Using the Online Catalog

• There are 3 common ways to search the catalog.

• You can search by:
  • author
  • title
  • keyword
Authors are the people or organizations who created the item.

- For a book: the writer, and the illustrator.
- For a musical work: the musicians, composer, lyricist, and performers.
- For movies or films: the director, writers, and often the actors.
**Author Searching Tips**

*When* would you want to search by author?

- to find all the books a particular author has written
- to find music written or performed by a musician
- to find a movie by a certain director
- to find a report written by an organization

**Important Tip:**
In most catalogs, type the last name first, like this:
King, Stephen or Spears, Britney!
Title Searching

The *title* is what the item is called.

**Examples** of titles:

- Surviving Cyberwar
- Lord Jim
- Book Thief
- A Raisin in the Sun
- Sgt. Pepper's Lonely Heart's Club Band
- Tom Sawyer
Keyword Searching

A "keyword" search is when you ask the catalog to search for word you type. The catalog matches your words with words found in the title, author, or subject. Here are a few examples:

If you search on the keyword "Othello" you might find:
- a book called "A Routledge literary sourcebook on William Shakespeare's Othello"
- a DVD called "O"
- An ebook called "Othello"

If you search on the keywords "Hillary Clinton" you might find:
- a book called "Living History," of which she is the author
- a book called "Hillary Clinton, the Inside Story"
Keyword Searching Tips

• Use words that are meaningful and not common. For example, if you wanted to find out about the history of missions in San Francisco, a keyword search using:
  – "history" will find far too many matches
  – "California history missions" will find a better number
  – "Mission San Francisco" will find just the right number of results

• Don't use long sentences; one-, two-, or three-word searches are best

• Don’t use "the," "and," "for," or "of"
Advanced Search

• Under the search box, you will see a clickable link: Power Search.
The Power Search box will open.
Power Search

Power searching is advanced so that you can narrow your search by filling in the blanks as needed. One or two blanks filled in narrows the search considerably.
Search results for Mark Twain

1. **EBOOK**
   - **A historical guide to Mark Twain [electronic resource]**
   - Fishkin, Shelley Fisher.
   - 1 copy available in Online resources
   - 100% URL

2. **EBOOK**
   - **Mark Twain and the American West [electronic resource]**
   - Coulombe, Joseph L., 1966-
   - 1 copy available in Online resources
   - 80% URL

3. **PS 1305 A2 B53 1985**
   - **Adventures of Huckleberry Finn (Tom Sawyer's comrade)**
   - Twain, Mark, 1835-1910.
   - 1 copy available in General Collection

The first two results are ebooks or electronic books which are read online only by clicking on the URL.

The third result is a book that we have on our shelves for you to check out. Use the call number highlighted in blue to find the book.
It’s as simple as that!

Happy searching!

If you have any problems ask a librarian for help.