# WELCOME TO catalogUSMAI!

### WHAT IS catalogUSMAI?

The web-based public catalogs of The <u>U</u>niversity <u>System of M</u>aryland and <u>A</u>ffiliated <u>I</u>nstitutions, which include:

- Bowie State University
- Coppin State University
- Frostburg State University
- Morgan State University
- Salisbury State University
- St. Mary's College of Maryland
- Towson University
- University of Baltimore
- University of Baltimore School Of Law

- University of Maryland, Baltimore
- University of Maryland, Baltimore County
- University of Maryland Center for Environmental Science
- University of Maryland, College Park
- University of Maryland, Eastern Shore
- University of Maryland School Of Law
- University of Maryland University College

# HOW DO I GET INTO THE CATALOG?

<u>On Campus</u>: login to the Coppin home page (www.coppin.edu), click on MOORE LIBRARY, then the big blue CATALOG USMAI button.

*From Home*: in your browser's address window, type http://catalog.umd.edu.

The following pages contain sample screens explaining some of the features of the catalog. If you need help, please contact the Reference Dept. at 410-951-3425.

<u>BASIC SEARCH</u>— The Basic Search screen has keyword and browse searching with the most common types of searches. "Word/s anywhere", a generic keyword search, is the default search. Examples of each search type appear under the search box when you click on a particular search type. Click on "tips" and help for more information.

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The white bar contains catalog choices: the full CATALOG, JOURNALS (see p. 4), and OTHER CATALOGS, a list which includes both USMAI and non-USMAI catalogs.

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<u>10</u> <u>Epstein</u>	foreword by David Finkelhor.	Schwartz-Kenney, Mi	chelle McCadley, and Michelle A.			
author	Schwartz-Kenney, Beth M., 1964-					
series	A world view of social issues series,	1526-9442				
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published New York : Haworth Maltreatment and Trauma Press, c2001.						
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notes	Includes bibliographical references (p. 235-239) and index.					
subjects	Click to get information					
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ISBN	0789007398 (hardcover : alk. paper)		phone numbers, ero.			
	0789015889 (softcover : alk. paper)					

On the full record screen, check for availability links to see if one or any of the copies in the system are available. <u>NOTE:</u> Because this is a shared catalog system, all copies may be visible even if you have only done a search in one institution.

#### HOLDINGS & AVAILABILITY

If you click on the "Availability" link for all copies, you will see a list of all libraries that have the title from your results list. Clicking on the "Availability" link next to Coppin State University in the full record will only show Coppin's information, not the others as listed below. Use "Holdings" when looking for journal titles to see what years the Library has.

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### **REQUESTING AN ITEM**

To order an item from another library, click on the yellow "request" button above the availability list. You will be prompted to log on using your library barcode number and last name. NOTE: You may only select an item that is not on the shelf at the library where you want to pick up the item. For example, in the above citation, you could not select a book to be picked up at Coppin— Coppin has a copy on the shelf. Next, select a campus where you want the item to be sent. Click on the "send" button, and you will receive confirmation of your request: "\*Item has been requested for pick up at [Library Name]." If you get an error message, check with the Circulation or Reference staff.

## SEARCHING FOR JOURNALS

catalogusmai       end session       my account       saved s         basic search       advanced search       multi-campus search       rece         CATALOG       JOURNALS       other catalogs         You are here:       Journals       - Coppin State University       library hom	titles separately in all the system libraries. These titles are also available in the main catalog. The default search is "title beginning with"At the next screen, click on the title. Use <u>Holdings</u> instead of <u>Availability</u> to see what years the library owns.			
Journals basic search				
This is a subset of the CATALOG: journals, newspapers, and magazines only. For more complete results, search CATALOG.				

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Be sure to make use of the "tips" and "help" as you search. If you have any problems logging on or searching, please contact the Reference Department at 410-951-3425.