



# Finding Books at the University of Manitoba Libraries (UML)

The UML holds a vast collection of books or monographs as libraries like to call them covering many subject areas. There are 20 libraries (<http://www.umanitoba.ca/libraries/units/index.html>) at the University of Manitoba that collect books in the subject fields of the Faculties they represent. Libraries organize and store book collections on shelves (often called “stacks”).

## ■ How to find books in the Libraries

### Step 1: Go to Libraries online catalogue - BISON

Go to the UML Home Page: <http://www.umanitoba.ca/libraries>. Click on Library Catalogue on the left-hand menu or access BISON directly at: <http://bison.umanitoba.ca> and select institution (U of M).

### Step 2: Enter your search terms

The screenshot shows the 'SEARCH BISON / LIBRARY CATALOGUE' interface. On the left is a navigation menu with 'SEARCH CATALOGUE' highlighted. The main area has tabs for 'Simple', 'Power', 'Multi-Catalogue', and 'Course Reserves'. A search input field is present with a 'Search' and 'Clear' button. Below the input field are radio buttons for 'Contains these words' (selected) and 'Starts with these words'. A dropdown menu is open, listing search options: Title, Keyword, Author, Title, Periodical Title, Subject, Series, ISSN, and ISBN. Below these are search limits for Format, Language, Library, and Year.

1. Select the appropriate search option from the pull down menu.
2. Enter your search words in the blank search window.
3. Choose **Contains these words** if you know some words from the author/ title/subject or **Starts with these words** if you know exact words of your author/title/subject.
4. Click on the **Search** button.

<p><b>Keyword:</b></p> <p>Keyword searching allows you to search subject, author, and/or title all at the same time. Enter subject, author, and/or title keywords in any order.</p>	<p><b>Author (Starts with these words):</b></p> <p>If you know the author’s name, enter the <b>last name</b> of author first (for example: <i>shields carol</i>). Consider using only the first initial of the first name, unless the surname is very common.</p>	<p><b>Title (Starts with these words):</b></p> <p>If you are looking for an exact title, enter title words in exact order (or at least the first few words). Exclude initial articles: A, AN, THE, etc.</p>	<p><b>Subject (Starts with these words):</b></p> <p>If you are looking for books on particular topic (for example: <i>folklore</i>). If no results found consider using the <b>Keyword</b> or the <b>Subject (keyword)</b> search options instead.</p>
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### Step 3: Select items

The screenshot shows the 'LIBRARY CATALOGUE INDEX' page. A search for 'shields carol' has been performed. The results list several titles by Carol Shields, with the first entry being 'Shields, Carol [ 55 Titles ]'. Navigation buttons include 'Browse Previous', 'Revise Search', and 'Browse Next'. A search bar and a sidebar with navigation links are also visible.

The **Author (Starts with these words)** search for author *Carol Shields* displays a list of authors matching the term you entered.

Click on the link next to the author's name to view title(s) associated with that author.

To view the full record of the specific title, click on the **full description** link next to that title.

### Step 4: Find the call number and location

The **location** and **call number** in the Full Record Display for the book in this example are shown at the bottom of the screen next to the word **Holdings**:

The screenshot shows the 'FULL RECORD DISPLAY' page for a book. The title is 'A memoir of friendship : the letters between Carol Shields and Blanche Howard / edited by Blanche Howard & Allison Howard; foreword by Anne ...'. The 'Holdings' section lists two locations: 'Elizabeth Dafoe Library' with call number 'PS 8587 H63 Z488 2007 Second Floor' and 'St. John's College Library' with call number 'PS 8587 H63 Z488 2007 Main Floor'. Navigation buttons like 'Previous', 'Revise Search', 'Download', and 'Next' are visible.

One copy of the book is located in the **Elizabeth Dafoe Library** and the second copy is in the **St. John's College Library**

The call number is:  
**PS 8587 H63 Z488 2007**

It is also available in both locations. If the book has been signed out the holdings message shows **Checked out** instead of **Second Floor** or **Main Floor** as shown here.

To request a book that is checked out click on **Request this title** located above the record on the right-hand side.

### Step 5: What to do if UML does not have it

If no University of Manitoba library has the item you are looking for, you may request material from outside the UML system via our Document Delivery Service:

<http://umanitoba.ca/libraries/units/docdel/index.html>