

NATIONAL SAFETY COUNCIL LIBRARY CATALOG OVERVIEW

Following is a brief overview of how to search the NSC Library's holdings to find information on your topic of interest. You are always welcome to contact the Library for assistance at library@nsc.org or 630-775-2199. We are happy to search our holdings for you, or to provide you with further guidance in searching the Catalog.

What's in the Catalog: Citations for print documents such as articles, checklists, research studies, statistical reports, etc. Copyright law does not allow us to offer full text of documents through the Catalog. Many entries have URLs, allowing online access to documents. Contact the Library for assistance in locating copies of documents without URLs.

What's **not** in the Catalog: PowerPoint presentations, posters and videos. Contact the Library for assistance in locating other sources for this information.

SEARCHING THE CATALOG

Search by ANY WORD – This search will retrieve documents that have your search term anywhere in the record.

Search by YEAR – Documents in the database date back to 1965. To limit your search to more current documents, use the > (greater than) symbol and a four-digit year. For example, to search for documents dated after 2010, enter >2010 in the YEAR box. Please note that a date of 0001 indicates that no date was given on the document.

Search by AUTHOR – Enter the author's last name and first initial.

Search by ALL KEYWORDS – The librarians assign keywords to every document in the collection. Use the Word Wheel function to determine what keywords are used. For example, a search for "safety belts" will return no documents since our database uses the keyword "seat belts." For assistance in selecting keywords or creating a search strategy, please contact the Library.

Truncating and Combining Search Terms – You can truncate and combine terms using the following symbols:

- Use * (asterisk) to truncate
- Use & (ampersand) for AND
- Use / (forward slash) for OR
- Use ! (exclamation point) for NOT

READING YOUR SEARCH RESULTS

Your search results will be a list of citations that are relevant to your search strategy.

Accession Numbers – Each citation begins with the document's unique identifying accession number. The accession number consists of the accession type, the two-digit accession year and the four-digit accession ID number. The accession types are

- Book
- General Collection (factual documents, checklists, etc.)
- Study (research report)

If the citation has a URL, click it to access the document. If there is no URL, contact the Library to request a copy of a document. Please refer to the full accession number, such as GC13-0123 or S12-0123.

Keyword Quality Numbers – When we assign keywords to a document, we also assign keyword quality numbers.

- Quality number 1 indicates that the keyword is highly relevant to the document
- Quality number 2 indicates that the keyword is moderately relevant to the document
- Quality number 3 indicates that the keyword is slightly relevant to the document
- Quality number 6 indicates that statistics highly relevant to the keyword are included
- Quality number 7 indicates that statistics moderately relevant to the keyword are included
- Quality number 8 indicates that statistics slightly relevant to the keyword are included