

## FINDING BOOKS

[LEXICAT](#) is the catalog of the over one-and-a half million volumes held in the collections of the Hofstra University Libraries. LEXICAT provides bibliographic information (*e.g.*, title, author, publisher, publication date, and location in the Library) for all of the Library's treatises, journals, government documents, CD-ROMs, audio and videotapes. LEXICAT is available through the Web at <http://libweb.hofstra.edu/search/Y>

**NOTE: A search in LEXICAT will not retrieve journal articles.** For help with finding articles, please see our [finding articles](#) guide.

### Identifying and Locating Your Book or Journal

To find information about a book or journal, and to find whether an item is available, try these options:

- **Author or Title Searches.** Finding a book when you have the full name of the author or title is easy - just click the appropriate tab ("Author" or "Title"), type the author's name (last name first) or the book title, and press submit.
  - **You can type as much or as little of the title as you want.** For example: Gone With the Wind, Gone with, Gone W (use quotation marks to search as a phrase *e.g.* "gone with the wind". Words enclosed in double quotation marks will appear together in all results exactly as typed.)
- **Keyword Searches.** To locate books on a particular subject, use the keyword searching feature. Keyword searching will search all words that are part of the title, author, corporate author, subject, or table of contents (when available). The keyword search feature allows terms and connectors searching using the following operators:
  - and
  - or
  - and not
  - "\*" to truncate (add any possible ending to a word (*e.g.*, visit\* would retrieve visitation, visiting, visited, etc.)
  - use quotation marks to search as a phrase (*e.g.*, "World Trade Organization")
- **Subject Searches.** Once you have found a book on point using a keyword search, you can locate additional materials on the same subject by scrolling down to the list of subjects and clicking the most relevant subject headings
- **Guided Search.** The Guided Search tab allows you to combine any of the above searches. For example, you can search by both author and title simultaneously, or by keyword and subject, or by any combination of fields

specified in the pull-down menu to the left of the search boxes. Limiting your search in this manner can produce a more finely honed results list.

### **Displaying Information About Your Book or Journal**

- **Location.** Once you have found the titles that interest you, you will need to note the location (*e.g.*, Law Classified, Reserve, or at Axinn, Hofstra's main library), as well as the call number to find the book. This information appears in the boxes under the book's bibliographic information.
- **Status.** If a date appears in the "Status" column, then the item is charged to another patron. If "Available" appears in this column, then the item should be on the shelves and available for borrowing if it is an item that [circulates](#).
- **Finding a Specific Volume.** If you are searching for a journal and you want to see a list of all the volumes the libraries, then click the gray bar at the bottom of the record for that journal labeled "View additional copies or search for a specific volume/copy." To locate a particular volume, type the volume number into the box, and then click the gray bar.

### **Limiting Searches**

- If your title or author search retrieved too many items to browse, and you would like to limit your results, then click the "Limit/Sort Search" button located at both the top and bottom of the results screen.
- A new screen will appear where you can choose to limit by author, title, subject, publisher, material type, or language. You can also choose to sort your results by date. *Note: Limiting keyword searches must be done on the initial [keyword search screen](#).* To revise a keyword search after you have your results, click the "modify search" button.
- Note that you can limit your search to Law Library materials by pulling down the menu that reads "view entire collection" and choosing "Law Library" on the LEXICAT main page.

For more help finding items using LEXICAT, please visit the Reference or Circulation Desk.

### **WORLDCAT**

- For very broad searching, try OCLC's WorldCat database (available in the left-side menu found on the Law Library [Online Resources Page](#)), which contains bibliographic records for the holdings of over 9,000 libraries.
- If you need material that is not available in the library, then you may place an [Interlibrary Loan request](#).

- **OTHER ONLINE SOURCES FOR BOOKS**

**Making of Modern Law** (available through the Law Library [Online Resources](#) Page)  
"The Making of Modern Law: Legal Treatises 1800-1926" provides digital images on every page of 22,000 legal treatises on U.S. and British law published from 1800 through 1926. Full-text searching is available.

**SELECT TREATISES ARE ALSO AVAILABLE IN THEIR ENTIRETY VIA LEXIS AND WESTLAW**

- **Lexis**: Legal > Secondary Legal > **Area of Law Treatises**
- **Westlaw**: From the directory, chose **Treatises, CLEs, Practice Guides** section.

**To search Lexis or Westlaw for a particular title:**

**Lexis:** Choose Find a Source Tab

**Westlaw:** Either enter title in SEARCH THESE DATABASES box, or use FIND A DATABASE WIZARD link.