

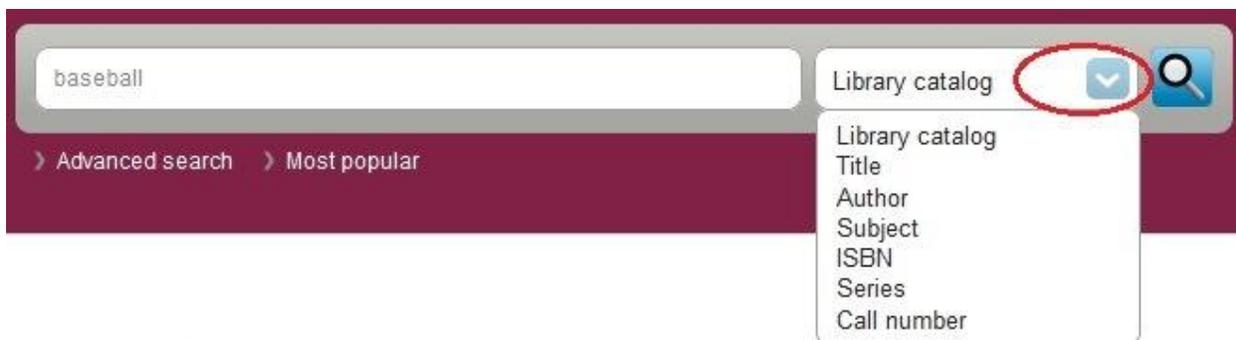


## Searching the Public Catalog

To perform a quick search of the catalog, simply enter your search term in the box at the top center of the screen and click the image of a magnifying glass:



If you would like to perform a more specific search, you can click on the down-pointing arrow to the right of the search term box to reveal a list of choices with which you can narrow your search:



You can also use the "Advanced Search" option, which will provide a wider variety of options for refining your search:



## How to Use Advanced Search:

Make the choices you want to use to refine your search, enter your search term in the search box(es) at the top of the screen and click the "OK" button at the bottom of the screen:

Search for:

Keyword	
Keyword	
Keyword	[+]

Location and availability:

All libraries

Only items currently available

Sort by:

Relevance

Limit type to: match any of the following:

<input type="checkbox"/> Audio	<input type="checkbox"/> Audio Book	<input type="checkbox"/> Audiovisual Equipment	<input type="checkbox"/> Book
<input type="checkbox"/> Book due in 2 weeks	<input type="checkbox"/> CD ROM	<input type="checkbox"/> Computer	<input type="checkbox"/> Computer File
<input type="checkbox"/> DVD	<input type="checkbox"/> DVD due in 1 week	<input type="checkbox"/> Display	<input type="checkbox"/> Equipment

## The advanced search screen allows you to:

**Search more indexes** by clicking on the arrow by the "Keyword" box and choosing from the list that appears:

Search for:

Keyword

- Keyword
- Author
  - Author Phrase
  - Corporate Name
  - Conference Name
  - Conference Name Phrase
  - Personal Name
  - Personal Name Phrase
- Language
- Notes/Comments
- Publisher
- Publisher Location
- Standard Number
  - ISBN
  - ISSN
- Call Number
- Subject
  - Subject Phrase
- Title
  - Title Phrase

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Book

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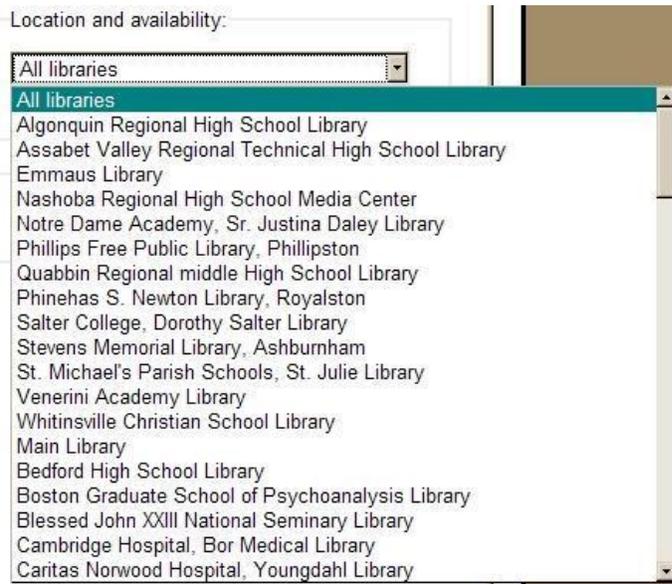
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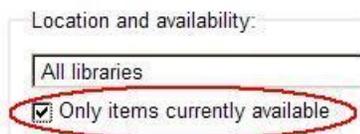
Book

back

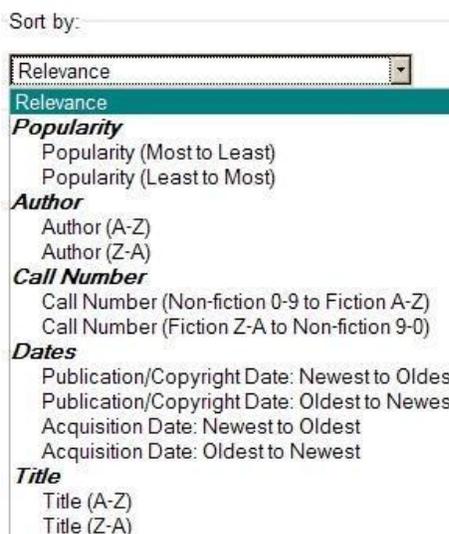
**Limit your search to a particular library** location by clicking on the arrow next to "All Libraries" and choosing a library from the list that appears:



**Limit your search results to items that are currently available** to be checked out by checking the box next to "Only items currently available."



**Change the sort order of your result list** by clicking on the arrow next to "Relevance" and choosing the order you would like your results to be sorted by:



Once you have entered your search term(s) and executed your search, you will be presented with a list of results. If you would like to view a particular title more closely, click on the link for the title. You will be taken to the record for that title:



**Harry Potter : A L'ecole Des Sorciers.**  
 Normal View | MARC View | Expanded MARC View | Card View (ISBD)

by [Rowling, J.K.](#)

Type: Book  
 Publisher: Bloomsbury Publishing, c. 1997..  
 ISBN: 2070518426.  
 Related Subjects: [Fantasy fiction juvenile](#)

[Holdings \( 1 \)](#) | [Descriptions](#) | [Comments](#) | [Amazon Reviews](#)

Location	Call Number	Status	Date Due
Pentucket Regional High School Library	FIC ROW ( <a href="#">Browse Shelf</a> )	Available	

More information about the title appears, as well as information about the owning library and the item's shelf status.

If you would like to compile a list of items from your searches that you can then print out and take to the stacks to find the items on the shelves or that you can email to yourself to use in a bibliography, place checkmarks to the left of the items in the result list and choose "cart" from the "Add to" menu at the top of the result list:

330 results

Select All | Clear All | Add to:  Save

1. [Harry Potter.](#) Cart  
*Public Lists.*  
 by .  
 Type: Book; Format: regular print  
 Availability: **Copies available at:** Venerini Academy Library (1).  
 Match: ... Harry Potter ...  
 Actions: Add to Cart

2. [Harry Potter : A L'ecole Des Sorciers.](#)  
 by Rowling, J.K.  
 Type: Book  
 Publisher: Bloomsbury Publishing, c. 1997.

Alternatively, you can click the "Add to Cart" links that appear throughout the catalog as you are browsing.

To view the items in your cart, click the "Cart" link at the top of the screen:



A new browser window will open and the contents of your cart will be listed. To print the list as is, click the "Print" button. To view more detail about each title, click the "More Details" button. To email the list to yourself, click the "Send" button. To remove items from the list, place a checkmark to the left of the titles you wish to delete and click the "Remove" button:

### Your Cart

[More Details](#) [Send](#) [Print](#) [Empty and Close](#) [Hide Window](#)

<a href="#">Select All</a> <a href="#">Clear All</a>   Selected items : <a href="#">Remove</a>	
<input type="checkbox"/> <a href="#">J.K. Rowling</a> : Shapiro, Marc - St. Martin's Griffin, New York : - 107p.	Pentucket Regional High School Library (BIO ROW)
<input type="checkbox"/> <a href="#">Harry Potter and the chamber of secrets</a> / Rowling, J. K. - Scholastic, New York : - 352 p. : 18 cm. Sequel to: Harry Potter and the sorcerer's stone.	Pentucket Regional High School Library (FIC ROW)
<input type="checkbox"/> <a href="#">The rise and fall of Jim Crow, 1865-1964</a> , Latham, Frank B. - Watts New York, - 72p	Pentucket Regional High School Library (301.451 LAT)

Click the "Print" button to print the list as is.

Click the "More Details" link to view more detail about each title, such as subject headings and notes from the bibliographic record.

Click the "Send" button to email the contents of the cart to an email account.