

# Departmental Facilities

## 5.1 InfoHawk

<http://infohawk.uiowa.edu/F>

### Using the Library Catalog Through InfoHawk

#### Where's the Library Catalog?

On the Web, go to: <http://infohawk.uiowa.edu> From the **InfoHawk** screen, select **University of Iowa Libraries Catalog**. Note that from the InfoHawk screen you may also get into other catalogs such as the UI Curriculum Lab and the State Historical Society of Iowa. The **InfoHawk** screen also includes links to other library services and resources.

#### What's in the University of Iowa Libraries Catalog?

The catalog provides access to the holdings of the UI Libraries and the Law Library. You can use it to find books, to determine if the library subscribes to a particular journal or magazine, and to find videos and other materials.

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#### How do I search?

To locate books, videos, periodicals, and other materials, select the UI Libraries catalog (see above) and indicate the type of search you want: basic for a simple author, title, subject, or keyword search; advanced for a complex keyword search.

**Basic searching.** When you want an alphabetized list of authors, titles, series or subjects, use the basic search screen. Select an appropriate search from the pulldown menu. For example, to search for works by the author Peter Greenaway, choose "Author beginning with" and type greenaway peter. To find a book titled Introduction to Sociology, choose "Title beginning with" and type introduction to sociology. To find a periodical titled Journal of Economics, choose "Title beginning with" and type journal of economics.

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**Search tips.** Disregard initial articles (a, an, the) in all languages. Lower-case letters will find capitalized words: share finds share, Share and SHARE. When you're not sure of an exact author, title or subject heading, use **keyword searching**. Select an appropriate search type from the pulldown menu. For example, to search for materials on ozone, choose the search "Keyword Anywhere" and then type ozone in the "Search for" space. To find material by an author whose last name you think is Kundera, choose "Keyword in Author" and type kundera.

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**Search tips.** Use the ? character to find records that contain portions of words. For example, gun? will find gun, guns, gunning, etc.; ?ology will find psychology, typology, etc. If your search retrieves too many or too few records, try an advanced search.

**Advanced searching.** Use the advanced search when you have a complex keyword search or when you want to broaden or narrow a keyword search. You may define your search type to retrieve the "Keyword Anywhere," or only from specific fields such as Author, Title, Subject, etc. For example, an author word search for grant will retrieve records in which only Grant is an author.

If you want the words you are searching for to occur only next to each other in the order typed, select yes under the adjacency column. For example, a non-adjacent search for heat engineering will retrieve records with the words side by side as well as records in which both words occur in any order and with any number of words between them.

You may specify the logical relationship between words by using a Boolean operator: AND specifies that both words or phrases must be present; OR specifies that either or both of the words or phrases must be present; and NOT specifies that the preceding word or phrase must be present while the following word or phrase must not. For example, a search for adolescent OR teenager will retrieve records with either or both words while adolescent NOT teenager will retrieve records with only adolescent.

You may also limit your search to particular languages, formats, locations, and dates.

**Examples.**

- If you're looking for a book by someone named Smith and the title has the word legal in it, try the search: "Author Words" smith AND "Title Words" legal
- If you're looking for information about using computer graphics for Web sites, try the search: "Subject words" computer graphics and select adjacency AND "Keyword Anywhere" web site?
- If you're looking for a video of Shakespeare's The Tempest, try the search: "Author Words" shakespeare AND "Title Words" tempest AND "Limit Search to Format" Video – All

**Need more help?**

For detailed explanations check the help and search hints screens. Command functionality varies slightly from database to database. For additional help, please consult a library staff member.

## **5.2 Machine Shop**

### **Contact**

#### **Machine Shop (116 VAN)**

Mike Fountain

335-1845

#### **Student Machine Shop (107 VAN)**

The use of the student machine shop is by appointment only. Please see Mike Fountain in 116 VAN for reservations.