



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. 1
- “Title” is the default search index. 2 To change the index, click on the “Title” box and choose a different index.
- The library catalogs you search (Resources) 3 have been pre-selected by your library staff.
- Click the Search button  to submit your search. 4

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.

The screenshot shows an advanced search interface with the following elements:

- 1**: A tab labeled "Resources" is selected, with "Search Terms" also visible.
- 2**: Three input fields for search terms, each with a "2" callout.
- 3**: Three dropdown menus for matching criteria, each with an "ALL of these words" callout.
- 4**: Three dropdown menus for search indexes (Title, Author, ISBN), each with an "in" callout.
- 5**: A dropdown menu for logical functions (AND), with an "AND" callout.
- 6**: A "Number of records per page" dropdown menu set to "10", with a "6" callout.
- 7**: A "Sort Order" dropdown menu set to "Relevance", with a "7" callout.
- 8**: A "Narrow Your Search" section with expandable options: "Libraries - All Libraries", "Formats - All", "Year of Publication - All", and "Languages - All", with an "8" callout.

- 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.

The screenshot shows a search results interface. At the top, it says "Showing titles 1-40 of 277 total records". On the left, there are two main menu sections: "Filter Your Results" (labeled with a blue box containing the number 1) and "Expand Your Search" (labeled with a blue box containing the number 2). The "Filter Your Results" section includes a "Format" dropdown menu with options: Audiobook (2), Audiobook Cassette (2), Audiobook CD (14), Book (169), DVD (39), eBook (38), Large Print (6), Music CD (1), and Visual Materials (4). Below this are fields for Date, Subject, Author, Title, Publisher, and Libraries. The "Expand Your Search" section includes a "Subject" dropdown menu with options: Fast food restaurants, Convenience foods, Food industry and trade, Food habits, Feature films, Melodrama, Colorado, Marketing executives, Slaughtering and slaughter-hou..., Electronic books, Cooking, American, Diet, Cooking, Food, Ingredient substitutions (Cooki..., Author, and Title. On the right, there are search controls: "Sort by:" (set to Relevance), "Records per page:" (set to 40), and a "Go" button. Below these are two rows of book covers for "Fast Food Nation" by Eric Schlosser. Each cover is accompanied by a small text block showing the title, author, and publication details. At the top right, there is a "Modify Search" link (labeled with a blue box containing the number 3) and a "View" link.

- 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.

The screenshot shows a library catalog interface for the audiobook 'Fast Food Nation'. At the top, there are navigation links for 'Previous Record', 'Previous Location', 'Next Location', and 'Next Record'. Below these is a small image of the audiobook cover. The main content area is titled 'Found in: WISCAT Union Catalog' and shows the title 'Fast food nation' by Schlosser, Eric, with a star rating of 4.7/5 from 4279 reviews. A tabbed interface is visible with five tabs: 'Details', 'More About The Title', 'Where to Find It', 'User Reviews (4278)', and 'MARC Display'. The 'Details' tab is selected, displaying bibliographic information such as ISBN (073512502), Publisher (RHCO 493), Title, Edition, Date, Description, Notes, and Subject.

- **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.

- **Where to Find It** 3

Shows a list of libraries that own the title.

- **User Reviews** 4

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

- **MARC Display** 5

Shows bibliographic information in USMARC format.