

# Using the Library's Online Catalog – Search Tab

The **Search** tab allows you to search the library's catalog and locate the items we own.

## **Keyword:**

- Looks for matches to your word(s) (in any order) in any place (title, author, subject, publisher, etc.).
- You can also use wildcard characters \* and ? to widen your search.
- Use the drop-down boxes to limit your search by field (title, author, subject, etc.) or format (DVD, audiobook, etc.). You can also sort your results.

## **Browse:**

- Searches by title, author, subject, or series for items that begin with a specific word or phrase.
- Returns an alphabetical listing of items.

## **Phrase:**

- Looks for matches to your words in the same order you typed them.
- Use the drop-down boxes to limit the search to a certain format (Book, Audiobook, Video, etc.). You can also sort your results.

## **Advanced:**

- Allows you to further narrow your search by searching different fields at once.
- You can further narrow your search by limiting it to a certain library branch, publication date, format, audience, or language.

## **Boolean:**

- Uses specific search commands (**AND**, **OR**, and **NOT**) to combine terms in different categories.
- For a full list of access points (codes for the searchable fields), please see <http://ipac.bcslibrary.org/polaris/Help/ad1459030.htm#Rad79673>.
- For example, if you were looking for "Twilight" by Stephenie Meyer, type **AU=meyer AND TI=twilight**.

## **Dictionary:**

- Use the online dictionary if you are not sure how to spell a word.

## **Thesaurus:**

- Lists words that are related in meaning to a word you specify.

## **My Lists:**

- Allows you to create and edit a working list of search results.
- Can list the results four ways: brief bibliographic citation, full bibliographic citation, Chicago Manual of Style, and American Psychological Association (APA).
- Lists are available for the active session only. In order to access your lists at a later time, you will need to log-in to your account and save them.