

## SEARCHING

You can search by keyword, author, title, subject, or call number. Any combination of the above is possible.

### **Keyword searching**

Type your search for a WORD (or *short* phrase) on the first line of the search screen. Hit the "Enter" key or click the "Submit" button.

Some common words are not indexed. Choose a **significant** word. Articles are not indexed. Always omit an initial article when searching.

The catalog will return a list of titles; click on a title to retrieve the full record. Click the 'Return to List' button to return to your original list from the individual title screen.

### **Refine your search**

Use two words on two different lines for a more specific search. Use the Tab key to move between the lines of the search screen.

### **Commentary series searches**

Enter the series title in the keyword index (rather than the title index) to display **all** the titles in a series.

To limit the search to a particular book of the bible, enter the book on one line and the series title on the next:  
e.g. mark (kw) and anchor bible (kw)

### **Author/Title searches**

To search for an AUTHOR/TITLE combination, you must use two lines. Type the first word, then Tab down (3x) and type the second line.

**TIP: Try using only the author's last name and the most significant word from the title.**

This is one of the quickest searches available, and the most likely to succeed on the first try.

### **Title searches**

To search for a specific title, type the first one or two words, omitting beginning articles (a, an, the).

### **Author searches**

To search for a specific author, type the last name, a comma and one initial.

### **Subject searches**

To search subject headings of more than one word, type the first word and first letters of the second.

### **Course reserves**

You may search for reserved material by course number or instructor's name. Note that all reserve items are shelved at the Circulation Desk for the duration of the term. Please ask for reserve material by call number.

### **Call number, Location and Status**

The **Call Number** field does not contain any notes about locations, such as "Mfilm," "Oversize" or "Ref."

The **Location** field found to the left of the Call Number directs you to the correct section of the library. Note that 'Main' does not refer to a floor of the library, but means the book is in the Main Collection (not Rare, Conn, Reference, etc.)

The **Status** field found to the right of the Call Number lets you know if a book is available in the library or if it's checked out.

### **Printing, Emailing or Saving your search results**

Click the 'Book Cart' icon next to each title you want to save.

Click the 'View Saved' icon located at the top of the search page to view your list of saved titles/items.

Select either full or brief bibliographic display, then choose from the following options:

- email
- screen (to print the list)
- local disk (to save the records as a file on your personal computer).

#### **Email**

An email option allows you to send your saved list to your personal email account. Just fill in your email address where indicated.

#### **Printing**

Select **Screen** to print the list of saved items.

- Full display includes the entire catalog record in a screenshot.
- Brief display includes pertinent item information in a printer-friendly list format.

#### **Local Disk**

Select **Local Disk** to save the list of records as a file on your personal computer. The file is in .txt format, suitable for use in any word processing program.

You may save the search to a floppy disk or a USB key using this option. Select the appropriate drive on your computer and use the usual save procedures.

## **Citation Software**

If you have citation software on your personal computer, select the appropriate option from the list to download citation information. MARC format may work with some non-proprietary software (e.g. Zotero from FireFox).

### **Foreign language searches are EASY!**

To search for words or names with accents, umlauts, etc., simply type the word or name **WITHOUT** the accents. The accents are **not** indexed, and you cannot search using an accent, but they will display and print properly.

### **LOGIN TO MY MILLENNIUM**

To login to your patron account, click on the 'Login to My Millennium' option at the top of the library page. Enter your name in the first field, followed by your barcode number in the second field. Click 'Submit.' Your name and address appears on the next screen, along with several features available to you online.

- **Modify Personal Info**

Make changes to your address, phone number and email address here.

- **My Reading History**

A list of materials you have checked out in the past appears here. If you don't wish to keep this list, click on the button once, then select the **Opt Out** button. The list will no longer appear on your record.

- **Request**

If an item is currently checked out of the library, you may place a hold on the material by selecting the Request button. When the book is returned to the

library, you will be notified by email or phone that it is being held for you. If you want to recall a book (to receive it before the due date), you must fill out a RECALL form at the Circulation Desk.

- **Renewals**

You may renew books online by clicking the appropriate box(es). You may renew material within 7 days of the original due date.

**NOTE for WTS PhD and ThM students: The long-term date option is now a rolling 90-day check out period, starting when you check out your material. There is no longer a single date at the end of term when all your books are due.**

**Please check your account to verify due dates.**

- **Preferred Searches**

To save the records found during a search, click the **Save as Preferred Search** button. If you select the email option, the library will automatically email you when new material matching your 'preferred search' is added to the collection. For example, if you want to be alerted when an author's new book arrives in the library, save the author's name in your **Preferred Search** list, and click on the email option.

# Searching

## millennium

### Westminster's online library catalog

#### General tips and hints

- ❖ Use keyword searching first, typing only one word per line.
- ❖ To see if the library owns a book, try using the author's last name and a significant word from the title.
- ❖ To save results, click the **book cart** icon next to a title.
- ❖ Click **view saved** to see the list of selected items.
- ❖ Select **screen** to print a list of saved records.
- ❖ Select **email** to email a list of saved records.
- ❖ Check the Location field—is it in the Main Collection, Reference, Oversize, Reserve, or Microform?
- ❖ Course reserves are listed under course title and professor's name.
- ❖ Ask for reserve material by call number at the Circulation Desk.
- ❖ Login using your name and patron ID to save searches or renew books online.