How to Find Books
@FoglerLibrary

The books in Fogler Library and throughout the University of Maine system are cataloged in our online catalog called Ursus. You can access Ursus by visiting ursus.maine.edu, or clicking the “Catalog” button on the library homepage.

library.umaine.edu

ursus.maine.edu
Step 1: Beginning your Search

To begin your search, identify what type of information you already have. Do you know the title, the author, or what the book is about?

To search by title, select “Title” from the drop-down menu, type in the title, and then select the location where you’d like to find the item. If you want only books held at the Orono campus, select “University of Maine catalog” from the list. If you are interested in looking at the full Maine system and can wait a few days for the book to be delivered from another campus, leave the search to “Search Entire URSUS Catalog.”

Click “Submit.”

To search by author, select “Author” from the drop-down menu, and type in the name of the author in the format “Last Name, First Name.” Then, select the location where you’d like to find the item. If you want only books held at the Orono campus, select “University of Maine catalog” from the list. If you are interested in looking at the full Maine system and can wait a few days for the book to be delivered from another campus, leave the search to “Search Entire URSUS Catalog.”

Click “Submit.”
To search by keyword, select “Keyword” from the drop-down menu, type in the keyword you would like to search for, and then select the location where you’d like to find the item. If you want only books held at the Orono campus, select “University of Maine catalog” from the list. If you are interested in looking at the full Maine system and can wait a few days for the book to be delivered from another campus, leave the search to “Search Entire URSUS Catalog.”

Click “Submit.”

To search by ISBN, Call Number, or Government Document Number, select “Number Search” below the search boxes on the URSUS home page. From the drop-down menu, select the type of number you have, type in the number, and then select the location where you’d like to find the item. If you want only books held at the Orono campus, select “University of Maine catalog” from the list. If you are interested in looking at the full Maine system and can wait a few days for the book to be delivered from another campus, leave the search to “Search Entire URSUS Catalog.”

Click “Submit.”
To search for a journal, select “Journal Title” below the search boxes on the URSUS home page. Type in the name of the journal you are looking for. Click “Submit.”

To search by Library of Congress Subject Heading, select “LC Subject” below the search boxes on the URSUS home page. Identify what the subject heading is by visiting http://id.loc.gov/authorities/subjects.html and searching their list. Type in the subject, then select the location where you’d like to find the item. If you want only books held at the Orono campus, select “University of Maine catalog” from the list. If you are interested in looking at the full Maine system and can wait a few days for the book to be delivered from another campus, leave the search to “Search Entire URSUS Catalog.”

Click “Submit.”
Step 2: Search Results

Now that you have entered a search, you should have a list of results. If not, go back to your search and try a broader query.

If your list includes items that you’re interested in, click on the title and view the result.

In the example below, the text is an e-book, so you will access the book by clicking “UM Orono Access” under the “Connect to” heading. There may be multiple campus options, so select the campus where you are a student, faculty, or staff member.
In the example below, the text is a physical book, so you will access the book by finding the call number of the book for your campus. In this example, the book is held at two different campuses, so note the call number associated with “UM Orono Stacks.” Under status, this book is listed as “Available,” so it is available for you to check out. It could also indicate the date when it is expected back in the library, or indicate that it may only be available for use within the library.

<table>
<thead>
<tr>
<th>Location</th>
<th>Call No.</th>
<th>Status</th>
<th>MSCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM Orono</td>
<td>PR6037.P29 P7</td>
<td>AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>Stacks</td>
<td>1984</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMA Stacks</td>
<td>PR6037.P29 P7</td>
<td>AVAILABLE</td>
<td></td>
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<tr>
<td></td>
<td>1984</td>
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</tbody>
</table>
If your list is too long, and you’re having trouble finding the item you’re looking for, click “Limit/Sort Search” above the search bar. This will bring you to a screen that allows you to limit your search by several measures. For example, limit it to items in English, the type of material you’re hoping to find (such as a book, audiobook, etc.), author’s name, and when it was published.
Step 3: Finding Items That Aren’t at UMaine

If you are finding items **held at other Universities** in the state, but cannot find a copy here at Fogler Library, you can request the item to be delivered to Fogler. To do so, click “Request” above the search bar on the item’s record page, and enter your information and pick-up location.

If you are having trouble finding the item you want in URSUS, you can expand your search to another state-wide catalog called **MaineCat**. To do so, click “Search MaineCat” on the right side of your screen (see example above). If you find the item in MaineCat, you can request the item to be delivered to UMaine in the same way as you do within URSUS.
Step 4: Finding Items on the Shelf

Once you know the call number of the item you’d like to use, you can visit the library and find the item on the shelf.

Books in the library are organized by a classification scheme called **Library of Congress**. You may be more familiar with Dewey Decimal Classification that's often used in public libraries and in schools, so we have included a description of Library of Congress (LC) and how it works.

Each book has a call number that identifies its unique position on the shelf. This is indicated on a small white sticker at the base of the book's spine, and is organized by subject.

1. The first portion of the call number is letters that indicate the subject of the text. For example, "P" is the code for language and literature. These are arranged alphabetically on the shelf, so you'll find A before E.

2. The second portion is made of numbers, and these are arranged sequentially within the subject area. For example, this would be the order of items on the shelf:
   - PR 39
   - PR 3633
   - PR 3633.9

3. The third portion is composed of a letter and decimal number. These are arranged alphabetically and then sequentially. For example:
   - PR 3633 .A35
   - PR 3633 .A4
   - PR 3633 .D6

4. Different editions of the same title are distinguished by the year of publication, which is listed at the end of the call number. These are shelved in sequential order.

Visit the [Library of Congress website](https://www.loc.gov) for a full list of the subjects

Check the [Fogler Library Floor Maps](https://www.foglerlibrary.org/maps) to identify where to find your book in the library.
**Tips and Tricks**

**Citing items from the catalog:** When viewing the record of an item you’re interested in, there will typically be a button on the side that says “Cite this Item.” Click the link, and view several different citation formats for this item. You can copy and paste these citations into your records.

**Saving or Sharing Links:** Do you want to save the URL for the record you found? To do so, click “Permanent Link” at the bottom of the record, and then copy/paste the URL. If you do not click “Permanent Link” first, the URL will be a temporary URL that is linked to your specific search, and will not work in the future.

**Browsing Similar Items:** If you’d like to see what books are next to the book you’ve found on the shelf, click the call number. This will bring you to a list of books that surround this item on the shelf. As these are shelved by subject, you will find other items that are about the same topic, just like if you were physically looking at the book on the shelf.

**Find Items on the Same Subject or By the Same Author:** At the bottom of each record is additional information about the item. This includes each subject that the book is about, the author, the title, the ISBN, and a physical description of the item. To find more books on the subject, click the subject. To find more books by the author, click the author’s name. To find more items with the same title, click the title. Each clickable item is bold and in blue.

**Identifying the type of item:** If you’re not sure which items come in which formats, take a look at the left side of the search results. Each item is accompanied by an icon that identifies the type of material, such as book, e-book, streaming video, etc.
HELP!

If you’re having any trouble with your search, there are many ways to get some help or assistance.

More information about searching URSUS: Visit the URSUS Help page. It has excellent information about advanced searching and other features of URSUS.

Trouble finding items or other questions: Ask a reference librarian!

**In-Person:** Find us in the information commons on the first floor of the library.

**Text:** Text BEAR to 66746, then send your question. These are answered during our reference hours.

**E-mail:** Send us an email with your question. These can be sent at any time.

**Chat:** Click “Have a Question?” from the library homepage. We’re online throughout our reference hours.

**Phone:** Call us at (207) 581-673 at any time. We will respond during reference hours.

Questions about Research:
If you have any big questions about research, the research process, or would like more in-depth information, make an appointment with your subject librarian. Each subject has an assigned librarian who can meet with you and consult about your research. Find your subject librarian by checking our directory.
Glossary

Many of the words used in the search process may be unfamiliar to you or confusing. Here’s a list that will help you navigate the search process.

Types of Materials

**Audiobook**: A recording of a book being read. Most audiobooks available to you are provided by the Maine State Library through the 3M Cloud Library.

**Book**: A physical book, held on the shelves of the library.

**E-Book**: A digital text that can be accessed through the internet. These come with varying restrictions. Some can be accessed by multiple people simultaneously, others can only be read by one person at a time, and some can be downloaded or have portions downloaded directly to your device.

**E-serial**: A journal or magazine that is produced on a regular basis by an organization, and is held in digital form through the library’s online resources.

**Gov Doc (Government Document)**: A document produced by the United States Government. The University of Maine’s Fogler Library is a repository for all documents produced by the US Government. These may be physical copies or digital copies.

**Microform**: A reduced-size image of a text or document. These can be in the form of microfilm or microfiche, and can be accessed at the library by using a reader.

**Score**: The written musical notation for a piece of music.

**Serial**: A journal or magazine that is produced on a regular basis by an organization.

**Sound**: An audio recording. These may be accessible through the library’s online resources or in a physical copy. There are both musical and nonmusical sound recordings.

**Streaming Video**: A video recording that can be accessed through an internet connection. These cannot be downloaded to your device.

**Video Recording**: A physical copy of a video recording, such as a DVD.
Library Status Information:

These terms are from the URSUS Help page.

Available: Item is available in stacks for check-out.

Claimed Ret'd: Item is not in the stacks. Last borrower claimed returned. Library staff search before declaring lost.

Missing: Item is not in the stacks or checked out. Library staff search before declaring lost.

On Search: Item is not in the stacks or checked out. Library staff search before declaring lost.

In Repair: Item is being mended.

At Bindery: Item is at the bindery.

Libr Use Only: Item may not be checked out.

Billed: Item is overdue, patron has been billed for replacement.

In Transit: Item is enroute to owning library.

Lost: Item declared lost; under consideration for replacement.

On Order: Item is on order.

Storage: Check with a librarian.

Paid: Patron has paid the item replacement charges.

In Tech Services: Item is in technical services. Ask a librarian for help.

On Display: Item is being used in library exhibit.

In House Only: Item may not be checked out.

Ask Librarian: Check with a librarian for further assistance.

On HoldShelf: Item is on hold for another patron at circulation desk.
Due [date]: Item is checked out and due back on date indicated.

Ask Ref B/W: Item is bound with another item. Reference librarian can check call number under which item may be located.

Online: Item is available from an Internet link when using URSUS via a web browser.

Onsearch (IN): Item has been determined missing during inventory. Request from another URSUS library if available, or via Interlibrary Loan.

1 Hold: Item has been requested and will be held for the patron when it is either returned or found.

Ask Mus of Art: Ask librarian at the Umaine Museum of Art for assistance.
Locations

To view these locations on a map, check out the **Fogler Library floor maps**.

**Electronic Resource:** These items are available online. You can access them without logging in if you are on campus, or can use your UMaine login credentials off campus.

**Government Documents:** Physical copies of government documents are held in the Information Commons on the first floor of the library. Visit the Reference Librarian to request access.

**Learning Materials Collection:** These items are for children or associated with the teaching of children, and are held on the second floor of the library in the Stodder Room.

**Library Annex:** The book is available, but is at an off-site storage location. To access the book, bring the call number and title to the Reserve Desk, and ask for assistance.

**Microfilm:** Microform items are held in the Microfilm room, next to the Reserve Reading Room.

**Periodical Stacks:** This item is held in the stacks for periodicals, rather than the stacks for books. This is located on levels 1 and 1b at the center of the library building.

**Presidents Room:** The Presidents Room, located on the second floor of the library, holds recent issues of periodicals that have not yet been stored in the Periodical Stacks.

**Special Collections:** The book is available for use in the library’s special collections department, located on the third floor. Some of these items may be available for library use only, and others can be checked out.

**Stacks:** The book is available and on the shelf at the library. You can find it by using the call number and finding it on the shelf, and can then check it out with your Maine Card.