

Welcome to the Corvallis-Benton County Public Library



Need Help Searching the Library's Catalog?

Use our guide to find just what you need!

Kids Catalog - easy for kids (and adults) to use!

Searches are limited to Juvenile (children's) materials

- 1) Go to the Kids home page http://library.ci.corvallis.or.us/corvallis/youth/kidshome_content.html
- 2) Select "Find It" from the left sidebar
- 3) You'll see 5 choices: Book*, Audio Book, Music, DVD/Video, and Find It All
**"Book" searches in the following areas: E (picture books), E-R (early reader books), Juvenile Fiction & Nonfiction.
- 4) Click on your choice . . .
- 5) On the next page, select the type of search you'd like to do by checking the appropriate box on the left
- 6) Next, type your search in the white box and click on the "GO!" button

Types of Searches:

Title: known title **or** words in the title

Author: author's last name **or** first & last name

Subject: the subject you're looking for – try to be general rather than specific

Series: name of the series (**example:** magic tree house)

Helpful hints for searching the Library Catalog:	Examples:
1. Type a space between each word.	runaway bunny
2. You do not need to type the words "a", "and", or "the".	grey lady strawberry snatcher finds the book <i>The Grey Lady and the Strawberry Snatcher</i>
3. Don't worry about capital letters or punctuation.	queen elizabeth finds Queen Elizabeth
4. The * symbol can also help you find plural terms.	dog* finds both dog and dogs
5. To find a phrase, use quotation marks.	"chocolate factory" finds <i>Charlie and the Chocolate Factory</i> and <i>Curious George Visits a Chocolate Factory</i>
6. If you're not sure how to spell the end of a word, try using the * symbol.	child* finds child and children
7. If you're not sure of a single letter in a word, try using the ? symbol.	wom?n finds both woman and women

Search Results

What does the record tell you?

- **Library:** which library is the item available at?
- **Shelf Location & Call Number:** where to find it in the library
example: Juvenile Non-fiction J 371.042 Leppert
- **Item Status:** is it available? Look for: Checked In, Checked Out, On Order
NOTE: if the item is not available, you can **place a hold** on it (see instructions below)
- **Subject:** the subject heading helps you find similar items
Look for "Subject" on the left hand column & click on the link next to it. This will show you similar items in the library's collection.

example: in the record below, the subject is:

[Home schooling -- United States -- Handbooks, manuals, etc.](#)

The screenshot shows the library's website interface. At the top, there's a navigation bar with links like HOME, ALSEA, MONROE, PHILOMATH, and BOOKMOBILE. Below that are buttons for 'Do a New Search', 'Back to the Kids' Page', 'My Account', 'Adult Catalog', 'Put next available copy on Hold', and 'Add to List'. The main content area displays a search result for 'Homeschooling almanac, 2000-2001 / Mary and Michael Leppert'. The record includes fields for Title, Author, ISBN, Alternate title, Publisher, Description, Subject, and Name. A table titled 'Where to find this item:' shows the item is available at the Corvallis branch, Juvenile Non-Fiction, with call number J 371.042 LEPPERT, and its status is 'Checked In'. A message states 'This item has been checked out 14 time(s). It currently has 0 hold(s). You cannot place a hold on a magazine.' Below this message is a 'Put on Hold' button and a large purple button that says 'Put next available copy on Hold'. A black arrow points to the 'Put next available copy on Hold' button.

Library	Shelf Location	Call Number	Item Status
Corvallis	Juvenile Non-Fiction	J 371.042 LEPPERT	Checked In

This item has been checked out 14 time(s). It currently has 0 hold(s).

You cannot place a hold on a magazine.

Put on Hold

Put next available copy on Hold

Place a hold on an item

If an item is available at another branch, checked out, or on order, you can place a hold on it.

To place a hold on an item:

- open the record for the item you need (as pictured above)
- click on "**Put next available copy on hold**"
- enter your library card number and PIN
- click on the "**SUBMIT**" button to enter your information.

Regular “Classic” Catalog

Searches the library’s entire collection, including Juvenile and Teen materials.

- 1) Go to the library’s web page: <http://thebestlibrary.net/corvallis/default.asp>
- 2) Click on “Classic Catalog” in the left sidebar
- 3) Select the type of search you’d like to do by checking one of the boxes on the left.
NOTE: default search is **Keyword**
- 4) Next, type your search in the white box and click on the “Search” button.

Types of Searches:

The regular catalog has the same searches as the Kids Catalog plus Keyword, Publisher, & Notes.

Tip: Add “juvenile” to a keyword search to limit your search to Kids materials.

example: a **Keyword** search for “**poetry juvenile**” finds only poetry in Juvenile nonfiction

Setting Limits

Use the “set limits” function to restrict your search to specific types of materials, areas of the collection, languages, and / or publication date.

example: limiting your search to “**Young Adult Non-Fiction**” finds only Teen Non-fiction materials

- 1) To set limits, open up the library’s classic catalog (see steps 1-4 above).
- 2) Click on the blue “**Set Limits**” button at the top of the page
- 3) Click the checkbox next to the category or categories you want to search in (categories = Material Type, Location, Language, Publication Date)

Note: You can set more than one limit if you need to.

- 4) In the drop down menu, highlight the sub-category you want to search in

Note: For **Publication Date**, you’ll need to type in a beginning and an ending year

- 5) Click “**Set Limits**”
- 6) Enter your search in the white box and click on the “Search” button.

Sorting your Search Results

Most search results can be sorted for easier browsing. The sort options are title, author, publication date, availability, and material type.

Note: If your search is too large, the catalog won’t offer you this option.

- 1) To sort your search results, look for “**Sort Search Results By**” at the top of the page
- 2) Click the circle next to the sort type you’d like
- 3) The catalog will automatically resort your search results by the sort type you’ve selected.

Selecting “**publication date**” as your sort type will list your search results with the newest materials at the top of the list. This makes it easy to find the newest books and most current materials on a topic.

Selecting “**availability**” as your sort type will list your search results with checked in materials at the top of the list. This makes it easy to find items that are on the shelf in your library.

