



**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](http://www.library.pitt.edu). From the [Find Books, Articles and More](#) menu, click on the **PITTCat** heading. On the next page, click on the gray **Connect to PITTCat library catalog** button.

You can search PITTCat several ways: quick search; searching by title, author and other common methods; or keyword searching. To choose the method you wish to use, click on the appropriate link in the PITTCat main screen.

## Searching PITTCat

The screenshot shows the PITTCat search interface. At the top left is the University of Pittsburgh logo and the text 'PITTCat Online Catalog of the University of Pittsburgh Libraries'. On the right, there are links for 'E-Z Borrow', 'Find Articles', 'Ask-A-Librarian', 'Help', 'Other Libraries', and 'Library Home Page'. Below these are buttons for 'Search', 'Place Request', and 'My Account'. The main search area has a 'Database Name: University of Pittsburgh' label. There are three tabs: 'Search', 'Keyword', and 'Course Reserves'. The 'Search' tab is active. It features a 'Search for:' text box containing 'da vinci code'. To the right is a 'Search by:' dropdown menu with options: 'Title begins with (don't type initial articles: a, an, the, la...)', 'Author (type last name first)', 'Journal Title begins with (don't type initial articles)', 'Subject Heading', 'Composer/Prolific Author (author sorted by title)', 'Keyword (Quick Search)', 'Call Number', and 'Boolean Search'. Below the search box is a 'Limit to (optional):' dropdown menu with options: 'None', 'Bradford Campus Library', 'Greensburg Campus Library', 'Health Sciences Library System', 'Johnstown Campus Library', 'Law Library', 'Titusville Campus Library', 'ULS: Pittsburgh Campus', 'Electronic - Web Accessible', and 'DVDs/Videos'. At the bottom, there is a '50 Records per page' dropdown, 'Search' and 'Reset' buttons, and a 'Limit Your Search' button.

### To search PITTCat:

1. Type the term(s) of your search in the **Search for:** window. Omit any punctuation, and don't worry about capital letters.
2. Use the **Search by:** menu to select the type of search you wish to perform.
3. You can use the **Limit to:** menu to limit your search to a particular campus, library or format. The Oakland campus libraries are under the ULS: Pittsburgh Campus heading.
4. Click on the gray **Search** button to perform your search.

## Search Tips

Type of Search	Search Tips	Example
Title	Omit initial articles (a, an, the, der, la, el, etc.)	<i>grapes of wrath</i>
Author	Author's last name then first name or first initial Omit all punctuation <b>except</b> for hyphenated names	<i>twain mark</i> or <i>lovecraft h rhysh-davies</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 any dashes	<i>english literature 17<sup>th</sup> century</i> <i>acquired immunodeficiency syndrome</i>
Composer/ Prolific Author	Last name then first name or first initial Omit all punctuation <b>except</b> for hyphenated names	<i>beethoven ludwig</i> or <i>shakespeare w rimsky-korsakov</i>
Keyword	Use <b>and</b> , <b>or</b> and <b>not</b> to combine keywords	<i>steroids and baseball</i>
Call Number	Include space between call number and year date	<i>pn1994m379 1992</i>
Boolean Search	Can use boolean operators, truncation and nesting	<i>(automobile or car) and accident rate?</i>

## Your Search Results

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

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 E-mail Address text box, and then click on the email button on the right. **To Print or Save** the item – Click on the Display for Printing or Saving button. A text version of the item will appear. To print, use the web browser's Print button. To download to a disk or USB flash drive, use the File menu's Save As command.

## Quick Search

Quick Search searches PITT*Cat* using a special algorithm that determines the frequency and position of the term(s) in your search. Quick Search will look for your search terms in the subject, author and title portions of catalog records, and rank search results by how often and where your search terms show up in a catalog record. Since Quick Search only looks for the instance of your search terms, consider using it in combination with other methods of PITT*Cat* searching.

## 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 PITT*Cat* 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. PITT*Cat* 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, 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 blue **Place Request** heading at the top of the screen. Fill in your Pitt ID number and your last name, then choose Recall, and fill out the following form. 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.

## My Account

Borrowers can manage their library accounts online through the World Wide Web via PITT*Cat*. When in PITT*Cat*, click on the **My Account**. Fill in your Pitt ID number and your last name, and PITT*Cat* 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.

## Bookbag

PITT*Cat*'s Bookbag feature allows you to build and keep an ongoing list of up to 1000 PITT*Cat* catalog records. Bookbag is especially useful when building lists of resources for research, or just keeping track of books you'd like to read later. To use your Bookbag, log into **My Account**, and then start searching PITT*Cat*. As you search, you can mark the catalog records you want to save in Bookbag, and save these records by using the Save to Bookbag button in the Save Options menu. To view or revise your bookbag list, log into **My Account**, and follow the Bookbag link at top

## Saved Searches

You can save a PITT*Cat* search for future use by using the Saved Searches feature. To be able to save a search, first log into **My Account**, and start searching PITT*Cat*. To save a useful search, simply click on the Save Search Query button in the Save Options menu. To view, edit, or rerun a saved search, log into **My Account** and click on the Saved Searches button at the top.