

## BASIC LEGAL RESEARCH SERIES

### Finding Books in *IndexMaster*

#### What is *IndexMaster*?

*IndexMaster* is an electronic collection of **indices** and **tables of content** from thousands of legal treatises, representing a coalition of more than sixty large and small publishers. Use *IndexMaster* to identify a secondary legal title on a specific subject.

#### How do I access *IndexMaster*?

You may use either of the following methods:

- Connect directly to <http://www.indexmaster.com> from a Law Library computer. Password is not required.
- OR
- From the Law Library's homepage <http://www.law.fsu.edu/library>, select Research Links. At the Legal Reference drop-down menu box, click the down arrow and select *IndexMaster*. Click the Search tab at the top of the page.

#### How do I search *IndexMaster*?

- You can search by keyword, title, publisher or author.
- Enter your search terms in the appropriate field box(es) and press search.
- Enter keywords to retrieve publications containing that keyword in the title, index, or table of contents. You may enter multiple search terms in the keyword field. *IndexMaster* returns titles that include all of your search terms in the title, index, or table of contents. There is no need to include "and" between terms.
- More than one field can be used to conduct a search.
- Placing quotation marks ("") around phrases returns titles containing the exact phrase in the title, index, or table of contents.
- *IndexMaster* automatically finds plurals and possessive forms of search terms. It also finds derivatives of the search term. Keyword 'bank' would retrieve 'banker,' 'banking,' and 'banks.'

#### How do I best view *IndexMaster* results?

- Search results are listed in order of relevancy, with highest relevancy listed first. The % symbol indicates the proximity of your search terms to each other in the Table of Contents or Index. The closer the words are to each other, the higher the percentage, and the higher the relevancy.
- Title, publisher, author, price, ISBN, and copyright are given for each result.
- To view the index or table of contents of any of the titles click on the corresponding PDF icons.

#### How do I find the actual publication?

Use ALEPH to determine whether the Law Library owns the publication.