

Searching Hints and Tips

One way to teach someone a better way to search is to give them suggestions as part of the search questions. This may be an approach we want to take when we ask staffers to test the new catalog interface. This way, the staffers will then be able to pass these tips along to library patrons.

For example:

– Does my library own the movie "The Help?"

- ★ *Tip: instead of doing a TITLE search, try doing an ALL FIELD keyword search and use keywords **Help** and **DVD**. Scan the Results list to see if your library owns a copy.*

– I want to find books about learning chess.

- ★ *Tip: You could choose to do a SUBJECT search for **Chess**, but you could also do a keyword search for "Learn Chess" in ALL FIELDS*

– Put a hold on the large print copy of Nora Roberts Inheritance.

- ★ *Tip: Instead of doing a TITLE or AUTHOR search, do an ALL FIELDS search using a word from the title and a word from the author's name. If you're looking for a particular format (like Large Print), throw that keyword in too. **Nora Inheritance Large** will quickly bring up the large print copy of the book.*

In General:

- If you want to search words in ANY fields (a keyword search) then use ALL FIELDS
- If you're looking for whether an item is in a particular library, we recommend you start with a wide search (look for the item in ANY library) and then you can narrow your search. This way you won't miss anything.
- If you're looking for a specific item type, a "quick and dirty" way to find it is to include its keyword in an ALL FIELDS search (such as, when searching for the movie *The Help*, type **help dvd** or when searching for the large print of *Where the Crawdads Sing*, use an ALL FIELDS search, put in one of the distinctive title words and the word Large - for example **Crawdads Large**)

By taking the time to explain these things, I feel we'll enable staffers to have a more positive experience using the new catalog, which will help when they later have to explain the new catalog to library patrons.