

Quick Search Tips

You can do a basic search by Keyword, Title, Author, Subject, or Series. Just type your search term and then click on the appropriate button. For example, if you wanted to find books by Dan Brown you would type Brown and then click on the Author button.

You can create a search string (search for more than one search term) using the Boolean operators AND, OR, and NOT. They must be typed in uppercase letters. For example, cats AND dogs will find all the records with both cats and dogs included.

You must put quotations around a phrase, or it searches for each word individually.

Searches are not case sensitive, so if you use lowercase or uppercase letters, you still get the same results.

The system ignores punctuation, so don't use dashes, double-dashes, hyphens, or slashes, but type the word as one word. For example, Cast-away would be castaway.

In addition, you can use wildcard symbols in a search. An asterisk * can replace any number of letters at the end of a word. Example: If you enter teach*, the system finds "teach", "teacher", "teaches", and "teaching".

A question mark (?) can be used in the middle of a word to replace a single letter, or two question marks can be used to replace two letters (as long as it's not the first letter), etc. Example: A search on wom?n finds both "woman" and "women".

In Basic and Power searches, the catalog ignores certain words, called stop words, so do not use these words. They include the following:

a, and, are, at

be, but, by

for

if, in, into, is, it

no, not

of, on, or

s, such

t, that, the, their, then, there, these, they, this, to

was, will, with