

Welcome to uSearch Online Help for Medical Libraries

The uSearch online help contains information on the following topics:

- Performing Basic Searches
- How Can I Do More with the Search Panel?
- Using Browse
- My Account
- Using e-Shelf
- Using the Brief Results
- Using Queries, Alerts, and RSS Feeds

Performing Basic Searches

You can find resources very easily in uSearch. Just type one or more words you are looking for into the search box and click the **Search** button.

The **Electronic Resources** tab will give you journal articles, book chapters, and other online resources in all UM digital collections.

The **Library Catalog** tab searches for books and all other materials housed at the Medical Libraries (Calder Library, Ophthalmology Library, and University of Miami Hospital/UMH Library) or, searches a specific medical library collection.

The **Everything** tab will search for journal articles, books, e-books, audiovisual materials, and all resources in all UM libraries.

Once you are familiar with the basics of uSearch, you might want to try doing more with the Search panel or use the Advanced Search option. Both of these options offer numerous features for making your searches more precise and enable you to get results that are more useful.

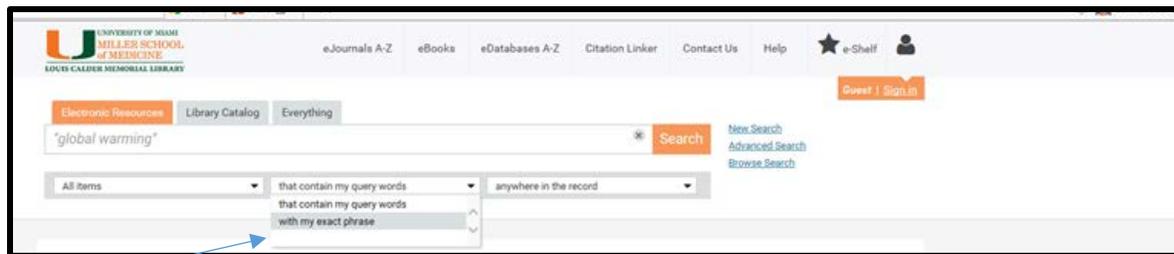
How Can I Do More with the Search Panel?

You can do more than just a simple search with the Search panel. Try the following search options to get the best results for your search:

- Searching for a Phrase
- Searching for Any Specified Words or Phrases
- Excluding Words or Phrases
- Searching Using Wildcard Characters
- Grouping Terms Within a Query
- Expand Search Beyond UM

Searching for a Phrase

To search for a phrase, type quotation marks around the phrase. You can combine both words and phrases in your search or you can use the middle drop down menu and select "with my exact phrase."



If you do not use the exact phrase options, the system will find items that contain the individual words in the phrase, regardless of whether these words are located next to each other in the order specified.

Searching for Any Specified Words or Phrases

You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, type **OR** (in all capitals) between the words or phrases.

For example, to search for items with the word **Irish** or the word **Celtic**, type the following in the search box:

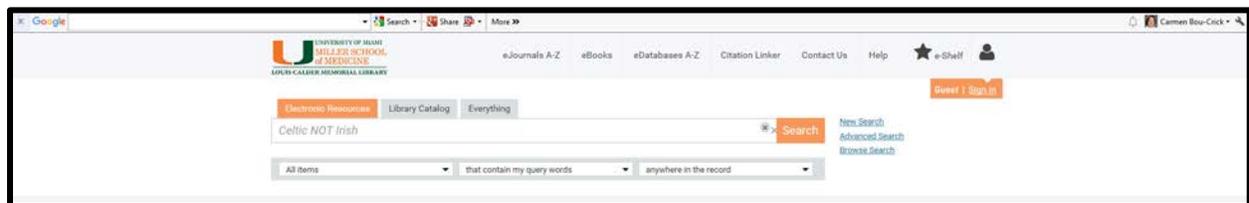


If you search for words or phrases without specifying **OR** or **NOT**, uSearch assumes that you are searching for all the specified words or phrases.

Excluding Words or Phrases

You can exclude items that contain specific words or phrases. To do so, type **NOT** (in all capitals) and then type the word or phrase to exclude.

For example, to search for items with the word **Celtic** and exclude any of these items with the word **Irish**, type the following in the search box:



If you search for words or phrases without specifying **OR** or **NOT**, uSearch assumes that you are searching for all the specified words or phrases.

Searching Using Wildcard Characters

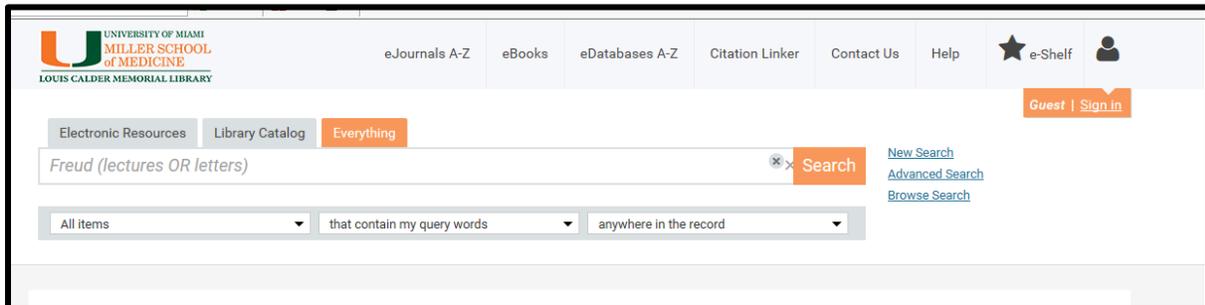
You can include the following wildcard characters in your searches:

- ?—enter a question mark to perform a single character wildcard search. For example, type wom?n to search for records that contain the strings woman, women, and so forth.
- *—enter an asterisk to perform a multiple character wildcard search. For example, type cultur* to search for records that contain strings, such as culture, cultural, and culturally.

The system ignores wildcard characters placed at the beginning of search terms.

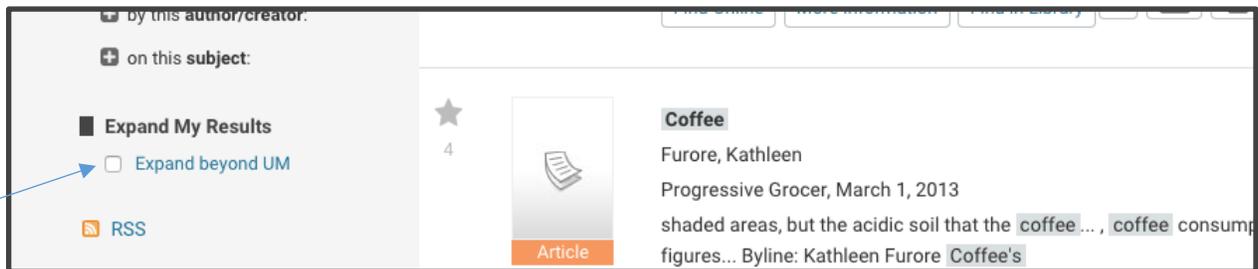
Grouping Terms Within a Query

You can use parentheses to group terms within a query. For example, to search for **Freud** and either **lectures** or **letters**, type the following in the search box:



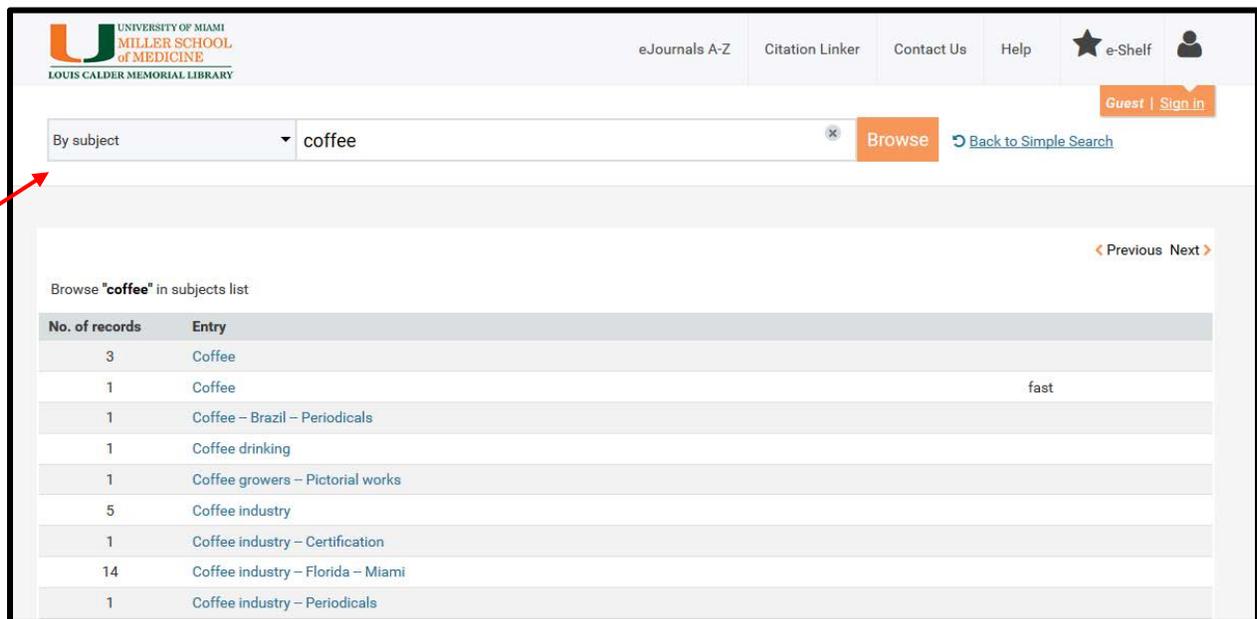
Expand Search Beyond UM

When doing a search in the All Resources tab, you can click on the “Expand beyond UM” limiter on the left after running a search. This link will expand your search results to materials that may be in another library or electronic resources not currently licensed by UM. You can then order the materials through Interlibrary Loan. You need to Sign In to use the Interlibrary Loan request option.



Using Browse

The Browse search allows you to browse library material (local material only) in order to find information of relevance quickly. You can browse material by subject, author, title, call number, LC Call number, and SUDOC number. In the results, you can click an underlined entry to see its associated records. Below are results for "Browse" on the "Subject" coffee.



The screenshot shows the library's interface with the search results for "coffee" in the subject list. A red box on the left contains the text "Browse Search By Subject" with an arrow pointing to the search results area.

UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE
LOUIS CALDER MEMORIAL LIBRARY

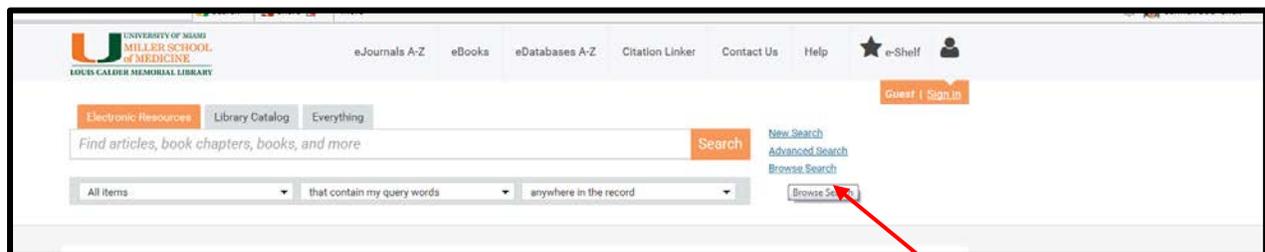
eJournals A-Z Citation Linker Contact Us Help Guest | Sign In

By subject coffee Browse Back to Simple Search

Browse "coffee" in subjects list

No. of records	Entry
3	Coffee
1	Coffee fast
1	Coffee – Brazil – Periodicals
1	Coffee drinking
1	Coffee growers – Pictorial works
5	Coffee industry
1	Coffee industry – Certification
14	Coffee industry – Florida – Miami
1	Coffee industry – Periodicals

To access Browse, click the **Browse Search** link next to the simple search box, as shown below.



The screenshot shows the library's search interface. A red box on the right contains the text "Browse Search" with an arrow pointing to the "Browse Search" link in the search options.

UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE
LOUIS CALDER MEMORIAL LIBRARY

eJournals A-Z eBooks eDatabases A-Z Citation Linker Contact Us Help Guest | Sign In

Electronic Resources Library Catalog Everything

Find articles, book chapters, books, and more Search

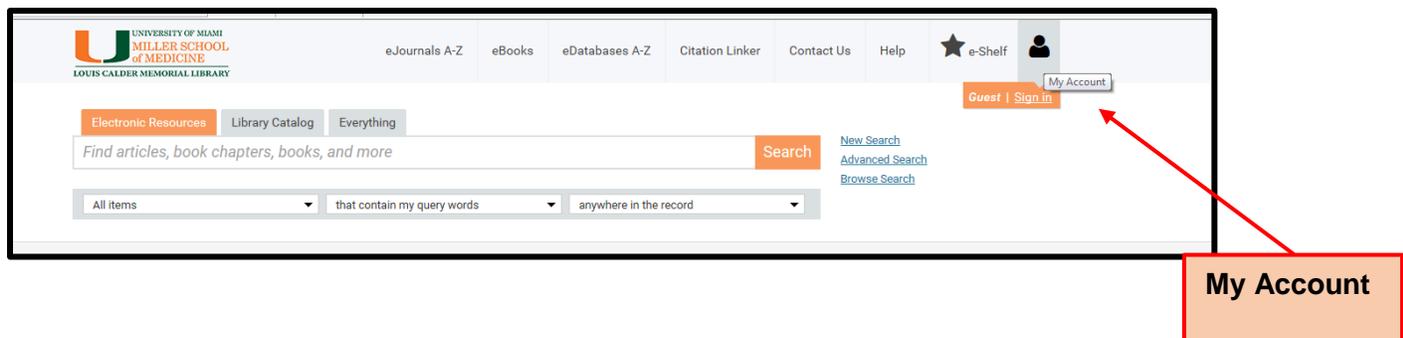
All Items that contain my query words anywhere in the record

Browse Search

Browse Search

My Account

My Account enables you to view the contents of your library patron account and perform library services, such as renewing a book or canceling a request. In addition, it lets you define your personal uSearch settings. To access My Account, click the [My Account](#) link, which appears at the top of each page in uSearch.



Why Should I Sign In?

When you sign into uSearch, you are able to do the following:

- **Set preferences for your current and future sessions.** You can set your preferences so that they reflect the way you usually search, and save them for future sessions.
- **Add items you found and queries you submitted permanently to your basket.** You can save items from your results list to your basket and you can save queries that you have performed for future use.
- **Set alerts for your queries.** You can set a query to become an alert, that is, to run automatically and send you email notification once it locates new items answering your search criteria.
- **Access external licensed resources.** The institution offers licensed information resources to its users. Once you sign in, you can search and retrieve items from these additional resources. Due to publisher licensing restrictions, some content is only viewable in search results when you are logged in.
- **Use library services.** You can benefit from library services such as requesting or recalling items.

Why Should I Sign Out?

You should sign out of uSearch so that your searches remain private and your personal settings and basket are not tampered with by anyone else.

Personal Settings

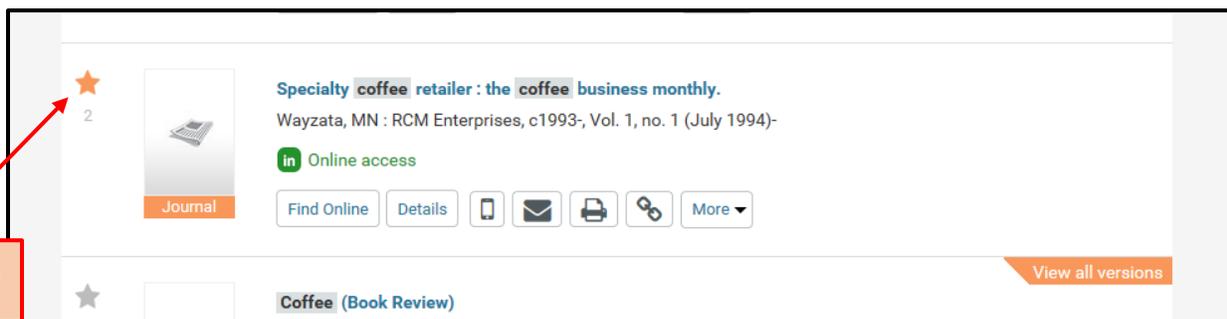
You can tailor the uSearch user interface so that it reflects the way you usually search. For example, from your uSearch account you can specify the maximum numbers of search results per page. From the “Personalize your results” option you can set preferred disciplines to boost relevancy of results and/or rank materials with newer publication dates higher in your results. To set your preferences, click the **Personal Settings** option on the left side of My Account. To keep your settings for future sessions, you must sign in and save your preferences.

Using e-Shelf

e-Shelf allows you to save and organize items that you find during your search session. To access e-Shelf, click the [e-Shelf](#) link at the top of the page.

Saving Items to e-Shelf

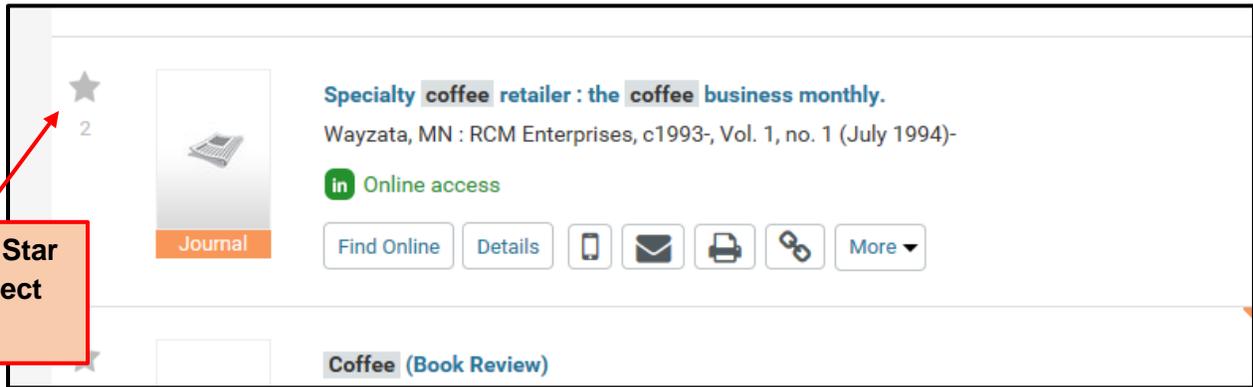
When you select the **Star** icon for an item in the search results, the system highlights the icon and adds the item to the **Basket** folder in e-Shelf.



NOTE: You must sign in to save items in e-Shelf for future sessions.

Removing Items from e-Shelf

To remove an item and all of its copies in the various folders in e-Shelf, select the highlighted **Star** icon next to the item in the search results.



If you do not want to delete all copies of an item in e-Shelf, you must remove each copy directly from e-Shelf. For more information on removing items from e-Shelf, see [Managing Items](#).

Viewing Items Saved in e-Shelf

To view items that are saved in e-Shelf, click the **Basket** folder or any of its subfolders. From the list of items, click the item that you want to display.

Managing Folders

From the e-Shelf tab, you can perform the following operations on folders if you have signed in to your account:

Button	Description
	Create Folder —Click this button to add a new folder under the selected folder.
	Rename Folder—Click this button to rename the selected folder.
	Copy Folder—Click this button to copy the selected folder into memory. The original folder will not be changed or deleted.
	Paste Folder—Click this button to paste the last folder placed into memory into the selected folder.
	Delete Folder—Click this button to delete the selected folder from Basket.
	Add Note—Click this button to add a note to a folder.
	Modify Note—Click this button to modify a folder's note.

Managing Items

From the e-Shelf tab, you can perform the following operations on items:

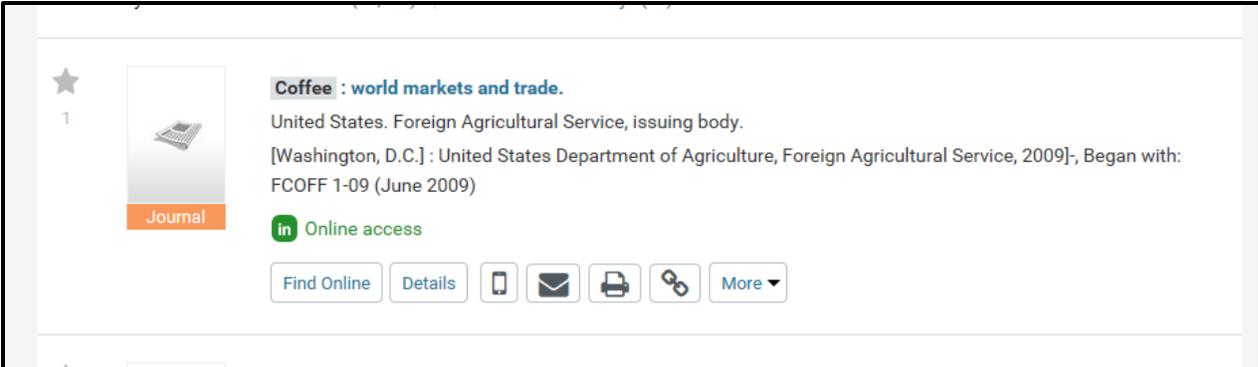
Button	Description
	Cut Items—Click this button to cut the selected items and to place them into memory.
	Copy Items—Click this button to copy the selected items into memory.
	Paste Item—Click this button to paste the last items placed into memory into the current folder.
	Delete Items—Click this button to delete the selected items.
E-mail	E-Mail Items—Click this button to email the selected items.
Print	Print Items—Click this button to print the selected items.
	Save Items—Select an option (such as Push to RefWorks) from the Save pull-down list and then click this button to save the selected items.

	<p>Add Note—Click this button to add a note to an item.</p>
	<p>Modify Note—Click this button to modify an item's note.</p>

Using the Brief Results

The Brief results display all the items that match your search query. For each item, the following information displays:

- Resource Type—the format of the item, such as book, article, journal, and so forth.
- Title—clicking the title displays either the item's information or the online resource.
- Author, creator, and date—the item's author, creator, and publication date.
- Star icon—click the **Star** icon next to the title to add or remove the item from your basket. A highlighted star indicates that you have already added it to your basket.



The screenshot shows a search result for a journal article. On the left, there is a star icon and the number '1'. Next to it is a thumbnail image of a document with the word 'Journal' written below it. The main text of the result is as follows:

Coffee : world markets and trade.
 United States. Foreign Agricultural Service, issuing body.
 [Washington, D.C.] : United States Department of Agriculture, Foreign Agricultural Service, 2009]; Began with:
 FCOFF 1-09 (June 2009)

Below the text, there is a green 'in' icon followed by the text 'Online access'. At the bottom, there is a row of buttons: 'Find Online', 'Details', a mobile phone icon, an envelope icon, a printer icon, a link icon, and a 'More' button with a dropdown arrow.

Find Online Tab

The Find Online tab displays items that are available online inside the tab. If the item has multiple entries, click an entry to display the item on a new page.

The screenshot shows a library catalog record for the journal "Coffee : world markets and trade." The record includes the following information:

- Title:** Coffee : world markets and trade.
- Issuing body:** United States. Foreign Agricultural Service, issuing body.
- Publication details:** [Washington, D.C.] : United States Department of Agriculture, Foreign Agricultural Service, 2009]- Began with: FCOFF 1-09 (June 2009)
- Online access:** A green "in" icon followed by the text "Online access".
- Action buttons:** A row of buttons including "Find Online", "Details", a mobile device icon, an envelope icon, a printer icon, a link icon, and a "More" dropdown menu.

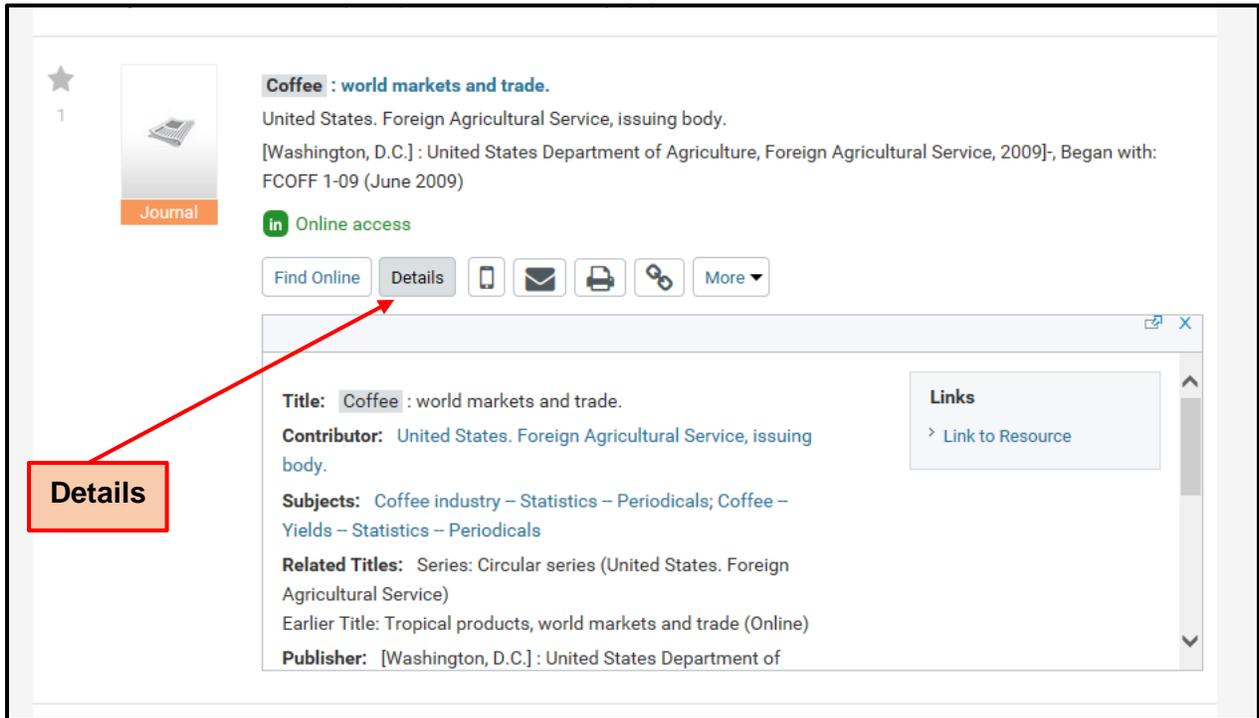
A red arrow points from a callout box labeled "Find Online" to the "Find Online" button. Below the buttons, a pop-up window is visible with the following content:

- Warning icons and text: "Open source in a new window" and "Sign-in for more options".
- Text: "Full text available at: [view full text](#)".

Find Online

Details Tab

The **Details** tab displays the item's full record and additional links to information and/or services concerning the item.



The screenshot shows a library catalog record for a journal. The record is titled "Coffee : world markets and trade." and is published by the United States Department of Agriculture. The record is currently displayed in the "Details" tab, which is highlighted with a red box and a red arrow. The "Details" tab shows the full record, including the title, contributor, subjects, related titles, and publisher. A "Links" panel on the right side of the record shows a "Link to Resource" option.

Coffee : world markets and trade.
United States. Foreign Agricultural Service, issuing body.
[Washington, D.C.] : United States Department of Agriculture, Foreign Agricultural Service, 2009]; Began with: FCOFF 1-09 (June 2009)

Online access

Find Online **Details**     More ▾

Title: Coffee : world markets and trade.
Contributor: United States. Foreign Agricultural Service, issuing body.
Subjects: Coffee industry – Statistics – Periodicals; Coffee – Yields – Statistics – Periodicals
Related Titles: Series: Circular series (United States. Foreign Agricultural Service)
Earlier Title: Tropical products, world markets and trade (Online)
Publisher: [Washington, D.C.] : United States Department of

Links
> Link to Resource

Details

More Tab

The More tab displays links to bibliographic management tools and to the "Report an Issue" link.

The screenshot shows a library catalog record for a journal. The record includes a star icon, a 'Journal' label, and a 'More' dropdown menu. The 'More' menu is open, showing options: Citation, Export Record (RIS), RefWorks, EndNote, EasyBib, and Report An Issue. A red arrow points from the 'More' dropdown to a 'More' button in a 'Links' panel on the right.

Coffee : world markets and trade.
United States. Foreign Agricultural Service, issuing body.
[Washington, D.C.] : United States Department of Agriculture, Foreign Agricultural Service, 2009]. Began with: FCOFF 1-09 (June 2009)

Online access

Find Online Details More

Title: Coffee : world markets and trade.
Contributor: United States. Foreign Agricultural Service.
Subjects: Coffee industry – Statistics – Periodicals Yields – Statistics – Periodicals
Related Titles: Series: Circular series (United States. Foreign Agricultural Service)
Earlier Title: Tropical products, world markets and trade (Online)
Publisher: [Washington, D.C.] : United States Department of

More

Using Queries, Alerts, and RSS Feeds

What Is a Query?

A query is a word or phrase you specify in the search panel to request information. You can do the following with queries:

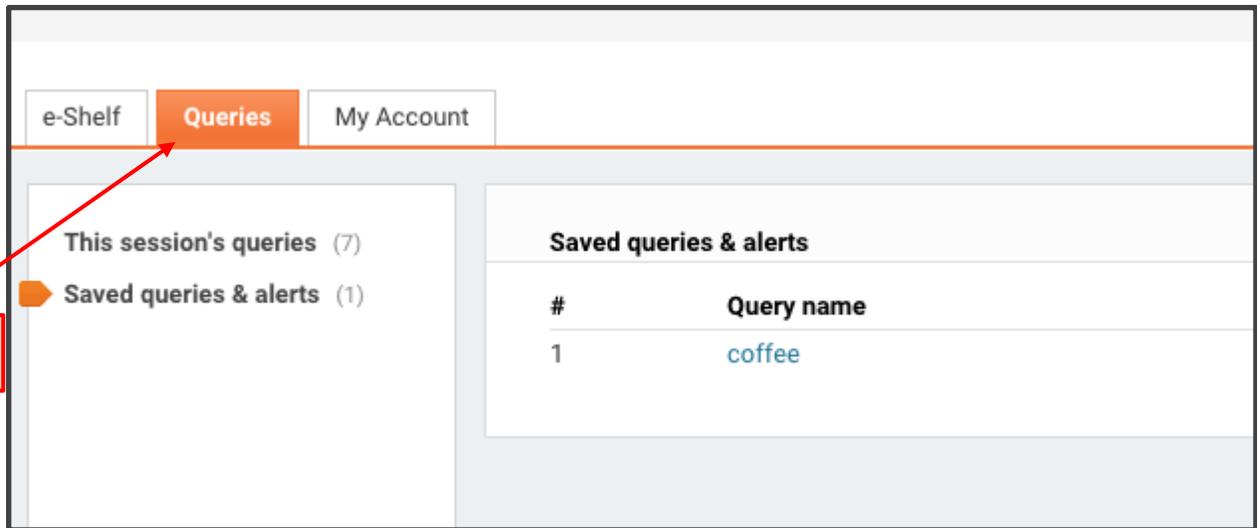
- View the current session's queries and results.
- Save a query from the current session in order to use it later.
- Activate alerts on your saved queries to have them run automatically at scheduled times to provide you with updated results from queries.
- Activate RSS feeds to receive updates for your favorite queries. For more information, see [Activating RSS Feeds](#).

Viewing and Saving Queries

If you are signed in, you can save a query by clicking the “Save query” which appears on the left-hand facets on the search results page.



You can access your saved and session queries by clicking either the [e-Shelf](#) or [My Account](#) link and then clicking the My Queries tab.



This tab contains the following folders:

- **This Session's Queries**—this folder lists all of the queries that you have performed in the current session.
- **Saved Queries & Alerts**—this folder lists all of the queries and alerts that you have saved.

NOTE: If you are not signed in, your queries are available only during the current session.

You can run a saved query yourself, or you can set it as an alert that runs automatically at scheduled times and sends you new results by e-mail.

What Is an Alert?

An alert is a process that runs your query automatically at scheduled times and sends you new results via e-mail.

Viewing and Activating Alerts

To view the list of alerts, click the **Saved Queries & Alerts** menu. To configure an alert for a saved query, click the [Update](#) link for that query and then specify the alert settings.

Activating RSS Feeds

Syndicated content, otherwise known as Really Simple Syndication (RSS), is a popular way to distribute information from Web sites. For example, using RSS, a news site or a blog can automatically feed its news articles or entries to a group of subscribers.

RSS feeds in uSearch are used to notify you of new items found by the query. RSS feeds can be activated from either the search results or the Saved Queries & Alerts folder on the My Queries tab. All that you need is to have an RSS reader installed on your computer.

If your browser supports RSS, click the **RSS** button. A window from which you can subscribe to the RSS feeds opens. Follow the instructions in the window.

If your browser does not support RSS, right-click the **RSS** button, copy the URL, and paste it into the RSS reader.

Accessing Full-Text Materials

When you are on campus, you will be able to access full-text materials automatically from any Medical Campus building. When you are off campus, you can "Sign In" with your CaneID and Password to access full-text resources.

Need a CaneID?

Persons with an affiliation with the University of Miami can obtain a CaneID and C-Number, by going to: <https://caneidhelp.miami.edu/caneid/>.

Issues with the CaneID?

If you have any issues with your CaneID or password, please contact the Help Desk (UM IT) at 305-243-5999 or help@miami.edu.

Jackson Memorial Hospital Residents and Staff

Jackson Memorial Hospital residents and staff can obtain a restricted-use CaneID for remote access to Library electronic resources. After you obtain a CaneID and C-Number, please contact the Information Services Desk at

Calder Library to register for remote access to e-resources. If you are already registered with a bar code, you need to obtain a CaneID and C-Number and provide this information to the Information Services Desk. For additional information call 305-243-6403, email circulation@med.miami.edu, or visit the library, located at 1601 N.W. 10th Ave., Miami, FL 33136.

Remote Access

Authorized persons who are not on campus can access resources remotely with their CaneID and password. See instructions above under "Need a CaneID?"

Contact Information:

Calder Medical Library Circulation/Information Desk: 305-243-6403 or circulation@med.miami.edu

Calder Medical Library Reference: 305-243-6648 or reference@med.miami.edu