

MANITOU: SUMMARY GUIDE FOR RESEARCH

Manitou is the name of the OPAC (On-line Public Access Catalog) of the library of the Université du Québec à Chicoutimi (officially known as "la Bibliothèque Paul-Émile-Boulet"). With Manitou, you can locate anything which is accessible through the library (books, print periodicals, databases, multimedia, etc.) Please note, though, that electronic journals are accessed via "Periodiques-ORPER" on the library website, not through Manitou.

ACCESSING THE MANITOU CATALOG

- Go to the library website <http://bibliotheque.uqac.ca>
- Click on "[Catalogue-Manitou](#)"
- Here, you have to identify yourself:

Numéro d'utilisateur	<input type="text" value="123456"/>
Mot de passe	<input type="password" value="*****"/> lettres minuscules

- The "Numéro d'utilisateur" is the number on your library card or the number assigned to you by your program director. If you don't have a "numéro d'utilisateur" (user number) and "mot de passe" (password), ask your program director. Remember: your "Numéro d'utilisateur" and "mot de passe" are strictly personal. Your password should be typed in lower-case letters only.



RESEARCH LEVEL

- Choose "simple" (simple), "intermédiaire" (intermediate) or "avancé" (advanced).

DATABASE SELECTION

- Select UQAC
(The other boxes refer to other establishments in the Université du Québec network.)

SEARCH CRITERIA

- Select your search criteria on the scroll-down menu. You have a choice of "Titre" (Title), "Auteur" (Author), "Sujet" (Subject), etc.:

Titre	▼
Auteur	
Sujet	

RESEARCH MODE (Mode de recherche)

RESEARCH MODE	Note
Tous les mots (All the terms)	Gives a result including all the terms in your request, independent of the position of the terms. Implicit operator = "and".
Expression exacte (Exact terms)	Gives a result including all the terms in your request in the exact order.
Au moins un des mots (At least one of the terms)	Gives a result including one, some or all the terms in your request. Implicit operator = "or".
Débutant par (Beginning with)	Gives a result including all the terms in your request in the exact order. Moreover, these terms should appear at the beginning of the field.

MAIN RESEARCH TYPES

1. AUTEUR(S) (Authors)

<p><u>One author</u> Ex.: Jean Piaget Piaget Jean</p> <p><u>Two authors</u></p> <p>Auteur ▼ Piaget et Inhelder Tous les mots ▼</p> <p>Jean Piaget et Barbel Inhelder</p>	<p>et = and</p> <p>Write the first name and family name in any order</p> <p>Put an "et" between the names.</p> <p>The order of terms—first name-family name or vice versa—does not matter.</p>
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2. TITRE (Title)

<p>Mode "expression exacte" (Exact terms mode)</p> <p>▼ La psychologie de l'intelligence Expression exacte ▼</p> <p>Write down the title in its exact form.</p> <p>*Attention: If the title includes the terms "et", "ou", "sauf" or parentheses, put these terms in quotes (" ").</p> <p>Mode "tous les mots" (All the terms mode)</p> <p>Titre ▼ Intelligence et enfant Tous les mots ▼</p> <p>Write down all the terms of the title or subtitle.</p>

3. SUJET (Subject)

<ul style="list-style-type: none">• Write down the terms (uniterm) you are searching for.• Rules to follow:<ul style="list-style-type: none">- Write your terms or uniterms in French in the singular form. Ex: Travail and not travaux- Write your terms or uniterms in French in the masculine form. Ex: Personnel and not personnelle
<hr/> <p>Mode "au moins un des mots" (At least one term mode)</p> <p>Sujet ▼ Doué surdoué talentueux Au moins un des mots ▼</p> <ul style="list-style-type: none">• Allows the search to be extended to equivalent or synonymous terms (OR implicit).
<hr/> <p>Mode "tous les mots" (All the terms mode)</p> <p>Sujet ▼ Psychologie adolescence Tous les mots ▼</p> <ul style="list-style-type: none">• Offers the possibility of limiting the search (AND implicit).
<hr/> <p>Truncation:</p> <ul style="list-style-type: none">• Right truncation offers the possibility of searching for terms with the same roots. Ex.: <u>adolescen*</u> searches for <u>adolescent</u>, <u>adolescents</u>, <u>adolescence</u>• Use of operators (et, ou, etc.) or parentheses in a search: <p>Sujet ▼ (loi ou législation) et (école ou scolaire) et Québec Tous les mots ▼</p>

HELP: Click on "?" in the upper right corner of the screen or consult one of our [specialists](#)