Quick Guide: Book Search Using the Online Catalog

The Libraries of Gordon-Conwell are pleased to offer online search engines to locate materials in the library. Two search methods are available: LS2 PAC & Classic. This tutorial will demonstrate how to use both to search for books.

For more information on searching, viewing results, or using your library account features that allow you to tag, save searches, and create lists, visit the catalog tutorial website.

Searching for Books using the LS2 PAC Catalog

- **Basic Search:**
  1. Type your search term(s) in the Search field box.
  2. Then click Search. Your search term(s) will match any of the following fields from the library’s records: Title, Author, Subject, and Summary. If you are searching multiple search terms, your results will include all of the terms in at least one of the fields. To search for an exact match, use quotation marks at the beginning and end.
  3. After clicking Search, a list of results will appear.
  4. By default the results display in List view. For more information on all of the available viewing choices, see View Layout Options.

- **Advanced Search:**
  1. To perform an advanced search click the Advanced Search button, located to the right of the Search button.
  2. An Advanced Search dialog opens.
  3. In the first drop-down list, select from one of the following: Author, ISBN, Keyword, Note, Subject, Tag, Title, or UPC.
  4. In the next drop-down list, select Exactly Match or Begins With. Type your search term in the blank field box. If you would like to group your search terms, select the (and) check boxes. Next, click the Search button or if you would like to add another search criterion, click the plus sign button. You can add up to four rows of search criteria.
  5. If you select the plus sign, a new row appears.
  6. In the first drop-down list, select from one of the following: And, Or, or Not. Then select a choice from the other two drop-down lists, followed by typing a search term.
in the blank field box. If would like to group your search terms, select the (and) check boxes. Next, click the plus sign to add another row or click Search to retrieve your results.

7. If you are using more than two rows of search criteria, it is highly recommended to group the rows by selecting the appropriate (and) check boxes, as this will impact the results you are looking for.

Searching for Books Using the Classic Catalog

- **Keyword Search** - This is considered the default main page of the Search function.

Click on the drop-down list to the right of Find and available search fields will display:

- Keywords - If you do not have the exact information.
- Titles - Do you know the title, or even part of the title?
- Authors - Do you know who wrote the book, or part of the author's name?
- Subjects - Do you have an idea what subject matter the item contains?
- Notes - Do you know any specific words or phrases that might have been used in the summary or review of the item?
- Publisher - Do you know the Publisher of the item?
- Series - Do you know if what you want is part of a Series?

- **Browse** – To look around and see what the library has available.

1. You can select to browse by Titles, Author, Subjects, etc., using the drop-down list, and then adding your keyword in the entry box. You can even browse numerically with the use of Local Call numbers, Dewey, ISSN, among others.

2. You can still Set Limits using Collection, Format, Language, Place, and Date options. You can adjust the results output by modifying the returns per page in the lower left corner of the dialog, or selecting the Available Items Only to limit your results to only those items available in your library or selected branches.

3. Once you have everything in place, click Search.

4. Your results are displayed alphabetically for Titles, Authors, Subjects, Notes, Publisher, or Series. Selecting Local Call, Dewey, GPO, ISSN, LC Call, LCCN, or LCCN 2000+ display the results in numerical order.

- **Advanced Search** - If you know part of the title and a portion of the author's name. You can search author, title, subject, and/or notes simultaneously.

1. After you have typed the first keyword in the entry box to the right of Find, and selected the category for Term 1 (Title, Author, etc.), select one of the Boolean
operators [AND (+), OR (|), NOT (-)] to determine the relationship between the first search term and the term following.

2. If you use three different search terms and related Boolean operators, select the appropriate Group terms like button to determine how you want the search terms to be grouped.

3. Select the grouping as: (Term 1 * Term 2) * Term 3 OR Term 1 * (Term 2 * Term 3) Depending on which group terms you choose can return completely different results.

4. In addition to setting up the combination boxes and Boolean operators, you still have access to Set Limits, setting the number of results per page, selecting Available Items Only, and Select Location(s) for your Library and its branches. These additional choices will help to narrow your search even further.