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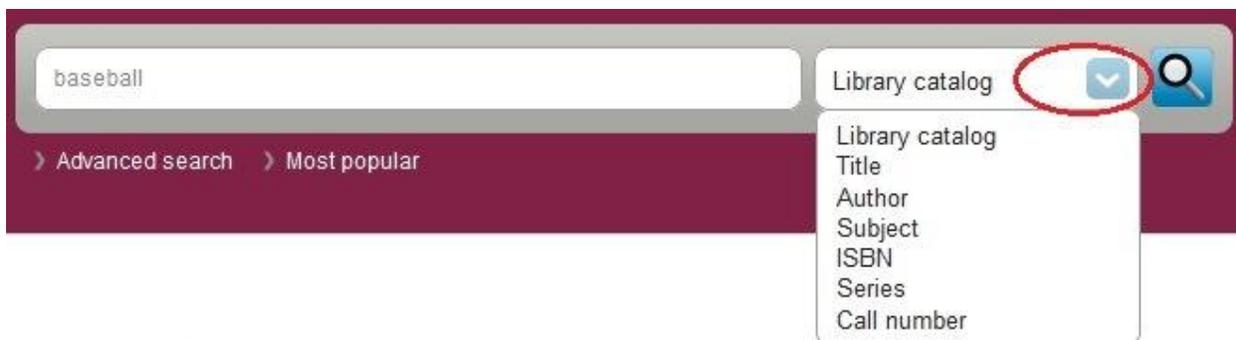
You can also use the "Advanced Search" option, which will provide a wider variety of options for refining your search:

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:


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:

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:
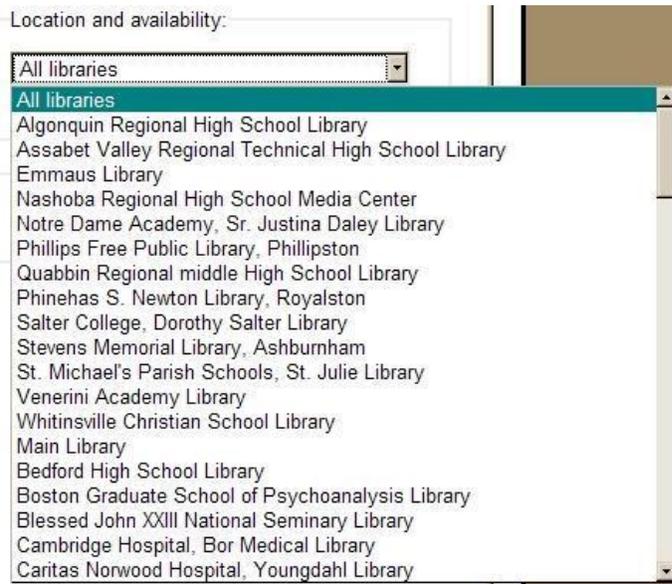
Limit your search results to items that are currently available to be checked out by checking the box next to "Only items currently available."
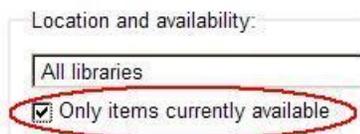
Change the sort order of your result list by clicking on the arrow next to "Relevance" and choosing the order you would like your results to be sorted by:
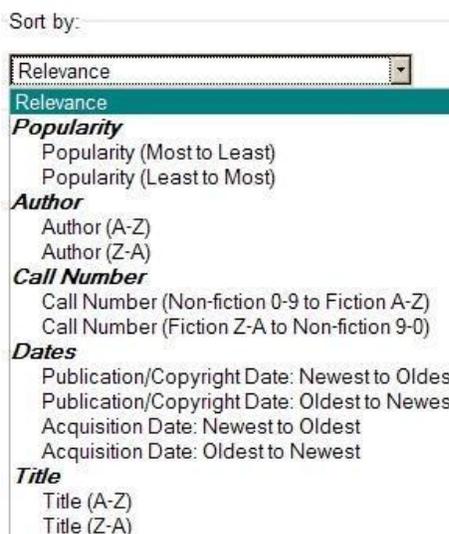
Once you have entered your search term(s) and executed your search, you will be presented with a list of results. If you would like to view a particular title more closely, click on the link for the title. You will be taken to the record for that title:

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:


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 it, 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:

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.