

How to Search the NEOS Catalogue



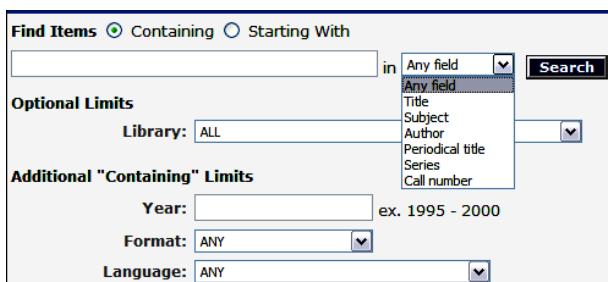
- **How do I find the NEOS Catalogue?**

- 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 a search interface with the following elements:

- Find Items:** Radio buttons for "Containing" (selected) and "Starting With".
- Search Box:** A text input field followed by "in" and a dropdown menu currently showing "Any field". A "Search" button is to the right.
- Optional Limits:** A "Library:" dropdown menu set to "ALL".
- Additional "Containing" Limits:**
 - Year:** Input fields with "ex. 1995 - 2000" as an example.
 - Format:** A dropdown menu set to "ANY".
 - Language:** A dropdown menu set to "ANY".

- **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