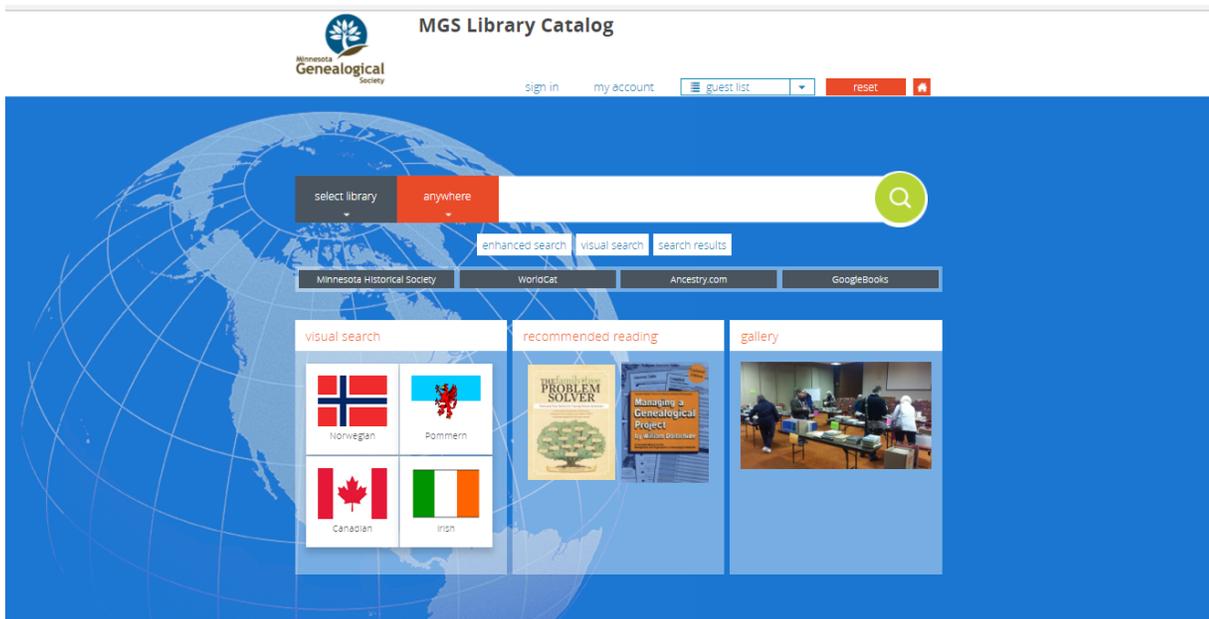
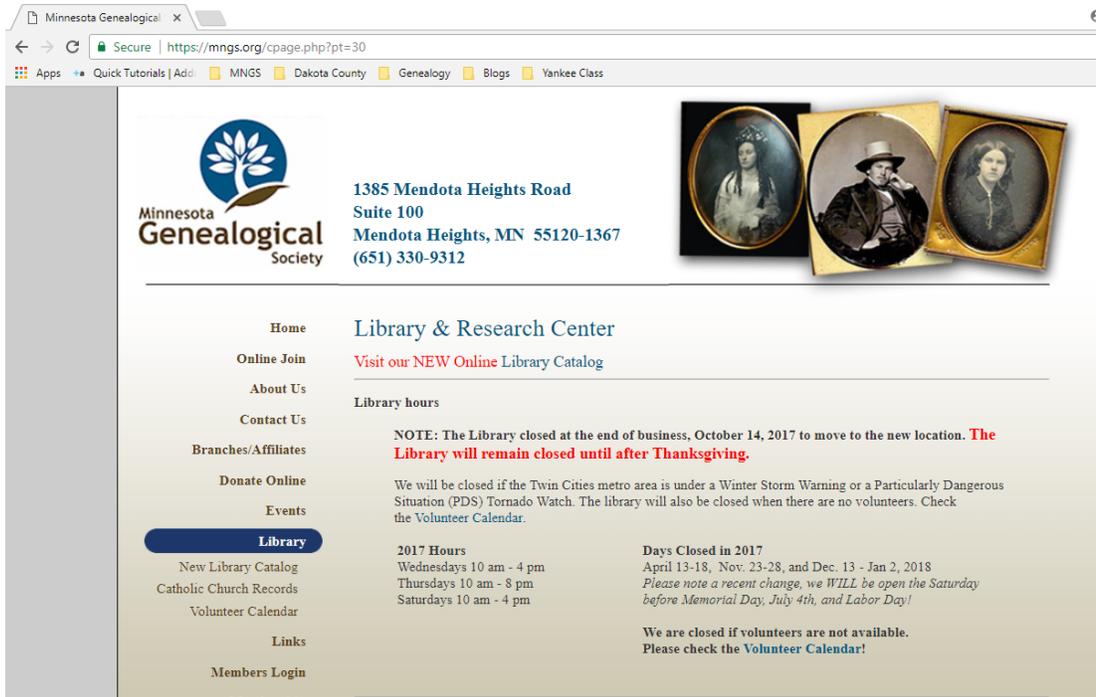


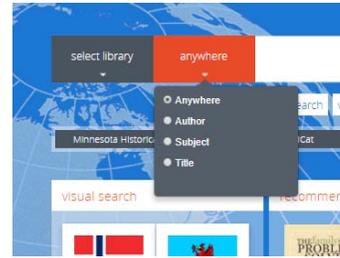
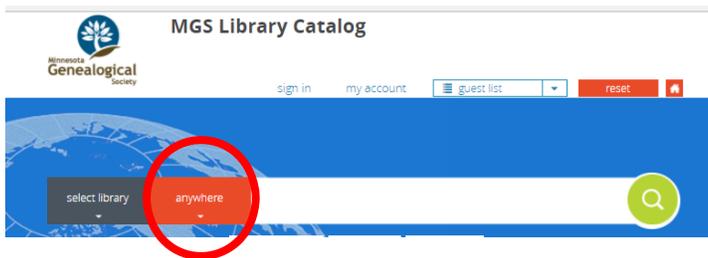
How to Use the MGS Catalog

Get to our new catalog through the MGS website: www.mnsgs.org. On the left, select “Library”, then click “Library Catalog” on the left, or select it from the main library page.



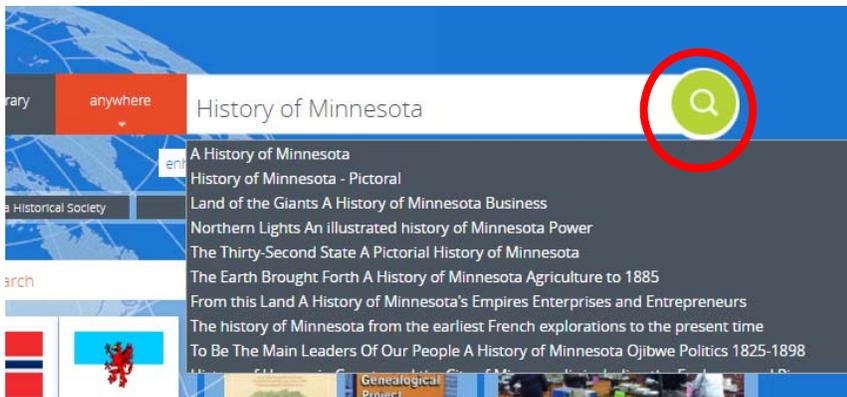
The catalog offers three different ways to search: Standard, Enhanced, and Visual.

Standard Search



The “Search By” dropdown will display the selected search attribute: Anywhere (or Keyword), Author, Subject, or Title.

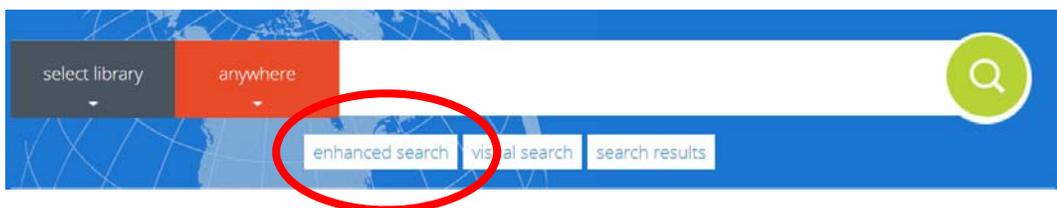
Click the search bar and begin typing your desired search term.



The “Standard Search” feature includes autocomplete that will provide search suggestions. Once the search term has been entered, press “Enter” or click the search button.

Enhanced Search

Click the “Enhanced Search” button below the Standard Search bar, which will prompt an Enhanced Search form.

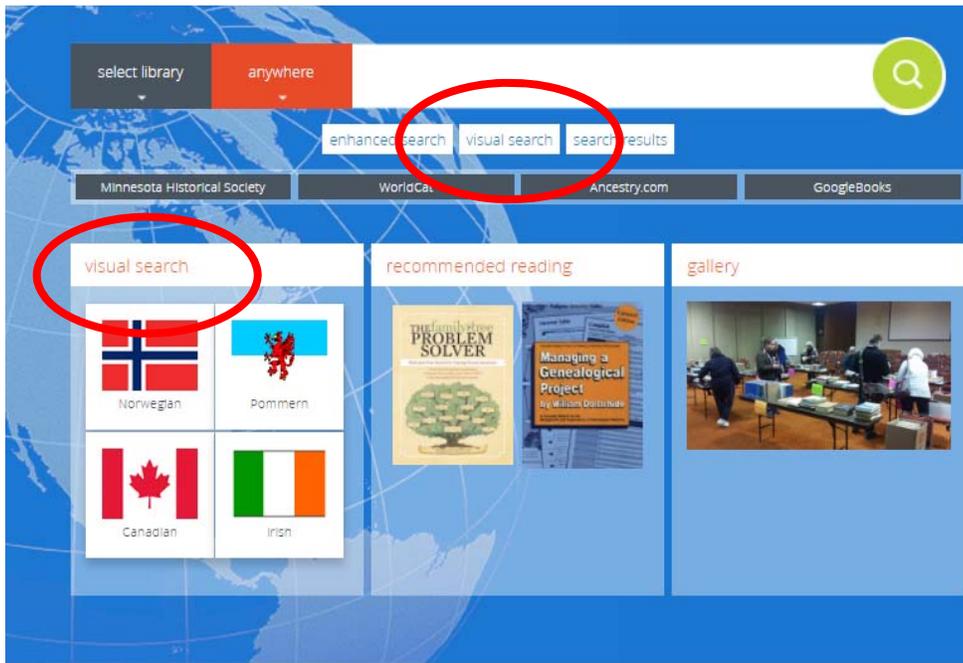


Type your search query into one or more of the three keyword boxes. Use the dropdown menus to choose search attributes and Boolean operators. Then press “Enter”.

You can apply the truncation asterisk (*) to the beginning and/or end of a keyword; and quotation marks (“ ”) around a phrase. You can use AND, OR, and NOT to connect keywords in a keyword box. Be sure to type these in capital letters.

Visual Search

To display Visual Search, click the “Visual Search” button under the standard search bar, or open the widget from the homepage. This displays the Visual Search page, which contains a menu of topics.



Click a topic. This opens a sub-menu page.

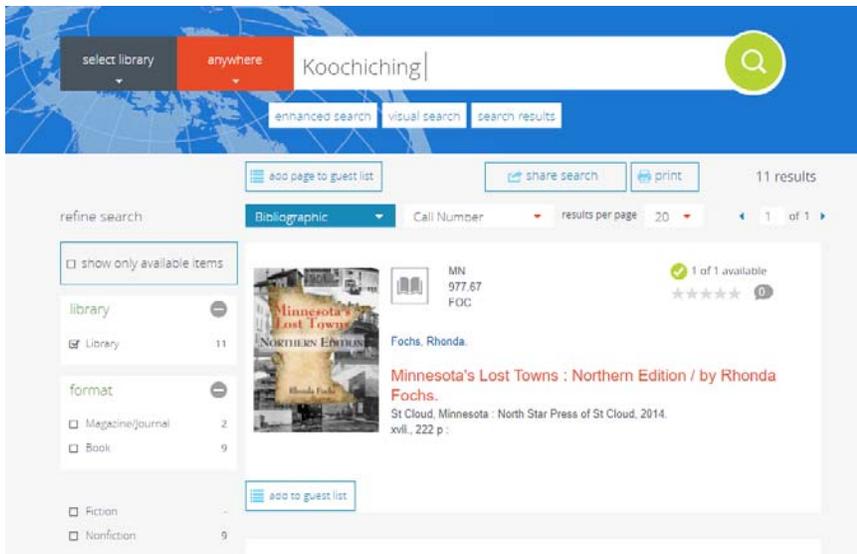


In the sub-menu page appears, click either the “Catalog Search” which searches the catalog for materials related to that topic, or click the Weblink to visit the group’s webpage.

The Results Page

After you have entered your search term, and pressed enter or clicked the magnifying glass, the catalog results page is returned.

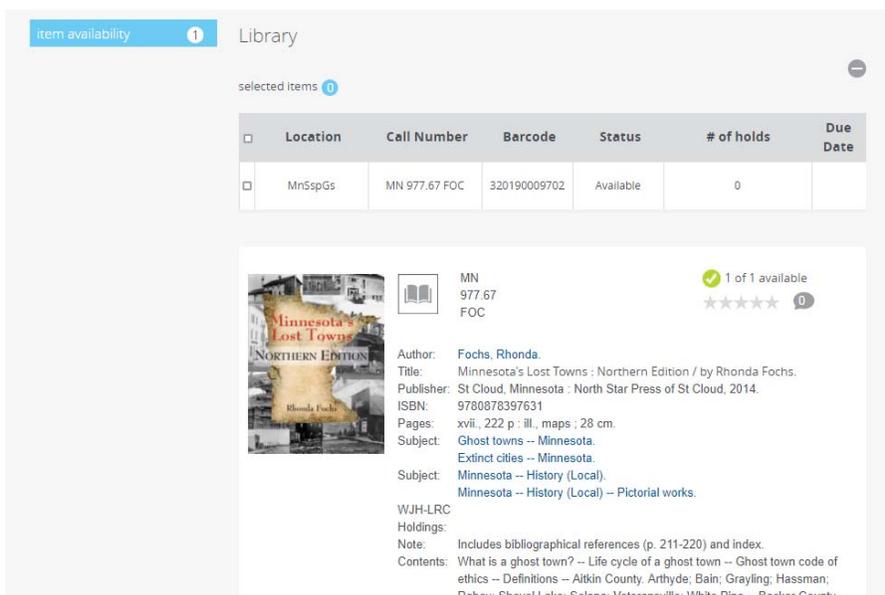
On this page displays the number of results, a list of records, some photographs, and the format of the materials. Be sure to scroll through to see all the returned results.



Looking at a Record

There is much, much more to the catalog than just the search results screen. Be sure to click on the title of a book which opens up its bibliographic record.

In this record, subject headings, contents, and often summaries of the book are displayed. You can also see if multiple volumes are held.



For periodicals, this screen will also tell you which volumes we have.

<input type="checkbox"/>	Location	Call Number	Barcode	Status	# of holds	Due Date
<input type="checkbox"/>	MnSpGs	POL PER GER		Available	0	
<input type="checkbox"/>	MnSpGs	GER 929.0943 Shelved in Dewey section.		Available	0	



GER
929.0943

✓ 2 of 2 available
★★★★★ 0

Title: [Germanic genealogy journal.](#)
Publisher: St. Paul, MN : Germanic Genealogy Society.
Pages: v : ill ; 28 cm.
Subject: [German Americans -- Genealogy -- Periodicals.](#)
[German Americans -- Minnesota -- Genealogy -- Periodicals.](#)
[Germany -- Genealogy -- Periodicals.](#)
Add. Entries: Germanic Genealogy Society.
WJH-LRC Holdings: MGS Holdings: V. 1, no. 1 (Winter 1998) - V. 12, no. 2 (Summer 2009) ; V. 13, no. 1 (Spring 2010) - V. 20, no. 2 (Summer 2017)
PGS Holdings: V. 4, no. 2 (Summer 2001) ; V. 8, no. 1 (Spring 2005) - V. 8, no. 2 (Summer 2005) ; V. 9, no. 1 (Spring 2006) - V. 12, no. 4 (Winter 2009) ; V. 13, no. 3 (Fall 2010) ; V. 14, no. 2 (Summer 2011) - V. 20, no. 2 (Summer 2017)
Note: MGS holdings shelved in Dewey Section.
Vol. 1, no. 1 (Winter 1998) called "Germanic Genealogist".
MGS missing V. 12, nos. 3 & 4 (Winter & Fall 2009).

A useful tool that is often overlooked is the subject headings. Click on one, and every record that contains that subject heading will be returned.