



VOYAGER QUICK SEARCH (<http://library.manoa.hawaii.edu>) A GUIDE FOR LOCATING MEDIA IN SINCLAIR LIBRARY

If previous user has left search on screen, close screen and click on **LIBRARY CATALOG** icon.

1. To search for materials anywhere in the University Library system (all campuses) select the **BASIC SEARCH**. Type in keywords and/or personal names. A search can be performed by typing all words in one box. If you wish, you may limit to UH Manoa by using the **SEARCH LIMIT** option at the lower right corner of the screen.

2. To restrict your search to a specific media, you can either use one of the **QUICK LIMIT** options to limit your search or add one of the following terms to the search box to limit your search to a specific media format:
DVD Compact Disc Score CD-ROM

3. Click on **Search**.

EXAMPLES

<u>Media:</u>	<u>What you want:</u>	<u>Type in using BASIC SEARCH:</u>
Videorecording	DVD's by Stanley Kubrick	Stanley Kubrick DVD
Compact Disc	Compact disc of reggae music?	Reggae music compact disc

4. To search by call number select **BASIC SEARCH**, click on **CALL NUMBER (DVDs, CDs, Videos, etc.)** in the **SEARCH BY** menu. Type in media type and call number; e.g. DVD 0302; videotape 13402; compact disc 0707.
5. To review a complete and current list of DVD's, select **BASIC SEARCH**, limit by UHM Sinclair and type DVD in the search box. To limit the list to movies add the words DVD Feature Films to the search box. Or you may go to www.sinclair.hawaii.edu/ to find older, static lists of feature films on DVD or videotape. Printed lists are also available at the Reference Desk.
6. To find lists of new media, click on **VOYAGER BANNER** to go to main screen. Click on **NEW BOOKS AND MEDIA**. Select **SINCLAIR WONG AV CENTER**, and type in keyword **DVD** or **COMPACT DISC**.
7. To find RESERVE materials, click on **RESERVES**. Select UH Manoa campus from dropdown menu, type first letter of instructor's last name or course name. Scroll and click on correct entry.
8. To request media use the **UHM Hamilton & Sinclair Library Requests** form to submit online requests before picking up item(s) at AV Center counter. You must go to the full Voyager record for the title desired and click on **REQUEST**.