



# Getting Started: Searching The Library Catalogue (3)

## Power Search

1. Click on the **Search/Home** button  on the rootbar. The Quick Search page will be displayed.
2. Click on the **Power Search** link . The Power Search page will be displayed.
3. You can search by **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. Or you can narrow your search by typing the relevant keyword(s) in the text box next to the field where it is most likely to be found. For example, to search for a copy of *Stephen King's book It* :
  - Type *Stephen King* in the **Author** field
  - Type *"it"* in the **Title** field
  - Click on the **Search** button



Please refer to the **Search Tips** section on page 15.

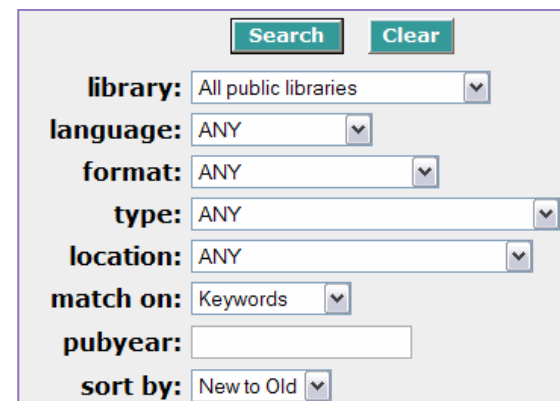
**Note:** the standard operator used between your search terms is **AND**, other Boolean operators are available from the drop down menu.

## Power Search - Limit Your Search

You can restrict the results that will be retrieved by selecting different options from the available drop down lists.

You can limit your search to a specific:

- **Library**
- **Language**
- **Format** (e.g. books, maps, visual media)
- **Item Type** (e.g. Adult Fiction, DVD, playset, talking book)
- **Shelving Location**
- **Arrangement of keywords:**



- **Match on Keywords** will retrieve any record that contains all of the keywords you typed, in any order (e.g. the keywords *polar* and *bear* will retrieve *polar bear*, *polar [...] bear*, *bear [...] polar*).
- **Match on Left to right** will only retrieve those records that contain all of the keywords you typed, from left to right (e.g. the keywords *polar* and *bear* will retrieve *polar bear*, *polar [...] bear*, but not *bear [...] polar*).
- **Match on Exact content** will only retrieve those records that contain all of the keywords you typed, in the exact order (e.g. the keywords *polar* and *bear* will retrieve *polar bear*, but not *polar [...] bear* or *bear [...] polar*).
- **Year of publication (pubyear)**

You can also choose to display your results **sorted by** different criteria, such as author, subject, title, new to old.