

PITTCat *Author/Title/Subject Searching*

University of Pittsburgh Libraries

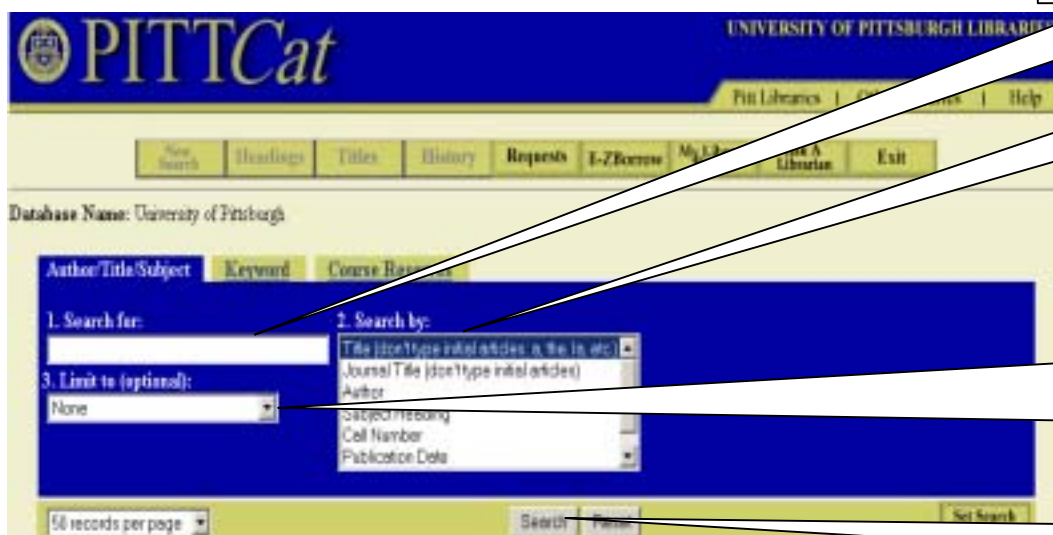
PITTCat is the online catalog for the University of Pittsburgh. PITTCat lists materials owned by the University of Pittsburgh libraries, including books, microforms, music, dissertations, government publications, and serial titles (journals or magazines). You can search PITTCat by accessing the University Library System home page at www.library.pitt.edu. From the home page's **online resources** menu, click on the **PITTCat library catalog** heading. On the next page, click on the gray **Connect to PITTCat library catalog** button.

You can search PITTCat three ways: Author/Title/Subject, Keyword, and Advanced Keyword. To choose the method you wish to use, click on the appropriate button in the **PITTCat** main screen.

When searching in PITTCat:

- Omit all punctuation.
- Don't worry about capital letters.
- Use the New Search button to start a new search.
- Click on the Help button for a better understanding of the search screen you are viewing.

Searching PITTCat



Search Tips

Type of Search	Search Tips	Example
Author	Enter author's last name first, then first name or initial Omit all punctuation <i>except</i> for hyphenated names	<i>twain mark</i> or <i>lovecraft h rhys-davies</i>
Title	Omit initial articles (a, an, the, der, la, el, etc.)	<i>catcher in the rye</i>
Journal Title	Omit initial articles (a, an, the, der, la, el, etc.)	<i>new york times</i> <i>journal of abnormal psychology</i>
Subject	Use Library of Congress or Medical (MeSH) Subject Headings Omit dashes in subject search Use "See Also" and "Notes" to link to additional headings	<i>english literature 17th century</i> <i>acquired immunodeficiency syndrome</i>
Call Number	Include periods in call numbers Use a space between the call number and the publication date	<i>pn1994.m379 1992</i>

Viewing Your Results

After you have performed your search, a result list will appear. You can view the full catalog record by clicking on the blue lettering of the item. You can browse items within your result list by accessing a record, and then using the **previous** and **next** arrows to move back or forward through the list.

Emailing, Printing, or Saving Your Results

To print or save a single record, scroll to the bottom of the screen to the Save Options. If you are in a title list, you can mark the items you want by clicking on the box to the left of the item title, and then proceed to the Save Options. You can save more than one page of marked items by clicking on the **Retain Selected** button at the bottom of each page, and clicking on the **Selected all pages** button in the Records section of the Save Options.

To Email the item to an email account -- Type the email address in the Full E-mail Address text box, and then click on the envelope-shaped e-mail button to the left.

To Print or Save the item – Click on either the print or floppy disk icon below Display for Printing or Saving. A text version of the item will appear. To print this, use the web browser's Print button. To download this to a floppy disk, load a floppy disk into the disk drive, and use the File menu's Save As command. To return to *PITTCat*, use the browser's Back button.

Course Reserves

Professors will sometimes put course materials on reserve at the library. You can search for reserve materials by clicking on the **Course Reserves** tab in any *PITTCat* search screen. You can use the drop-down menus to search for reserve materials by instructor's name, department, or course number. Make your selection from the appropriate menu, and click on search. *PITTCat* will display a list of items put on reserve. Select the item you want by clicking on the title of the item, and write down the item's call number. Take this call number to the Reserve Desk in the library indicated in the catalog record.

Request

If an item you need has been checked out by another patron or is in storage, you can request the item be brought back for your use. To request an item,

- Access that item's catalog record, then click on the gold **Request** button at the top of the screen.
- Fill out the form and click on **Login**.
- Select **Recall** (for an item that is checked out to someone else), **BOOKS in STORAGE** (for a book in storage) or **JRNLS in STORAGE** (for a copy of an article from a journal in storage) and click OK.
- Fill out the form, including your University ID number and the library to pick up the material from.
- Click **Submit Request**.

Journal articles requested from storage will be made available as a PDF and you will be notified by email. Non-journal materials from storage will be delivered to the requested library and held for 7 days. For a recall, the library staff will contact the patron who currently has the item and request the item be returned to the library for your use. This process takes between one to two weeks, and the library staff will contact you when the item is available for you to pick up. You can check the status of non-journal requests and recalls by using the Request Information section of **My Library Record**.

Patron Information

Borrowers can manage their library accounts online through the World Wide Web via *PITTCat*. When in *PITTCat*, click on the **My Library Record** button. Fill in your Pitt ID number and your last name, and *PITTCat* will display a list of the items you have borrowed and when these items are due, any items you may have requested, and any unpaid fines or fees on your account. You can renew items by clicking on the box to the left of the item, and then clicking on the gray Renew Items button at the bottom of the list. If you have any questions about renewing online, call (412) 648-7800.