

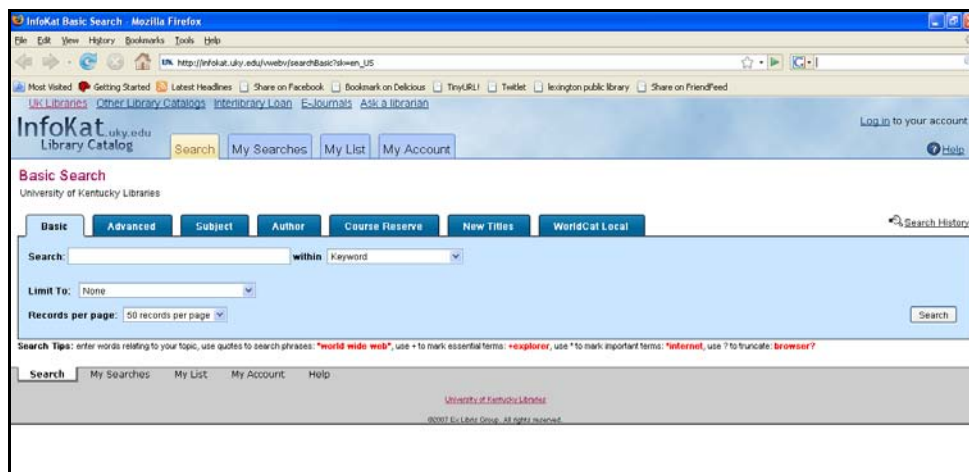
# Searching the InfoKat On-Line Catalog



ALVIN E. EVANS LAW LIBRARY, UNIVERSITY OF KENTUCKY COLLEGE OF LAW

<http://www.uky.edu/Law/library/>

InfoKat is the University of Kentucky Libraries on-line catalog. It contains records for all of the materials that are owned by the university libraries. You would not use InfoKat to find a journal article or court case, but you could find a book about a legal issue. InfoKat is a web based catalog that can be accessed from any computer having Internet access. The catalog is available at <http://infokat.uky.edu> and its front page appears below. To begin, you should click on the “basic search” tab on the left hand side of the screen.



## To Search by Author/Title/Subject/Keyword (Basic Search)

1. At the Basic Search InfoKat screen, select the type of search you need:
  - Author
  - Title
  - Call Number
  - Subject
  - Journal Title
  - Keyword
2. Type the search word or phrase. Omit punctuation and initial articles (a, the, etc.)
3. Click on the pull down menu to select the number of records to display per page. (The default is 50 records per page.)
4. Click on Search to begin. Click on Reset to clear the search and start over.

### Keyword or Subject?

- Keyword searches look for your terms in system-specified fields only, but this is often a broader search. Use this method if you're unsure of the subject, you're searching a new concept, or your subject search isn't retrieving relevant documents.
- Subject searches look for your terms in subject field only, and this field is populated with exact Library of Congress subject heading language, making this usually a much narrower search. Use this method if you know the subject headings assigned to the topic you're researching (e.g., you have headings from another relevant text or search, etc.)

## To Search for Items in the UK Law Library Only

1. From the Basic Search tab, click on the **Set Single Limit** box.
2. Find and click on **Law Library**.
3. Your search will be limited to locating only items located in the UK Law Library.

*Remember, limits do not apply to author and subject searches.*

## To Perform a Guided Search:

1. First select the **Guided Keyword Search** tab at the top of the screen. Click the **Select More Limits** button if you wish to limit your search by language, location, date, and item type, place of publication or publication status. Make your selections and press the **"Set Limits"** button. This will return you to the **Guided Keyword Search** screen.
2. Type in your search term(s). Use a question mark (?) to truncate search terms: e.g., *damag?* retrieves *damaged, damages* or *damage*.
3. Using the drop-down list next to where you entered your search terms, indicate whether you want to search for all the search terms, any of the search terms, or search the terms as a phrase.
4. You may select the Boolean operator you want applied to the next search term(s) should you wish to do a search involving more than one word or phrase: AND, OR or NOT.
5. Searches can be limited to a particular part of the catalog record such as keywords, title, or author name.
6. Click on Search to begin. Click on Reset to clear the search and start over.
7. Click the Remove Search Limits button when you wish to clear the limits.

## Helpful Hints for Searching

- ❖ **Personal Author**  
Last name first name; space between last and first name: *Grisham John*
- ❖ **Corporate Author**  
For Organizations, do not invert: *American Bar Association*
- ❖ **Title**  
Omit initial articles (a, an, the, de, la, los, etc.): *Sun Also Rises*
- ❖ **Journal title**  
Use for Magazines, Periodicals, Newspapers series: *National Law Journal*
- ❖ **Subject**  
Use Library of Congress Subject Headings. If you don't know the proper heading use a Keyword search to find appropriate subject headings.
- ❖ **Call Number**  
Include punctuation: *KF 662.V6*

## Results

The InfoKat result page will tell you several important pieces of information. An example of the results of a keyword search for “legal research” appears below. You will be able to see:

- The titles of the books
- The author(s)
- The year of publication
- The location – both which library (UK has 15!) and occasionally where it is at in the library
- The call number
- If the book is available

The screenshot shows the InfoKat search results page in a Mozilla Firefox browser. The search term is "legal research", and 483 results were found. The results are sorted by Relevance. The first five results are:

- Using a law library : a guide for students and lawyers in the common law provinces of Canada / Margaret A. Banks.**  
Banks, Margaret A., 1928-  
1985  
KE250 .B37 1985  
no item information, Law Library - Please ask a Reference Librarian
- State legislative sourcebook.**  
1986  
multiple holdings available
- Guide to Kentucky legal research 2d : a state bibliography / Wesley Gilmer, Jr.**  
Gilmer, Wesley,  
1985  
KF1201 .G54 1985  
multiple items available, Law Library - Reference-Lobby
- Computer assisted legal research : a selected bibliography / Dittakavi Nagasankara Rao.**  
Nagasankara Rao, Dittakavi.  
1984  
Z7164 .A2 P840 P1671-P1680 1984  
available, Young Library - 6th Floor
- Sourcebook for research in law and medicine / Salvatore F. Fiscina.... [et al.].**  
1985  
KF3821 .A1 S67 1985  
available, Law Library

On the right side of the results, there is a "Filter Your Search:" section with various filters like Agriculture, Design, Education, Engineering, Fine Arts, Internet Resources, Journals, Law, Medical Center, Science, Sound Recordings, Special Collections, Storage, Teaching & Academic Support Center, Videos, William T. Young Library, and Young Media Library.

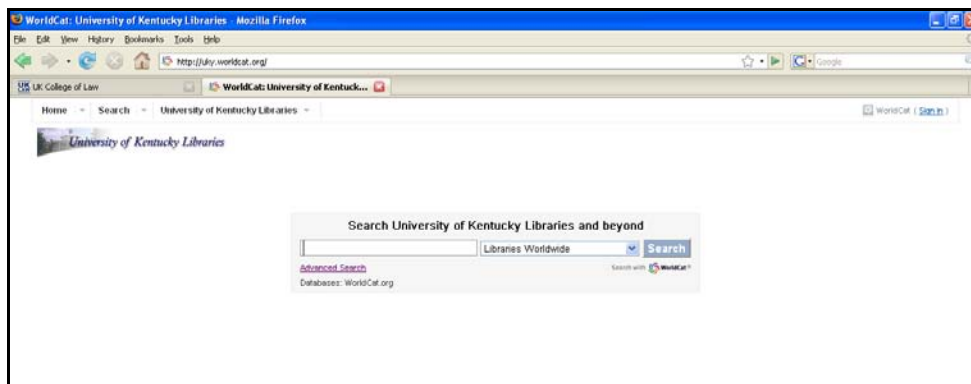
## WorldCat Local

WorldCat Local is another option for finding books at UK Libraries. The basic search on WorldCat Local utilizes a single box search. You can access this by a tab on the right side of the InfoKat screen.

### Basic Search

University of Kentucky Libraries

The screenshot shows the WorldCat Local search interface. The "WorldCat Local" tab is highlighted with a red circle. The search box contains the text "Search:" and "within Keyword". Below the search box, there are options for "Limit To:" (set to None) and "Records per page:" (set to 50 records per page). A "Search" button is located at the bottom right of the search area.



As with InfoKat, you can easily see the call numbers, location and availability of the books. It also searches the catalogs of libraries around world. If you see a book that you'd like not currently owned by UK Libraries, please contact the ILL librarian about having the book loaned to you. This service is free of charge and is open only to UK Law faculty and students.

