

Course Reserve Search:

Course Reserve

Use the drop-down menus to search for items on reserve at the Circulation desk by instructor name, department, course name, or section (only one of these need be selected).

Limiting Your Search:

Set Search Limits

In addition to the Simple Limits available on the main search screen, you may choose to limit your search results by year, language, type, medium, location within Maxwell Library, or place of publication. Limits do not apply to author, subject, or call number searches.

Viewing Your Search Results:

After clicking on Search, if Webster finds more than one relevant item, you will be presented with a list of matching citations. In the case of a Subject or Author search, you may first be presented with a list of relevant headings; simply click on the heading that best describes what you're looking for. Click on the blue hyperlink describing the title of the item you want.

Printing / Saving / E-mailing Records:

While viewing a list of titles on a page, click on the box to the left of each to mark it for printing/saving. **To print/save:** At the bottom of the page, click on the printer/disk icon. Your marked results will display on the following page; at this point, click on the Print button to print your results, or use **File->Save As** to save them on a disk (precede your

filename with **A:**). **To e-mail your results**, type your e-mail address in the box, and click on **e-mail**.

Viewing Your Circulation Record:

In Webster, you have the ability to log in and view your circulation record. From the gray toolbar at the top of the page, click on **Patron**. In the boxes provided, enter your library barcode number (all digits!) and your last name. If you haven't gotten your BSC Connect card yet, you may need to do so before proceeding.

After you're logged in, your circulation record will display. This includes the following:

- Items you currently have charged out
- Items for which you've placed a Hold or Recall (see below)
- Any applicable fine(s) or fee(s)

From here, you have the ability to renew your own materials; simply check off the item(s) you wish renewed and click on **Renew Items**. **Remember to close your browser or click Log Off when you're done.**

Holds and Recalls:

BSC faculty, staff, and students have the ability to place holds and recalls for certain items. When viewing the record for an item, click on **Request** at the top of the screen. A *hold* puts you on a waiting list for an item, while a *recall* prompts a patron to return a book early if it's needed by someone else. Recalls can be placed only on charged-out items. Fill out the form and click on **Submit Request**. *All such items must be picked up at the Circulation Desk.*

**Need help or have questions?
Please contact a Reference Librarian.**

WEBSTER:



Maxwell Library's
Online Catalog
<http://webster.bridgew.edu>

Introductory Search Guide

Reference Services
The Clement C. Maxwell Library
Bridgewater State College
(508) 531-1394
E-mail: refdept@bridgew.edu

WEBSTER, Maxwell Library's online catalog, was implemented by the Library in June 1999. The catalog was named after Daniel Webster, who in 1838 gave a speech in support of a Normal School in Plymouth County - which later became Bridgewater State College.

Webster contains information on the holdings of Maxwell Library, including all books, periodicals, and electronic journals. It also includes the holdings of the Audio Center/ Language Lab.

You can access Webster via any web browser at:
<http://webster.bridgew.edu>

This guide provides an introduction to Webster's search options. For further information, consult the online help screens, or speak to a Reference Librarian.

The initial page of Webster, **<http://webster.bridgew.edu>**, provides several different options. As Webster is a web-based catalog, use the mouse to click the button corresponding to the option you want.

Simple Search:

Simple Search

In this search option, choose the type of search you'd like to do in the box labeled "Find Results" and enter your search in the box labeled "Search For." Press ENTER or click on **Search** when done. Some hints:

- Omit all punctuation.
- Keyword search: Find words within the title, subject, author, table of contents, series title, or any other fields in the record.

- Title search: Exclude articles (*a, an, the*) at the beginning of a title.
- Author search: Enter the last name and then the first name: twain mark
- Subject Heading search: Retrieves Library of Congress Subject Headings containing the words you've typed.
- Journal Title search: Retrieves information on all periodicals (magazines, journals, e-journals, newspapers) as well as series.
- Boolean Keyword search: Allows you to use Boolean terms (*and, or, not*) when composing your search.

Keyword searching lets you search for words *anywhere* within a bibliographic record. In other words, if the word you type is part of the title, subject, author, publisher, table of contents, series, notes, or *anywhere else*, it will be listed in your search results.

When searching by keyword, your search results will be listed in terms of relevance, with the most relevant items at the top. Webster determines relevance based on two factors:

- Frequency of occurrence. In other words, the more often a word appears in a citation, the more relevant it is.
- Key weighting. Certain fields (subject, author) are weighted more heavily than others (publisher, place of publication, language). As an example, in the keyword search "new york," items with New York as a subject are more relevant than those with New York as a place of publication.

Keyword search tips:

- Capitalization is not necessary.
- Keywords can be in any order.

- Place quotes around a phrase to keep the words together.
- Place a plus sign + before essential terms, without any spaces. Example: +"**world wide web**"
- Use the question mark ? at the end of a root for truncation. Example: **cat?** retrieves *cats, catalogs, cataloging...*

You may also choose to limit your search by several criteria, such as items published within the last 10 years, videorecordings, electronic books or journals, and music scores. These options appear in the Simple Limit drop-down box. Limits do not apply to author, subject heading, or call number searches.

For additional limits not found here, click on the red Set Search Limits button instead.

Advanced Keyword Search:

Advanced Keyword

This search option lets you be more specific in terms of keyword searching. Use the drop-down box to select the type of keyword search you'd like to do. Use the Boolean terms *and, or, and not* to combine your search terms. In addition, you may group your terms with parentheses, and use the ? for truncation.

TKEY = Keywords within the title fields
SKEY = Keywords in the subject fields
GKEY = Keywords anywhere
NKEY = Keywords in the author fields
...or you may search by ISBN, ISSN, or SERI (Series)

Results in Advanced Keyword searches are listed alphabetically.