MarciveWeb DOCS

MarciveWeb Docs is a database containing information about documents published by the federal government from 1976 to the present. The database is updated monthly. Access is provided from the Libraries' Government Publications home page: http://www.lib.clemson.edu/research/subjects/govpubs/fedpubsindexes.htm. Many, but not all, of these documents are available at Cooper Library. Documents that we own from 1996 to the present are listed in the Libraries' online catalog.

Express Search

Searching by Title

Click in the radio buttons *Browse* and *Title*.

Type the first few words of the title (omitting leading article a, an, or the) in the text box, and click on the *Search* button.

> The results displayed will be the entire alphabetic list of titles, positioned at the title you searched. If there is no exact match, the first title shown will be the one closest alphabetically to the title you searched.

Click on the title to view the full record (Catalog Record Display).

See the section on **Holdings Information** to learn how to determine if we own this document.

If you don't get an exact match, try a keyword search instead:

> Click in the radio buttons for *Keyword* and *Title*.

> Type a word or words in the text box, and click on the *Search* button.

> The number of matches and a list of titles that contain the word(s) will display.

> Click on the title to view the full record (Catalog Record Display).

Searching by Subject

Type the first few words of the subject heading in the text box, and click on the *Search* button.

> The results displayed will be the entire alphabetic list of subjects, positioned at the subject you searched. If there is no exact match, the first subject heading shown will be the one closest alphabetically to the one you searched.

> The number of entries for each subject heading is listed to the left.

> An asterisk to the left of the subject heading indicates a cross-reference. Clicking on the subject heading will bring up a list of other forms of the subject heading, which can be retrieved by clicking on them. Any subject headings found under the present form will be displayed below the cross-reference.

<u>If you don't get an exact match, try a keyword search instead:</u>

Click in the radio buttons for *Keyword* and *Subject*.

Type a word or words in the text box, and click on the *Search* button.

The number of matches and a list of subject headings that contain the word(s) will display.

Click on the subject heading to view the list of entries.

Click on the title to view the full record (Catalog Record Display).

See the section on **Holdings Information** to learn how to determine if we own this document.

<u>Searching by Author</u>

Click in the radio buttons *Browse* and *Author*.

Type the first few words of the author or agency in the text box, and click on the *Search* button.

The results displayed will be the entire alphabetic list of authors and agencies, positioned at the name you searched. If there is no exact match, the first name shown will be the one closest alphabetically to the name you searched.

The number of entries for each author/agency is listed to the left. An asterisk to the left of the author or agency name indicates a cross-reference. Clicking on the name will bring up a list of other forms of the name, which can be retrieved by clicking on them. Any titles found under the present form of the name will be displayed below the cross-reference.

Click on the author/agency name to view the list of records that match your search.

Click on the title to view the full record (Catalog Record Display).

See the section on **Holdings Information** to learn how to determine if we own this document.

<u>If you don't get an exact match, try a keyword search instead:</u>

Click in the radio buttons for *Keyword* and *Author*.

Type a word or words in the text box, and click on the *Search* button.

The number of matches and a list of authors that contain the word(s) will display.

Click on the author or agency name to view the list of entries.

Click on the title to view the full record (Catalog Record Display).

<u>Searching by Number</u>

Numeric searches are available for SucDoc number, technical report number, stock number, GPO item number, GPO Monthly Catalog accession number, and OCLC number.

To search for one of these, click the appropriate radio button, enter your search term in the text box, and click on the *Search* button. The results displayed will be the entire list of whichever numbers you are searching, positioned at the number you searched.

Holdings information

To see if a document is available at R.M. Cooper Library, from the Catalog Record Display screen, click on the *Holdings* button.

One of the following messages will appear:

This item **IS SELECTED** by your library, Clemson Univ.

This item **IS NOT SELECTED** by your library, Clemson Univ.

Distribution information for this item is not available. Ask your librarian for assistance.

This item is not a depository item. Ask your librarian for assistance.

Items that ARE SELECTED are generally arranged by SuDocs call number in the Public Documents collection on Level 3. Occasionally there are some items in our Reference collection. Please consult the online catalog for specific location information for items we own.

Items that ARE NOT SELECTED, or are not depository items can be ordered through Interlibrary Loan. Please see a Reference Librarian for assistance.

In addition, there are links to local libraries and other libraries nationwide who select this item. Click on the name of the library to get its address and phone number.

Navigational Buttons

At the top and bottom of each page are buttons designed to help you navigate through the database:

Express Search	Goes to the Express Search screen from the Combined Search screen.
Combined Search	Goes to the Combined Search screen from the Express Search screen.
Back	Takes you back one step (will lose search results if going back to a search screen).
	Will take you to the Results List from a full or brief record.
Feedback	Send a question or comment to Marcive.com.
Help	Details about how to search. An index of topics is included.
Holdings	Shows Clemson University's holdings, and other libraries locally and nationwide.
Marc Format	Shows record in the standard cataloging format. Cannot print from this view.
Brief Format	Shows basic bibliographic data, leaving out notes.
Full Format	The default display, shows bibliographic data and notes fields.
Save Record	Go here to mark a record for downloading and/or printing.
Prev Record	Goes to the prior record in the list.
Next Record	Goes to the following record in the list.

Search Tips

❑ If you want to retain your search term after you view the results, use your browser's back button instead of the back button on the search page.

❑ The message "No records Selected" means that nothing matched your search. Because there are so many records on so many subjects, it might tip you off to a spelling or syntax error. Double-check your search statement.

❑ Boolean search terms **AND, OR** and **NOT** are supported. Use parentheses around search terms, even if they are single words:
    Ex.   (health) or (physical)
    (health) or (physical education)
    ((health) not (physical)) and (education)

❑ The truncation symbol (wildcard character) is the asterisk *****. The minimum word length for truncated terms is 3 characters
    Ex. cat*

❑ To mark records for later viewing, printing or downloading click on the ***Save Record*** button. To deselect a record, click on the ***Unsave Record*** button. To view the list of saved records, click on the ***Saved Records*** button. You will be presented with the number of titles you have saved and options to view them.
    NOTE: Records exported in MARC format are not suitable for printing.

❑ If you have limited success with a search, try using the ***Anyword*** field on the Combined Search Screen. The search system differs somewhat, and you may have better results. (See advanced searching section).

Advanced Searching

Combined Search

This search screen allows you to focus your searching, by limiting a term to a specific field, or searching for information in several fields at once.

To search combinations of Titles, Authors, Subjects, Notes, or all indexes at once (Anyword), enter keywords in the desired index fields, and click on the ***Search*** button.

The search may be further qualified by format, date, or language code:

Click on Browse Language to go to a list of records sorted alphabetically by language.

Click on Browse Date to go to a list of records sorted by date.

Click on Browse Format to go to a list of records sorted alphabetically by format. The formats are:

        AV - Audio Visual
        BOOK – Books (monographs)
        COMP – Computer File
        KIT – Kit containing
        MAP – Map
        MAPS – Map (serial)
        SER – Serial/journal