### Search Types

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<tr>
<td>A</td>
<td>Search all</td>
</tr>
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<td>B</td>
<td>Catalogue</td>
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<tr>
<td>C</td>
<td>Articles</td>
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<td>D</td>
<td>eJournals</td>
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<td>E</td>
<td>Library web</td>
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- **shakespeare hamlet**
  - Search can be limited to title, author, journal title, subject, or call number.

### Search Strategies

- **ISBNS, ISSN, and other numbers** can be searched as keywords.
- **Punctuation and the following stop words** are ignored in searches:
  - a, about, an, and, at, by, for, from, in, into, of, on, or, the, to
- If you include punctuation or a stop word in a phrase search or Boolean search, it is not ignored.

### Borrowing FAQ

**Use your TCard to borrow items**

Your TCard is your U of T library card. For more about loan services, visit [www.library.utoronto.ca](http://www.library.utoronto.ca).

From the Services menu, choose Loan services.

**Place a hold on an item that is currently out of the library**

Click Options / Request. You will receive a notice when the item is returned to the library.

**Renew items online**

Click Renew (S) on the library homepage. You can also visit the Circulation desk of the Library or call 416-978-8450 to renew items.

**Borrow an item from another campus if it is not on your campus**

Click Options / Request to have it delivered in about 2 to 3 business days.

**Borrow an item from another library if U of T does not have it**

Visit [www.library.utoronto.ca](http://www.library.utoronto.ca). From the Quick Links menu, choose RACER (interlibrary loans).

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**Contact Us**

**IN PERSON** at any Library’s Reference Desk

**EMAIL** library.info@utoronto.ca

**CHAT** [http://go.utlib.ca/help](http://go.utlib.ca/help)

**PHONE** 416-978-8450

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**Notes**

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Search Options

Simple Search
- "gone with the wind"
- Search can be limited to title, journal title, series title, author, subject, or call number.
- Use quotation marks to find an exact phrase or title.

Browse Search
- Search through an alphabetical list, e.g. authors with the surname Foot.
- Search can be limited to title, author, subject, series, medical subject, journal title, or genre.

Advanced Search
Option 1: Multi-field
- Click Add Row for additional fields. Search can be limited to title, author, subject, publication year, publisher, place of publication, or call number.
- Search can be limited to a category, e.g. All Russian language DVDs.
- Format: DVDs
- Language: Russian
- Use a maximum of 10 keywords.

Option 2: Boolean
- Between keywords use: AND, OR, NOT, NEAR, ONEAR, ()
- e.g. physics AND (nuclear OR atomic)
- Use a maximum of 10 keywords.

Refine Search
- Mobile users click Refine.
- Click on any item to filter search.
- Use +More to see more choices.
- Click X to delete any search step.

Records Returned
- Mobile users click Options ▼
- Sort search results by Relevance (default), Title, Author or Publication Date.
- Click < item options for these actions:
  - View, Request, Link, Refworks, Cite, Email, My.Library, Report.
- Mark an item to save it in your marked records folder.
- Select one or more items in the Marked Records folder to act on: Unselect All, Remove, Email, Export to Refworks.

View Record Details
- Holdings Item location, and notes, if applicable
- Subjects Click on subjects to find similar items
- More Details Description of item
- A Look Inside Table of contents and Reviews, if applicable

To find an item in a library, you need to know:
- Item availability
- In indicates the item is in the library
- Out indicates the item is checked out
- The name of the library
- The location within the library, for example:
  - Stacks: the library’s main book shelves
  - Course Reserves: high-demand course readings that have shorter loan periods, e.g. 3 hours
  - Reference: encyclopedias, dictionaries and other materials that must remain in the library
- The call number. Books are shelved by subject.
  You will find similar items on the same shelf.