

How to Search the

Catalog of Nonprofit Literature

Standard Search Mode

The *Catalog of Nonprofit Literature* (cnl.foundationcenter.org) is a searchable database of the literature of philanthropy. It incorporates the unique contents of the Foundation Center's five libraries and contains full bibliographic citations for books, journal articles, pamphlets, and electronic publications. More than 65 percent of the entries also contain descriptive abstracts. It is updated daily.

To begin a search, click on the search box for the proper fields and type your search term(s). You may use upper or lower case. Use the "Submit Search" button to activate your search, and the "Clear Search" button to begin a new search.

By using the Library Location search box, you can limit your search to the specific collections of the Foundation Center's libraries in New York, Washington, DC, Cleveland, San Francisco, or Atlanta. Leave this field blank if you prefer to search the entire database.

How to Use Indexes:

You may use the Indexes on the Author, Subject, Publisher or Journal Title fields. By clicking the Index button you will find a complete list of the contents of that field.

Subject: Because subject headings are assigned by the Foundation Center using a controlled vocabulary, your search will retrieve more relevant records if you use the Index feature. However, if you are not sure of the proper subject descriptor, try Keyword searching (see below).

Title: A word typed into any search box will retrieve records with that word anywhere in that field. *When searching for a title that contains common stop words such as "the," "to," "for," or "and," you must enclose the title in quotation marks.*

Keyword Searching

If you do not find the subject term you had in mind, you may wish to use the Keyword search feature. Keyword queries search the Title, Subject and Abstract fields. *For exact phrase searching, enclose the terms in quotation marks.*

Navigation

Once your search is enacted, you may choose to view the complete bibliographic record for any citation. Click on "View Full Record" at the bottom left side of the entry. The full record allows you to immediately submit another search for the cited author or subject(s) by utilizing hyperlinks. At any point, also, you can enact a new query by clicking on the "New Search" buttons at the top and bottom of the screen.

Searching with Boolean Operators

Multiple keywords are automatically joined by a hidden “AND” operator, thus requiring results to contain all keywords you have entered.

Example: Arts theater

You can expand or narrow your search by using the following Boolean operators:

Use capital “OR” to retrieve records that contain any of the terms entered.

Example: Arts **OR** theater

Use the minus sign “-” right before the term you would like to exclude from your search (the Boolean NOT command).

Example: Arts-theater

Truncation:

Use an (asterisk) * to truncate words.

Example: fund* will retrieve entries including the words funds, funders, funding, fundraiser, fundraising, etc.

Other Features

To limit your search to a specific Record type, such as books, articles, etc., click on the arrow next to “Record type” to open the drop-down list and make your selection. Leaving this box blank will search all record types.

To limit your search by year of publication, you have several options:

- In the “Years” field, type in the year, for example, 2006.
- Type in a range, using a colon, such as 2003:2007.
- Use greater than (>) or lesser than (<) symbols; for example, >2000 will retrieve records published after 2000.

Report Formats

You have four options for formatting the results of your search:

- Alphanumeric Sort: Alphabetical order, by author’s last name (or by title if there is no author).
- Non-abstract-brief: Alphabetical order as above, but without the abstracts. This can be a convenience if you want to print a shortened version.
- Recently Added: Newly added items to the catalog are listed first, regardless of publication date.
- Year sort: Organizes items by publication date with the most recent items listed first.

Full-Text Materials

The Catalog contains links to full texts of selected articles from periodicals such as *Grassroots Fundraising Journal*, *NonProfit Times*, *Nonprofit Quarterly*, *Stanford Social Innovation Review*, as well as other reports available online. To locate items that are available in full text for your search, select the button “Full-Text Resources Only” on the search screen.