



# INTRODUCTION TO USING THE LIBRARY

## SUMMON

is the catalog for Briggs Library with over 200,000 items in the collections. You can link to the catalog from the library home page. There are two ways to perform the basic search: keyword or browse.

**SUMMON – Basic** [\[Search Tips\]](#)

Use **Keyword Search** when you are unsure of exactly what you are

**Keyword Search For:** [How and When to use Keyword](#)

**Select Search Type:**

- General Keywords
- Title Keywords
- Author Keywords
- Subject Keywords

Limits the fields where you search (general looks in the entire record).

**Keywords adjacent?**  No  Yes

Use **Browse** when you have exact information to look for (i.e. you know the title, author, etc.)

**Browse For:** [How and When to use Browse](#)

**Select Browse Type:**

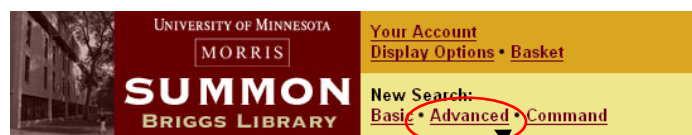
- Title begins... (omit initial article)
- Author begins... (last name first)
- Subject Heading begins...
- Call Number LC begins...

### Keyword v. Subject

**Keyword:** appears in the text of the catalog record, but depending on the word you might receive a number of unrelated items

**Subject:** part of a controlled vocabulary, so if a search for a subject does not return the results you wanted, it may be because you aren't using the exact term

If you are interested in additional specificity to your search, you can use the **Advanced** search in Summon (also available in MNCAT). At the top of the catalog, click on the link labeled **Advanced**.



### SUMMON – Advanced Search

[\[Search Tips\]](#)

Click here.

For Boolean OR or NOT searches, enter your search statement in a single box (e.g. "horse? or equine") or use "Command Search."

You can search a multitude of fields including keyword, title and author and limit your searches to specific languages, format, location, or publication year.

**SUMMON – Advanced Search** [\[Search Tips\]](#)

For Boolean OR or NOT searches, enter your search statement in a single box (e.g.: horse? or equine) or use "Command Search."

Search:  Enter word or phrase:

General Keywords

Combine (AND) with:

General Keywords

Combine (AND) with:

General Keywords

Combine (AND) with:

**Limit search to:**

Language:

Format:

Location:

Single year:

Year from:  Year to:

## Finding a book

A list of the catalog records allows you to determine which libraries have copies of the book.

**MNCAT/All Campuses – Browsing: All Titles**

Previous: [Possession : a peep-show in paradise](#)

Current: **Possession : a romance**

Next: [Possession and exorcism](#)

Results for: **Possession : a romance** Sorted by: Year (descending)/Author

Sort options: [Author/Title](#) [Author/Year\(d\)](#) [Title/Year\(d\)](#) [Year\(a\)/Title](#) [Year\(d\)/Title](#) [Year\(d\)/Author](#)

Display options: [Vertical view](#) [Table view](#)

Records 1 - 3 of 3 (maximum display and sort is 5000 records)

<a href="#">1- Full View</a> - <input type="checkbox"/>	Author	<a href="#">Byatt, A. S. (Antonia Susan), 1936-</a>
<b>Title</b>		<a href="#">Possession : a romance / A.S. Byatt ; introduction by the author.</a>
<b>Published</b>		New York : Modern Library, 2001.
<b>Availability</b>		<a href="#">UM MORRIS Briggs Library PR6052.Y2 P6 2001 Circulating</a>
<a href="#">2- Full View</a> - <input type="checkbox"/>	Author	<a href="#">Byatt, A. S. (Antonia Susan), 1936-</a>
<b>Title</b>		<a href="#">Possession : a romance / A.S. Byatt.</a>
<b>Published</b>		New York : Vintage Books, 1981.
<b>Availability</b>		<a href="#">TC Wilson Library PR6052.Y2 P6 1991 Regular Loan</a>
<a href="#">3- Full View</a> - <input type="checkbox"/>	Author	<a href="#">Byatt, A. S. (Antonia Susan), 1936-</a>
<b>Title</b>		<a href="#">Possession : a romance / by A.S. Byatt.</a>
<b>Published</b>		London : Chatto & Windus, 1980.
<b>Availability</b>		<a href="#">TC Wilson Library PR6052.Y2 P6 1990b Regular Loan</a>

◀ Previous Page    Next Page ▶

One version available in Morris. →

← Two copies available in the Twin Cities (TC).

But how do you determine if the book is available for checkout? Click on the link following the word **Availability**.

[1- Full View](#) -

**Author** [Byatt, A. S. \(Antonia Susan\), 1936-](#)

**Title** [Possession : a romance / A.S. Byatt ; introduction by the author.](#)

**Published** New York : Modern Library, 2001.

**Availability** [UM MORRIS Briggs Library PR6052.Y2 P6 2001 Circulating](#)

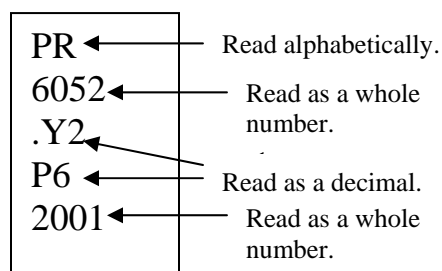
← Click here.

The **Availability** link takes you to a holding record.

	Description	Due date	Loan type	Library/Collection	Call Number
<a href="#">Get It / Recall expand</a>		Not Checked Out	Circulating	UM MORRIS Briggs Library	PR6052.Y2 P6 2001

## Reading a call number

Briggs Library uses the Library of Congress classification system for labeling its books. Each portion of the call number indicates a piece of information.



Books cataloged using the Library of Congress classification system are grouped by subject, so all books in PR are related in that they are English (British) Literature. The following number, 6052.Y2, indicates further definition of the subject (A.S. Byatt). The next line, P6, usually indicates the author's last name. The final number is the publication year.

## Location of materials

1<sup>st</sup> Floor .....A - M; poetry (McGinnis Room)

2<sup>nd</sup> Floor .....Reference books, print journals, CDs, DVDs, videos, best sellers

3<sup>rd</sup> Floor.....P & Q, curriculum materials including juvenile fiction and non-fiction

4<sup>th</sup> Floor .....R - Z, government documents, Archives

## Recalls

If a book is checked out, and you need it, you can recall it.

	Description	Due date	Loan type	Library/Collection	Call Number
<a href="#">Get It / Recall expand</a>		12/19/08	Circulating	UM MORRIS Briggs Library	Tk5105.5 .R3722 2004

Click on the link **Get It/Recall**. If you are not already logged into your library account, you will be asked to do so. Type in your user name and password to gain access.

You will then need to submit your request. (Delivery location is set to Briggs Library).

### Recall/Hold Request for Blodgett, Jayne

[Back](#)

Select a pickup/delivery location and click on Submit to complete this request  
Current Due Date is: 12/19/08 08:00 PM

Call Number: TK5105.5 R3722 2004

Pickup/Delivery Location:

NOTE: Recalled items typically take a minimum of ten days to be returned and made available to you. You will be notified by email when the item is available.

After submitting your request, you will receive a confirmation notice.

### Recall/Hold Request Confirmation - Blodgett, Jayne

Item has been recalled/requested. An email will be sent when it is available for pickup at UM MORRIS Briggs Library.

Information about your recalls/requests is available on the "Your Account" pages.

When the recalled book is returned to the library, you will receive an email indicating the book is available for pick up at the library's circulation desk.

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While you may submit a recall request at any time, the person who has the book is allowed to have it for at least 14 days before having to return it. This insures patrons are able to make use of the item before having to turn it in.

If it is past 14 days, the patron has 7 days to return the item before fines will be assessed.

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## Your Account

You can access **Your Account** from the library home page or the catalog. **Your Account** allows you to see what you currently have checked out, some ILL transactions and any fines or holds on your account.

[Messages](#) • [Blocks](#) • [Your Contact Information](#)

### Summary of Library Account Information for Blodgett, Jayne

Reminder: [Log Out](#) when you are finished

#### Your Current Library Use Activities (click one of the options below for more information)

Checked Out (renew items here)	<a href="#">73</a>
Recall/Hold/Get It Requests	<a href="#">1</a>
Fines and Fees Balance	<a href="#">0.00</a>
Booking Requests	<a href="#">0</a>
Photocopy Requests	<a href="#">0</a>

#### Your Catalog ILL Activities for U of M Crookston & Morris users only at this time

<a href="#">ILL Total Requests</a>	<a href="#">16</a>
<a href="#">ILL Active Requests</a>	<a href="#">9</a>

**Library Blocks Against Your Account** (If there is nothing listed here there are no active blocks)

**There are 0 Messages for you.**

**Your Contact Information** [e-mail address & more](#)

By clicking on the **Checked Out (renew items here)** link, you will be taken to a list of items checked out to you, including ILL items. From there you can choose to renew specific items or renew everything you have checked out. If an item cannot be renewed you will receive a message at the top of the page indicating so.

Click here to  
renew items.

[Library Account Summary](#) • [Checked Out Renew](#) • [Fees and Fines](#) • [Recall/Hold/Get It](#) • [ILL \(Interlibrary Loans\)](#) • [Booking](#)

**Materials Checked Out To: Blodgett, Jayne**

[Renew All](#) • [Renew Checked](#)

NOTE: To renew a single item or see other details about an item click on the underlined number. To renew selected items click in the check box to the right of the applicable item numbers, then click the "Renew Checked" link above. Not all items are renewable through "Your Account" and policies vary across the U of M campuses. Contact circulation staff at the library that owns the item for further policy information.

No.	Author	Title/Description	Year	Item Detail	Due date	Due hour	Library	Call Number
<u>1</u>	<input type="checkbox"/> Gordon, Rachel Singer.	The librarian's guide to writing for publication / Rachel Singer Gordon.	2004		07/03/08	06:00 PM	UM MORRIS Briggs Library	000474642
<u>2</u>	<input type="checkbox"/> Hoggart, Richard, 1918-	The tyranny of relativism : culture and politics in contemporary English society / Richard Hoggart.	1990		07/07/08	06:00 PM	UM MORRIS Briggs Library	000493774
<u>3</u>	<input type="checkbox"/> Paton, Calum R., 1956-	World, class, Britain : political economy, political theory and British politics / Calum Paton.	2000		07/07/08	06:00 PM	UM MORRIS Briggs Library	000493773
<u>4</u>	<input type="checkbox"/> Johnson, Peggy, 1948-	Fundamentals of collection development & management / Peggy Johnson.	2004		07/09/08	06:00 PM	UM MORRIS Briggs Library	000496023
<u>5</u>	<input type="checkbox"/> Conley, David T., 1948-	College knowledge : what it really takes for students to succeed and what we can do to get them read	2005		07/14/08	04:30 PM	UM MORRIS Briggs Library	000497119
<u>6</u>	<input type="checkbox"/> Miller, Sue, 1943-	The senator's wife / Sue Miller	2008		07/25/08	04:30 PM	UM MORRIS Briggs Library	PS3563 I421444 S46 2008
<u>7</u>	<input type="checkbox"/> Myers, Peter C., 1959-	Our only star and compass : Locke and the struggle for political rationality / Peter C. Myers.	1998		08/06/08	07:00 PM	UM MORRIS Briggs Library	000522659
<u>8</u>	<input type="checkbox"/>	Reading The L word : outing contemporary television / edited by Kim Akass and Janet McCabe ; introdu	2006		08/06/08	11:59 PM	UM MORRIS Briggs Library	000524890
<u>9</u>	<input type="checkbox"/> Highsmith, Patricia, 1921-1995.	The talented Mr. Ripley ; Ripley under ground ; Ripley's game / Patricia Highsmith.	1999		12/19/08	04:30 PM	UM MORRIS Briggs Library	PS3550 I366 A6 1999
<u>10</u>	<input type="checkbox"/> Alexander, Robert, 1952-	The kitchen boy / Robert Alexander.	2004		12/19/08	04:30 PM	UM MORRIS Briggs Library	PS3601 L355 K47 2004
<u>11</u>	<input type="checkbox"/> Price, Richard, 1849-	Freedomland / Richard Price.	1998		12/19/08	04:30 PM	UM MORRIS Briggs Library	PS3566 R544 F74 1998
<u>12</u>	<input type="checkbox"/> Herdt, Gilbert H., 1949-	Same sex, different cultures : exploring gay and lesbian lives / Gilbert Herdt.	1997		12/19/08	04:30 PM	UM MORRIS Briggs Library	GN484 .35 H47 1997
<u>13</u>	<input type="checkbox"/> Gruenbaum, Ellen.	The female circumcision controversy : an anthropological perspective / Ellen Gruenbaum.	2001		12/19/08	04:30 PM	UM MORRIS Briggs Library	GN484 G78 2001

When you are done, don't forget to log out by clicking on the **Log Out** link at the top of the page.



UNIVERSITY OF MINNESOTA  
**YOUR ACCOUNT**

[Your Account](#) • [Log Out](#)  
[Display Options](#) • [Basket](#)

[New Basic Search](#)

Click here.

## Other Catalogs

Another catalog, MNCAT, allows you to search all of the University of Minnesota catalogs. It offers the same functionality as SUMMON and is also available from a link on the library home page. Advanced searching is also available.

### MNCAT/All Campuses – Basic [\[Search Tips\]](#)

**Browse For:** [How and When to use Browse](#)

**Select Browse Type:**

- Title begins... (omit initial article, e.g. a, an, the, le)
- Author begins... (last name first)
- LC Subject Heading begins...
- Medical Subject Heading begins...
- Chinese Title begins...

**Keyword Search For:** [How and When to use Keyword](#)

**Select Search Type:**

- General Keywords
- Title Keywords
- Author Keywords
- All Subject Keywords

Keywords adjacent?  No  Yes

If you are unable to find the book you desire in either SUMMON or MNCAT, you can also look in WorldCat, a catalog of hundreds of libraries from around the world.

Search for multiple fields at once, including keyword, author and title.

Can limit search to specific year, language or material

Can view search parameters in a variety of languages. Results appear in the cataloging language.