

Finding Books and More ...

QCAT is the key tool for identifying and locating materials in all of the Queen's libraries. In addition to books, QCAT also lists journals, newspapers, government documents, audio-visual materials, sheet maps, e-books, theses and course reserves to name a few.

NOTE: You won't find individual articles in QCAT. To find articles, choose from one of the many databases under the link, Find Information - Articles.

To Begin:

- ✓ Access QCAT by going to the library website at <http://library.queensu.ca>
- ✓ Click on the link, [QCAT Catalogue - Full Catalogue](#)

The screenshot shows the QCAT search interface. At the top, there are tabs for 'Search', 'Advanced Search', 'Course Reserves', and 'New Books', along with a 'Search History' link. The main search area has a 'Search:' text box containing 'stone diaries' and a 'within:' dropdown menu. The dropdown menu is open, showing a list of search criteria: 'Keyword', 'Keyword Boolean [and, or, not, "a phrase"', 'Title Keyword', 'Title Exact' (which is highlighted), 'Journal Title Exact', 'Author [lastname, firstname]', 'Subject Heading', and 'Call Number'. Below the search box is a 'Limit To:' dropdown menu set to 'All Material'. A 'Search' button is located to the right of the search box.

- ✓ Type your search in the **Search** box
- ✓ Select the type of search in the **within** box
- ✓ Click the **Search** box to begin searching

Title Search

- ▶ Title Exact is usually the fastest way to find a specific item
- ▶ Omit initial articles (a, an, the, der, le etc.) for all languages
- ▶ Exact word order for title is necessary

tale of two cities	Note that the initial article must be removed
fire with fire	First part of title is all that is needed

Click on a specific title to view information about the item: author, title, publisher, call number, location, subject headings, and status.

Click on **Full Details** for a description and more complete information.

Fire with fire : the new female power and how it will change the 21st century /

Author/Creator: [Wolf, Naomi.](#)

Title: Fire with fire : the new female power and how it will change the 21st century / Naomi Wolf.

Edition: 1st ed.

Published: New York : Random House, c1993.

Subjects: [Feminism--United States.](#)
[Feminist theory.](#)
[Power \(Social sciences\)](#)

[Full Details](#) ▶

Holdings Information

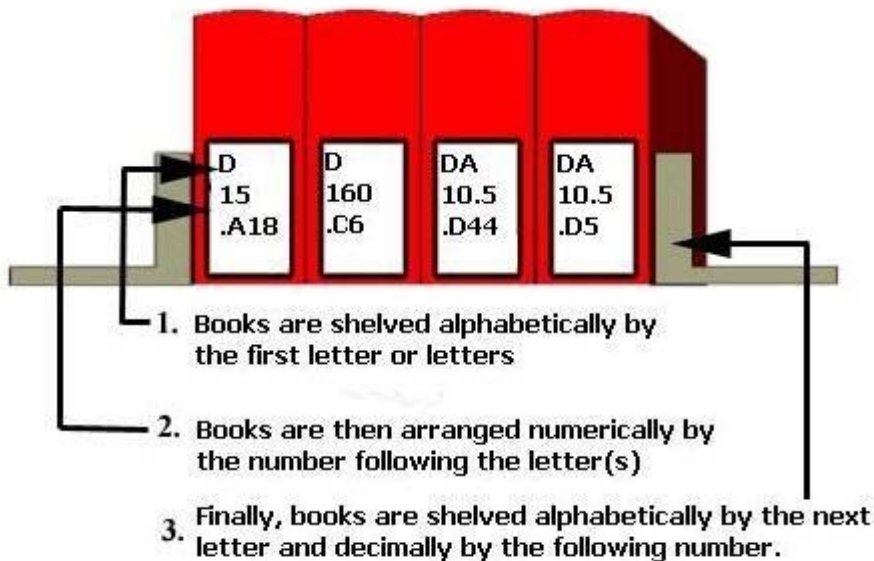
Status: Not signed out

Location: Stauffer Library - Books
[Show on Floorplan](#)

Call Number: HQ1426 .W565 1993

These are subjects that you could also search by clicking on the link provided.

Status tells you if the book is available or has been charged out
Location tells you in which library the book is located
Call Number tells you where the book is located



Author Search

- ▶ Always type the last name first, then first name or initial
- ▶ Name may be entered with or without the comma
- ▶ A space will retrieve a hyphenated name
- ▶ Corporate authors (e.g. organizations, institutions) are searched by author

atwood margaret	Click on name to see our holdings
dickens c	Click on Sort By to change the sort order
CBC	Type in as little or as much of the author's name
art gallery of ontario	An acronym
	A corporate author

Journal Title Search

- ▶ Search for magazines, newspapers and journals by their title
- ▶ Do not search by journal author or article title
- ▶ Look for volume/specific years you want

american historical review	Click on the links for the paper and electronic copies
journal of economic history	Click on the links for the paper and electronic copies

NOTE:

Journals can be found on microfilm, paper, or online in full text. If in print, record location and call number.

Keyword Search

If you want to find books on a topic, a keyword search is often the best way to start. Keywords are taken from many parts of the catalogue record including the title, author, subject headings and contents notes.

The key to your success is how you enter your topic in the search box.

Type words that best describe your topic and use the Boolean operators and, or, and not to combine search terms and select **Keyword Boolean** search option.

For a description of Boolean logic, go to:

<http://library.usask.ca/howto/guides/srcstratslide4.php>

smoking and teenagers	Use and to combine search terms and narrow results
teenagers or adolescents	Use or to expand search results
smoking not alcohol	Use not to narrow search results

If you want to use more than one Boolean operator in a search statement, you will need to use parentheses to group your search expressions so that the Boolean operators will be processed in the correct order:

(smoking or tobacco) and (teenagers or adolescents)
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Key Term		Key Term
smoking OR tobacco	AND	teenagers OR adolescents

terrorism and "united states"	Use quotations to search phrases
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aborigin? and governn?	Use ? for plural forms and variant word endings. Be careful not to truncate too far, or you will retrieve unrelated words.
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View records by clicking on a specific title. Click **Full Details** to see the complete record.

Note what subject headings are listed for the items that you consider most useful. You can then use these subject headings to find additional items related to your topic or incorporate new words into a keyword search.

Subject Search

In order to conduct a subject search, you need to know the correct LC subject heading. Sometimes you can guess what the subject heading is. If you are not sure or are not successful, try doing a keyword search first.

Select a title that is relevant and then look to see the subject headings assigned. Click on the hypertext links for the subjects that most closely match your topic to retrace a list of other items with those same subjects. For example, type in a subject heading:

feminism united states feminist theory	Dashes and punctuation not necessary
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Browse the displayed list of subheadings to find records that may relate more specifically to your topic.

Search Limits

You can limit searches by certain criteria: date, language, medium or location. In basic Search you can limit to mainly locations and a few medium. For a complete list of limits, go to Advanced Search.

NOTE: In basic Search the limits option does not apply to Author and Subject search options.

Keyword(s)=economics Limit to E-Books
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Course Reserves

To find out what items are on reserve for a particular course, click on the tab, **Course Reserves**.

- ▶ Search for items by Instructor, Department or Course, using the drop-down menus
- ▶ Most efficient method of searching is by Course, eg. Hist 121
- ▶ Click on item to see call number and status
- ▶ Record which library has it and call numbers and give to staff for retrieval

Other Options in QCAT

QCAT also allows you to view your personal loans, renew books online and place a hold on a book that's out save search queries and records to the Bookbag. In order to do these, you need to sign in by clicking on **My Library Account**.

My Bookbag

The **My Bookbag** feature enables users to save search results from different searches conducted within the same search session and from one search session to another. You need to first log in with your NetID.

Items can be added to the bookbag from individual records or from lists of results. From an individual record, click on the **Add to Bookbag** link at the right. From a list of titles, click in the checkbox next to the item number at the left-hand side of the screen; when you have selected your desired titles, click **Add to Bookbag** at the top. To add more items during the same search session, select the items as described above, then click on **Add to Bookbag**; you will not have to re-enter your account information.

To view items in the bookbag, click on **My Bookbag** at the top or bottom of the screen. Items will remain in the bookbag until deleted by selecting specific titles, then clicking on **Delete** at the top or bottom of the screen, or by clicking **Select All**.

My Saved Searches

You can save a particular search and re-execute it at any time. To save a search, perform the search, then click on the "Save Search" button at the top; you will need to log in with your NetID to complete the process.

To repeat the search during a subsequent search session, click on **My Saved Searches** at the top of the screen, then log in. To execute a saved search, click on the hotlinked entry in the column. You can then re-run, edit or delete the saved search in the Actions column.

This feature saves searches from one search session to another. To view all searches conducted during the current search session, click on **Search History** at the top of the screen. From that screen you can edit, save or re-execute searches.

Interlibrary Loan

If the Library does not own the book that you want, you can use the Interlibrary Loan service. For more information go to: <http://library.queensu.ca/services/interlibrary>