Using the Library Catalogue

Do a Keyword Search

Follow these steps to find specific words in any field.

1. Click the **Search** tab, and click **Keyword** on the Search menu bar.

2. Type the search terms in the **Keyword search for** box.

3. If you want to search for your terms in a specific field, select the field in the **Search by** box. For example, if you know the title contains the word *Yankee*, you would enter **Yankee** in the **Keyword Search for** box, and select **Title** in the **Search by** box. To specify keywords in multiple fields, go to **Advanced Search** on the Search menu bar instead.

4. If you want to limit the search to a specific format, select the material type in the **Limit by** box. For example, if you want to find only DVDs, select **DVD** in the **Limit by** box.

5. To limit by branch, publication date, target audience, or language, click on **Open Search Options**. Select the options that you want and click **Set Search Options**.

6. Click **Go**.

Do an Advanced Search

Follow these steps to do more complex searches.

1. Click the **Search** tab, and click **Advanced Search** on the Search menu bar.

2. Select a field to search in the **Any Field** box, or leave it on the default to search any field. For example, if you know the title contains the word *Garden*, you would select **Title** and enter the word **Garden** in the box.

3. You can limit your search on the next line by using the connector words **and**, **not**, or **or**.

4. Repeat Steps 2 and 3 for any other keywords on the next lines.

5. If you want to limit the search to a specific format, select the material type in the **Limit by** box. For example, if you want to find only DVDs, select **DVD** in the **Limit by** box.

6. To limit by branch, publication date, target audience, or language, click on **Open Search Options**. Select the options that you want and click **Set Search Options**.

7. Click **Go**.

Do a Browse Search

Follow these steps to browse the title, author, subject, or series index.

1. Select the **Search** tab, and select **Browse** on the search menu bar.

2. Select **Title**, **Author**, **Subject**, or **Series** from the **Search for** list.

3. Type the first few letters of the title, the author's last name, the subject, or the series name in the **that begins with** box.

4. Click **Go**.
   The search results list shows the headings and the number of titles associated with each heading.

5. Click <<**Previous 10 Headings** or **Next 10 Headings**>> to see previous or subsequent sections of the index.

6. Click a heading to see a list of associated titles.
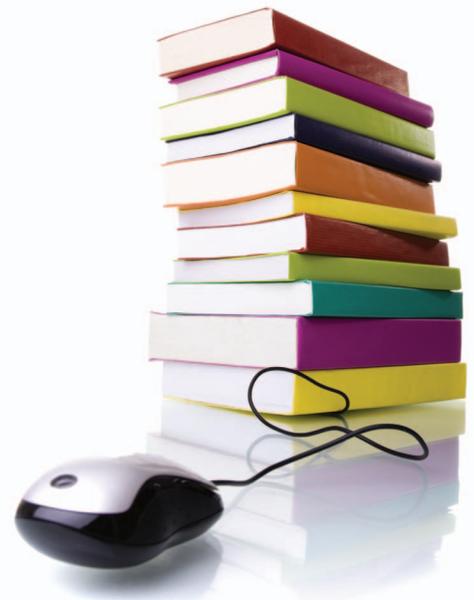
Work with Search Results

From your search results list, you can do the following:

- Click **Availability** to see where the item is.
- Click **Place Hold** to request the item.
- Click **Add to My List** on the right-hand side to save the title to a list that you can print or send by e-mail.
- Click a page number or the arrow at the top or bottom of the page to move through your results list.

Place a Hold

Follow these steps to request an item listed in your search results.

1. Search for the item you want to request.
2. Click **Place Hold**, and log in if necessary.
3. On the request form, select the name of the library where you want to pick up the item in the **Pickup Library** box.
4. If you want to activate your request at a future time, type the date in the **Activation Date** box. The request will be activated immediately if you do not change the activation date.
5. If you want to add a note to your request, type it in the **Note** box.
6. Click **Submit Request**.
7. Verify your contact information.
8. Click **Return to Search Results** to go back to your results list, or click **Log Out** if you are finished.

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