Searching Catalogue for Education-related Materials

To search for materials that are available in the Education Library and Curriculum Resources Centre, start by selecting the library’s sub-catalogue:

- Go to McGill Library Catalogue
- Select Sub-Catalogues
- Click on Libraries and Collections
- Select Education Library & Curriculum Resources centre

Unlike searching full catalogue that will retrieve results from all McGill University Libraries, any search performed in this sub-catalogue will only bring out results that are specific to the Education Library.

**Basic Search**

Searches can be done by keyword(s), Title, Author, Call Number etc. For example,
- If you know the title of an item, select Title begins with.
- If you only know a few words of the title, select Title word(s).
Omit the initial articles such as “the”, “a”, “an” at the beginning of a title.

**Search by Subject**

To search for materials on a certain topic, the best way is to use the Advanced Search option. This will allow you to search by subject keyword(s), limit your search results to a certain year range, or to a specific collection of Education Library.

- In the Education Library sub-catalogue, select the Advanced tab
- Select a field and enter the keyword(s)
  - Use AND, OR, NOT to combine search terms when needed
  - Apply quotation marks to search by exact phrase (e.g. “intercultural communication”)

- Apply truncation to search for words that vary in spelling at the beginning or at the end (e.g., *cultur?* will retrieve records containing either Culture or Cultural)

- In the Location drop-down menu, select:
  - Main Collection for general education-related materials
  - Curriculum Resources for elementary/secondary teaching and study materials
  - Children’s development for children’s and young adult literature

- More limits can be applied after results are retrieved. Click on Limit Results button located on top of the records, and then enter the limits.

The catalogue records are classified according to Library of Congress Subject Headings. Once you have some preliminary records, you can find more records on the same topic by selecting the subject headings assigned in a record.

- Click on the Title of a record
- In the full view of record, look for LC Subject
- Click on a subject heading in which you are interested
- In the new window, click on the Go button
  - in the Find other documents in the catalogue section to get all records on the same subject, or
  - in the Browse a headings list in the catalogue section to browse the subject heading index
Search by Type of Materials

Journals

To search for a journal by its title,
- In the Basic Search mode, select Journal Title begins with and enter the journal title

To browse a journal title index,
- In the Advanced Search mode, select the Browse tab
- In the index drop-down menu, select the field Journal Title begins with
- Enter the beginning of a title word

To find out the number of volumes and issues that the library has,
- Click on the record and check the holdings
- For detailed holding information, click on See Holdings.

When you come across an e-journal,
- Click on the Find it button. A new window will come up with links to the databases where the full text articles are accessible.
- Check the full text availability of the volumes and issues in the databases.
- Select a database and click on the Go button
- Enter the year or the volume and issue number, or the start page number if you know exactly what you are looking for

Course Reserves

Course reserves can be searched by course number, course name, instructor’s name and etc.
- Select Course Reserves on the catalogue’s navigation toolbar.

In the Course Reserves catalogue, select an index field

Enter the complete course number or an instructor’s name (last name first) to look for the reserves for your course or under your instructor’s name, or

Enter the beginning of a term to browse an index

Theses

The library catalogue contains records for most McGill master and PhD theses. To search for them, use the Theses Sub-Catalogue.

- Select Sub-Catalogues on the catalogue’s navigation toolbar
- Click on Types of Materials
- Select McGill Theses
- Searches can then be done by subject keyword(s), title or author.
- Set the Location to Education in the Advanced Search mode if you are only searching for theses from the Faculty of Education.
- To search for electronic versions of theses, follow the database links provided in the sub-catalogue description

More types of materials such as Audio Visuals, New Titles, eBooks etc. are available in the Sub-Catalogues. These materials can also be searched by using Limit Results option after preliminary search results are retrieved.

Please keep in mind that in addition to the Education Library, many education-related materials are located in the Humanities & Social Sciences Library and other branch libraries. Use the full catalogue to search for more titles.