

Use the online library **catalog** at <http://library.risd.edu> to search for books found in both the RISD Library and the Providence Athenaeum. Search by keyword, subject, author, or title. To view a list of books with their call numbers, use the extended display button on the top or bottom of each catalog screen.

» Keyword Searching

A keyword search allows you to search for any term relevant to your research topic. Keyword searching simply matches your search terms to terms included in a book's catalog record. Two or more search terms are automatically combined with AND (must find both keywords), so there is no need to type AND between keywords. The order of the search terms in a keyword search is irrelevant, and all punctuation is ignored. You can use the words OR (must find either keyword) and NOT (must exclude second keyword) separately to form more complex searches. You can also truncate words with an asterisk to find variant forms of a word with the same root, and use parentheses to nest search terms. Examples of keyword searches:

- videorecording OR DVD
- videorecording Calder
- sustainable design
- Sandman Gaiman
- Leonardo drawings
- French posters
- Frank Lloyd Wright
- Egypt history
- color theory
- child* books
- bead* jewel*
- avant garde
- anatomy (Vesalius OR Gray)
- (Shakespeare videorecording) NOT Hamlet
- (feminist OR feminism)(film OR literature)

» Subject Searching

Unlike a keyword search, a subject search must use the exact subject headings as they are listed in the catalog. These subject headings are based on the Library of Congress's controlled vocabulary system to assure cataloging uniformity, and are chosen by a librarian to describe the specific content of each book. Word order and phrasing of your search terms must be very specific to match these headings. Examples of subject headings:

- Animation (Cinematography)
- Architectural design
- Architecture, Modern
- Book design
- Ceramics
- Costume design
- Design, Industrial
- Glass art
- Graphic design (Typography)
- Graphic novels
- Illustration of books
- Interior architecture
- Jewelry -- History
- Painters -- France
- Photography, Artistic
- Prints -- Technique
- Rhode Island School Of Design. Museum Of Art -- Catalogs
- Sculpture
- Textile fabrics
- Weston, Edward
- Whitney Museum of American Art

» Author Searching

Enter an author's name starting with *last name*, followed by *first name*. You can also enter just the last name. Authors can include organizations, companies, and government agencies. Remember that an author search only finds books *by* a certain person, and will not necessarily include books *about* that person. Try a keyword and/or subject search to find all books *by* and *about* a certain person. To find one particular book, you can save time by doing a keyword search using the author's last name and one keyword from a specific title (*Shakespeare Othello* or *Gaiman Neverwhere*). Examples of author searches:

- Weston
- Weston, Brett
- Rembrandt
- Velde, Henry van de
- Moholy-Nagy, László
- United States. Farm Security Administration
- Museum of Modern Art
- National Gallery (Great Britain)
- Whitney Museum of American Art
- Rhode Island School of Design. Museum of Art

» Title Searching

Enter as much or as little of the title as you want. You can leave out leading articles such as *a*, *an*, *the* or *le*. If you don't know the exact title, do a keyword search instead. Examples of title searches:

- Sandman
- Sandman Companion
- Hamlet
- Sound
- Sound and the Fury
- Alice's Adventures

» Combined Searching

Starting with a keyword search can lead you to appropriate subject headings. First do a keyword search, then browse the titles of the books retrieved. Select useful titles and look at the subject headings of the books selected. These subject headings can lead you to the specific heading on your topic. While a keyword search is essentially a dumb search which simply looks for matching terms and may return some irrelevant results, a subject search provides more specific and relevant results. Using a combination of both types of searching is a good strategy to find all available books on your topic.

» Limiting a Search

Once you have done a keyword or subject search and have a list of books on your topic, you can limit the search by clicking on the *Limit This Search* button on the top of the screen. Then you are able to limit your list of books by adding further criteria to the search. A search can be limited by words in the subject, author, or title, or by location, year of publication, publisher, material type, or language. For example, if you are looking for recent books on Frank Lloyd Wright, you could do a subject search for *Wright, Frank Lloyd* and then limit the year of publication to 2000 and later.

» Locating a Book

When you find a book you want to check out, note the LOCATION, CALL #, and check that the status is NOT CHECKD OUT. If the location says ATH, this means that the book is located at the Providence Athenaeum Library. RISD students can borrow books from the Providence Athenaeum, except for certain collections such as rare books. To find books in the RISD Library use the [Library Map](#), check the locations listed below, or ask for assistance. If you cannot find a book which is supposed to be available, ask for help at the Reference Desk. You can also put a hold on a book that is checked out, so that the book will be reserved for you once it is returned. If the book you are looking for is not available at the RISD Library, you can check in the other library catalogs listed below to see if the book is available at another local library. Books may also be requested by inter-library loan. Ask at the Reference Desk.

- [Brown Library Catalog](http://library.brown.edu/) <http://library.brown.edu/>
- [HELIN Library Catalog](http://library.uri.edu/search) (includes URI, CCRI, J&W, RWU, etc) <http://library.uri.edu/search>
- [Providence Public Library Catalog](http://pac.provlib.org/ipac20/ipac.jsp?profile=pro#focus) <http://pac.provlib.org/ipac20/ipac.jsp?profile=pro#focus>

LOCATION IN CATALOG	WHERE IT IS
RISD Main	1st floor, main reading room
RISD Oversize	1st floor, shelving around the perimeter of the reading room
RISD Periodicals	Current year on mezzanine; previous years, 1st floor
RISD Video/DVD	1st floor, shelving across from Reference desk
RISD Reference	1st floor, adjacent to Reference desk
RISD Storage	Storage in 15 Westminster. Fill out a storage retrieval form at the Reference desk. Usually available within 24 hours.
RISD Special RISD Special Oversize RISD Flat Folio RISD Large Folio RISD Artist's Book	All these are in Special Collections, Room 223, 2nd floor. Library use only. Appointments recommended for extensive research.
ATH	At the Providence Athenaeum, 251 Benefit St