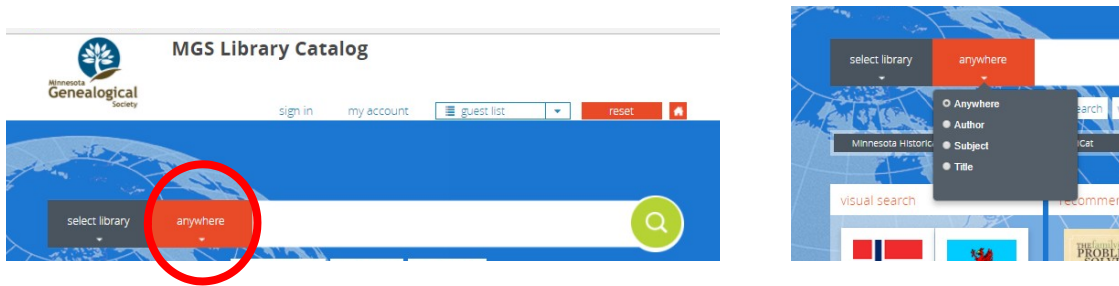


# How to Search the MGS Online Catalog

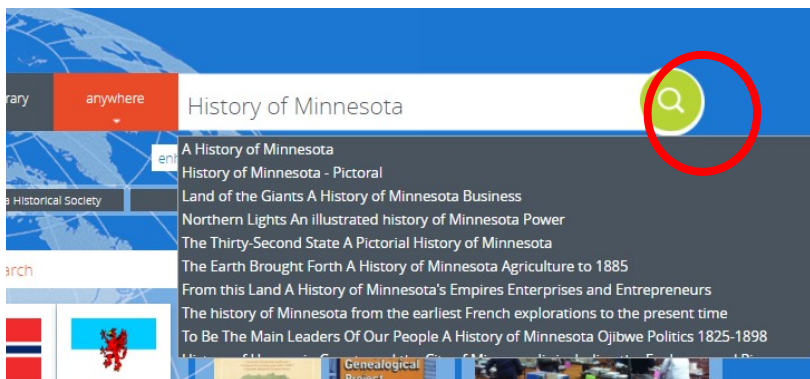


The catalog offers three different ways to search: Standard, Enhanced, and Visual.

## Standard Search



The *Search By* dropdown will display the selected search attribute: Anywhere (keyword), Author, Subject, or Title. Click the search bar and begin typing your desired search term.

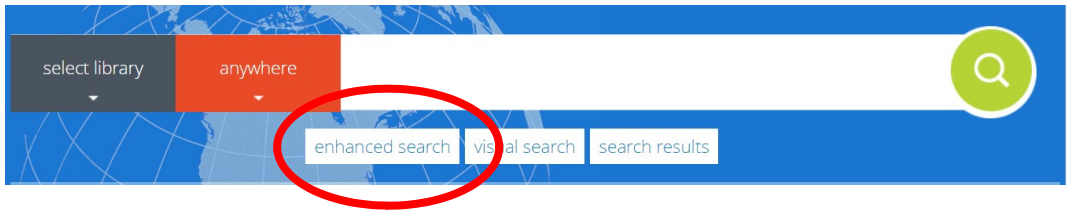


The *Standard Search* feature also includes autocomplete, which will provide search suggestions in a

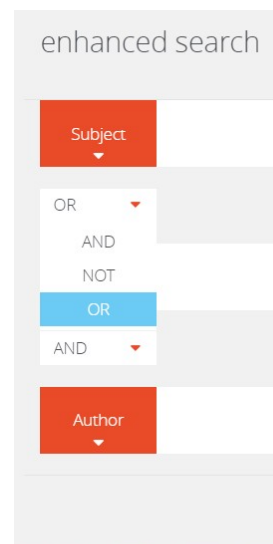
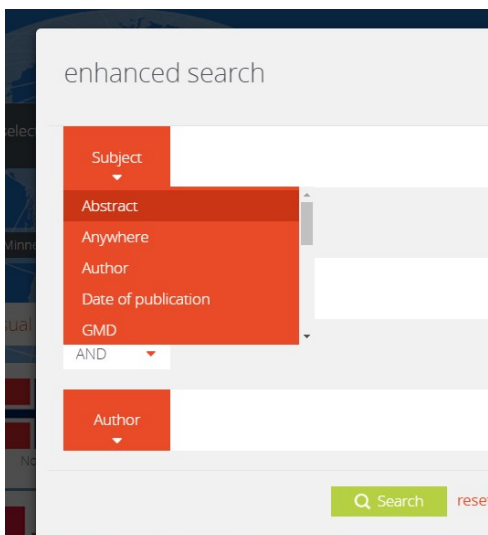
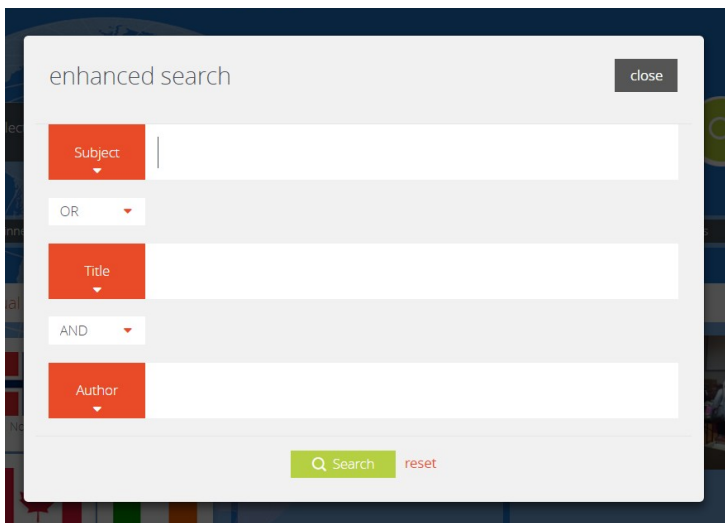
dropdown list. You can choose a suggested title or enter your own search term or string.

## Enhanced Search

Click the *Enhanced Search* button below the *Standard Search* bar, which will bring up a search form.



Type your search query into one or more of the three keyword boxes. Use the dropdown menus to choose search attributes and Boolean operators.

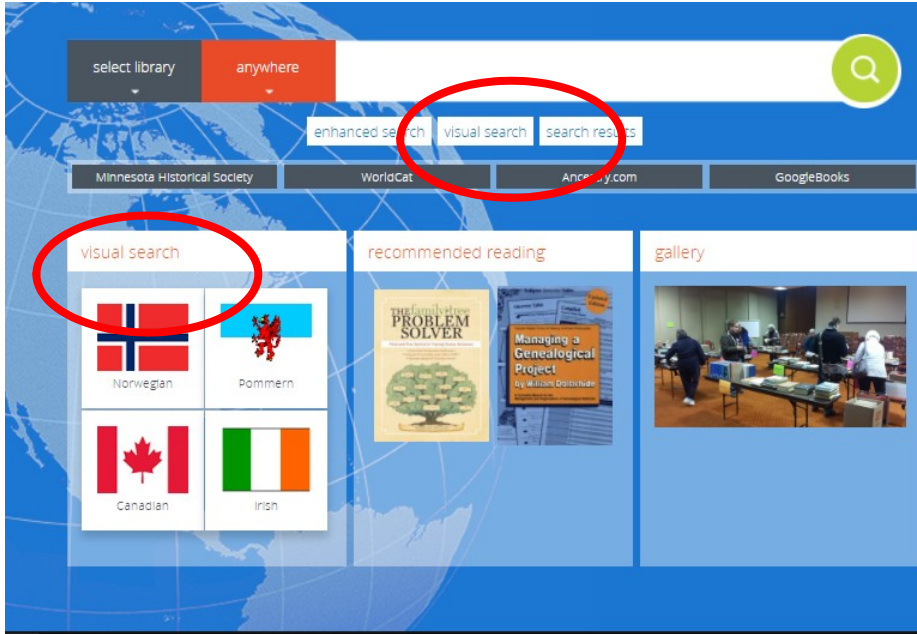


You can add an asterisk (\*) to the beginning and/or end of a keyword to retrieve terms that start or finish with your characters. Quotation marks (“ ”) around a phrase will retrieve exactly that string of letters. The Boolean operators AND, OR, and NOT can connect keywords, group them, or prohibit them in a

search,. Be sure to type these operators in capital letters.

## Visual Search

To display *Visual Search*, click the button under the standard search bar, or open the widget from the homepage.



The menu here offers automatic country-specific searching. Click to open a sub-menu page.



The *Catalog Search* button browses the catalog for all materials related to that country. Clicking the other button will take you to a Library Partner or Branch web site.

## The Results Page

After you have entered your search term(s), the search results page appears. On this page you will see the number of matching results found, a list of records, some cover images, and an icon for the format of the materials (book, map, etc.). Be sure to scroll through to see all the returned results.

The screenshot shows a search results page for the term 'Koochiching'. The search bar at the top contains 'Koochiching' and a magnifying glass icon. Below the search bar, there are options for 'enhanced search', 'visual search', and 'search results'. The page displays 11 results. A sidebar on the left allows for refining the search by library (Library: 11), format (Magazine/Journal: 2, Book: 9), and genre (Fiction: -, Nonfiction: 9). The main results area shows a book titled 'Minnesota's Lost Towns : Northern Edition / by Rhonda Fochs.' with a cover image, call number MN 977.67 FOC, and a status of '1 of 1 available'. The publisher is St Cloud, Minnesota : North Star Press of St Cloud, 2014. The page also includes buttons for 'add page to guest list', 'share search', and 'print'.

## Looking at a Record

There is much more to the catalog than just the search results screen. Click the **red** title link of an item to open up its bibliographic record.

The screenshot shows the expanded bibliographic record for the book 'Minnesota's Lost Towns'. The record includes a table of holdings, a cover image, and detailed bibliographic information.

Location	Call Number	Barcode	Status	# of holds	Due Date
MnSpGs	MN 977.67 FOC	320190009702	Available	0	

**Author:** Fochs, Rhonda.  
**Title:** Minnesota's Lost Towns : Northern Edition / by Rhonda Fochs.  
**Publisher:** St Cloud, Minnesota : North Star Press of St Cloud, 2014.  
**ISBN:** 9780878397631  
**Pages:** xvii., 222 p. : ill., maps ; 28 cm.  
**Subject:** Ghost towns -- Minnesota.  
Extinct cities -- Minnesota.  
Minnesota -- History (Local).  
Minnesota -- History (Local) -- Pictorial works.

**WJH-LRC Holdings:**  
**Note:** Includes bibliographical references (p. 211-220) and index.  
**Contents:** What is a ghost town? -- Life cycle of a ghost town -- Ghost town code of ethics -- Definitions -- Aitkin County. Arthyde, Bain; Grayling, Hassman; Rabey; Shovel Lake; Solana; Veteransville; White Pine -- Becker County.

The expanded record may tell you many things.


- where and when it was published
- if there are illustrations of various kinds


- subject headings that describe it, which are linked out to other items on that subject
- content notes
- a summary of its scope or purpose
- whether it is part of a series or multi-volume set
- if a bibliography and/or index is included to aid in further research

For periodicals, this screen will also tell you which volumes the Hoffman Research Library owns.

<input type="checkbox"/>	Location	Call Number	Barcode	Status	# of holds	Due Date
<input type="checkbox"/>	MnSpGs	POL PER GER		Available	0	
<input type="checkbox"/>	MnSpGs	GER 929.0943 Shelved in Dewey section.		Available	0	





GER  
929.0943

✔ 2 of 2 available  
★★★★★ 0

**Title:** [Germanic genealogy journal.](#)

**Publisher:** St. Paul, MN : Germanic Genealogy Society.

**Pages:** v : ill ; 28 cm.

**Subject:** [German Americans -- Genealogy -- Periodicals.](#)  
[German Americans -- Minnesota -- Genealogy -- Periodicals.](#)

**Subject:** [Germany -- Genealogy -- Periodicals.](#)

**Add:** Germanic Genealogy Society.

**Entries:**

**WJH-** MGS Holdings: V. 1, no. 1 (Winter 1998) - V. 12, no. 2 (Summer 2009) ; V. 13, no. 1 (Spring 2010) - V. 20, no. 2 (Summer 2017)

**LRC**

**Holdings:** PGS Holdings: V. 4, no. 2 (Summer 2001) ; V. 8, no. 1 (Spring 2005) - V. 8, no. 2 (Summer 2005) ; V. 9, no. 1 (Spring 2006) - V. 12, no. 4 (Winter 2009) ; V. 13, no. 3 (Fall 2010) ; V. 14, no. 2 (Summer 2011) - V. 20, no. 2 (Summer 2017)

**Note:** MGS holdings shelved in Dewey Section.  
 Vol. 1, no. 1 (Winter 1998) called "Germanic Genealogist".  
 MGS missing V. 12, nos. 3 & 4 (Winter & Fall 2009).

Print or save interesting search results to prepare for your next visit to the Minnesota Genealogy Center.

April 2021