

ND Libraries Catalog (ALEPH) Quick Reference Guide <http://libcat.nd.edu>

General Description

The ND Libraries Catalog provides access to the collections owned by the University Libraries of Notre Dame and other campus resources. The catalog also allows access to ND Reserves, ND Law Library, CRL (Center for Research Libraries), and the library catalogs of the Michiana Academic Library Consortium (MALC) institutions: Bethel College, Holy Cross College, and Saint Mary's College. The materials in the catalog include:

- Books
- Journals, magazines, newspapers
- Music
- Maps
- Video & DVDs
- Government Documents

Searching

Basic Searching includes the following:

Keyword is the broadest way to search. This method retrieves items by matching words or phrases located anywhere in the catalog. To narrow or broaden search results, use **AND**, **OR**, and **NOT**.

Examples:

women and prison

women and (prison or incarceration)

Browse finds items when the exact author, title, subject or call number is known. Browse searching also allows numeric searching (ISBN, ISSN), conference proceedings searches and other features.

Examples:

• *Author: prejean helen*

• *Title: dead man walking*

• *Subject: capital punishment*

• *Call number: hv 8699.u5p74 1994*

Journal or Newspaper Title retrieves the holdings of journals, magazines and newspapers.

Advanced Searching limits the search by location, language, format, year, place of publication, publisher and many others.

Command Searching limits a keyword search using codes, Boolean operators, truncation and other factors to give maximum flexibility. All codes are available online. See *>Help*, *>Search*.

Multi-Catalog Searching performs a keyword search in the following catalogs: Indiana University, Library of Congress, Purdue University, University of Chicago, & Center for Research Libraries. Local catalogs include: Notre Dame, Notre Dame Law, Bethel College, Holy Cross College & Saint Mary's College.

Reserve Searching performs keyword or browse searches of reserve materials by course name, course number or instructor name.

Borrower Information

The **My Account** feature (located in the top navigation bar) enables patrons to do the following:

- View items checked out
- Renew items
- View & delete holds and recall requests
- Change your verification number

My Account requires:

- The 14-digit barcode number on the back of your Notre Dame ID card.
- A verification number (The last 4 digits of your Social Security number.)

If you have questions about the ND Libraries Catalog, please **Ask A Librarian** at <http://asklib.nd.edu>, or call 574-631-6258 and a Reference Librarian will assist you.