



HOW TO LOCATE MUSIC CDS, SONGS, SCORES, SHEET MUSIC IN VU LIBRARIES

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Use WebCat, Vincennes University's library catalog, to find CDs, music scores, books, videos and other items. Music CDs are located in a locked CD cabinet behind the Shake Library Lending Services Desk. To check out a CD, find it in WebCat and tell the staff member the call number of the CD you want. Music scores are located on the Library's Second Floor on shelves along the back wall.

DIRECTIONS: Go to VU's Home Page at <http://www.vinu.edu> and click on Academic Resources, then VU Libraries, then Find Books, then VU WebCat.

FIND CDS BY COMBINING QUICK LIMIT, COMMAND SEARCH KEYWORD

Quick Limit Option (use Command Search Keyword only): To search for a **CD** or **song title** or composer, use **Command Search Keyword** combined with the Quick Limit **Sound File** option, then type a term or phrase (Beethoven, "Willie Nelson," "All you need is love," etc.). This **only works** with Command Search Keyword. Otherwise, search the catalog by using **Quick Limit: None**. Phrase searching requires quotation marks.

The screenshot shows the VU WebCat search interface. At the top, there are three tabs: 'Simple Search', 'Keyword Search', and 'Course Reserve'. The 'Keyword Search' tab is active. Below the tabs, there is a search bar with the text 'beethoven' entered. To the right of the search bar is a dropdown menu for 'Find Results in:' with options: 'Subject Browse', 'Call Number Browse', and 'Command Search Keyword'. The 'Quick Limit:' dropdown menu is open, showing options: 'None', 'Last 10 Years', 'Videorecording', 'Sound Recording', and 'Computer File'. The 'Sound Recording' option is selected. At the bottom left, there is a dropdown for '10 records per page'. At the bottom right, there are 'Search' and 'Reset' buttons.

FIND CDS BY COMPOSER, ARTIST OR BAND NAME

After clicking on VU WebCat, type the name of the composer/artist/band you are seeking, select **Author Browse** from the **Find Results In:** menu, and click search. For instance, a search for music (and any other work, such as a book) by **Willie Nelson** is done as below (note last name first for an alphabetical author search):

The screenshot shows the VU WebCat search interface. At the top, there are three tabs: 'Simple Search', 'Keyword Search', and 'Course Reserve'. The 'Keyword Search' tab is active. Below the tabs, there is a search bar with the text 'nelson willie' entered. To the right of the search bar is a dropdown menu for 'Find Results in:' with options: 'Author Browse', 'Exact Title', and 'Subject Browse'. The 'Author Browse' option is selected. At the bottom left, there is a dropdown for '10 records per page'. At the bottom right, there are 'Search' and 'Reset' buttons.

FIND CDS BY TITLE

To find if the library owns a particular CD title, type the name of the CD into the **Find This:** blank, select **Exact Title** from the **Find Results In:** menu, and click search. For instance, a search for the Beatles Revolver album is as follows:

The screenshot shows a search interface with three tabs: "Simple Search", "Keyword Search", and "Course Reserve". The "Keyword Search" tab is active. The "Find This:" field contains the text "revolver". The "Find Results in:" dropdown menu is open, showing three options: "Author Browse", "Exact Title" (which is highlighted), and "Subject Browse". Below the search fields, there is a "10 records per page" dropdown menu and two buttons: "Search" and "Reset".

FIND INDIVIDUAL SONG TITLES ON A CD OR MUSIC SCORE

If you are seeking a specific song title, whether a sound/CD copy or a music score, type the name of the title in **quotations** and select **Command Search Keyword** from the **Find Results In:** menu. To find a copy of the Beatles "Got To Get You Into My Life," type:

The screenshot shows the same search interface as above. The "Find This:" field contains the text "got to get you into my life" in quotation marks. The "Find Results in:" dropdown menu is open, showing three options: "Subject Browse", "Call Number Browse", and "Command Search Keyword" (which is highlighted). The "Search" and "Reset" buttons are visible at the bottom.

BROWSE THE CD OR SCORE COLLECTION SCREEN BY SCREEN

To browse for CDs in the catalog, select **Call Number Browse** and type **CDM** to find CDs or **SC** to find scores/sheet music. This allows you to browse the collection in call number order without typing in specific titles or composers. Example:

<input type="checkbox"/> [5]	CDM 120	Temple of the dream jaguar [sound recording] / Native Flute Ensemble.
<input type="checkbox"/> [6]	CDM 121	Flute dreams [sound recording] / Alice Gomez.
<input type="checkbox"/> [7]	CDM 122	Lightnin' Hopkins [sound recording].
<input type="checkbox"/> [8]	CDM 123	Tafelmusik [sound recording] : Auswahl = Musique de table : selections / Georg Philipp Telemann.
<input type="checkbox"/> [9]	CDM 124	Baroque duet sound recording
<input type="checkbox"/> [10]	CDM 125	Best of Dick Dale & his Del-Tones sound recording

USING LIMIT COMMANDS TO FIND MUSIC SCORES OR CDS



First go to the WebCat search page and select **Limit** (lower right corner). This brings you to the following page, where you can choose to select specific parts of the catalog, such as **Location: Score Collection**, **Medium: Sound Recording**, or **Item Type: Musical Score**. Select your choice, then click **Set Limits**. When you search, WebCat will remember your Limit command, giving in a **Search Limits are in effect!** flashing message. Use the



Erase Limits button to remove the limits.

*****NOTE: Limits work only with Command Search Keyword searching.*****

Search Limits

Database Name: Vincennes University Shake LRC

- Select methods of limiting your searches below.
- Search limits will remain in effect until you specifically clear them or until you close your browser.

Search Limits

Language: English
English, Middle (1100-1500)
English, Old (ca. 450-1100)

Location: Reference Collection
Score Collection
Shake DVD

Date: = > < Range

Medium: Sound Recording
Text (Eye-Readable)
Videorecording

Item Type: Serial
Archive/Manuscript
Music Score

Place of Publication: Afghanistan
Alabama
Alaska
Alaska

Publication Status: Currently Published
Ceased Publication
Unknown

ANOTHER WAY TO FIND SCORES/CDS USING KEYWORD SEARCHING

You can use **Command Search Keyword** search features to find scores or CDs, also. Just type the following name of band or song (use quotations if a phrase) connected with **and** followed by the word **scores** or **cdm**. Be sure to select **Command Search Keyword** from the **Find Results In:** menu. **Examples:**

“buddy guy” and cdm

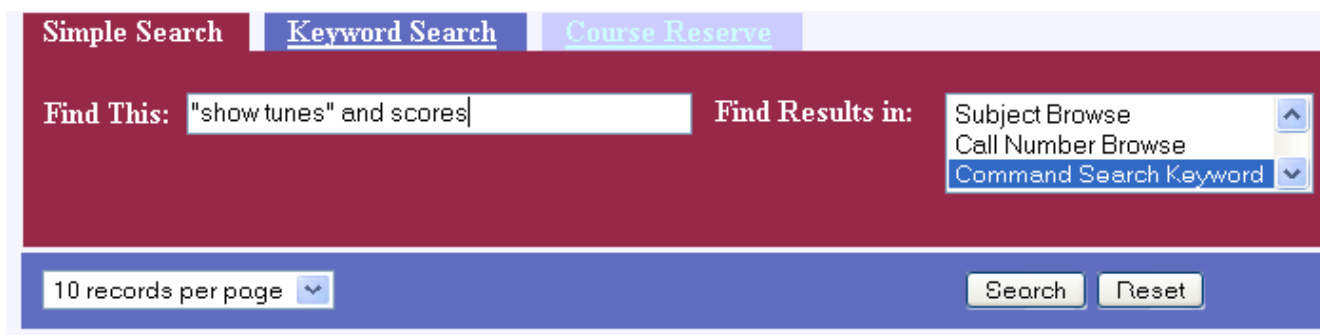
"i cover the waterfront" and cdm

bach and scores

"funny thing happened on the way to the forum" and scores

“water music” and scores

“show tunes” and scores



The screenshot shows a library search interface with three tabs: 'Simple Search', 'Keyword Search' (selected), and 'Course Reserve'. The search area is dark red. On the left, 'Find This:' is followed by a text input field containing '"show tunes" and scores'. To the right, 'Find Results in:' is followed by a dropdown menu with three options: 'Subject Browse', 'Call Number Browse', and 'Command Search Keyword' (which is highlighted). Below the search area is a blue bar containing a dropdown menu for '10 records per page' and two buttons: 'Search' and 'Reset'.

IF THE LIBRARY DOESN'T HAVE THE MUSICAL SCORE OR SOUND RECORDING YOU NEED...

Ask a Reference Librarian for assistance in locating CDs or music scores from other libraries, which may be obtained (if available) via **Interlibrary Loan** at no charge to VU students, faculty, and staff. There may be a shipping period of three days to two weeks for items to arrive, so please plan accordingly.