not "New Mexico." Also you can truncate words with an asterisk to bring in more results; i.e., *insur\** will retrieve *insurer*, *insured*, *insurance*, *insuring*, etc. Other examples are included on the search page.

#### Author

By typing in the author's full name -- last name first -- you will find all the titles the library has that were written by that author. If you do not know the first name or how to spell it, it is better to put in the last name either alone or with the beginning letter of the first name, e.g., Doe, J. Your results will allow you to choose the items from the correct author. Remember -- the more complete the name, the more precise the search results will be.

#### Title or Journal Title

Use this search if you know the **exact** title of an item. If you use this method and come up with no results, try using the "**words**" option since the title may be slightly different than what you used. Use the **title** of a **journal**, **not** the titles of specific **articles** within the journal.

#### Author/Title

This is a good search option to use if you know an **author's name** and **some words in the title** of the item. It will limit the results of your search, especially if the author has published many works or the author's name is a common one.

#### Other Ways to Search

Often in a search, you may have only a general idea about what you are trying to find. For example, you may have the author of a pertinent treatise and some possible words. If that is the case, additional items may be found by going into the record for the treatise and scroll down toward the bottom until you see "**Subject**" along with some words that are hot-linked. These are the various **subject headings** by which this record has been catalogued. A click on one of them will give you a **list of the other titles in our catalog having the same subject heading**.

Similarly, a click on the **author's name** will give you **other titles in the catalog by that same person**.

It also is possible to search by call number, government document number and ISBN or ISSN number.

### Tips for Searching

#### Location

Since the online catalog includes items from three separate libraries, understanding the physical location of the material is helpful. Each record contains the item location:

**D = Delaware**

**H = Harrisburg**

**M = Wolfram** or "**Main**" library in Chester

These library locations are further refined by **internal** locations such as *Reference, Treatises, Open Reserve, Closed Reserve, Microform, etc.* The **library locator** (i.e., map of the library) may be found at the Reference Desk and in other areas of the library. Ask a reference librarian or the staff at the Circulation Desk if you are unable to find one.

Want to search **only** the two Legal Information Centers and **not** include the Wolfgram library? Simply select “**Legal Information Center**” on the pull-down menu found at the top right of your results page. Remember, however, that this search will be giving you **combined** results for the Wilmington and Harrisburg campuses so, again, be sure to note the location (“D” for Delaware or “H” for Harrisburg). To limit your results to only **one campus**, see “**Limiting a Search**” below.

## Open the Catalog Item Record

Once you have your list of results, click on the title of the item you want to see. This will bring up the **item record**, i.e., a screen showing the *author, title, imprint* (publishing information), *location, call number* and *status*. The status box tells you if the item is checked out and, if so, its due date. If the status box is “**check shelves**,” the item should be on the shelf. If you are unable to find it, please ask a reference librarian. If you are in the record of a journal or other serial, you will see a link for “*latest received*.” A click on that link will show you what has been received and when it arrived.

Often you may open a record and find a link to an online source. An ever-increasing number of titles are being made available online either through one of our licensed databases or through the Internet. In those cases, links are added to the record to take you directly to where the item is available. Publishers are also using their web sites to update and supplement titles published in paper. Links to these and to other related information like tables of contents can be found in catalog records – all the more reason to use the catalog!

## Limiting a Search

If you end up with too many results, click on the button “*Limit this search*” displayed at the top of the page. This option will lead you to another screen with several criteria by which you can limit your search: *Year of publication* (range), *Material type* (e.g., printed material, video, music, micro, etc.), *Language*, *Publisher*, *Where item is located* (Delaware, Harrisburg and/or Wolfgram with detailed Wolfgram locations) and *Words in the title, author or subject*. You may also sort your results **by date** from this screen.

## Select Items and Either Download or Email List

Once you have your results, you may want to review them and only select a limited number of items to pursue. If so, click on the **box to the left** of any items in which you are interested. **At the end of each page of results**, click on the box, “**Save Marked Record**.” Then go to the next page and do the same thing. Once

you have checked all the items you want to see, scroll down to the bottom of the page and click on “**Export Saved List**.” This will bring you to a page where the results you selected will be listed. You can choose either to email them or save them to a disk. In addition, you can specify whether you want the full record or the shorter, bibliographic record (Marc).

## The “Request” Function

Since the online catalog includes materials located in three separate physical locations, it is often possible that you will find precisely what you need, **but** it is located on another Widener campus. If so, it is easy for you to request the item(s) for delivery to you. The online catalog has a built-in **Request** function which is **only** for the use of current students, faculty and staff.

Once you find the item you want in the online catalog and see that it is located in another Widener library, click on the “*Request*” button located at either the top or the bottom of the screen.

The system will ask for your name and bar code number (located on the back of your Widener ID in small print). After following the online instructions, you should get a message saying that your request has been sent to the library in which the item is located. If you do not get this message, your request has not gone through and you need to speak with a reference librarian.

You will be alerted when your requested item is available. Deliveries from other campuses usually arrive twice a week. Journal articles may be transmitted to you electronically.

## Interlibrary Loan (ILLiad)

If none of the Widener libraries owns the title or article you need, you may request it through Widener’s interlibrary loan system called **ILLiad**. This online service is available **only** to currently enrolled Widener students, faculty and staff. Alumni and visitors do **not** have interlibrary loan borrowing privileges.

You can connect to ILLiad (interlibrary loan) either from the homepage under “Services” or from the opening page of the **catalog** (also accessible from the homepage). The first time you enter, identify yourself as a new user and sign up. You will need to use the small numbers on the back of your student ID, above your bar code. After completing an initial profile and selecting your own user name and password, you will need only to key in those two items to get into your ILLiad account. Appropriate profile information will automatically be inserted into your requests. You can select the method and location of delivery of requested materials and also can electronically monitor the status of your request.

**Reference:** (302) 477-2114 (Delaware Campus)  
(717) 541-3934 (Harrisburg Campus) or  
Click “Ask A Librarian” icon on homepage