

Getting Started: Searching The Library Catalogue (1)

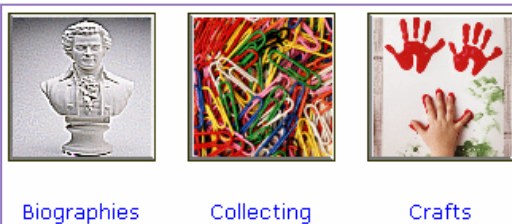
Hillingdon Libraries' Catalogue and e-Services portal can be searched in several ways:

- using predefined searches (Find it Fast!, Kids Library, Community Information)
- browsing a list of terms in alphabetic vicinity of your search word
- by keyword (Quick Search, Power Search, Community Information Search)

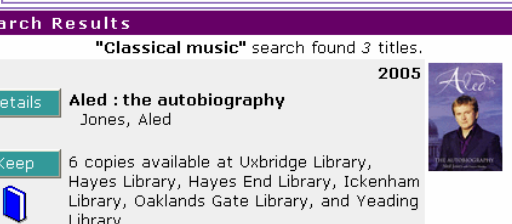
Find It Fast!, Kids Library and Community Information

- **Find It Fast!** gives you access to predefined searches that are of interest to the general library user.
- **Kids' Library** contains predefined searches of interest to children, and it will only search items that are part of the children's library.
- **Community Information** has predefined searches that will only search items in the community information catalogue.

1. Click on the search subject or on the image above it. Results of the initial predefined keyword search will appear alphabetically.
2. Click on the search subject or the picture above it (if available) to narrow down your search.



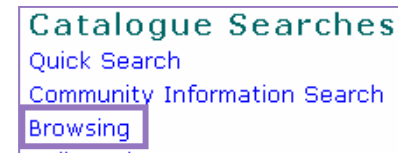
Biographies Collecting Crafts



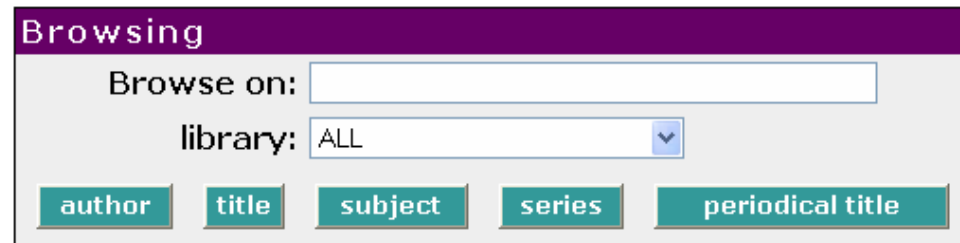
A list of relevant items from the library catalogues will be displayed.

Browse Search

1. Click on the **Seach/Home** button **Search/Home** on the rootbar
2. Click on the **Browsing** link in the Catalogue Searches box.



The Browsing page will be displayed.



3. In the **Browse On** box, type in the search term.
4. Select the individual library branch to search under from the drop down list, or select to search **all** branches.
5. Click on **one** of the available criteria buttons (author, title, subject, series, periodical title) that is most likely to contain the search term that you typed in above.

A list of results matching your term will be displayed in alphabetical order.

Catalogue Browse by Author: "king ste\$"	
KING STANLEY FREDERICK	1
KING STEPHEN	11
KING STEPHEN MICHAEL	1
KING STUART	1
KING SUE 1966	1

6. Click on the entry that best matches your search to see a list of items associated with it.

HINTS:

- If you are searching by author, you must type the last name followed by the first name (e.g. *king stephen*)
- If you do not remember how to spell a term correctly, use the dollar sign (\$) to replace any number of letters (e.g. *king ste\$*)