

SWAN Library Catalog

Meyer Library Reference & Government Information Department

SWAN is the name of the Missouri State University Libraries' online catalog. SWAN is also an acronym for Southwest Academic Network, which comprises the collections of Missouri State University, Drury University, Ozarks Technical College, Missouri Southern State University, Southwest Baptist University, Forest Institute of Professional Psychology, Crowder College, Baptist Bible College, Assemblies of God Theological Seminary, and Cottey College. Users may choose to search the entire SWAN network, or *only* the Missouri State University catalog. **Please be sure you are searching the local catalog if you need to find items at Meyer Library.**

To get started:

- Go to the Missouri State University Libraries' home page @ <http://library.missouristate.edu>. You can perform a quick search of the library catalog by using the search box at the top of the home page. The most commonly used searches are Keyword, Title, Author, Journal Title and LC Subject.



- Or click on **Books, Music, Gov Info, Media** to access SWAN and additional library catalogs. To search only for material at Missouri State University choose the SWAN link at the top of the listings.

Hints

A **keyword search** searches all of the record fields, including the title, author, publisher, subject, and note fields. With Keyword searching you can use the Boolean connectors AND, OR, and NOT. (Ex: cystic fibrosis AND diagnosis) Note: the SWAN database will automatically search "cystic fibrosis" as a phrase. Truncate a word with an asterisk (*) to search for any form of that word (Ex: anthro* will retrieve: anthropology, anthropologist, etc.). Keyword search also allows for more specific search queries. You can limit your search by date, specific library location, language, and format.

A **title search** is appropriate when you know the title of the item you need. Be aware that you need to omit any initial articles such as "the" or "an" from the title.

Enter: *Blind Assassin* not *The Blind Assassin*.

An **author search** searches for books by a particular author or editor. Author searches are always last name of the author first, followed by a first name or initial. Enter: *Atwood, Margaret*.

A **journal, magazine and newspaper title search** is used to find periodicals. Periodicals are publications that are published on a routine basis whether quarterly, monthly, weekly, or daily. Examples are *Lancet*, *Newsweek*, and *New York Times*. Remember the library catalog can only tell you if we subscribe to a periodical; it can **not** tell you if we have a particular article within a periodical. You will need to make use of the **Indexes & Databases** link on the homepage to find article citations in our Indexes and Databases, see <http://www.library.missouristate.edu/indexes/bysubject.php> . Our journal tracker **TD-Net** will provide access to *both* print and electronic journal titles and is the best source for finding journals by title. Access TD-Net by clicking on **Journals & Magazines (TD-Net)** on the library homepage.

A **subject search** refers to a Library of Congress subject heading and is used when you want to browse the material about a particular subject. If you do not know the subject heading you may perform a keyword search and bring up a record. Then you may do a subject search by clicking on any of the subjects listed in the record. (Ex: Churchill, William, Sir)

Example Citation Record in SWAN:

Author Cannadine, David, 1950-
Title **In Churchill's shadow : confronting the past in modern Britain / David Cannadine.**
Imprint Oxford ; New York : Oxford University Press, 2003.

	LOCATION	CALL #	NOTE	STATUS
	MSU Meyer General	DA566.7 .C293 2003		AVAILABLE
<i>Descript.</i>		xiii, 385 p. ; 25 cm.		
<i>Bibliography</i>		Includes bibliographical references (p. 316-369) and index.		
Subjects		Churchill, Winston, Sir, 1874-1965. Great Britain -- <u>Politics</u> and government -- 20th century. Great Britain -- <u>Politics</u> and government -- 19th century. Great Britain -- Civilization -- 20th century. Great Britain -- Civilization -- 19th century.		
<i>ISBN</i>		0195219260		

Please note the **location**, **call number**, and **status** of a record. The record above shows you *where* the item is (MSU Meyer General), provides the *Library of Congress* call number, (DA566.7 .C293 2003) so you can locate the item on the shelves, and gives the status of the item (Ex: Available, Missing, Due, New Book Area, Lib. Use Only). For more information about *Library of Congress* call numbers and locating items in the library, see the LC Call Number handout.

If you experience any problems, or need assistance, please contact a reference librarian.