

Nineteenth Century Short Title Catalogue

NINETEENTH CENTURY SHORT TITLE CATALOGUE
IS A BIBLIOGRAPHY FOR STUDENTS AND
SCHOLARS STUDYING THE HISTORY AND
LITERATURE OF THE NINETEENTH CENTURY. THIS
GUIDE INCLUDES AN OVERVIEW OF THE CONTENT
AND FEATURES OF THE DATABASE AND INCLUDES
HELPFUL SEARCHING INFORMATION.

DESCRIPTION OF THE DATABASE

Scope of Coverage

Provides English-language bibliographies of all materials published in the British Empire and the United States between 1801 and 1919 that are found in the catalogues of several major U.S. and U.K. libraries. The libraries include the Bodleian Library (Oxford), the University Library (Cambridge), Trinity College (Dublin), the National Library of Scotland (Edinburgh), the University Library (Newcastle upon Tyne), and the British Library (London), plus holdings from 1816 to 1919 from Harvard University Library (Cambridge, MA) and the Library of Congress (Washington). The material was previously available on CD-ROM.

Size of Database

The size of the database is approximately 1.2 million records.

Years of Coverage

The database covers material published between 1801 and 1919.

Update Frequency

There are no plans at this time to update or add more material to the database.

FEATURES OF THE DATABASE

Search Screen

The search screen allows the researcher to conduct a search on one or more of the following fields: keyword, subject, author, epithet, title, span, date, place, location, series ID, and entry number.

Browse Indexes

Fields with a book icon at the end include an index of terms that can be browsed. Browsing the index helps users verify spelling, identify alternative spellings of names, select terms to refine searches, and eliminate unwanted results.

- Click the book icon.
- To locate a term in an index, enter it in the field labeled "Search this Index".
- Select the "Go" button to the right of the search field to move to that term in the index.
- Navigate through the index list by clicking on the "Previous Group" and "Next Group" links located at the top and bottom of the page. The

number in parentheses after each index term is the number of times the exact term occurs in the database.

- To select terms to add to a search, click the check box to the left of each term desired. Select the boxes of all variations of a particular term to retrieve a broad list.
- Select the "Click here to add selected terms to your search" link at the top and bottom of the page. You will be returned to the search screen; the index term(s) selected will be pasted into the appropriate search field.

Use of Wildcards

If the exact spelling of a term is uncertain, wildcards (*) or (?) can be used. Insert an asterisk (*) for unlimited or zero unknown characters or insert a question mark (?) for each unknown letter. Sometimes including wildcards retrieves words with various meanings.

Combining Search Terms

The database default behavior is to combine words within a field using the AND Boolean operator. Other operators (OR, AND NOT) may be used to combine words within a field. The default behavior is to combine fields using the AND Boolean operator. That default behavior can be changed by clicking on the "Or" radio button on the bottom of the Search Screen.

Boolean Logic

Use AND between two search terms within the same field when you want to limit/refine a search so BOTH terms are present in each entry received. Use OR between two search terms within the same field when you want to expand a search so at least ONE of the terms is present in each entry retrieved. Use AND NOT between two search terms within the same field when you want to retrieve entries that include the first term but do not include the second term

EXAMPLE: Keyword Field: medicine AND England
RESULTS: The terms medicine and England are in all entries retrieved

EXAMPLE: Keyword: medicine OR England
RESULTS: Each entry retrieved includes the term medicine or the term England

EXAMPLE: Keyword: medicine AND NOT England
RESULTS: Each entry retrieved includes the term medicine, but not the term England

HOW TO FIND INFORMATION BY SUBJECT OR TOPIC

To limit a search by a subject or topic, you have two choices:

Using the Keyword Field

Use the Keyword Field to do a general free-text search of words in the entry, including title (and its translation), subject terms, language, epithet, place of publication, location, and author fields. The Keyword field does not have an index to browse. Because numerals cannot be used, a researcher cannot use input years or dates in this field and search on them. Wildcards (*) or (?) can be used.

EXAMPLE: "English economics" (with quotations marks) EXAMPLE: English economics (without quotations marks).
RESULTS: When enclosed in quotation marks ("English economics") the search engine looks for the words in a phrase string and retrieves only those entries in which English appears next to economics in the same field in that exact order. Do not use quotation marks for searching common terms, e.g., Civil War, in the Keyword Field as searching on these terms results in lengthy searches. Without quotation marks, the results will include entries with the two words in any order, anywhere in the same field.

A researcher can refine a search by combining a keyword search with searches in other fields.

EXAMPLE: Keyword: bibl* Subject Term: Associations for Religious Work
RESULTS: Truncating the Keyword (Bibl*) retrieves entries with variations of the word bibl* (i.e. bible, biblical) in them. The Subject Term limits this search to entries related to Associations for Religious Work.

Using the Subject Field

Use the Subject Field to select specific index terms assigned to the entries. The subject terms assigned to each entry are associated with the Dewey Decimal Code classification assigned to the book. Often, subject terms assigned to an entry do not appear in the title of the work. Subject terms may be entered with or without quotation marks. If uncertain, browse the index. Each term in the browse index contains a number in brackets. That number is the Dewey Decimal Code classification assigned to the subject. The number in parentheses after the term indicates the number of entries with that subject term in the database. Do not enclose common phrases, i.e., Civil War, in quotes.

EXAMPLE: "Anglican Church"
RESULTS: Entries with the subject index term Anglican Church and entries in which the words Anglican Church appear contiguously in that exact order.

EXAMPLE: Anglican Church
RESULTS: Same entries as the above example plus entries in which the words are not contiguous or in the exact order.

Some single-word searches will retrieve a large number of inappropriate entries.

EXAMPLE: Anglican
RESULTS: Retrieves all entries with the subject index term Anglican and entries with Anglican in other subject terms, i.e., Anglican Church.

HOW TO FIND INFORMATION BY THE NAME OF THE AUTHOR

Enter the name of the Author in the author search field. It is a good idea to browse the Author Index to verify the spelling of the author's name and to make sure that all variations of the name have been identified. In this index, the names are arranged in alphabetical order by the author's last name.

If you know the specific name, enter last name, then first name bound in quotes.

EXAMPLE: "Dickens, Charles"
RESULTS: Retrieves individuals with Charles as a first name and Dickens as last name.

You can also use wildcards (*) or (?) if you don't know the exact spelling or if authors may publish under variations of their names. Do not use wildcards for initials.

To search the Author field broadly, use free text with no quotation marks or commas.

EXAMPLE: James Thomas

RESULTS: Retrieves works by authors with both James and Thomas in their names (regardless of which is the first name and which is the last name).

Transposing the names in the search does not affect the results.

ADDITIONAL WAYS TO LIMIT OR REFINE SEARCHES

Limit by Place of Publication

Use the browse index to select a desired location to determine what was published in a given city or area. Frequently, this field is used in conjunction with Publication Date to determine what may have been published in a given city during a particular time period.

Limit by Life Span

Use the browse index to select a desired time period or periods to determine which authors had flourished or lived during that time period.

Limit by Language

Use the browse index to select the language of the original materials you want to retrieve.

Limit by Publication Date

Limit by specific date or ranges of dates, i.e., 1850-1852, of the original materials.

HOW TO PRINT, E-MAIL, OR SAVE SEARCH RESULTS

After searching, the results can be viewed, printed, stored on a file or disk, or sent via e-mail.

How to Tag Entries

Once you have reviewed your results, you can select (tag) entries for printing or downloading. Click on the box labeled "Tagged" to the left of the entries you want to print or download. You can print or download all entries or just tagged ones.

To Print One Entry

- Use your browser's Print Function to print

To Print/Download/E-Mail All Results or Tagged Entries

- Display results. Tag entries, if desired.
- Click on Output Options at the top of the screen.
- Select Download – All Entries or Tagged Entries.
- Select Output Type – ASCII or Tab-Delimited Display for Printing or Downloading Or Select E-mail and input E-mail addresses. Each address should be separated by a space, if sending to more than one address. With the site's expanded e-mail capabilities, you can include a subject line and a text message to be sent with the results set.
- Click on Submit Button. If sending via e-mail, the entries will be sent to the e-mail addresses. You will receive notice that results have been sent.
- To Print All or Tagged Results, use your browser's Print function.
- To Download All or Tagged Results, use your browser's "Save As" function to define a path to save results to a file or disk.

SORTING ORDER OF RESULTS, CONNECTIONS BETWEEN FIELDS, CHANGE NUMBER OF RESULTS DISPLAYED

The above changes are done on the Search Screen before pressing the Search button. Click on User Options, follow directions to:

- Change the order in which results are sorted
- Change the number of records displayed in a group

To See How a Search Is Completed by the Database

Before you click the Submit Button to do a search:

- Click on User Options
- Select Display Search Progress Window
- Click on the Submit Button

Using the Search Progress Window can help refine a search by showing terms not in the database as well identifying how long it takes to search each of the terms. The Search Progress window needs to be closed before results are viewed; it will continue to display for all searches during a session until it is “untagged” in the User Options or the session is ended.

FOR ADDITIONAL HELP TO SEARCH THIS DATABASE

Review the context-sensitive help by clicking on the field name

Contact webtech@abc-clio.com with specific search questions



www.abc-clio.com