HAWAI'I VOYAGER

UNIVERSITY of HAWAI`I ONLINE LIBRARY CATALOG

quick start

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ideas flow @ your library ™

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Library Catalog Description

Hawai`i Voyager provides World Wide Web access to the library collections of the University of Hawaii – including the research collections of UH Manoa, the undergraduate holdings of UH Hilo, UH West Oahu, and the system's seven community college libraries.

Hawai`i Voyager allows you to search for books, audio/visual media, periodical (journal, magazine, newspaper) holdings, and items placed on reserve in the Sinclair Library. Registered borrowers can access their personal patron information for easy item renewal and record keeping, or place recalls, holds, and transfers from other UH campuses.

Access to Hawai`i Voyager

To search *Hawai`i Voyager* go to the URL:

http://uhmanoa.lib.hawaii.edu

Or, select *UH Catalog(Find books & media)* from the Library's web site:

http://library.manoa.hawaii.edu/

Additional Help

For additional help using *Hawai`i Voyager*, you may contact library staff at reference and information desks in participating libraries. You may also call the Hamilton Library's telephone reference assistance at 956-7214.

E-mail reference questions:
http://library.manoa.hawaii.edu/questions.html

For technical assistance regarding remote connections and hardware or software requirements, contact the University of Hawaii Information Technology Services help desk at 956-8883.

Search Steps

Step 1. Choose your search type
Step 2. Set your search limit(s), *if any are desired*
Step 3. Enter your search terms and execute the search
Step 4. Examine your search results and mark the relevant item(s).

Then print, save, email. text or write down marked item(s).

Please see the following sections for more detailed instructions of the simple search process outlined above.

Search Types and Examples

BASIC SEARCH

↻ **Nice Feature!** / one search screen now provides options for searching by keyword, title, author, subject heading, or call number.

"Search by" options for Basic Search include:

Keyword / Use this approach when:

- Searching by **Keyword** is similar to a Google search.

- Search for any word(s) or phrase(s) in any record using the following special characters:

+ for essential terms   example: +java +internet
  retrieves only items that include both terms

" " for phrases example: "world wide web"

? to indicate truncation   example: educat?
  retrieves educate, education, educators, etc.

Title keyword / Use this approach when:

You want to find your keywords in the book or journal title.

Title begins with or **Journal Title begins with /** Use this approach when:

- You know the first words of a book or journal title
- You want to see if UH owns a particular periodical

Omit initial articles (such as: a, an, the, ka, der, etc.) from the beginning of your title. Voyager will not find your item if you include these.

Use, `call of the wild` (instead of `the call...`)

Also, you can enter only the first few words of a title

For example, `harry potter and the`

to retrieve all titles that begin with those words

✍ **Author (Last Name First)** / a direct method for identifying items *by* a particular author.

You may enter last and first name, last name and first initial, or just last name. You must spell correctly.

Enter **last name first**. For example, `morisson, toni`

As mentioned above, if you don't know the author's full name, you can enter less. For example, `morisson, t`

✍ **Author (Results Sorted by Title)** / a direct method for identifying items *by* a particular author.

Enter **last name first**. For example, `morisson, toni`

You will retrieve a list of items by your author displayed in alphabetical order

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✍ **Subject Browse** / a "browse type" search that displays a "Headings List" in alphabetical order.

Use predefined Library of Congress Subject Headings (ask at the Reference Desk for assistance)

Example: `ecology united states maps`

✍ **Boolean keyword [and, or, not]** / a "keyword anywhere" search using boolean operators **and, or, not** to connect keywords and phrases. Use this approach when:

- You want to search for keywords that may show up anywhere in the record and you want to combine your keywords using boolean operators

Use **" "** for phrases and **?** for truncation

example: `"drug testing" and (sport? or athlet?)`

This search will retrieve records having the phrase *drug testing* and words beginning with either *sport* or *athlet*.

✍ **Call Number** / a "browse type" search that displays the results in call number order. Use this search to browse items in a certain call number range. Include proper punctuation and spacing.

Example: `ps3535 .a547 a8`

ADVANCED SEARCH

Advanced search is a step-by-step form using pull-down menus. Use this approach when:

- You want to "build" a search with pull-down menus and combine different types of search terms, eg., author, title, subject
- You are not sure about the first word of a title
- You want to use limits while searching all fields, including the subject heading field

Example
If you were looking for recent conference proceedings on multicultural education, you might try something like…

[from the screen shot above]

`conference proceedings` **any of these** by **Keyword Anywhere**

   AND

`multicultural education` **as a phrase** by **Subject**

This search will retrieve records having either of the terms *conference* **or** *proceedings* anywhere in the record AND the phrase *multicultural education* in the subject field. The Keyword Anywhere index was selected because the words *conference* and *proceedings* are very general terms that can appear in various fields, such as author, title and notes. The Subject index was selected because *multicultural education* is a Library of Congress subject heading, one of the official terms used in the Subject index.

COURSE RESERVES

Use this to search for items placed on reserve by an instructor. Use this approach when:

- You know the instructor's name, or course number and campus.

☝ **Nice Feature! Electronic reserves** are downloadable to your desktop – print reserves are at Sinclair Library on the 3rd floor.

Search Limits

In Basic Search you may select a Quick Limit. In Advanced Search you may limit your search by Year, Location, Type, Format, or Language; or any combination of these.

☝ **Nice Feature!   Quick Limits** These limits can be selected from **Basic Search** (right under the search box) or **after you retrieve your results** (in the right-side menu).

Note: From the Basic Search screen, limits apply only to the Title, Journal Title, and all Keyword type searches.

Displaying Search Results

☝ **Nice Feature! Sorting** Title lists can be sorted by author, title, or date (from newest to oldest, or vice-versa).

Click on any item in the results list to display the **full** information for that particular record.

Author and subject searches may retrieve headings preceded by a **See Also** button. Click on this button to see the correct heading for the author or subject.

For example, a subject search for "death penalty" produces a **See Also** button. When you click on it you get:

See: Capital punishment

The proper subject term in this case is "Capital punishment," not "death penalty."

Marking Records

To select items for printing, saving, or emailing:
Mark individual records in a results list by clicking the check box to the left of the item; or the check box Page (all records on that page) or All (all retrieved records).

☝ **Nice Feature! Text me this call number.** Send the title, location, call number and availability of any item via text message from the standard view of any item.

☝ **Nice Feature! Bookmarking.** Keep track of and share individual items using the social bookmarking tools in the right sidebar.

Emailing, Printing, Saving, Exporting

You can print, email, or save items from a results list by clicking the buttons Print, Email, and Add To My List respectively found at the top and bottom of the list. You can print, save, or email individual records using the links Print/Save and Email in the right sidebar of the records page

Emailing

Individual record: Choose **Email** from the right-side menu. Use your full email address then click on the "**E-mail**" button. Separate multiple email addresses with a comma. Add notes if you like.
Multiple records Check the boxes on the left side of your list of results. Then, choose the "**Email"** from the right-side menu.

Printing & Saving

Individual record While viewing an individual item record and click on "**Print/Save**" in the right-side menu. Choose the default full record (all fields) or brief record view (title, author, location, call number) from the drop down menu and hit the Print button.

Multiple records Mark the desired records from your list of results. Then, choose the "**Print**" icon at the top or bottom of the results list.

Exporting

To export records in the EndNote citation format follow the same directions as above, then save the exported text as a .txt. file.

My Account

Click on the **My Account** tab and login using your UH user name and password or your UH ID number and your last name.

My Account displays information about you, including:

- o Personal Information (address, phone no., etc.)
- o Charged Items (items you have checked out)
- o Request Information (what you have recalled)
- o Fines and Fees
- o Saved Searches, My List (saved records)

☝ **Nice Feature! Renew books online in My Account**

☝ **Nice Feature!** Use the **Edit Preferences** button to set up default search types and display options.

Logout

Important: To protect the privacy of your library account, be sure to logout when you are finished by clicking on the tiny **Logout** link at the top right of the screen.

Remember, don't hesitate to ask for help at the reference desks. Have fun and happy searching!