

MnPALS Guide

MnPALS is the library catalog and can be used to locate books, government documents, videos, CDs and DVDs. From the library homepage, (<http://www.gustavus.edu/oncampus/academics/library/>), under Search Resources, click on Search for Books and then click on MnPALS Basic Search under Gustavus Catalogs.

Search catalog:

1. The **Keyword Search** (see figure #1) in the **Basic Search** window provides the best option for beginning a search. **The Browse An Alphabetical List** search works best if you know the exact title or exact name of an author.
2. Select the desired search (anywhere in record, subjects, titles, authors) in **Keyword Search**. Click in the **Search for:** box and type in a word or phrase.
3. Clicking on the **Search as Words** button below the **Search for** box will return materials that match all of the words typed. These words will not necessarily be adjacent to each other.
4. Clicking on the **Search as Phrase** button below the **Search for** box will return materials that match all of the words typed, in the order that they are typed.
5. Click **Go** to get search results.
6. To begin a new search, click on **Basic Search**.
7. Click **Current Searches** to see previous searches. Select the search you want to return to and click on view to see the results.

Figure 1

Keyword Search: ( When to use Keyword)



Anywhere in Record
Subjects
Titles
Authors

Keyword Search
Lakes
Wild Rice
Indian? and Minnesota
Film and Noir

Search for:

Search as Words Search as Phrase

Advanced Search:

You may prefer the advanced search, which contains more options and allows you to limit by language, format, year, collection and library. You can also search multiple fields simultaneously. For example, you could search for books by a certain author on a specific subject.

Advanced Search: Multiple Fields

Advanced Search Options: [Multiple fields](#) | [Multiple libraries](#) | [Advanced Browse](#) | [Command Language](#)

Field to search	Type word or phrase	Search as Phrase?	Number of docs
Subjects	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
Anywhere in Record	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
Anywhere in Record	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	
Click Total number of docs to view records.			Total:

Limit search to:

Language: Year: yyyy (Use ? for truncation)

Format:

Library: Collection:

Display search results:

- Results** automatically display in publication date order from newest to oldest. To display results alphabetically by author's last name, click on **Author** heading. To display results alphabetically by title, click on the **Title** heading.
- The **Library Owned/Out** column indicates which library holds the item, how many copies of the item the library owns and whether it is checked out or in.
GAC-Main-Library
(1 / 0)
 This item is owned by the Gustavus Adolphus Library and there is one copy which is not checked out. If the item was checked out, it would appear as (1/1). You can also click on this link to view more in-depth item information (see figure 2).
- To display an item's record, click on the title or the number of the item.
- In the column next to **Location/Available**, you can also click on the location/call number to see an item's status. The status of the item (on shelf or checked out) will be indicated at the bottom of the page under due date (figure 2). To request an item that is checked out, click on the **Request** button and type in your **User ID/Barcode** from your GAC ID and your **Password**, which is your last name.

Figure 2

	Due date	Due time	Sub-library	Collection	Call Number	Item Detail	Number of holds	Barcode	OPAC note
Request	On shelf		GAC Main Library	General Collection	RA427 .T39 2002			30110014056890	

- Use **Revise** and **Filter** located above the results list to expand or limit your search.

To Save or Email results:

- In the **Results** list, select the items you wish to save or email to yourself.
- Click on **Save/Mail** at the top of the **Results** list.
- Follow the instructions at the top of the page.

To check your borrowing record:

- Choose **Your Borrowing Record** from the top blue bar.
- Enter your **User ID/Barcode** (14-digit barcode on your college ID) and **Password** (your last name).
- To display the items you have checked out and their due dates, click on **Loans**.

Interlibrary Loan

- 1.** The Interlibrary Loan option in MnPALs is currently not functioning. We hope to have this option up and running in Fall 2004.
- 2.** To request an item from Interlibrary Loan, go to the Interlibrary Loan homepage, located under **Services** on the library's homepage (<http://www.gustavus.edu/oncampus/academics/library/ill.html>).
- 3.** This page lists the options for requesting a material through Interlibrary Loan.