INTRODUCTION TO USING THE LIBRARY

SUMMON

is the catalog for Briggs Library with over 200,000 items in the collections. You can link to the catalog from the library home page. There are two ways to perform the basic search: keyword or browse.

SUMMON – Basic

Use **Keyword Search** when you are unsure of exactly what you are looking for. It limits the fields where you search (general looks in the entire record).

Use **Browse** when you have exact information to look for (i.e. you know the title, author, etc.).

**Keyword v. Subject**

**Keyword**: appears in the text of the catalog record, but depending on the word you might receive a number of unrelated items. **Subject**: part of a controlled vocabulary, so if a search for a subject does not return the results you wanted, it may be because you aren’t using the exact term.

If you are interested in additional specificity to your search, you can use the **Advanced** search in Summon (also available in MNCAT). At the top of the catalog, click on the link labeled **Advanced**.

**SUMMON – Advanced Search**

For Boolean OR or NOT searches, enter your search statement in a single box (i.e. *beer* or *wine* or *alcohol*).
You can search a multitude of fields including keyword, title and author and limit your searches to specific languages, format, location, or publication year.

**SUMMON – Advanced Search**

For Boolean OR or NOT searches, enter your search statement in a single box (e.g. horse? or equine) or use "Command Search:"

Search:

<table>
<thead>
<tr>
<th>Enter word or phrase:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Keywords</td>
</tr>
</tbody>
</table>

Combine (AND) with:

<table>
<thead>
<tr>
<th>General Keywords</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
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</table>

Limit search to:

<table>
<thead>
<tr>
<th>Language:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Languages</td>
</tr>
</tbody>
</table>

Format: All Material Types

Location: Collection

Single year:

Year from:  

Year to:

Submit  Close

**Finding a book**

A list of the catalog records allows you to determine which libraries have copies of the book.

One version available in Morris.

Two copies available in the Twin Cities (TC).

But how do you determine if the book is available for checkout? Click on the link following the word Availability.
The **Availability** link takes you to a holding record.

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Loan type</th>
<th>Library/Collection</th>
<th>Call Number</th>
</tr>
</thead>
</table>

**Reading a call number**

Briggs Library uses the Library of Congress classification system for labeling its books. Each portion of the call number indicates a piece of information.

- **PR** - Read alphabetically.
- **6052** - Read as a whole number.
- **Y2** - Read as a decimal.
- **P6** - Read as a whole number.
- **2001** - Read as a whole number.

Books cataloged using the Library of Congress classification system are grouped by subject, so all books in PR are related in that they are English (British) Literature. The following number, 6052.Y2, indicates further definition of the subject (A.S. Byatt). The next line, P6, usually indicates the author’s last name. The final number is the publication year.

**Location of materials**

1st Floor .......................A – M; poetry (McGinnis Room)
2nd Floor ......................Reference books, print journals, CDs, DVDs, videos, best sellers
3rd Floor ......................P & Q, curriculum materials including juvenile fiction and non-fiction
4th Floor ......................R – Z, government documents, Archives

**Recalls**

If a book is checked out, and you need it, you can recall it.

<table>
<thead>
<tr>
<th>Description</th>
<th>Due date</th>
<th>Loan type</th>
<th>Library/Collection</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get It/Recall</td>
<td>12/10/06</td>
<td>Circulating</td>
<td>UM MORRIS Briggs Library</td>
<td>THS105.S.R3722 2004</td>
</tr>
</tbody>
</table>

Click on the link **Get It/Recall**. If you are not already logged into your library account, you will be asked to do so. Type in your user name and password to gain access.
You will then need to submit your request. (Delivery location is set to Briggs Library).

After submitting your request, you will receive a confirmation notice.

Recall/Hold Request Confirmation - Blodgett, Jayne

Item has been recalled/requested. An email will be sent when it is available for pickup at UM MORRIS Briggs Library.

Information about your recall/request is available on the "Your Account" pages.

When the recalled book is returned to the library, you will receive an email indicating the book is available for pick up at the library’s circulation desk.

While you may submit a recall request at any time, the person who has the book is allowed to have it for at least 14 days before having to return it. This insures patrons are able to make use of the item before having to turn it in.

If it is past 14 days, the patron has 7 days to return the item before fines will be assessed.

Your Account
You can access Your Account from the library home page or the catalog. Your Account allows you to see what you currently have checked out, some ILL transactions and any fines or holds on your account.

Summary of Library Account Information for Blodgett, Jayne
Reminder: Logout when you are finished

Your Current Library Use Activities (Click one of the options below for more information)
- Checked Out (items on hold) 73
- Recall/Hold/Get it Requests 1
- Fines and Fees Balance 0.00
- Booking Requests 0
- Photocopy Requests 0

Your Catalog ILL Activities for U of M Crookston & Morris users only at this time
- ILL Total Requests 16
- ILL Active Requests 9

Library Blocks Against Your Account (If there is nothing listed here there are no active blocks)
- There are 0 Messages for you.
- Your Contact Information: ummlib@morris.umn.edu · (520) 589-6175 · www.morris.umn.edu/library
By clicking on the **Checked Out (renew items here)** link, you will be taken to a list of items checked out to you, including ILL items. From there you can choose to renew specific items or renew everything you have checked out. If an item cannot be renewed you will receive a message at the top of the page indicating so.

When you are done, don’t forget to log out by clicking on the **Log Out** link at the top of the page.
Other Catalogs
Another catalog, MNCAT, allows you to search all of the University of Minnesota catalogs. It offers the same functionality as SUMMON and is also available from a link on the library home page. Advanced searching is also available.

If you are unable to find the book you desire in either SUMMON or MNCAT, you can also look in WorldCat, a catalog of hundreds of libraries from around the world.

Search for multiple fields at once, including keyword, author and title.

Can limit search to specific year, language or material.

Can view search parameters in a variety of languages. Results appear in the cataloging language.