



Need Help Searching the Library's Catalog?

Use our guide to find just what you need!

Searching the Kids Catalog, What Do Your Search Results Mean?,
How to Find Similar Items, Placing Holds, & Searching the Library Classic Catalog.

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

Searches are limited to Juvenile (children's) materials

- 1) Go to the library's web page: <http://www.thebestlibrary.net/joomla/index.php>
- 2) In the left sidebar, look for "Catalogs"
- 3) Click on "Kids Catalog"
- 4) You'll see 5 choices: Find Books*, AudioBooks, Videos/DVDs, Music, and Find It All
 **"Books" searches in the following areas: E (picture books), E-R (early reader books), Juvenile Fiction & Nonfiction.
- 5) Click on your choice . . .
- 6) On the next page, select the type of search you'd like to do by checking the appropriate box on the left
- 7) 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

*In the list of search results, click on the item title to get the full record.

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 590.3 ANIMALS

Easy = Picture Book, E-R = Early Reader, Juvenile Fiction = Chapter Book, Juvenile Graphics = Kids' Graphic Novels

- **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 on next page)
- **Subject:** the subject heading helps you find similar items
Look for "Subject" on the right side of the page & click on the link under it. This will show you similar items in the library's collection.

example: in the record below, the subject is:

[Animals -- Encyclopedias, Juvenile.](#)

The screenshot shows the library's website interface. At the top, there's a navigation bar with links like Home, My Account, Audiobooks, Books, Databases, Movies/DVD, and Music. Below this is a search area with 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'. A large arrow points to the 'Put next available copy on Hold' button.

The main content area displays the record for 'Animals : a children's encyclopedia.' It includes a book cover image, the title, and various details: Corp. name (DK Publishing, Inc.), ISBN (9780756640279), Edition (1st American ed.), Publisher (New York, N.Y. : DK Pub., 2008.), Description (304 p. : col. ill., 1 col. map ; 29 cm.), and General note (Includes index.). There are buttons for 'REVIEWS' and 'SUMMARIES'.

Below the record is a table showing the availability of the item across different libraries:

Library	Shelf Location	Call Number	Item Status
Alsea	Juvenile Non-Fiction	J 590.3 ANIMALS	Checked In
Corvallis	Juvenile Non-Fiction	J 590.3 ANIMALS	Checked In
Corvallis	Juvenile Non-Fiction	J 590.3 ANIMALS	Checked In
Corvallis	Juvenile Non-Fiction	J 590.3 ANIMALS	Checked In
Monroe	Juvenile Non-Fiction	J 590.3 ANIMALS	Checked Out, Due:November 14, 2009
Philomath	Juvenile Non-Fiction	J 590.3 ANIMALS	Checked Out, Due:November 19, 2009

Below the table, it states: 'This item has been checked out 35 time(s). It currently has 0 hold(s).'

On the right side, there is a 'Related Searches' section with the following entries:

- Animals -- Encyclopedias, Juvenile.
- Zoology -- Encyclopedias, Juvenile.
- Animals -- Encyclopedias.

Large black arrows point from the 'Put next available copy on Hold' button to the book cover, from the book cover to the table, and from the 'Subject' heading in the Related Searches section to the subject list.

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 on previous page)
- click on “**Put next available copy on hold**” at top of page
- enter your library card number and PIN as directed
- click on the “**GO**” button to enter your information
- wait for the confirmation screen to appear

The library has a **free courier service** - if the item you'd like to check out is located at another branch, you can **place a hold** on it and it will be delivered to your home library. Check it out and return it to the branch most convenient for you.

Library Classic Catalog

Searches the library's entire collection, including Kids and Teen materials.

HOW TO GET THERE

1) From the Kids Catalog:

- click on “Adult Catalog” at top right of page (next to a green circle)

2) From the library's web site:

- go to the library's web page: <http://www.thebestlibrary.net/joomla/index.php>
- in the left sidebar, look for “Catalogs”
- click on “Library Classic Catalog”

HOW TO SEARCH

1) Select the type of search you'd like to do by clicking on one of the tabs above the search box.

NOTE: default search is **Keyword**

Other searches are: Titles, Authors, Subjects, Notes, Publisher, Series, ISBN

2) 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

You can also set limits to search by types of materials or areas of the collection and sort your search results by title, publication date, etc. See next page for details.

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
- 2) Click on the blue “**Set Limits**” button under the white search box
- 3) You will see options for limiting your search.
(categories = Collection, Format, Language, Publication Date, Available Items Only)

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.
For **Available Items Only**, you’ll need to check the box for that option.

- 5) Click “**Set Limits**”
- 6) Enter your search terms 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 the search 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.

DON’T FORGET ABOUT THE LIBRARY’S DATABASES

What are Databases?

Databases are electronic resources that contain either full text articles from magazines or an organized collection of information. They’re an excellent resource for homework assignments and are **accessible from home** with your library card number.

Where Can I Find Them?

See the library’s Databases A-Z (includes a description of each database) here:
<http://corvallis.libguides.com/atoz>

Kids Databases can be found at the URL above and are also accessible through **Homework Help** in the Kids section of the library’s web site: look for **Online Resources for Kids**.