
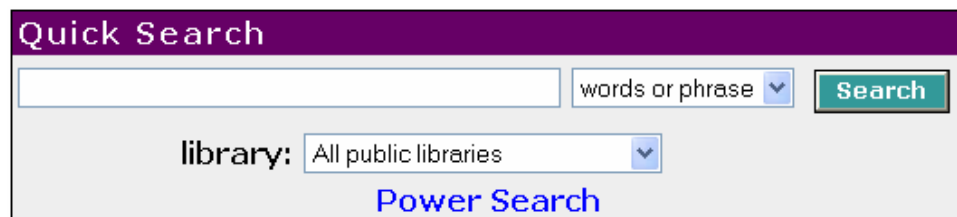


Getting Started: Searching The Library Catalogue (2)

Quick Search

1. Click on the **Search/Home** button  on the rootbar. The Quick Search page will be displayed.



Quick Search

words or phrase

library: All public libraries

2. Type the search term in the text box below the Quick Search heading. Please note that, if you are using more than one search term, you will need to use **operators** in order to get relevant search results; please refer to the **Searching Tips** section.
3. The default search option is **words or phrase**, which means that the search engine will look for your term in all of the searchable fields (e.g. author, title, subject, ISBN) of an item. To narrow your search, click on the drop down menu to the right of the text box and select the field that is most likely to contain the term that you have typed above. The following fields are available: author, title, subject, series, periodical title, ISBN.
4. The system is set to look for items at all libraries by default. To find items only at one particular library, click on the **library** drop down menu and select that library.
5. Click on the **Search** button.

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



Search Results

words or phrase "different seasons" search found 8 titles.

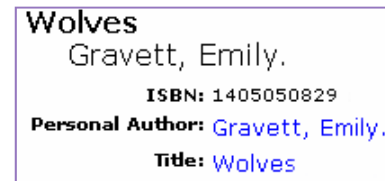
#1 2006 

Different seasons
King, Stephen, 1947-

2 copies available at Ruislip Manor Library

Search Tips

1. The information stored on the catalogue for any one item (a **catalogue record**) is broken into separate sections (**fields**, e.g. title, author, isbn).
2. Very common words (called **stopwords**) , such as *a, an, as, at, be, but, by, do, for, if, in, it, of, on, the, to*, are ignored as they would retrieve far too many results. To include a stopwords in your search, enclose it in quotation marks (“”).
3. The search engine will retrieve any record that contains the keyword that you have typed in. If you cannot find what you are looking for try modifying your keyword, for example if you searched for *Dr Who* without success, try searching for *Doctor Who* instead.
4. If you type in more than one keyword, the search engine will retrieve any record that contains all of them in the **same** field. For example, if you were to search for Emily Gravett’s book *Wolves* by using the keywords *Gravett Wolves*, the item you are looking for would not appear in your list of search results as those two keywords are not in the same field: *Gravett* is stored in the Author field, and the keyword *Wolves* in the Title field! So if the keywords you are typing are likely to be stored in different fields you must type **AND** between them (e.g. *gravett AND wolves*).
5. Some words (called **operators**) are not searched for; instead they modify the way your keywords are searched for... For example, **AND** tells the search engine to look for the words in different fields, whilst **NOT** will tell it to exclude the keyword that follows it. This means that if you were to search for *Not in the diary* (as *in the* are stopwords and will be ignored) the search engine would retrieve any record which does **not** contain the word *diary* in it! The most common operators to watch out for are: AND, NOT, OR, SAME, WITH, NEAR. To search for these words enclose them in quotation marks (“”); for example: *“not in the” diary*.



Wolves
Gravett, Emily.
ISBN: 1405050829
Personal Author: Gravett, Emily.
Title: Wolves