In this guide you will find:

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- Conducting a simple search
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- Getting articles online using UMLinks
- Advanced Searching
- Available online resources

**UMA WorldCat description**

UMA WorldCat is a discovery tool that helps you find a wide range of materials using a single search. Books, journals, articles, videos and more can be located using WorldCat and you can easily determine if the materials you need are located at UMass or in the 5 College system (these items will be listed first), or in libraries worldwide. Starting with a simple single-searching interface, you will be able to organize your results by relevance or faceted categories, or you can easily refine your search in the advanced user interface.

To start a search using UMA WorldCat, first navigate to the UMass Amherst Libraries homepage: [www.library.umass.edu](http://www.library.umass.edu)

**Conducting a simple search**

**Type your search terms** into the provided search box. Hit the enter key or click on the “search” button to run your query.
Narrow your results – what are you looking for? Use the facets to sort your results by format (books, articles, media), author, or specific database.

Using facets is a great way to narrow down a simple search. If you’re looking for something more specific, try an advanced search.
Finding Books at UMass Amherst

After you have conducted a simple search and you have some results, limit your results to “books” by using the facets:

A simple search produces results in many different formats. The format of your results is indicated by small icons within the listed citation.

You can easily limit your search results to display only books by clicking on the Book facet.
Once you limit your results to books, you can look at the list (books held at UMass Amherst Libraries will appear FIRST in your list of search results) for items that look interesting. Once you find a specific item that you are interested in, you can click on either the thumbnail image of the book cover or the title to view more information on this book:

*Tip: Not all books will have an image thumbnail provided, but you can still click on the image placeholder to view detailed information:

Clicking here will still get you where you need to go, even if no picture is displayed!
From the item details screen, you can see where the book is located, if it is available, and where to find it in the building:

When available, you can preview the book through Google Books by clicking on this button. This option may not be available for all items.

Tells you which library the book is in.

Tells you if the book is available. Looks like this one is already checked out! You can search for another item, or click on "Request from UMass Amherst" to recall it.

The call number lets you know where in the library the book is located. There are floor directories online and in every elevator in the libraries to help you find your way to your item.
Getting Articles Online Using UMLinks

Once you have conducted a simple search and you have some results, limit your results to "Articles" by using the facets (as shown in the “Finding Books at UMass Amherst” section of this guide). Once you have limited your results to articles, select an item that interests you:

*Note: Articles typically do not have a thumbnail image displayed in the search results. You can still click on the placeholder to get to the detailed information on that article.

If this article is available online, you can access it by clicking on the UMLinks icon:
**UMLinks will display** the databases that host this article (where the article will be coming from) and will provide any information relating to a journal's years of coverage available, as well as any applicable embargos. To access an article from any of the available databases, click on the “Go” icon:

Click on “Go” to access the article. You can choose to get this article from any of the available databases – check first to see that the dates of coverage match the date when your article was published, and if there are any applicable embargos.
After clicking on “Go,” you will be directed to the full text of the article. Some databases may bring you directly into the text of the article – others may provide the option of displaying the article in HTML Full Text or PDF. Always choose the PDF when the option is available – this format will preserve the integrity of the original article better than HTML:

When you see a , go for it! Not all articles may have the PDF option available.
Advanced Searching

To conduct an advanced search, click on the “Advanced Search” link in the UMA WorldCat search box from the Libraries’ homepage:

If you have already been running simple searches, you can easily switched to advanced searches from your search results page by clicking on the “Advanced Search” link:
Within the Advanced Search window, you can select:

- Which databases you want UMA WorldCat to search
- Keywords to search
- Authors to search
- Titles to search
- Date range

Once you have built your search just the way you want, click on the “Search” button to retrieve your results!
By using the Advanced Search interface, you can really narrow down your search. If you’re still retrieving too many search results, you can limit again by using the facets.

“kw” and “au” indicates that you have conducted a keyword and author search.

Still have too many search results? Remember that you can still limit by using the facets after you’ve run your search!

Advanced searching allows you to retrieve materials on a specific topic, many times in multiple formats. Note: when running an author search, you may retrieve materials by other authors; it may be that the author(s) that you searched appears as an editor, or only contributed a chapter/section to the item. Be sure to investigate!
Available Online Resources

This guide is only the beginning! When you start your in-depth research, be sure to check out the guides that the Libraries have put together on using UMA WorldCat. These guides are easily accessible from the Libraries’ homepage (www.library.umass.edu):

Also, when in doubt, ALWAYS: