



Using the JCPL Catalog

A brief tutorial for our new catalog.

Similar to common search engines, such as Google, the [Keyword Search](#) looks for the words you type anywhere in a book's description, whether it be title, author, or subject. The results will be organized by relevancy.

The [Title Search](#) browses for titles starting with the words you type in. For example, typing in 'curious incident' will bring up *The Curious Incident of the Dog in the Night-Time*, but typing in 'incident of the dog' will not.

When performing an [Author Search](#), type in the last name first (i.e. Patterson, James). If you don't know the first name, don't worry, it will bring up a list of all the authors with the given last name.

The screenshot shows the search interface with the following elements:

- Header:** INNOVATIVE interfaces
- Search Tabs:** Keyword, Title, Author, Subject, Call #, ISBN/ISSN
- Keyword Search Section:**
 - Text: "Type the keyword(s) in the box below then press Enter or click the Submit button."
 - Input field: [Empty]
 - Sorted By: [Dropdown menu]
 - Library selection: Johnson City Public Library [Dropdown menu]
 - Submit button: [Submit]
 - Text: "Type the keywords you want to find. For example:"
 - Examples: ♦ good to great ♦ Indian cooking
- Other Searches Section:**
 - Advanced Search
 - Author and Title Search
 - Government Documents
 - Course reserves

This drop-down menu allows you to specify your search by library location. It defaults to Johnson City Public Library, so JCPL items will be the first items to show. Scrolling up to [View Entire Collection](#) may find additional items.

Use the [Sorted By](#) drop-down menu to sort by title. When you choose your title your results will be divided into 5 levels of relevancy. Each level is sorted by date so check each level for more current items.

The [Author and Title Search](#) is the quickest way to find your item

Much like the Title and Author searches, the [Subject Search](#) browses for subject headings starting with the words you type in. If there isn't a precise match, the catalog may offer suggestions for similar subject headings.

See reverse side for tips regarding the [Advanced Search](#) feature. For any additional help, please ask at the Reference Desk or Youth Services Desk.

Advanced Keyword Search Tips

Multiple Words

When searching multiple words the system will automatically supply the Boolean "and" operator between each word; multiple words entered for the search will all occur somewhere in the retrieved records though not necessarily in the order entered. Both examples on the right will retrieve the same results.

Phrase Searches

Search for complete phrases by enclosing them in quotation marks. Words enclosed in double quotes will appear together in all results exactly as typed.

Wildcards

- * The asterisk (*) matches up to five non-space characters, starting at the specified position in the word. For example, "inter*" will match "internal" and "internet", but will not match "international". The '*' wildcard may only appear after at least two characters. The '*' wildcard may also be embedded in a search string. For example, "colo*r" would match both "color" and "colour".
- ** Matches any number of non-space characters, starting at the specified position in the word. For example, "comput**" will match all words that begin with "comput" (e.g., "computer", "computation", etc.). The '*' wildcard may also be embedded in a search string.
- ? You may use a question mark (?) to replace a single character anywhere within a word.

Boolean Operators

Use AND or OR to specify multiple words in any field, any order. Use AND NOT to exclude words. Select the operator you wish to use from the selection list on the Advanced Search form.

Proximity Operators

The NEAR operator is used to retrieve records that contain the specified words or phrases within ten words of each other in the same indexed field. The WITHIN operator is similar to the NEAR operator, but allows the user to specify the maximum number of words that may appear between the specified words. WITHIN 10 and NEAR are equivalent.

Field Limits

Field limits may be specified by selecting a field limit from the selection list in the form above. These limits appear before the word or phrase to be searched. A field limit causes the system to search only the specified field for the specified word(s).

Grouping

Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query.

HINT - TO LIMIT YOUR SEARCH TO DVD'S AND VIDEOS CHOOSE PROJMEIUM AS THE MATERIAL TYPE IN THE ADVANCED KEYWORD SEARCH