



Library Catalogue

Search Tips

Basic

Basic Search (or Quickfind) allows you to find records quickly. Simply enter a word or a number of words you would like to find, select the area you would like to search in, then click the OK button. Entering a search term here will request the library system to search the database for any reference to the search term in the author, title, subject, series of notes indexes. If your search is successful a page of records will be displayed showing brief details. Click on a title link to display full details including location and status details.

Title

Title Search allows you to search for words in the title and also allows you to browse through titles beginning with certain words. Enter the words you would like to find, select the type of search then click the OK button. Select from following types of searches:

- **Keywords** to find the words anywhere in the title
- **Browse** to find titles starting with the text you have entered

If your search is successful a page of titles will be displayed. Click on a title to display brief details of the items with this title.

Author

Author Search allows you to search for words in an author's name. Enter the words you would like to find, select the type of search then click the OK button. Select from the following types of searches:

- **Keywords** to find the words anywhere in the author's name
- **Browse** to find author names starting with the text you have entered. You can enter as much or as little of the name as you know. All names starting with the text you enter will be displayed.

If your search is successful a page of names will be displayed. Click on a name to display brief details of the items associated with this name.

Subject

Subject Search allows you to search for words in a subject heading and also allows you to browse through subjects beginning with some text. Enter the words you would like to find, select the type of search then click the OK button. Select from the following types of searches:

- **Keywords** to find the words anywhere in the subject heading
- **Browse** to find subjects starting with the text you have entered

If your search is successful a page of subject headings will be displayed. Click on a subject heading to display brief details of the items about this subject.

Advanced

Advanced Search allows you to perform more complicated searches. Type your search in the boxes on the search screen. You can enter several words in each box, and enter words in any number of boxes. Records will be found if all of the search terms you enter are in the same record.

You can do a very **specific search** if you know exactly what you are looking for, or you can do a **broader search** and then narrow down the list of records later using the **Refine Set** option, if needed. Enter words you would like to find in the boxes, or select items from the list boxes. Click the right arrow at the right hand side of a list box to display the list. When you have entered your search terms or selected items from list boxes click the OK button at the bottom of the screen.

If your search is successful a page of items will be displayed showing brief details for each item. Click on a title link to display full details for the item.



Types of Searches:

Basic

Basic Search – this searches Title, Author, Subject, Series and Notes all at the same time.

Title

Title Search – this searches for words in Title entries.

Author



Author Search – this searches for words in an Authors name.

Subject

Subject Search – this searches for words in a Subject heading.

Advanced

Advanced Search – this allows you to do a more complicated search, including being able to narrow down your search to specific locations and collections.

- (i) Select and click on the type of Search
- (ii) Enter in your search words and press "Enter" or click 
- (iii) Click on the blue book title of interest to check status of the book i.e. Available, On-loan, In-Process, On-Order etc.
- (iv) To return to the list click on 
- (v) To exit list click on 