

HOLLIS Catalog Reference Guide



Scope and Access

The HOLLIS Catalog of the Harvard University Libraries contains over nine million records for more than 15 million books, journals, manuscripts, government documents, maps, microforms, music scores, sound recordings, visual materials, and data files. The database is updated continually as material is ordered, received, cataloged, checked out, and returned.

Direct access: <http://holliscatalog.harvard.edu/>

Via Harvard Libraries portal: <http://lib.harvard.edu/>

If you do not find something in the HOLLIS Catalog, consult other Harvard online catalogs such as VIA (Visual Information Access), OASIS (Online Archival Search Information System), and the Harvard Geospatial Library. Access to other online catalogs and information about all Harvard libraries is available from the Harvard Libraries portal web site: <http://lib.harvard.edu/>.

Selecting a Database: Full Catalog and Subsets

When you first connect, the **Full Catalog** is automatically selected. You can also select a catalog subset to search *only* for **Journal Titles**, **Reserves** materials, or **Digital Resources** (electronic resources).

Note that the HOLLIS Catalog does **not** include articles. Click on the **Find Articles** tab for information on how to find articles by topic or author, and how to find online or print copies of a specific article.

A screenshot of the HOLLIS Catalog search interface. At the top, there are five tabs: 'Full Catalog', 'Find Articles', 'Journal Titles', 'Digital Resources', and 'Reserves'. Below the tabs is a search form with a 'Search type:' dropdown menu set to 'Keywords anywhere' and a 'Search for:' text input field. To the right of the input field is a 'Search tips' link and 'Search' and 'Clear' buttons. A red arrow points from the 'Search tips' link to the text 'Catalog Subsets' below the screenshot.

Catalog Subsets

Journal Titles – includes journals, magazines, newspapers, and books published annually. It does NOT index individual journal articles.

Digital Resources – includes CDs, datasets, online finding aids, and networked resources (e-journals, subject-specific indexes, encyclopedias, and other full-text resources).

Reserves – includes items on reserve for specific classes. Also includes some items not in the Full Catalog, such as reprints and items on loan from instructors.

Browsing Lists and Searching Keywords

There are two ways to find materials in the HOLLIS Catalog: **browsing** alphabetic or numeric lists and searching **keywords**.

Browsing puts you in an alphabetical or numeric list of titles, authors, subjects, call numbers, etc., at the point you specify. Click on a browse list entry to retrieve records containing that entry. **Browse lists** when:

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<http://hul.harvard.edu/ois/systems/aleph/docs/opac/hcat-refguide.pdf>

- You know the exact title, or the beginning of the title.
- You know at least the author's last name and first initial.
- You know an exact subject heading and want to find works on that topic.
- You know the call number of a work and want to find other works on that topic.
- You know the ISBN number of a book or the ISSN number of a journal.

Note about using the **Sorted Index** option in a Browse List:

- o In *author* browse lists, it displays results sorted first by title, then by date.
- o In *series* browse lists results, it displays series arranged by volume number.

Searching Keywords retrieves individual catalog records with matching words, phrases, or numbers.

Search **Keywords** when:

- You are looking for works on a topic but don't know an exact subject heading.
- You are looking for a specific work and know a few title words, but not the exact title.
- You are looking for a specific work and know the author's last name and what it is about.
- You know the last names of two or more authors or editors of a work.

See **Expanded Search** for information about limiting keyword searches to specific criteria.

Search/Expanded Search/Command Search

Search offers **browsing alphabetical or numeric lists** as well as basic “**keywords anywhere**” searching. In keyword searching, the Boolean operator AND is implicit. Use quotation marks (“ ”) to enclose a phrase of two words you wish to search together, and in that order.

Expanded Search offers advanced keyword searching only and allows you to limit queries by Language, Format (e.g. audio), Location, and Year. Phrase searching is the same as in **Search**.

Command Search offers searching using three-letter commands that represent all searchable indexes in the system. It allows you to perform very complex searches in one step. Phrase searching is the same as in **Search**.

E-mailing Records

Check “√” all the records you wish to save or email, then click on the **Print/Save/Send** option. Complete the form that displays and click **Print/Save/Send**. You can also use the **Print/Save/Send** option with a **list of records** compiled from multiple searches. See **Creating a List** section.

Saving Records

Follow email instructions as above, but leave the email address line blank. Click on **Print/Save/Send**, then click on **Print/Save Selected**. Choose **File** on the browser menu, then **Save As** or **Save Page As**. Enter a filename, a destination drive (e.g. “a:” or “c:”), and a file format.

Printing Records

Use your browser's print option to print an individual record or results list screen.

To print a set of records including call numbers, follow email instructions as above, but leave the email address line blank. Click on **Print/Save/Send**, then click on **Print/Save Selected**. Use your browser's print option to print the list.

Creating a Subset or Creating a List of Records

Create a **Subset** when you want to further manipulate, sort, or modify that group of records, or display/print it in various ways. All subsets are saved in **Previous Searches**.

Create a **List** in order to collect selected records from one or more searches for saving, emailing, or printing. A list is static: it can't be resorted or combined with earlier searches.

As with the **Print/Save/Send** option, you must first check “√” all the records for a Subset or List and then select the **Create a Subset** or **Add to List** options.

Important: if you want to save or email records from *multiple searches*, you must always **Add to List** first, then **View List**, and then click on the **Print/Save/Send** option. If you don't, you will find that only those records you selected from your most recent search have been included.

Requesting/Recalling Items

You can **request** retrieval of an item from the Harvard Depository or **recall** an item checked out to another borrower. To place an HD or recall request you will need a regular Harvard ID and PIN and you must have borrowing privileges at the library that owns the item.

Click on an **Availability** link, either for “All Locations” or for a specific Location. In the **Availability** window, click the **Request** link for the item. You will be prompted to supply a Harvard ID and PIN if

Record display for
Marcel Proust, du côté de la médecine

Availability

Click on the "request" link to request delivery of materials that are located in Harvard Depository or currently checked out to another person. You will be asked for a current Harvard ID number and PIN. Materials will be delivered to the library as soon as they are available. (The "request" link appears only for items that are in the Harvard Depository or checked out.)

Click to place request →

Location	Collection	Call Number	Description	Due date	Item status	Wait list	Note	Barcode
Widener	Harvard Depository	43744.67.1580		Not checked out	Regular loan (depository)	request		HNW3QM

Availability window; Click the request link to place a request

you have not already logged in (see the **My Account** section for details). Review information in the Request window and then click **Send Request** to place the request.

If you have questions about requests, contact the owning library's circulation desk for further assistance.

My Account/Renew

You can use the **My Account/Renew** option (top menu, right-hand side) to

- See a list of items currently checked out on your ID, the due dates, and outstanding fines (if any),
- See a list of items requested,
- Renew items online, and
- Customize search result displays.

To access My Account options you must supply your Harvard ID and PIN number. When you have “logged in” to your account, any display customizations you make will be in effect. And, any requests that you place will go through without another prompt for ID and PIN.

In case you have forgotten your PIN number or would like to acquire a new one, go to the Harvard PIN Management site: <http://www.pin.harvard.edu> to request a new PIN.

If you have logged in, always LOGOUT after each session to prevent subsequent users from viewing or using your account.

All users are automatically disconnected from the HOLLIS Catalog after 20 minutes of inactivity; no work is retained unless specifically saved to disk or emailed.

Keyword Search Operators

Symbol/ Operator	Function	Example
(none)	In Search and Expanded Search, the Boolean operator “ and ” is the default when a blank separates two search terms.	plato republic Retrieves records with both terms somewhere in each record.
*	Wildcard – use at the beginning, middle or end of a word as a placeholder for an unlimited number of characters.	*nnberg Retrieves wennberg, tennberg, vennberg, etc.
#	Wildcard -- use to find variant spellings of a word in cases where one character may vary.	wom#n Retrieves both woman and women.
“ ”	Enclose a phrase – 2 words you’d like to search in precisely the order you specify, with no intervening words.	“national guard” Retrieves records containing this phrase.
and	Use this Boolean operator to search for items whose records contain word or phrase 1 and word or phrase 2 and word or phrase 3.	alice and “looking glass” Retrieves records containing both this word AND this phrase.
or	Use this Boolean operator to link synonymous ideas – words or phrases in a single search.	“school reform” or “school-based management” Retrieves records containing either school reform OR school-based management.
not	Use this Boolean operator to narrow a search by eliminating any records containing a specified term.	mexico not new Retrieves records containing Mexico but not “New Mexico.”
()	In a complex keyword search, use parentheses to let the computer know how to do the search.	(“school reform” or “school-based management”) and parent* This search will <i>first</i> find all the records with the 2 phrases in parentheses, <i>then</i> find from that group only those records where parent, parents, parental, etc. are also present.