



QUIN LIBRARY CATALOG QUICK REFERENCE GUIDE

<http://quin.umassmed.edu>

WHAT CAN YOU FIND IN QUIN?

Books, journals, online resources, audiovisual materials, microform collections, rare books, and reserve materials.

GETTING STARTED

Go to <http://quin.umassmed.edu>. Or, from the Library's home page at <http://library.umassmed.edu>, click on **QUIN, Our Library Catalog**.

SEARCHING – SIMPLE SEARCH

Enter your search in the **Find This** box. Select from one of these searches:

Title Starts With

Enter the first few words of the title. Skip any initial articles (A, An, The).

Journal Title

Enter the first few words of the title or a journal abbreviation. Skip any initial articles (A, An, The).

Keyword

The Keyword search looks in many parts of catalog records, including the title, authors, subjects, and notes. Enter words or phrases to describe your topic.

- Do NOT use **and**, **or**, **not** between search terms.
- To search phrases, use quotes: "**intensive care**"
- To truncate, use ?: **pediatric?** finds pediatric, pediatrics, pediatrician

Subject

Enter a word to describe your topic. You will get a list of *subject headings* starting with that word. Click on the desired subject heading for a list of *items* having that subject.

Call Number

Enter as much of the call number as you know, including punctuation: **WG 18.2**

Author

For individuals, enter last name followed by first name or initial if known: **smith e**

Enter organization names in usual order: **american medical association**

SEARCHING – ADVANCED SEARCH

- If using Limits, set them before searching.
- Click on the **Advanced Search** tab.
- Enter search terms in the **Search For:** box and select "all of these", "any of these" or "as a phrase".
- Connect up to 3 phrases with and, or, not.

SEARCH RESULTS

- Click on the **Sort by** drop-down menu to change the order results are displayed.
- Click on the item # link to see the full record description. Scroll down to see details about the Library's holdings.

PRINT, SAVE, OR EMAIL RECORDS

- Click in the boxes of titles you want.
- To print/save: Scroll down to **Select Download Format**, then click on the **Format for Print/Save** button. You will get a .txt file on the screen. Use the browser's File menu to print or save.
- To email: enter address in the space given and click the **Email** button.

COURSE RESERVES

- From the **Search** page, click on the **Course Reserves** tab.
- Select any Instructor, Department, or Course from at least one of the drop-down menus and press the **Search** button.
- Ask for title and course number of desired item at the Library's Circulation Desk.

VIEWING YOUR ACCOUNT & RENEWING ITEMS ONLINE

- Click on the **Patron** button.
- Enter your library barcode (usually attached to the back of your UMMS/UMMHC ID) and last name, then click on the **Login** button.
- To renew an item, scroll down to Charged Items. Click the item's **Renew** box and then click **Renew Items**. Items can be renewed one time only.