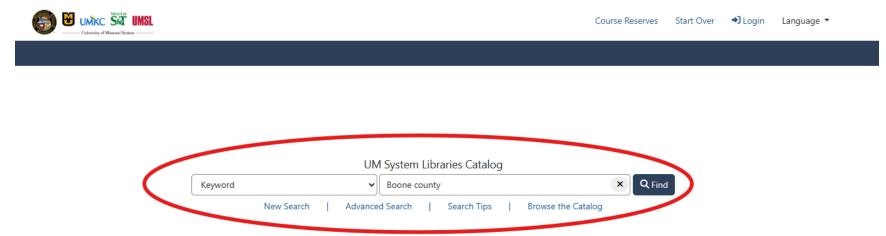
## Searching the UM SYSTEM LIBRARIES CATALOG (includes SHS of MO)

- All SHSMO materials are in library use only.
- Collections may be used in the Research Centers, can be sent to another Research Center via courier upon request, but may not be checked out and taken home.
- Certain microfilm reels are available for interlibrary loan (ILL) to other libraries.

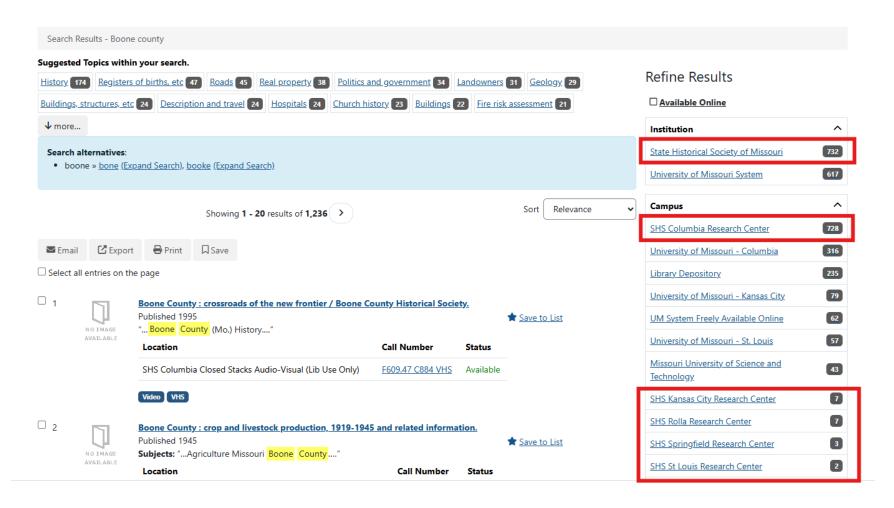
## How to use the Catalog:

1. On the Catalog page in the BASIC SEARCH box, type in your keywords and hit enter or click the Find button. Use the fewest number of words that represent your topic to get the broadest results list. You can change the type of search (keyword, author, title, etc.) by clicking the drop-down menu where "Keyword" appears.

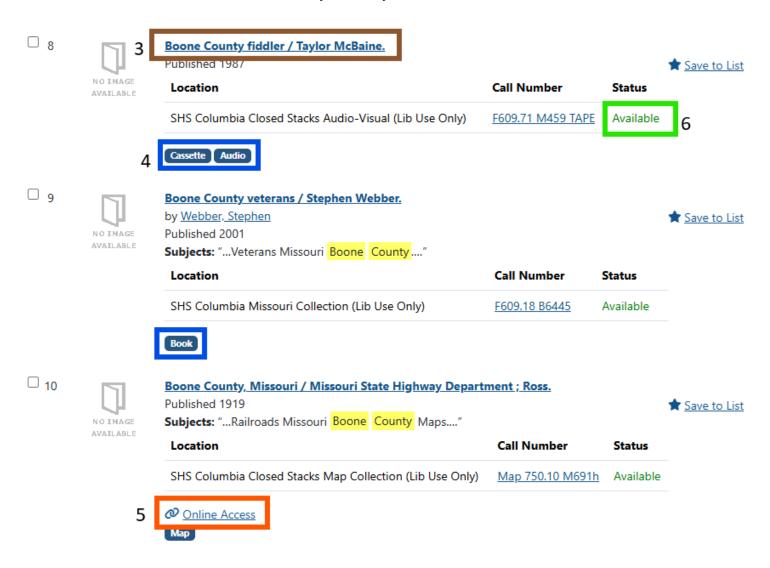


NOTE: You DO NOT need to log in to the UM System Libraries Catalog to be able to search the catalog and view the results.

- 2. Use "Refine Results" to narrow the search results to:
  - a. State Historical Society of Missouri or University of Missouri System
  - b. Campus (SHS of MO Research Centers: Columbia, Cape Girardeau, Kansas City, Rolla, St. Louis, or Springfield)



- 3. Click on the TITLE link to view the full catalog record
- 4. The **TEXT BOXES** under each "Location" column indicate at a glance what type of resource the item is, some examples at SHS include book, map, cassette, etc.
- 5. The **ONLINE ACCESS** link is present when the material is available in some form of digital format.
- 6. SHS collections will always show the "Available" status, as those are freely accessible at the SHS Research Centers. Please note that all SHS materials are In Library Use only.



- 7. If you are searching for a newspaper:
  - a. Use "Refine Results" to narrow the results to the Location "SHS Columbia Newspaper Micro (Lib Use Only)"
  - b. Note that the microfilm reels are not always in chronological order due to the cataloging software limitations. For locating specific reels and checking coverage dates, we recommend also using the Newspaper Directory PDF files that are linked to every newspaper record. Each county newspaper directory PDF is arranged alphabetically by town and then alphabetically by paper title.

