

How to Search the NEOS Catalogue



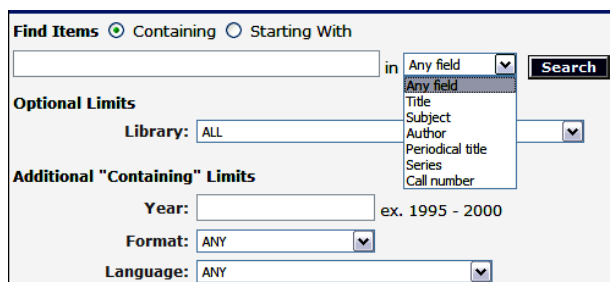
- **How do I find the NEOS Catalogue?**

- At **Taylor** – Click on “NEOS Catalogue” Icon on the Library research computers
- From **Home** (or Lab)
 - Go to Taylor’s library webpage and click on Reference Resources
 - Click on the NEOS icon

- **How do I search the NEOS Catalogue?**

- Use key terms, synonyms or phrases to perform a search.
- From the drop down menu there are fields you can choose to search in:

- **“Any field”** will search all fields in the catalogue: (Title, author, subject, series, and periodical title)
- **“Title”** will search Titles only
- **“Periodical title”** will search Periodical Titles only (**Periodical = Journal**)
- **“Series”** will search Series Titles only.
- **“Subject”** will search subject headings only



The screenshot shows the 'Find Items' search interface. It includes a search box, a dropdown menu for search criteria (with 'Any field' selected), and several filter options: 'Optional Limits' (Library: ALL), 'Additional "Containing" Limits' (Year: ex. 1995 - 2000, Format: ANY, Language: ANY), and a 'Search' button.

- **How do I do a Subject Search?**

- Useful for narrowing and focusing a search
- Use subject headings most specific to your topic
- Find a title in the catalogue that relates to your topic
 - Click on the subject heading(s) listed below the title, to locate more resources on those subject areas.

- **How do I limit/expand my search?**

- If a search has generated too many results you can limit the search by:
 - location of library, year, (range of years), format or language
- To expand a search use **truncation** or **wildcards**:
 - **Truncation:** Replace the last letter of a word with a symbol to allow for variations of the word.
 - Eg. Canad? to find Canada, Canadian, Canadiana
 - **Wildcard:** Replace any single letter of a word to allow for variations of the word.
 - Eg. Wom?n to find women, woman

If you have any questions please inquire at the Circulation Desk