

## SEARCH TIPS

---

### TOO MANY RESULTS ?

- Use more search words.
- Limit your search.

From your list of results:

- Click: Modify search.
- Select: From the various options (e.g., language) available.
- Click: Submit.

### LIMITING BY DATE

From your list of results:

- Click: Modify search.
- Fill in the date range.
- Click: Submit.

Example:

Year: after

and before

### TOO FEW RESULTS ?

- Use fewer words.
- Re-do the search in Keyword(s).
- Truncate search word(s) using an asterisk.

Example: Photograph\* searches:  
photograph, photographs, photography, photogra-  
phie, ecc.

- Please contact a librarian  
for additional search strategies.

## HOW TO RESERVE A BOOK

---

Readers can reserve a maximum of 5 books for a period of 1 month on the reserve book shelves in the On-line Catalog Room.

1. Write the call number of the book, its title or author, your name and desk number on a grey cardboard dummy and put the dummy on the shelf in place of the book.
2. Complete a Book Reserve slip (found in the Linda Bettman Reference Room) for each volume with your name and the date and place a slip in each book.
3. Place the book in alphabetical order by your, the borrower's, last name on the reserve book shelves in the On-line Catalog Room.

---

### Reference books marked with a special sticker do not circulate

---

Fellows, Residents and other members of the AAR community are allowed to sign out books to their rooms, studios or studies, with the understanding that these books can be recalled for another reader when required. If you intend to borrow a book from the Library, you must place a grey cardboard dummy in its place and write on it the call no. of the book, its title or author, your name, and your desk or room number.

Next you have to fill out the white borrowing card on the tall table in the Linda Bettman Reference Room and drop it in the box there.

---

VIA ANGELO MASINA, 5  
ROME, 00153 ITALY  
PHONE + 39 06 5846 419  
FAX + 39 06 5810788

## AMERICAN ACADEMY IN ROME

### LIBRARY CATALOG QUICK GUIDE



---

VIA ANGELO MASINA, 5  
ROME, 00153 ITALY  
PHONE + 39 06 5846 419  
FAX + 39 06 5810788

## SEARCHING BY KEYWORD

### Search for word(s) or a phrase anywhere in a record

- Select: Keyword search.
- Type: Word(s) in any order.
- Type: An asterisk (“\*”) to truncate a word.
- Click: Submit.

Examples: cicero epist\*  
Piranesi vedute

- See: Search Tips for additional search strategies.

## SEARCHING BY TITLE

### Search for titles of library materials

If you know the beginning of the title:

- Select: Basic search.
- Type: Title, beginning with the first word, omit initial article (a, the, der, l', etc.).
- Click: Submit.

Examples: Age of Augustus  
Archeologo subaqueo

- See: Search Tips for additional search strategies.

## SEARCHING BY AUTHOR

### Search for personal and corporate name(s)

- Select: Basic search.
- Select: Author from the drop-down menu.
- Type: Last name, then first name or initial.
- Do not invert corporate names.
- Click: Submit.

Examples: galavaris george (or galavaris g)  
Musei capitolini

- See: Search Tips for additional search strategies.

## SEARCHING BY SUBJECT

### Search for items about a person or a topic

- Select: Basic search.
- Select: Subject from the drop-down menu.
- Type: Subject phrases in exact order.
- Click: Submit.

Examples: Michelangelo  
Palatine Hill

The phrases must be listed in the Library of Congress Subject Headings or the Nuovo Soggettario of the Biblioteca Nazionale Centrale di Firenze. See a librarian for more information.

- See: Search Tips for additional search strategies.

## ADVANCED SEARCHING

### Search for keywords in any combination of author, title, subject and/or note content

- Select: Advanced search.
- Select your index from the drop-down menus and type in the search.

Author:	weitzmann
And	
Title:	byzantine
And	
Subject:	ivories
And	
Any Field:	Dumbarton oaks

- Click: Submit.

If a search result is still too large it can be further modified by:

- Location (e.g., American Academy in Rome, British School at Rome).
- Material Type (e.g., book, printed map, visual material).
- Language of the material.
- Publisher (e.g., Dumbarton Oaks, Variorum).

Results can also be limited by date of publication:

Example:

Year: after	1970
and before	1975

- Results can be sorted by:
- Relevance.
  - Date.
  - Title.

Please speak with a librarian for additional search strategies.