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1. Access the library catalog from the JEFFLINE homepage (http://jeffline.jefferson.edu)

2. Login to your personal account and view your checkouts, checkout history, charges, place holds and change your password.

3. Use the multi-field searching and powerful Boolean operators to combine search terms using **AND, OR, AND NOT**

4. Other advanced search commands include:
   - Truncation: *establish* to find disestablish, established, and establishment
   - Use a question mark (?) to indicate an unknown character (e.g., Peters?).
   - Within operator: w/1 will give you ADJACENT and a higher value such as w/5 will give you NEAR so for example: pain w/2 morphine will return item where pain is within two words or less of morphine in the title.
   - Use quotes marks (“ ”) to indicate the text string should be searched as an exact phrase.
5. Social Media integration with each record. Post to your favorite social media sites including Facebook, Twitter and LinkedIn. Also export records to RefWorks.

6. Save selected records and create personal lists to access any time you login to your personal account.

7. Add reviews to items in the catalog for others to read. Scroll down to bottom of detailed view and click on Review Item.

8. If you need help, click on Live Chat to chat with a librarian; if an item is not in our collection, submit a Purchase Request. Diana Ryan, Director of Collection Management, will evaluate your purchase request.

Still have questions? Contact the librarians at: askalibrarian@jefferson.edu 215.503.8150