

Using VIRGO Effectively

The screenshot shows the top navigation bar of the VIRGO: UVa Libraries Catalog. It includes links for New Search, Course reserves, Services, Requests, Databases, Journals, Library Info, Ask a librarian, and Virgo tutorials. The main header is "VIRGO: UVa Libraries Catalog" with "Go Back" and "Help" links. The "EXIT VIRGO" link is in the top right. The search interface features a "Basic Search" box with radio buttons for "Keyword" (selected), "Begins with ...", and "Exact". A "Search for:" text box and a "Library:" dropdown menu (set to "ALL") are present. Below the search box are buttons for "search all", "author", "title", "subject", and "journal title". To the right is a "Catalog Searches" sidebar with links for Basic Search, Advanced search, DVDs & videos, CDs, tapes & LPs, Manuscripts, Browse by call number, and Browse by author, title, subject.

Keyword (Topic) Search

Enter one or more terms in the **Search for** box
Select **Keyword**
Click the **Search All** button or press ENTER

Exact Phrase Search

Enter two or more terms in the **Search for** box
Enclose the terms in single quotes
Select **Keyword**
Click the **Search All** button or press ENTER

Author Search

Enter author's last name, a space, and first name (or first initial) in the **Search for** box
Select **Begins with...**
Click the **Author** button

Title Search

Enter the first few words of the title in the **Search for** box
Omit the words A, AN or THE (in any language) at the start of a title
Select **Begins with...**
Click the **Title** or **Journal Title** button as appropriate

Combination Searches (Boolean Searches)

Enter two or more terms in the **Search for** box

Separate the terms with

- **AND** to narrow your search
- **OR** to broaden your search
- **NOT** to exclude a term from your search

Select **Keyword**

Click the **Search All** button or press ENTER

HINT: Use the **Advanced Search** screen to help you format your search

Subject (Library of Congress) Search

HINT: Use this option to search for official Library of Congress subject terms

HINT: For most general searches a Keyword Search is preferable

Enter the first few words of your search in the **Search for** box

Select **Begins with...**

Click the **Subject** button

Call Number Search

Select **Browse by call number**

Enter the Library of Congress classification number up to but not including the second decimal point (if any) in the **Call number:** box, e.g. TK5105.5 for TK5105.5.C92 1995

Select the **Library** whose call numbers you wish to browse

If you are searching for call numbers other than Library of Congress numbers, select the appropriate kind of number from the drop-down menu

Click the **Search** button or press ENTER

NOTE: You can only search one library at a time.

Video Search

Select **DVDs & Videos**

Select your preferred format

Enter your search terms as appropriate

Click the **Search** button or press ENTER

NOTE: Similar search screens are available for CDs, audio tapes, LP records and manuscripts

For further assistance or questions about using VIRGO contact the Brown Library Information Desk at 924-3628 or send E-mail to sciref@virginia.edu or come by the Library for a consultation with a library staff member.