



QUIN LIBRARY CATALOG USER'S GUIDE

<http://quin.umassmed.edu>

WHAT IS QUIN?

QUIN is the library catalog for the University of Massachusetts Medical School. It also includes library holdings for affiliate libraries in the hospitals of the medical school's clinical partner, UMass Memorial Health Care. The catalog contains records for books, journals, videos, sound recordings, online resources, microform collections, rare books, and reserve materials.

TO GET STARTED

Go to <http://quin.umassmed.edu>.

Or, go to the Library's website at <http://library.umassmed.edu>. Click on the link for "QUIN, Our Library Catalog."

TO FIND A BOOK, JOURNAL, OR OTHER MATERIAL

1. Choose a type of search from the **Find Results in:** menu on the **Simple Search** page:

<u>Type of search</u>	<u>When to use</u>	<u>Example</u>
Title Starts With	You know exact title, beginning of title	<i>harrison's online</i>
Journal Title	You know exact journal title, beginning of title	<i>scientific american</i>
Keyword	You want to search for word(s) anywhere	<i>asthma child?</i>
Subject	You know a subject heading	<i>prostatic neoplasms</i>
Author	You know author's last name and maybe first initial	<i>braunwald e</i>
Call Number	You have a call number and want to see nearby items	<i>wg 18.2</i>

2. Enter search terms in the **Find This:** box.

For Title Starts With and Journal Title searches, do not include leading articles (A, An, The).

For Keyword searches, add the truncation symbol (?) to the end of a word to look for word variations, e.g. *pediatric?* will find *pediatric, pediatrics, pediatrician*. Enclose phrases in quotes, e.g. "intensive care"

3. Click on the **Search** button, or press the **Enter** key.

To begin a new search from anywhere in QUIN, click the **New Search** button.

TO SORT SEARCH RESULTS

You may change the sort of search results by selecting from the **Sort by:** dropdown menu: Title, Author, Publication Date (oldest items first), and Publication Date Descending (newest items first).

TO LIMIT YOUR SEARCH

There are 2 options:

- **Quick Limit** dropdown menu on the **Simple Search** page. Limit your Title, Journal Title, or Keyword search by some commonly-used limits: All Online Resources, Online Journals, Videorecordings (includes DVDs and VHS), Pediatrics Library, and LSL Reference Collection.
- **Choose More Limits** button on the **Simple Search** and **Advanced Search** pages. Limit your Title, Journal Title, Keyword, or Advanced Search to certain years of publication, library locations, languages, and formats. Set one or more limits before you enter your search.

Limits are retained in your session until you remove or clear them.

TO DISPLAY YOUR SEARCH RESULTS

Search results are automatically displayed. Use the scroll bar to move through the records. Click on the **Next** and **Previous** buttons to display another group of records.

Click on the linked text for a Full Record display, including library holdings information. To return to the list of titles in your search results, click on the **Show Titles** button on the toolbar at the top of the screen. To return to a subject or author headings list, click on the **Show Headings** button.

Other display options to view records are the Brief Record display, More Like This (links to more records on that subject, or by that author), and the Staff Record display (for library staff).

TO DO AN ADVANCED SEARCH

1. From the **Simple Search** page, click on the **Advanced Search** tab.
2. Set any desired limits first by clicking the **Choose More Limits** button.
3. Enter term(s) in the **Search for:** box and select **any of these**, **all of these**, or **as a phrase**.
4. Do the search in the **Keyword Anywhere** index or select a more specific option from the dropdown menu.
5. If you want to combine several types of searches, add additional searches and combine them with the **and**, **or**, or **not** radio buttons.
6. Click on the **Search** button or press the Enter key.

For ISBN searches, enter ISBN without hyphens, e.g. 0721629431

For ISSN searches, enter ISSN with hyphen, e.g. 0098-7484

TO DO A SEARCH FOR COURSE RESERVE MATERIALS

1. From the **Simple Search** page, click on the **Course Reserves** tab.
2. Select an instructor, department, and/or course. It is not necessary to select from all three menus, but you must select from at least one.
3. Write down the title and course number and ask at the Library's Circulation Desk.

TO MODIFY YOUR SEARCH RESULTS OR ACCESS PREVIOUS SEARCHES

After you view your search results, you may modify or re-execute a search you have performed in your current session by clicking on the **History** button on the toolbar at the top of the screen. To modify a search, click on the link in the Edit column. To re-execute a search, click on the link in the Search Type or Searched For columns. Limits you may have set are not retained unless they are still in effect.

TO SAVE AND PRINT/EMAIL YOUR RESULTS

1. Choose items from a search results list by clicking in the boxes next to individual items, or select the **All on Page** radio button at the bottom of the page. If you're already displaying a record, scroll down to the Save Options box.
2. Choose the record format -- Full Record or Brief Record. Both formats include an item's library location and call number.
3. To email the results, enter an email address and click on the **Email** button. Or, click on the **Format for Print/Save** button, and use your browser's print or save functions to print the records or download them to a file.
4. If you're creating a bibliography or need to save records from various searches, click on the **Save to Bookbag** button. You will need to log in with your library barcode and last name. Your library barcode is usually attached to the back of your UMMS/UMMHC ID card.
5. Click on the **Bookbag** button on the toolbar at the top of the screen to see records you have saved. You can then follow steps 2-3 to save and print/email the results. Records are saved until you delete them from your Bookbag.

TO SAVE YOUR SEARCH QUERY

1. After performing a search, click on the **Save Search Query** button on the bottom of the page. Note: Search limits are not retained in saved queries.
2. If prompted, log in with your library barcode and last name. Your library barcode is usually attached to the back of your UMMS/UMMHC ID card.
3. Click on the **Saved Searches** button on your patron page to see queries you have saved. Queries are saved until you delete them.
4. Clicking on a search link from the Search Type or Searched For columns will execute the search.

TO VIEW YOUR PATRON RECORD

1. Click the **Patron** button on the toolbar at the top of the screen.
2. Log in with your library barcode and last name. Your library barcode is usually attached to the back of your UMMS/UMMHC ID card.
3. From your patron record you can:
 - View your name, address, and phone number.
 - Click the **Preferences** button to set a default search and default record number display. You must be logged in for these preferences to work.
 - Click the **My Bookbag** button to view the contents of your Bookbag. (See the earlier section entitled "To Save and Print Your Results.") This has the same function as the **Bookbag** button on the toolbar at the top of the screen.
 - Click the **Saved Searches** button to view searches you have saved. (See the earlier section entitled "To Save Your Search Query.")
 - Determine if you have any overdue items ("blocks").
 - View a list of items you have charged out from the library. You may renew items online (see section below entitled "To Renew Items Online").
 - View a list of items for which you have issued a hold request. (See the section below entitled "To Use the Request Feature to Put Materials on Hold" for information about how to do this.)
 - View a list of fines or fees that are due.

TO RENEW ITEMS ONLINE

1. Click the **Patron** button on the toolbar at the top of the screen.
2. Log in with your library barcode and last name. Your library barcode is usually attached to the back of your UMMS/UMMHC ID card.
3. Scroll down to the Charged Items section.
4. Check selected items and then press the **Renew Items** button. If you wish to renew all items, select "Renew all items from The Lamar Soutter Library" from the dropdown menu and then click on the **Renew Items** button. The due date in the Status field and the Renewal Status should change.

Note: The Library's policy is that items can be renewed for one time only, and cannot be renewed if they are overdue.

TO USE THE REQUEST FEATURE TO PUT MATERIALS ON HOLD

This feature allows you to place a hold request on an item that is checked out and currently not available, so that you can be notified when it is returned. The system does not allow you to request items that are on the shelf (status "On Shelf") or non-circulating.

1. Search for an item that you want to place a hold on.
2. View the Full Record or Brief Record display of the item.
3. Click the **Request** button on the toolbar at the top of the screen. If you have not previously logged in, you will need to log in with your library barcode and last name.
4. Click the dropdown menu and select Hold. Click the OK button.
5. The Hold form will display with the item barcode.
6. In the Barcode field, enter your library barcode.
7. Enter any comments that you want the library staff to view in the Comment text box.
8. By default the Circulation Desk will display as the location where the item can be picked up.
9. Enter the number of days after which you will not need the hold in the Not Needed After text box. The default is 30 days.
10. Click the **Submit Request** button to submit your request. Click the **Clear Form** button to clear all of the fields.
11. Once you have placed a hold on an item, you can check its status by clicking the **Patron** button on the toolbar and scrolling down to the Request Information section.

TO SEE NEW TITLES IN THE LIBRARY'S COLLECTION

From the **New Search** page, click on the New Titles tab.

This feature is a list of new materials received by the Library in the last four months. To retrieve all new titles for the location and period selected, leave the Search box blank. You can refine your search by entering the title word (e.g. Surgery), author name (e.g. Braunwald), or start of a call number (e.g. WM).

SEARCHING HINTS FOR SPECIAL TYPES OF MATERIALS

Online materials:

- Use the **Quick Limit** for “All Online Resources” or “Online Journals.”
- Search for online resources using the subject headings “electronic journals,” “electronic books,” or “electronic resources.” “Electronic Resources” is assigned to online resources that are not journals or books, i.e. websites or databases.

Dissertations or theses:

- For UMMS dissertations, do a subject search for “dissertations umms.”
- For books on how to write dissertations or theses, do a subject search for “dissertations academic handbooks.”
- To search for all dissertations and theses included in QUIN, or works based on theses, do a keyword search for “thesis.”

Videos:

- Use the **Quick Limit** “Videorecordings.” Your search results will include both VHS and DVD format.

NCME videos and DVDs for continuing medical education:

- Do a keyword search for “ncme” and sort in Publication Date Descending order to see the newest ones first.

Rare and historical books:

- Do a subject search for “rare rooks” to see a list of all the books in the Library’s Rare Books Room that have been cataloged.

Materials from a certain library or collection only:

- Use the **Choose More Limits** button to limit to one or more library locations/collections (use the Control key to multi-select).

Consumer/patient health information:

- Use the **Choose More Limits** button to limit your search to the library location called “Consumer Health Collection.”
- Add the words “popular works” to a keyword search for your topic, as most consumer health materials include that phrase in the subject headings.

Recent materials only:

- Use the **Choose More Limits** button to limit your title, journal title, keyword, or Advanced Search by Date (year of publication). To search by a range of years, put the earlier year in the first box, click on the Range radio button, and enter the later year in the second box.