

FSU Libraries' Catalog FAQs

How do I search for a book in the library catalog?

- To search for a particular book, just enter the book title in the basic search box. You may select title from the drop-down box on the right, but it is usually not necessary.
- To search by topic, simply enter a couple of keywords in the basic search box.
- When you get a list of results use the selections on the left to narrow your search by location, format, subject, author, etc.
- You may also use the "Search begins with" option to search using the first few words of a title. Do not use beginning articles: a, an, the.
- When using the author option, type the author's last name first.

How do I find a video or a CD?

- Just enter your title or keywords in the search box.
- When you get a list of results select Video from the format facet on the left.
- You may have to select More to see the format you want.
- Or -- you can use the Advanced Search screen and select video from the format limiter.

How do I search for an ISBN or ISSN or call number?

- Just enter your number in the basic search box. It will search for any kind of number automatically.

Can I search for a phrase or an exact match?

- Use quotes to force a phrase.
- Use quotes to find a certain spelling. Example -- "behavioural" science
- Use quotes when you want an exact match. Example -- "webster's" will only find the word if it has an apostrophe.

How do I select records to print or email?

- You may print or email a record by using the task buttons at the bottom of each record.
- You can also export a citation to RefWorks by clicking the RefWorks icon.
- To select several records, click the "Add" button to add your selection to a folder.
- When you have added all your selections, select "My folder".
- Select the type of view you would like - brief, long, or MARC record.
- You can choose to email or print the list.
- You can also select to export the list to RefWorks.
- "Start over" clears out your search and presents a new search screen -- but keeps your selections in your folder.
- "End session" clears out your search **and** your folder.

Will the catalog help me with spelling?

- Yes! If you misspell a word, the catalog will offer you an alternate spelling.

What is the "cite this" option?

- When you select the "cite this" icon, you will see how your item should look in your bibliography/reference list.

Can I sort my results list?

- Yes! The catalog automatically returns your results sorted by relevance. You can change that option if you wish.

What is the Browse Results by Call Number option?

- When you have a set of results on the screen, you can choose to browse the results by Library of Congress call number area or by Superintendent of Documents call number area.
- For example, if you do a broad search in history, you can then select Browse Results by Library of Congress to see items about the history of music or political science or medicine, etc.

Can I renew items I have checked out?

- Yes! Select "renewals/library account" from the link at the top right.
- Log in with your library card or id number and pin or passcode to renew.

Can I export citations to RefWorks?

- You can export one citation at a time by selecting the RefWorks icon at the bottom of a record.
- Or - you can add several items to your folder and export them all at once.
- Check your bibliography carefully! This is new technology and will not always work perfectly.


Can I search the Union Catalog of the State Universities of Florida?

- Yes! After you do a search, you can select to also search the Union Catalog by selecting the link at the bottom left of the screen.
- Your same search will automatically be redone in the Union Catalog.

What is "Permalink"?

- When you click on the title of an item, you will see an option called "Permalink" beside the option to print.
- When you click on Permalink, the long URL will be shortened to a permanent URL. You will always be able to get back to this exact title using that shortened link -- called a Permalink.

What is RSS?

- RSS -- Really Simple Syndication.
- If you are doing research on a particular subject, you will want to see the new items (books, government documents, videos, etc.) on your topic as soon as the library gets them. If you set up an RSS feed, you can do just that.
- First you need an RSS reader. Internet Explorer 7 or the current Firefox support RSS feeds. There are many others you can use. Here's a list of feed aggregators.
- Do your search in the catalog. When the results list is on the screen, select the RSS icon .
- Select "Subscribe to this Feed".
- Now, every time the catalog is updated, you will see any new items that match your search.