

**Mirlyn Search Questions**  
*Ursula Arnold, July 21, 2004*

1. How do you perform a keyword search?
  - a. “Word(s) anywhere”
2. What can I search by in Basic Search?
  - a. Title, Author, Subject, Journal Name and Call Number. Each item is available in the pull down menu and Title, Subject and Journal Name each have an option that allows you to browse. The call number option only allows you to browse.
3. How would you go about finding the Journal *Science*?
  - a. Use the “Journal Name Begins with...” option from the drop down menu.
4. You are in the Shapiro Undergraduate Library and doing research on Global Warming. When you conduct your search, you find that most results are at other libraries. How would you go about finding results that are only at the Shapiro Undergraduate library?
  - a. In the Advanced Search page, you can limit searches to just one location, so use that and search in the Shapiro Undergraduate facility.
5. Global warming information is changing all the time, how would you find information only published after 2000?
  - a. In advanced search, you can indicate what dates you want to find. Type 2000 in the “year from” field and 2004 in the “year to” field.
6. How would you find material written in English concerning French relations with the Middle East?
  - a. In advanced search, select the English option under “Languages”
7. How would you find book mentioning or about Palestine written by Isaiah Friedman?
  - a. In advanced search, search for Palestine under “Words anywhere” and Friedman, Isaiah under “Author words”
8. How do you find out if an item has been checked out?
  - a. Click on “Availability” in the full record, it will display the due date if an item has been checked out
9. What is the most recent literature in the Library about the Hmong?
  - a. Search Hmong and then in the sort options, you can sort the results either ascending or descending by year. Choose descending.
10. How many copies of *Catcher in the Rye* does the University of Michigan Library system have?
  - a. A search of the title brings back several results, both the actual book AND material about the book. You can either refine the search by clicking on “Modify search” and then select “Author words” from the drop down menu and type Salinger, J. D. and search from there, or sort the search by author. It appears that we have 20 copies, though some are missing.
11. How do you save a search?
  - a. On the results page, you can select the option “select all” or select a set of results that you want to save and then select “Add to Basket.” You can

then either mail these to yourself or add them to your shelf for use at a later date.

12. If the only information you have about a book is the ISBN, how can you find the Mirlyn record for that book?
  - a. Under browse, there is an option to search by ISBN
13. Find out what items you have checked out
  - a. Go to the “My Account” option and click on “Items Checked Out”
14. How can you do a call number search?
  - a. On the basic search screen, you can select “Call Number begins with...” from the drop down menu and go from there or, in the Browse screen, you can select that option, Special Call Number or Government Documents Call Number (SuDocs)
15. How can you find the Oxford medieval texts series?
  - a. To search for a series specifically, you need to go to the browse screen and select “Series Title begins with...” from the drop down menu and then search for Oxford Medieval Texts. You can also find it by using “Title begins with...” in either the browse screen or the basic search screen
16. How can you reserve an item to be picked up later?
  - a. When you look at the availability of an item, an option comes up called “Get This.” Click that and it will allow you to reserve an item. If it is already checked out, reserving the item means that you will get it as soon as it comes back to the library.
17. You need to find the video *Nerds 2.0.1: A Brief History of the Internet*, but all you can remember is that it is a video (VHS) about the history of the internet. How can you refine your search so that only videos about the history of the internet show up?
  - a. In the advanced search screen, you can search by format, so select the VHS format and then enter your search query.
18. Putting things in your basket will only save them until the end of your searching session, how can you save them to view at a later date?
  - a. In the basket screen, there is an option next to each citation that says “Add to My Shelf.” Click that, select (or create) a folder to put the item and then click “Add.”
19. Find proceedings of the 1998 Conference on Advances in Neural Information Processing Systems.
  - a. In the advanced search screen, the drop down menu has an option to look for “Conference Name words.” Select this and enter your search query. Three libraries carry the papers from these conferences since 1988.
20. When you do an author search for Toni Morrison, the results include things she helped edit and items that she contributed to. How can you find only those items where she is listed as the main author?
  - a. First sort the results by author, if you want to see the items in their own set, select all of the items that list Toni Morrison as the author and click “Create Subset” from the “selected records” category above.