



Voyager Catalog

University of Rochester Libraries

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Voyager contains the locations, call numbers, and descriptions of the resources (including books, journals, electronic resources [e.g., e-journals], newspapers, software, music scores, sound recordings, microforms, videos) **in the libraries of the University of Rochester, Colgate Rochester Divinity School and the George Eastman House.**

	If you know...	Use Search Tab	HINTS
B A S I C S E A R C H	The exact title	Title	Type the first words of the title Omit beginning articles (A, The, Der, El, L', La, etc.): rhapsody in blue
	A journal, magazine, or newspaper title	Journal Title	Type the first words of the journal title Omit beginning articles (A, The, Der, El, L', La, etc.): journal of the american musico
	An author or the name of an organization	Author/Name	For individuals, enter last name first: einstein al (finds Al, Albert, Alfred, etc.) For organizations or groups, use normal word order: chicago symphony orchestra
	The exact subject heading	Subject Heading	Use Library of Congress or Medical Subject Headings: sonatas piano bach johann sebastian jazz discography
	Word or words describing your search (Result is in relevance order)	Keyword(s)	To truncate, use ?: sonat? (finds sonata, sonatas, sonaten, etc.) To mark essential terms, use +: +guitar To search phrases, use quotes: "don giovanni"
	Words describing your search (Result matches your words exactly)	Boolean	To combine search terms, you must use: and, or, not To truncate, use ?: symphon? (finds symphony, symphonies, etc.) To search phrases, use quotes: "cuban overture" To group search terms, use parentheses: (symphon? or concert?) and "new york philharmonic"
	A musical work by a composer or a work by a prolific author	Author—Sorted by Title	Enter last name first: lizst franz
	The call number	Call Number	Enter as much of the call number as you know, including punctuation: m3.h23
CUSTOM SEARCH	Search words or phrases in specific fields: title, publisher, place of publication, etc.	Custom Search	Drop-down menu options To truncate, use ?: sonat? (finds sonata, sonatas, sonaten, sonatina, etc.) To search all fields, select Keyword Anywhere at the top of the drop-down menu
COURSE RESERVE	The instructor, department, or course number	Course Reserve	Use this option for finding electronic reserves, as well as streamed audio reserves, by instructor and course number.

Limiting Search Results

Use “**Set Limits**” to restrict by publication date, publication type (e.g. score), language, medium, and/or locations. As an alternative to limiting by date, search results can be sorted by publication date—newest to oldest or vice versa.

Title, Journal Title, Keyword(s) and Boolean searches are the only Basic Searches that may be limited before you perform your search. After you get results, you can limit the results of any search by clicking “**Limit Results**”.

Use “**Clear Limits**” to begin a new search with no limits.

Viewing Search Results

Results can be sorted by date, author or title by making a selection in the “**Sort results by:**” box.

In a list, click on anything underlined to see the Brief View.

Click Full View for additional information, including, in many cases, the table of contents.

After viewing an individual item, use the Titles link located at the top of the page to return to the search results list.



in the right hand column of the Titles list indicates the item is available electronically.

Item Display

- **Brief View:** author, title, subject headings, location, call number, status, and current issues received. Underlined words are hypertext links: click for additional items. The link on the call number brings up a list of similar items.
- **Full View:** everything in Brief View plus the Table of Contents, if available
- **MARC:** “MAchine Readable Cataloging” format

Print, Save, or E-mail Options

Locate the box at the bottom of any results page. Multiple items may be “marked” on the results page by clicking the small box to the left of the title. You must click the “**Retain Marked Items**” button before going to the next page.

Print/Save

- Select your format:
 - Brief=Author, Title, Imprint, Location, Status
 - Full View=everything listed under Full View in Voyager
- A new web page will appear with the selected record(s).
 - Use the print button of the web browser to print.
 - From the web browser's **File** menu, click on **Save As**. You can change the file name, location, and file type.

E-mail

- Type the full e-mail address of the recipient.
- Click on the e-mail icon
- Approximately 15 Full View items will fit in one e-mail.

To access across sessions:

Save This Search

- Type in your ID/Barcode and Last Name.
- Searches stored as a URL until you delete them.

Save to Bookbag

- Type in your ID/Barcode and Last Name
- Up to 1000 items saved until you delete them.

For more detailed assistance, use the **Help** link located at the top right of every Voyager page.