Melvyl® University of California Libraries

Quick Reference: Searching, Availability and Requesting an Item

This guide focuses on the Melvyl® University of California Libraries (union view) version. Click here for a guide focusing on the UC campus versions of Melvyl. [**DOC**] [**PDF**]

Searching

Melvyl University of California Libraries is available at http://melvyl.worldcat.org.

To conduct a search:

Step	Action	Result
1	Type key search terms in the search box.	
2	Click the **Search** button.	Results appear, sorted by relevance (see **Ranking of Search Results**).

Note: Melvyl has a built-in spell checker that will suggest alternatives if the search results in no hits.

Scoping Your Search

Search results can be limited to certain library levels by scoping the search results.

To scope a search*:

Step	Action	Result
1	After your search, limit your results by selecting one of the location options in the drop-down box.	
2	Click the **Search** button.	Results are resorted to the location you chose.

*See **Advanced Search** for more information on scoping.

Ranking of Search Results

Melvyl provides a customized search at the UC systemwide level, and global results—all at the same time.

It's a way to find what you are looking for through your library (even if materials aren't available locally).

Note: The default display for the Melvyl versions is for "Relevance Only," rather than "Library and Relevance." Consequently, 'WorldCat Libraries' records may display before UC records if these are more relevant to the search criteria.

First Level (UC Systemwide) results: When you search Melvyl, results from the UC systemwide libraries are elevated to the top of the search results.

Second Level (Libraries Worldwide) results: After the first level results are displayed, Melvyl will display a second level of results for libraries throughout your state, country and around the world in order of relevance.

Below is an example of a results display for systemwide and global records.
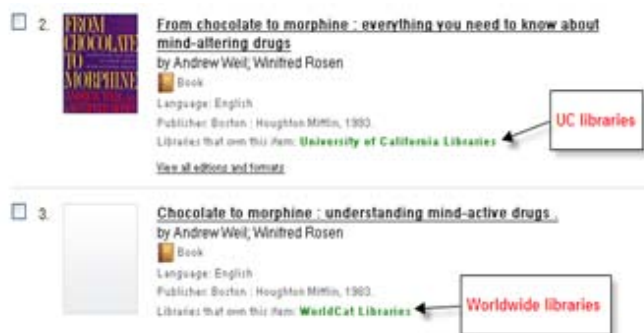
Relevancy

Relevancy ranking of search results is based on the following:

- Whether the search terms appear anywhere in the bibliographic record
  Note: Search terms appearing in the title, subject or author fields are ranked highest.
- Proximity of the search terms to each other
- How widely held the item is
- How recently the item was published

Sorting by Relevance

The default search results are sorted by Relevance Only (which retrieves the most relevant items for the search criteria). Users interested in items available at their campus should select **Library and Relevance** from the *Sort by:* drop-down box. Selecting "Library and Relevance" displays campus records before 'University of California Libraries' or 'WorldCat Libraries' records.
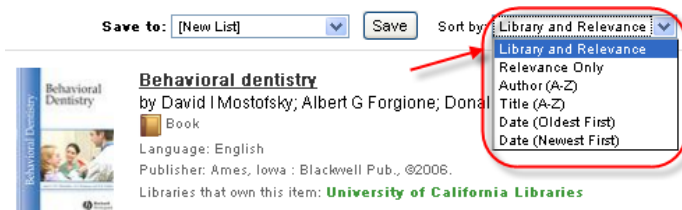

Refine Your Search

After a search, results can be refined with faceted browsing. To do this, choose an option under one of the facets, such as **Author**, **Format**, **Year**, etc. Click **Show more...** to see more options under each list.
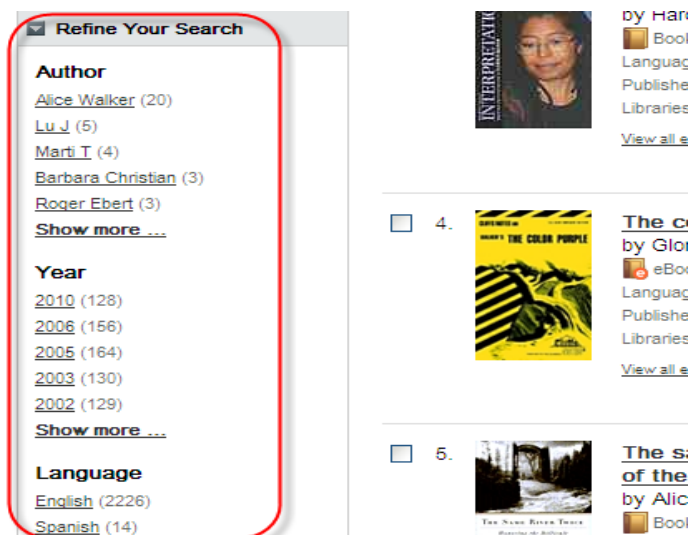

Advanced Search

The Advanced Search option is available from:

1. The Melvyl home page at
   http://melvyl.worldcat.org.

2. The Advanced Search option is available from the results page after a basic search.
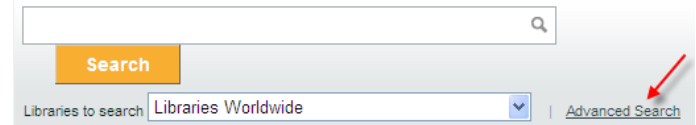

After clicking the **Advanced Search** link, the Advanced Search screen displays. On the Advanced Search screen, you can limit your search to specific databases to improve the accuracy of your search results. Click the **Add / Remove databases >>** button.
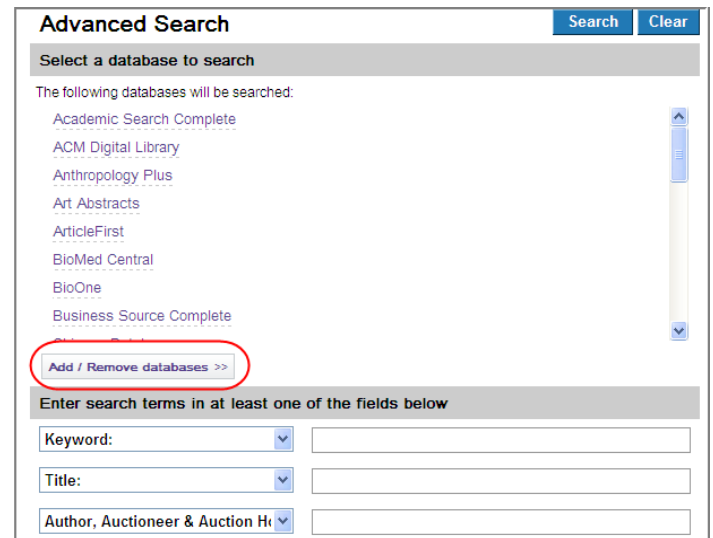
*Note: When limiting to specific databases, leave your libraries set to **Libraries Worldwide** as many of the databases cannot limit to specific groups of libraries.*

Click the **clear all** link; then select the databases you want to search, and click **Save Selections**.
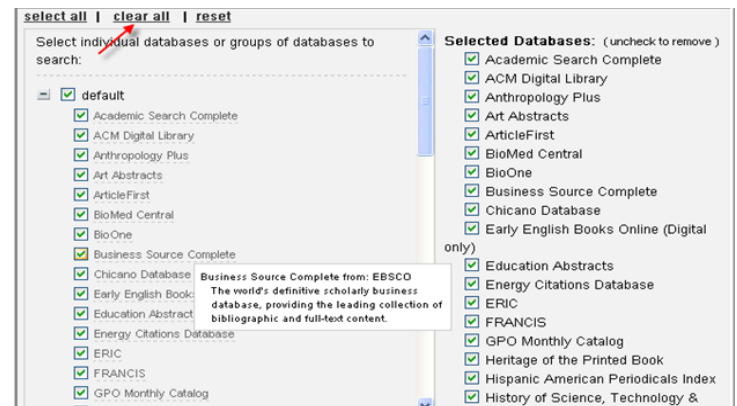
Which databases you select to search will depend on your area of research. When you mouse over the title you will see a brief description of the database. The titles of most of these databases make clear which subjects they cover. Consult a librarian if you're unsure which of these databases to search.   *See Expanded article content in Melvyl* for more information on using this feature.

The indexes (fields) available for searching (keyword, title, subject, etc.) and the optional limits (e.g., library, year) will change based on the databases selected.

If you do not select specific databases, your search will include content (if appropriate for your search parameters) from all the databases listed on the Advanced Search screen.

To conduct an advanced search:

1. Type key search terms in at least one field.
2. Optional. Select values for one or more of the **Narrow your search** fields.
3. Click the **Search** button.

Results appear, sorted in order of preference you selected.

Wildcards

Wildcards are special characters used to represent additional characters in a search term. They are useful when you are unsure of spelling, when there are alternate spellings, or when you only know part of a term.

- A pound sign (#), also called a number sign or hash mark, represents a single character. For example, **wom#n** retrieves results for the words *woman* and *women*.
- A question mark (?) represents any number of additional characters. Include a number if you know the maximum number of characters the wildcard will replace. For example, **fine?2** retrieves records that contain the word *fine*, plus up to two other characters, such as *finer, finest*.

Truncation

Truncation allows a search for a term and its variations by entering a minimum of the first three letters of the term followed by a question mark symbol (?) or an asterisk (*). For example, **securit?** or **securit***
retrieves records that contain *security*, *securities*, *securitization*, etc.

Boolean operators

Boolean operators are supported as follows:

Operator	Description	A search for…	Will return results…
AND plus sign +	The use of AND, or the + symbol, will search for the words listed in the search box. Note: This is the default search operator. Any search for terms without an operator will return items with all the words.	jazz AND blues jazz + blues guns germs steel guns + germs + steel	with all of the words entered into the search box: jazz AND blues guns, germs, steel
OR | symbol	The use of OR, or the | symbol, will search for either of the words listed in the search box.	Paris OR fashion Paris | fashion	with any of the terms entered in the search box: Paris OR fashion
NOT minus sign -	The use of NOT, or the minus sign, will exclude terms from your search.	Paris NOT fashion Paris - fashion	for Paris but not fashion
quotation marks " "	To search an exact phrase, the search terms should be enclosed in quotation marks.	"The Grapes of Wrath"	where all words are located directly next to each other in the search results
parentheses ( )	Use parentheses to create more precise searches.	dog (walking OR feeding OR grooming)	for dog walking OR dog feeding OR dog grooming

Phrase Searching

A phrase search uses quotation marks to allow an exact match to the phrase searched.

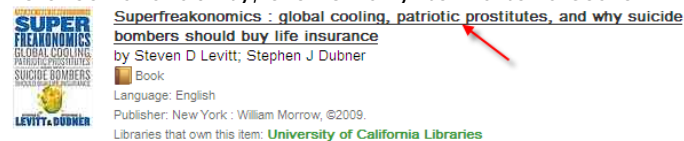| If you type:	Results are returned for:
near east	the words *near* and *east*
"near east"	the exact phrase "near east"
Byzantine near east	the word *byzantine* directly before or after the word *east*
"Byzantine near east"	the exact phrase "byzantine near east"

Anchored Phrase Searching

You can perform left and right anchored phrase search by using the "=" within a phrase search. Titles and subtitles are both searched. For example, the query: ti="gone with the wind" searches for the **anchored phrase** "gone with the wind" in the title (ti) index. Any available index can be used with "=" in a search. Regular phrase searching does not require double quotes in the search, so there is no constraint of having to enclose the value in double quotes.

Item Availability

Melvyl operates with your campus catalog in order to provide users real-time item availability information.

Local Availability

To check availability, click on any item after a search.

Superfreakonomics : global cooling, patriotic prostitutes, and why suicide bombers should buy life insurance
by Steven D Levitt; Stephen J Dubner
Book
Language: English
Publisher: New York : William Morrow, ©2009.
Libraries that own this item: University of California Libraries

The Item Details screen appears, along with cover art, if available. Other information, such as publisher and edition, also appear.
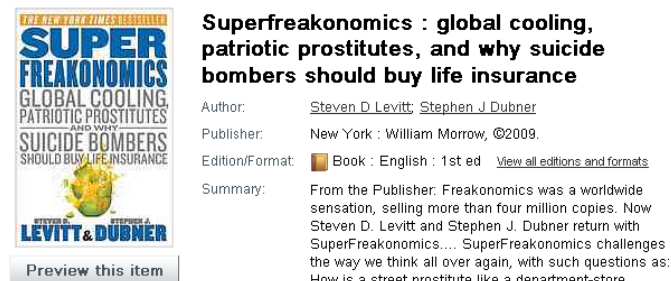
Under **Find a copy in the library**, you'll see the UC campuses that own the item. Click the **check availability for this item** link to see the item's availability at a specific campus.
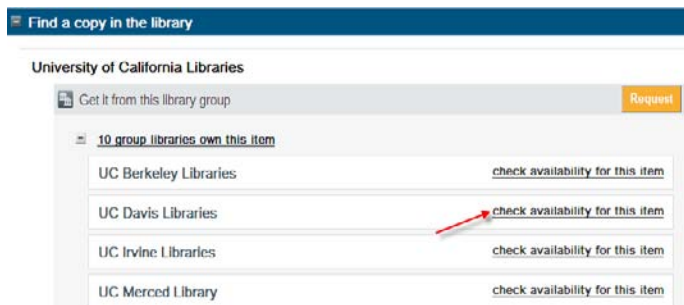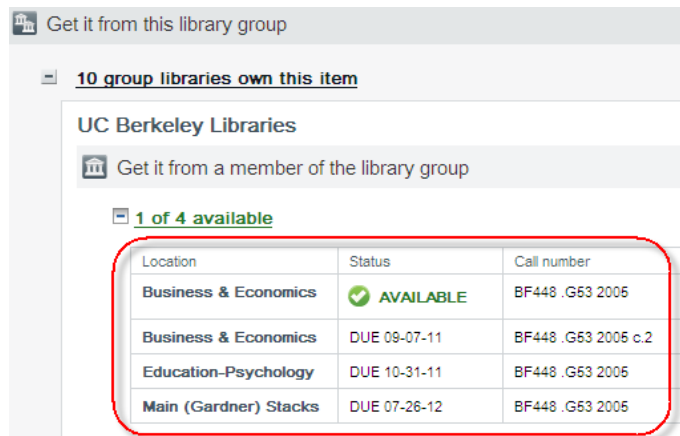

Article and Electronic Resource Availability

Melvyl provides item availability for print articles, and works with UC-eLinks to provide access to electronic content including articles.

There are two options for getting an article:

1. To check availability, click on the **UC-eLinks** button on the Item Details screen under **Find a copy online**. UC-eLinks may provide a direct link to the article.
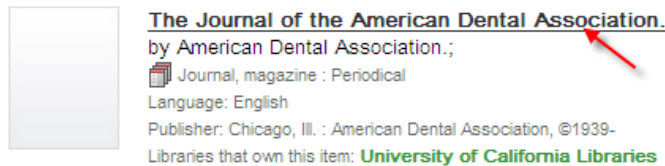

2. To access the paper version of the article, check availability in the list provided under **Find a copy in the library**.

Serials Availability

To check availability, click on a serials result following a search.

The Journal of the American Dental Association.
by American Dental Association.;
Journal, magazine : Periodical
Language: English
Publisher: Chicago, Ill. : American Dental Association, ©1939-
Libraries that own this item: University of California Libraries

Links to both the electronic content (if available) and the physical location of the item can be found under the "Get it from this library group" section. Click the **check availability for this item** link to see the item's availability at a specific campus.

If an electronic copy is not available and your campus does not hold a print subscription to the journal, you can request the article or issue by clicking the **Request** button under "Get it from this library group."

Finally…

For more information on using Melvyl, select **Help** from the WorldCat dropdown menu at the top of the screen or contact campus library staff for assistance.

Requesting an Item

If an item is not available at your campus, you can request it via the **Request** (Interlibrary Loan/Document Delivery) service.

Once you click the **Request** button, you are taken to the Request interlibrary loan page.

Requesting an Article/Serial

You can click on an article or serial result after a search to view the item details.

To see if the article is available online, click on the **UC-eLinks** button on the Item Details screen under **Find a copy online**.

If the UC-eLinks menu indicates that the full text of the article is not available online and if your campus does not hold a print subscription to the journal, use the **Request this from another library…** link on the UC-eLinks menu to request the article via Interlibrary Loan services.