

Top Ten BearCat Tips

1. Punctuation and Case dOnT MaTteR!!!

You don't have to worry about proper punctuation or capitalization when using BearCat. In fact, you don't need either (unless it just makes you feel better!). You can type in ALL CAPS, all lower case, or any mix you like! You don't need punctuation within or between any words of your search. For example:

Hernando's Hideaway = hernandos hideaway

Bernstein, Leonard = bernstein leonard

Prélude à l'après-midi d'un faune = prelude a lapres midi dun faune

2. Author = any person or group of people

In BearCat, any person or group of people connected to a book, recording, or musical score is treated as an "author." This includes composers and performers of music, editors, and authors. Examples of "authors":

Leonard Bernstein (as performer, composer, or conductor)

New World Symphony Orchestra

Metallica

The Handel Society

3 Keyword searching is not just for Google!

This search allows you to find a single keyword or a string of several keywords, from a number of fields including: author, title, subject, and notes. You can also specify in which field or fields in which your keyword(s) must appear, such as a:bernstein, or t:fandango or s:trombone or n:artichoke.

4. Searching for Subjects

Understanding subject organization is the secret to most of the library! Get to know how subject headings are constructed and search by "Subjects- Library of Congress Headings" in BearCat to be a master searcher. This search allows you to see the official classification of materials, or the way materials are grouped in the library catalog and on the shelves.

5. Searching by Call Numbers

Searching by call number will allow you to "browse" different sections of the library as they sit on the shelf, including specific media types. Knowing how call numbers are constructed, will allow you to use parts of the call number.

Media Call Numbers

You can browse media collections by using the first part of their call number system:

<i>Media type:</i>	<i>Call numbers begin with:</i>
DVD	DVD
Compact Disc	CD
Video cassette	VC
Laserdisc	LD
Audio cassette	Cass.
LP or record album	Rec. or M-R

To browse collections by type of media, you could enter just the beginning portion of the call numbers as seen above (but be warned, the list can be really lengthy!) Media call number types continue with the name (or abbreviation of the company that produced the recording, such as SONY, DG (Deutsche Grammophon), ELEK (Elektra), etc. **NOTE: Media call numbers are accessible in BearCat under "call numbers-OTHER."**

Print Materials Call Numbers

Print materials use the Library of Congress (LC) system of call numbers. For more detail, see the "Music Call Numbers Explained" handout.

<i>Print type:</i>	<i>Call numbers begin with:</i>
Books about music	ML or MT
Scores/printed music	M or M-P or M-S

By using parts of an LC call number, you could find books about Mozart in the sections that begins with the call number ML410.M9 or music for trombone and piano beginning in the section that begins with M263.

6. Limiting will save you TONS of time!

Take advantage of the ways you can limit your search to fine tune it (and not spend hours wading through your results). You can improve the quality of your search results by:

- Specifying the format you need (score, recording, DVD, CD, etc.)
- Limiting to a relevant date range (if you're looking for recent publications, new recordings, etc.)
- Searching for two authors at once (2 composers on a recording, a composer and a performer, etc.)
- Limiting by words in subject (to specify a genre in a composer's works for example)
- Combining field specific keyword searches (a:reich and t:vermont and s:flute)

7. The magic of uniform titles

BearCat keeps track of variant titles and connects them all behind the scenes through something called "uniform titles." If you search for a French-titled work (*Le sacre du printemps*) by entering the English version of the title (*The Rite of Spring*), you should see a "see reference," pointing you to the uniform title of the work. By searching under the uniform title, you'll find all relevant incarnations of the work, regardless of the language or variant used on the title page or recording.

8. More about uniform titles

Musical compositions are often grouped within their genre, so if you're looking for a the third symphony or Sonata No. 5 or somebody's oboe concerto, start with an author search and then jump in the alphabetical list of their works to the genre name (English plural spelling), such as "symphonies", "concertos", "operas", etc. and you'll find the uniform title arrangement much more organized! This is especially useful with works that don't have unique composition names and with prolific composers.

9. People...a good place to start

If you know the composer of a piece, begin with an author search and then jump in the list of works by entering a title in the "locate in results" box.

10. Flexibility is the key

Often there are various ways to find something in the library and there's rarely one right way to do it. If your first search doesn't give you the results you wanted, think about how you could reframe your search or come from another angle. If all else fails, ask a library staff member for help!

Free bonus search strategies (limit one per customer):

- To search for audio recordings regardless of format, use "sound recording" as title keyword
- To search for video recordings regardless of format, use "videorecording" (all one word) as a title keyword.
- To locate "spoken word" recordings (audio books), search for LC Subject = audiobooks (all one word).