

INSTRUCTION GUIDE

Searching for Media: Library Catalog

Searching for Media

1. Go to George Mason University Libraries' homepage at < <http://library.gmu.edu>>, click on **Library Catalogs**, then click **George Mason University's Library Catalog** to access the Library Catalog.
2. To search for a **Video Recording** (DVD, laserdisc, or videotape) click on the **Quick Limit** scroll box and select **Videorecording**.

3. Select a search method from the **Find Results** box. Note, you can only limit searches using **Title** or **Keyword**. In the **Find** box, type in your search then click on the **Search** button.

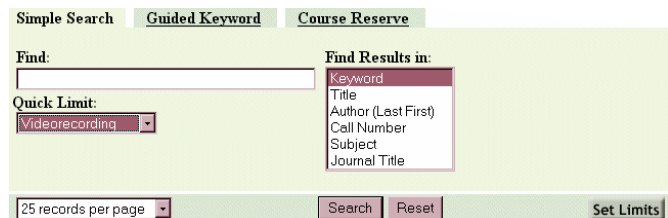


Figure 1

- A. Select **Title** if you know the exact title of the item you want to search for (ex. **Gone with the Wind**).

- B. Select **Keyword** to search by keyword, phrase, actor or director name, etc. For complex keyword searches select **Guided Keyword**.

5. To search for a **Sound Recording** (CD, record, or audiotape) click on the **Set Limits** button. On the limits page look for the **Medium** menu box and select **Sound Recording**. Click on the **Set Limits** button at the top or bottom of the screen, you should see the message “**Search Limits are in effect**” at the top of the screen.

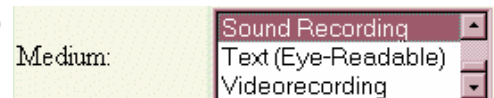


Figure 2

6. Select a search option from the **Find Results** box. Note, you can only limit searches by **Title** or **Keyword**. In the **Find** box, type in your search then click on the **Search** button.
 - A. Select **Title** if you know the exact title of the item you want to search for (ex. **Gone with the Wind**).
 - B. Select **Keyword** to search by keyword, phrase, actor or director name, etc. For complex keyword searches select **Guided Keyword**.

Media Search Examples:

Q. I want a list of videotapes by Alfred Hitchcock

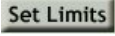
A: Select **Videorecording** from the **Quick Limit** box, in the **Find Results** box select **Keyword**, type “**Alfred Hitchcock**” then click **Search**.

(Continued on back)

Q. I want a list of videotapes by Alfred Hitchcock starring Cary Grant.


A: Select **Videorecording** from the **Quick Limit** box, in the **Find Results** box select **Keyword**, type “**Alfred Hitchcock**” and “**Cary Grant**”, then click **Search** .

Q: I need a CD of Beethoven’s 5th symphony, Op. 67.

A: Click on the **Set Limits**  button, set limit to **Medium: Sound Recording** then click on the **Set Limits** button.

B: Select **Keyword** in the **Find Results** box, type **Beethoven and “op 67”**, then click **Search**.

Q: Does the library have an multimedia CD-ROM’s about African Americans?

A: Click on the **Set Limits**  button, set limit to **Location: Johnson Center Multimedia** then click on the **Set Limits** button.

B: Select **Keyword** in the **Find Results** box, type “**African American**” then click **Search**.

*If you need additional help searching for Media materials
in the Library Catalog system, please ask the Reference staff for assistance.*

*Media materials are located in the Johnson Center Library**

**A smaller subject focused collection of media
is also available at the Prince William Campus Library*