

CLIC – Creighton Libraries Information Catalog

<http://reinert.creighton.edu/aboutlib/help/CLIChelp/CLIChelp.htm>

CLIC is the online catalog of books and other materials available from the three Creighton Libraries. CLIC is also host to the Mary Lanning Hospital Library in Hastings, Nebraska. You may use the link above to view this handout on the web, including links to all underlined text.

Search CLIC to find:

- Books and e-books
- Journals, magazines, and newspapers in hard copy
- **Reserve Desk**, course reserves in hard copy
- DVDs, videos, music CDs, audiotapes, media kits, and software
- Creighton master's theses, 1947-present
- Selected e-journals
- Selected U.S. government documents
- Selected web sites

CLIC does not include:

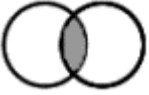
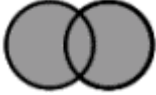
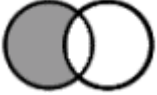
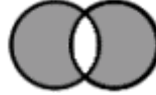
- All e-journals -- For a complete list, use [Full-Text Journals A-to-Z](#)
- Electronic course reserves in [Docutek ERes](#)
- The [University Archives](#)
- Many older U.S. government documents in hard copy
- Creighton master's theses before 1947
- Individual magazine or journal articles

Basic Search Options

Combining Terms

Use Boolean connectors **AND** and **OR** to specify how terms are combined (NOT and XOR are rarely used). When a connector is part of your search phrase, enclose it in double quotes: *abbott "and" costello*.

Note: Without a connector between words, CLIC will only find them in the same field. Always type words from different fields on the appropriate line of the search screen, or use a connector between them, for example: *shakespeare and hamlet* (author and title).

			
AND To find records that include both words: <i>orwell and 1984</i>	OR To find records that include either word: <i>lake or pond</i>	NOT To exclude records that contain a word: <i>saturn not car</i>	XOR To find either word, not in same record: <i>cats xor dogs</i>

You can also use **parentheses** around combinations that you want CLIC to perform first, all on one line. For example, *facebook and (privacy or security)* will first find records containing either *privacy* or *security*, and then find records within that group that also include the word *facebook*.

Phrases and Proximity

Use **quotation marks** to find an exact phrase, for example: "*creighton university*," "*popular culture*," or "*human rights*". Proximity operators include:

adj	To find words that are adjacent, in the order specified (same as single quotes).
same	To find words in the same field (author, title, subject heading, note).
with	To find words together in the same sentence, in any order.
near	To find words adjacent to each other, in any order.

You can also specify the number of words that separate your search terms. For example, *gone with the wind* can be searched as *gone adj3 wind*.

Truncation

Use a **dollar sign** (\$) to replace 0-9 characters at the end of a word. For example, entering *disab\$* as a search term will find *disable*, *disabled*, *disability*, and *disabilities*.

Use a **question mark** (?) to replace one character in a word. For example, *wom?n* will find either *woman* or *women*. Variant spellings with an extra letter must be searched separately: *labor* or *labour*.

Punctuation, Capitalization, and Stopwords

CLIC substitutes a space for most punctuation marks, except when searching by call number (*U.S.A.* becomes *U S A*). However, CLIC will find words with or without a hyphen (*CD-ROM* or *CD ROM*). The ampersand (&), apostrophe (') and backslash (\) are simply ignored.

CLIC is not case-sensitive (unless you are searching by call number). Your results will be the same whether or not you capitalize proper names. Note that CLIC also ignores "stopwords" such as *a*, *an*, *as*, *at*, *be*, *but*, *by*, *do*, *for*, *if*, *in*, *it*, *of*, *on*, *the*, and *to*.

More Search Options

Search Limits

You can apply various limits to your search from the Advanced Search screen or from the search results page. Most of these are self-explanatory, but material type, location, and other limits vary by library and may return unintended results if not used carefully. Search limits include:

library:	To limit your search to a single library.
language:	To specify language, including translations and DVDs with subtitles.
material type:	To specify type of material. Materials without a library prefix (ALL, RAL, HSL, LAW) are shared by two of the three Creighton libraries.
location:	To specify a physical location.
other limits:	To specify other limits that are used primarily by library staff.
match on:	To specify Keywords, Left to right, or Exact content.
pubyear:	To specify publication year, for example: 1995-2007, >2000, <1950
sort by:	To sort by date or by Author, Title, Subject, or Relevance.

Subject Terms

Note that each individual record features subject terms in the **Full Record** display that can help you broaden or narrow your search. You can click on these standardized subject headings, or re-enter them as a new search, to find related records. For a complete list of subject headings see:

- [Library of Congress Subject Headings](#) for all materials in CLIC
- [Medical Subject Headings](#) (Mesh) for Health Sciences Library materials

Browsing

Click on **Browse** from the Advanced Search screen and enter your search term(s) to generate an alphabetic display of authors, titles, subjects, series, or periodical titles. Browsing is an effective way to verify the correct form of an entry, and to fully exploit the Library of Congress subject headings applied to each catalog record. Compare "Cross References" (below).

Cross References (X-Refs)

Note that a link to **X-Refs**, meaning cross references, will sometimes appear in the gray menu bar at the top of your search results screen. This link allows you to focus your search by looking up subject headings that are related to the one you entered. For example, *native americans* will lead you to *indians of north america*, the standard subject heading. Compare "Browsing" (above).

Searching a Specific Field

You can search a specific field of the CLIC record by enclosing a numeric tag in {brackets} after the search term(s). The tag associated with each field appears when you change the full record display to Unformatted display: Yes.

Field to be searched:	Example:
Publisher	oxford {260}
ISBN (International Standard Book Number)	1573222453 {020}
Local subject (special collections)	asian world center {690}

Continue Search In

If your search is unsuccessful, CLIC offers a linkout to **WorldCat**. The WorldCat database includes the combined catalogs of more than 10,000 libraries worldwide. These items can be borrowed through interlibrary loan.

Display and Capture

Record Display

From the search results page, click the **Details** button to view the catalog record. The **Brief Record** includes basic information, including the Library of Congress call number. Click on the **Full Record** tab for notes and subject headings. You can also *Change Display* to reflect a single library's holdings, or to view the brief, full, or unformatted catalog record.

Printing and Email

Click on the **Mark** button in the results list to capture as many as 200 records, then click on **Marked** in the gray menu bar at the top of the screen. Then choose *View* or *Print Formatted* to display your results in a new window (both options work the same). Then use the File menu to print or save. You can also capture records electronically by emailing them to yourself.

WebCat Canned Search Generator

You can create a URL that will automatically execute a search in CLIC by following the steps below.

Note: Search limits are not functional at present because they are undergoing modification, and do not match the web form. We regret the inconvenience.

1. Go to the [WebCat Canned Search Generator](#).
2. Enter the search that retrieves exactly what you want.
3. Enter the "Link text" as you would like for it to display.
4. Click the "Create link" button.
5. Scroll down to the link that is generated, and click to check your results.
6. Copy and paste the link into your web page or document.

Frequently Asked Questions

What do the call numbers in CLIC mean?

The Creighton Libraries use an alpha-numeric classification system developed by the Library of Congress and augmented by the National Library of Medicine (NLM). Print journals in the Reinert-Alumni Library's collection are shelved according to the Dewey Decimal classification system:

- [Library of Congress Classification](#)
- [Library of Congress Classification: Law](#)
- [National Library of Medicine Classification](#)
- [Dewey Decimal Classification](#)

How do I search for DVDs or videos?

Enter the words or phrase that you want to find, together with the term *videorecording* as a title keyword. All DVDs and videos in CLIC include *videorecording* in the title field.

How can I find variant endings of a word?

CLIC recognizes a dollar sign (\$) for truncation. For example, type *comput\$* to find *compute*, *computer*, *computers*, *computation*, or *computations*. A questions mark (?) can be used in place of a single character, so *wom?n* will retrieve *woman* or *women*.

How do I look up course reserves?

Students can look up course reserves in hard copy at any of the three Creighton libraries by clicking on "Reserve Desk" on the gray menu bar. Electronic course reserves are listed in [Docutek ERes](#).

How do I renew a book online?

You can renew books online with your PIN number, available from the campus library with which you are affiliated (Health Sciences, Reinert-Alumni, or Law). Click on **My Account** on the gray menu bar at the top of the screen and then choose *Renew My Materials*.

How do I print or email my search results?

Use the **Mark** button in the results list to capture up to 200 records at a time, then click on **Marked** in the gray menu bar at the top of the screen. Choose *View* or *Print Formatted* to display your results in a new window (both options work the same). Then use the File menu to print or save. You can also capture records electronically by emailing them to yourself.