

BASIC LEGAL RESEARCH SERIES

How to Find Resources in Aleph

What is Aleph?

Aleph is the new online library catalog providing access to the collections of all FSU libraries. Use the online catalog to find books, journals, magazines, newspapers, film, videos, DVD's, CD-ROM's, government documents, or materials on Reserve.

Accessing Aleph

Aleph can be accessed from the FSU Libraries homepage at www.lib.fsu.edu.

Searching Aleph?

There are three methods of searching: **Basic**, **Browse**, or **Advanced**.

- **BASIC SEARCH.** Use Basic keyword searching mode for broad search results. Use Boolean operators to combine terms. Boolean operator AND is assumed.

Search for Keyword(s) will match word(s) or phrase(s) anywhere in the record or in specific fields (author, title, subject).

1. To start: Click **Basic Search** from top red menu.
2. Select a field from the drop-down menu.
3. Enter your search terms in the dialog box.
4. Is your term an exact phrase? Click **No** or **Yes** radio button.
5. Click **Go**.



BROWSE. Use **Browse Organized Lists** when you know the exact title, author name, authorized subject heading, call number, or other specified parameters. **Browse** will allow you to scroll through an alphabetical list of authors, titles, subject headings, call number, and any other lists provided. The Browse feature is available only from the **Basic Search** screen.

1. To start: Click **Basic Search** from top red menu.
2. Choose an index from the **Browse Organized Lists** drop-down menu.
3. Enter term or phrase from which you'd like to start browsing. Click **Go**.

ADVANCED SEARCH. Use the **Advanced Search** for more complicated searching. Connect search terms with either Boolean or proximity operators or limit your documents results by format, language, location, or date.

1. To start: Click **Advanced Search** from top red menu.
2. Select the field you wish to search by clicking the down arrow and selecting the desired field.
3. Enter terms in dialog boxes. Use one dialog box for each concept. Indicate if it is an exact phrase or not.
4. Select the desired Boolean operator (AND, OR, NOT) to connect the search terms.
5. Limit your search by format, language, library location, or date.

There are two different types of library materials to search in: **Journal/Serials** and **Course Reserves**.

- **JOURNALS/SERIALS SEARCH.** Search for journals or serials in one of two ways:
 1. Select **Journal/Serials** from the top menu of any search screen. Follow instructions above for **Basic, Browse, and Advanced** searching.
 2. Select **Change Databases** from the top menu of any search screen, then click **Journal/Serials** from the list. Follow instructions above for **Basic, Browse, and Advanced** searching.

COURSE RESERVES. To identify materials your instructor has placed on Reserve, select **Course Reserves** from the top menu. Under the grouping labeled **Course Reserves**, select *Law/Music/Goldstein*.

*It is highly recommended you search in **Basic** mode by:*

- course number, or
- instructor's name

rather than using other methods for locating reserve material.



Search Tips

WILDCARDS (OR TRUNCATION)

- Use *asterisk (*)* to search on any part of a word as a truncation indicator.
e.g. **negotiable* finds *renegotiable, non-negotiable, negotiable*
- Use *question mark (?)* to find plurals and other word endings with any number of letters.
e.g. *litigat?* Finds *litigate, litigates, litigation*
- Use *pound symbol (#)* to search for variant spellings within words to replace more than one character.
e.g. *lab#r* finds *labour, labor*
- *exclamation (!)* finds To search for variant spellings within words to replace only one character.
e.g. *wom!n* finds *woman, women*

BOOLEAN (OR SEARCH) OPERATORS (If no Boolean operator is used, AND is assumed)

- AND – All search terms will appear in the record.
- OR – Any one of the terms will appear in the record.
- NOT – Excludes records with search term.

PROXIMITY OPERATORS

- %n – Use to search for terms that appear within a specified number of words **in any order**.
e.g. *rules %2 court* → *rules of court, court rules*
- !n – Use to search for terms within a specified number of words of each other **and** in specific order.
e.g. *Florida !2 weekly* → *florida law weekly, florida daily and weekly news, florida weekly*

Results List

Results list will include all records from a basic or advanced search request that match your search criteria, from a Browse list heading, or from a subset created from marked records.

- **Viewing Records.** View results list in one of three formats (*brief view, card view, or full view*). The default view is *brief view*. To change the formatting, click **DISPLAY OPTIONS** from the top menu. This function will also allow you to individualize your results list by:
 - number of records per page
 - setting the **maximum number of records** retrieved before an **Automatic** display of a **Full** record.
 - format

Holdings

To view **Holdings** information, click the **Location** contents. A holdings record will include a brief bibliographic citation of the item, its physical location in the library, call number and list of available items. View the **Holdings** record if you want to see:

- what volumes the library owns for a journal, magazine or newspaper, or
- a list of all the copies that the library owns for a particular title.

Click **Request** link to recall an item that is on loan to someone else or to request an item that is in off-campus storage.

(Note: The **Request** link will only appear next to the item if the item is check out.)

Borrower and Account Information

- Click **Your Account** from the top menu to view items you have checked out, renew library materialsonline,view and delete hold requests, and check personal account information.
- Insert your library card number.

Marking Records

- To mark a record from results list, click checkbox or choose **SELECT ALL** option from the command list at top. Then, select **ADD TO LIST**.
- To mark a record from the full record view, click the **ADD TO LIST** button.
- To review or delete unwanted records before saving, e-mailing, or printing, click **VIEW LIST** option.

Printing Records

- **For quick, simple prints, hit the print icon in your browser.**
- For printing of multiple records in a bibliographic text format, mark records as discussed above.
 1. Select **SAVE/MAIL** option from the command list at top.
 2. Select record format (full record, citation format, or MARC tags) and click **Go**.
 3. Click **OK** when prompted, "You have chosen to save the record on your PC."
 4. Click **Save Selected** to save the file on your PC. Record(s) will then appear in text format.
 5. Select **Print** from your browser's File menu.

Saving and E-mailing Records

- **Saving Records to Your PC**
 1. Mark desired records as discussed above.
 2. Select **SAVE/MAIL** option from the command list at top.
 3. Select record format (full record, citation format, or MARC tags) and click **Go**.
 4. Click **OK** when prompted, "You have chosen to save the record on your PC."
 5. Click **Save Selected** to save the file on your PC. Record(s) will then appear in text format.
 6. Select **Save** from your browser's File menu.
- **E-mailing Records**
 1. After marking records, you may choose to **VIEW LIST**. This will allow you to review or delete unwanted records before emailing them.
 2. Select **SAVE/MAIL** option from the command list at top.
 3. Select record format and fill in subject, your name, and e-mail address. Click **Go**.