Searching

Quick Search

The patron search station opens by default to the Quick Search screen.

Quick Search is a good way to do basic searches of your library.

- Enter a search term in the search field.

Choose the option that best describes the kind of search you want to perform:

- Choose Title if you want InfoCentre to search for copies that contain your search term in their title.
- Choose Author if you want InfoCentre to search for copies that are written by the author whose name you enter as a search term.
- Choose Subject if you want InfoCentre to search for copies that contain your search term as their subject.
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- Choose **Keyword** if you want InfoCentre to search for copies that contain your search term in their title, author, subject, or other information.

- Click **Search** to perform your search.

- Click **Browse** to view a list of valid search terms.

- Click a search term. The term will appear as the search term on the **Quick Search** screen.
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Search Results
InfoCentre displays the number of search results. InfoCentre also provides basic information about each result, including title, author, call number, and status.

Icons help patrons to identify the kinds of materials included in their results. Use the **Copy Type Icons** settings in **Searching Administration** to assign icons to search results.

- Sort your results by **Title**, **Author**, **Call Number**, **Publication Date**, and **Reading Points**.
- Use the **Previous** and **Next** buttons to move forward and backward through your search results.
- Click **Print** to view a printable version of your search results.
- Click **Add** beside the individual result or **Add All** to add all results to your title list.
- Click one of your results to view more information.
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Viewing 7 of 7 for DOGS

Show Full  Show Copies  Show MARC

Call Number  599.74 BIE
Status  1 copy In
Title  Wild dogs / [written by Timothy Levi Biel].
Author  Biel, Timothy Levi.;
Series  Zoobooks
Summary  Discusses the habits and behavior of wild dogs, including the gray wolf, jackal, dingo, fennec, bat-eared fox, and coyote.
Subject  1. Wild dogs--Juvenile literature. 2. Wild dogs.--sears
Reading Program  Accelerated Reader AR
Level: 5.5
Points: 0.5
Quiz: 16798 - No Quiz Available
Notes  Includes index.
SLJ
Audience  3-7, 4.
Publisher  Mankato, MN : Creative Education, 1996. 1996.
ISBN/ISSN  0886827809
LCCN  95045320 /AC
Physical Description  24 p. : col. ill. : 29 cm.

- Click Show Copies to view information about the title's copies.
- Click Show MARC to view the result in MARC format.
- Click Show Full to return to the Full view.
- Use the Look Left and Look Right buttons to browse the shelves. Clicking Look Left takes you to the full description of the item shelved immediately to the left of the current item. Clicking Look Right takes you to the full description of the item shelved immediately to the right of the current item.
- Use the Previous and Next buttons to move forward and backward through your search results.
- Click Print to view a printable version of the record.
Advanced Search
Click the Advanced Search button to open the Advanced Search screen.

Advanced Search allows you to combine search terms with the words and, or, and not. These words are called Boolean operators.

- Enter a search term in the search field.
- Limit your search to a particular type of information by choosing a search type from the drop-down list. Leave the search type set to Keyword if you want InfoCentre to search all fields.
- Enter a second search term and select a search type. You can enter up to three search terms.
- Select a Boolean operator (and, or, not) if you have entered more than one search term.
- To limit your search by Location, enter a location in the Location field. Leave the field blank to include all locations.
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- To limit your search by **Copy type**, select a copy type from the drop-down list. Leave the field blank to include all copy types.

- Click the **Search** button.

- Click **Browse** to view a list of valid search terms.

InfoCentre's **Advanced Search** screen allows you to limit your search to specific types of information.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Title</th>
<th>Author</th>
<th>Subject</th>
<th>Keyword</th>
<th>Call Number</th>
<th>Copy ID</th>
<th>Series</th>
<th>Publisher</th>
<th>Publication Date</th>
<th>ISBN or LCCN</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example, you can search by ISBN. Enter the number in the search field and select **ISBN or LCCN** from the drop-down list.
Other Libraries
Click the Other Libraries button to open the Other Libraries screen.

Use the Other Libraries screen to search other InfoCentre libraries.

- Choose the other libraries you wish to search.

Depending on how the other libraries have been configured in Searching Administration, you can select individual Libraries or Groups. You can also include your own library in your search.

When you have selected the other libraries, proceed with your search. The search fields function in the same way as Advanced Search.
My List
Click the My List tab to view the titles from your search results that you added to your list.

The My List tab allows you to make changes to your list. InfoCentre does not retain lists between search sessions, so the My List tab also allows you to save or print your list.

- Sort your list by Title, Call Number, Author, or Publication Date.
- Click the Remove button to delete one of the titles in your list or the Remove All button to clear the entire list.

Your list is automatically emptied when you exit InfoCentre so you may want to print or save your list to a text file.

- To print your list, click the Print button to open a printable version of your title list. Click Print to print a copy or Close to return to the My List screen.
- To save your list as a text file, click Save then choose to Open or Save the file to your computer. Your list opens or is saved as a text file. You can work with the text file in a word-processing or other application.
My Library Info
Click the My Library Info tab to open the My Info screen. Patrons can use the My Info feature to access their circulation information.

- Enter the required login information and click the Login button.

Note: Depending on how Patron Access has been configured in Searching Administration, patrons may be required to enter up to three types of information.
InfoCentre displays **Patron Information**, including **Checkouts**, **Holds**, **Bookings**, and **Fines**.

### Patron Information for Speer, Jennifer Simone

<table>
<thead>
<tr>
<th>Name</th>
<th>Speer, Jennifer Simone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patron ID</td>
<td>0001999520</td>
</tr>
<tr>
<td>Patron Type</td>
<td>Student</td>
</tr>
<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Homeroom</td>
<td>111</td>
</tr>
</tbody>
</table>

| Checkouts | | |
|-----------|-------------|------------|-----------------|
| Copy ID   | Title       | Call Number| Due Date        |
| 00019999910053 | Science Projects | 500 MOO | May 11, 2005 |
| 00019999910056 | Exploring careers in science | 502.3 | May 11, 2005 |

| Holds | |
|-------||
| You have no holds. |

<table>
<thead>
<tr>
<th>Bookings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy ID</td>
<td>Title</td>
</tr>
<tr>
<td>00019999910102</td>
<td>En tiempo de los faraones</td>
</tr>
</tbody>
</table>

| Fines | |
|-------||
| You have no fines. |

- Click **Print** to create a printable version of the patron's circulation information.

- Click **Clear** to log out of **My Library Info**.