Quick Reference Guide for Searching

Use this guide to become familiar with the features and functions available for searching WISCAT.
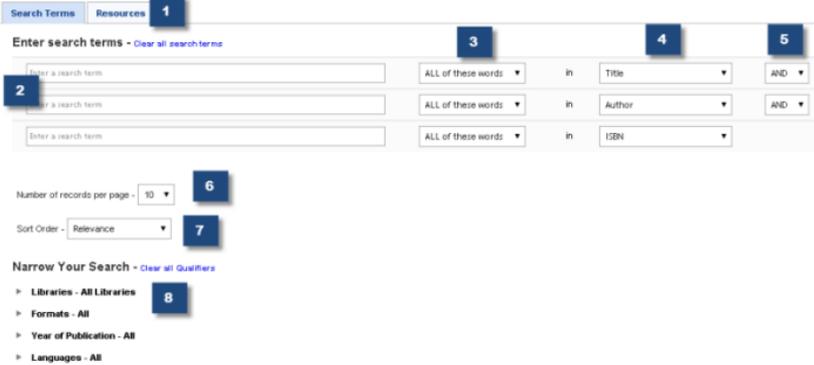
Simple Search

Simple Search is the *broadest* of the search methods. It lets you find materials based on the word(s) you enter. You can search using one or more words in your search term.

- Type your search term(s) for title in the text box.

- "Title" is the default search index. To change the index, click on the "Title" box and choose a different index.

- The library catalogs you search (Resources) have been pre-selected by your library staff.

- Click the Search button to submit your search.

Advanced Search

Advanced Search lets you create search queries using the logical functions **And**, **Or** and **Not**. You can enter up to three search terms and search across multiple indexes.

- Click the Resources tab [1] to change the default resources if desired.

- Type your search term(s) [2] (title, author, subject, etc.) in the text box. Select the matching criteria for the term from the menu. [3] Use the defaults or select the index you wish to search (title, author, subject, etc.) from the menu. [4] Select the logical function to be applied between search terms from the menu. [5] If desired, select the number of records you wish displayed on each page of the search results from the Records per page menu. [6] Select the sort order for search results from the Sort Order menu. [7]

- Ignore the Search Qualifiers, unless you are searching just the union catalog. [8]

Search Results List

The results list shows search results from all resources included in your search. You can expand or narrow the scope of your search.

- Use the **Filter Your Results** menus [1] *to narrow* the scope of your search. Click a heading (**Format**, **Date**, etc.) to view the filters for the heading. Each filter shows the number of titles associated with the filter. Click a filter to limit the search results to *only those items.*

- Use the **Expand Your Search** menus [2] *to expand* the scope of your search. Click a heading (**Subject**, **Author**, etc.) to view the terms and keywords for the heading. Click a keyword to submit a *new* search based on the selected term.

- Use the **Modify Search** link [3] to return to the previous search screen (with all entered search parameters retained) to modify and resubmit your search.

- Click a book jacket in the list to view the Full Record Display for the title.

Full Record Display

A Full Record Display is shown by clicking on the item's jacket art on the Search Results List. Each Full Record Display gives complete bibliographic information for the title. Content is arranged as a multi-page tabbed display. Click a tab to view the associated information. Depending on the title being viewed, some tabs may not be available.

- **Details** [1]

Shows complete bibliographic information for the title, including title, author, description, subject, notes and catalog number(s). Links in the bibliographic display let you perform *additional* searches from the Full Record Display.

- **More About The Title** [2]

Shows *additional* information about the title, such as a summary or synopsis, author notes, published reviews and other enhanced content.

- **User Reviews** [3]

Shows reviews of the title by other library patrons and/or from other third-party sources.

- **MARC Display** [4]

Shows bibliographic information in USMARC format.