

Searching with CAT

Your school's catalog will look similar to this. The opening screen is the Quick Search.

1. **Search type** - select by clicking the appropriate radio button. Keyword will be appropriate for most searches. Browse will display a list of subject headings related to your search term. Exact is good when you are looking for a short, specific title.
2. **Enter** your search term.
3. **Library** will default to your library, but you can use the drop down menu to search other libraries also.
4. **INFOhio collections** – check the boxes if you want your results to include the Digital Video Collection and / or the INFOhio eBook collection. NOTE: the INFOhio eBook collection is classic titles available to all schools in Ohio. If your school has purchased ebooks for you, they will display in the results list with the print books and not with the INFOhio eBooks.
5. **Item group** will limit results to a specific item group. This is helpful if you are looking for just nonfiction or biographies.
6. **Sort by** author, subject, title, relevance, old to new, or new to old, or leave default for none. If you want the most recent items, New to Old is your best option.
7. **Search type** - Press [enter] if the search type you want is already selected (by default “all fields” is selected). All Fields will give you the most results, although some of them may not be entirely relevant. This searches the title, author, subject and summary on the records. Author names can be entered with either the first or last name first.
8. **Special Searches-**
 - a. Browse Call numbers - A Browse search is like walking through the "shelves" in the library. It lets you see items that are next to each other on the shelf.
 - b. Browse Headings - groups subject headings to give you additional searching terms.
 - c. Reading Level search – search by Lexile or Reading Level in a reading program.
9. **Advanced Search** – you can do Boolean searches using “and”, “or”, and “not”. Ex. *Author twain AND subject Mississippi*; *Author twain OR subject Mississippi* ; *Author twain NOT subject Mississippi*
10. **Other Resources** – provides links to public libraries and schools using MORE.

Results Screen

#4 **973.7092 GOO** 2005
Team of rivals : the political genius of Abraham Lincoln
Goodwin, Doris Kearns.
New York : Simon & Schuster, c2005.
xix, 916 p. : ill., maps ; 25 cm.

Copies at Available Total
North Ridgeville High School 1 1

Show Details

a b c d e f g

1. **Content Enrichment** – the little icons under the book jacket are related information about the book. All books don't have all the options.
 - a. Author Biography
 - b. Reviews
 - c. Summary
 - d. Table of Contents
 - e. Sample Chapter
 - f. Children's Literature Comprehensive Database Review
 - g. Related link.
2. **Keep** – clicking the Keep button by a title will allow you to put numerous items in a Kept Folder. To print this list, click on the Kept button at the top of the screen. You will have the option to sort it by call number, title or author. HINT: Sort by call number to make it faster to locate the titles in your library.

Quick Search Advanced Search Visual Search 4 Kids Other Resources Review My Account Suggestion Box

BACK HELP NEW SEARCH PREVIOUS NEXT CHANGE DISPLAY KEPT LOGOUT DISCOVERY PORTAL

3. **Back** – use the Back button on the menu bar instead of your browser's back button.
4. **Help** – takes you to the online help if you need more detailed instructions.
5. **Previous / Next** – lets you move back and forth between searches you've done this session without having to retype the search term.
6. **Discovery Portal** – remember, there are thousands of resources here including websites, ebooks, databases, and more! Be sure to check them out.

Don't forget the INFOhio eBook collection!

The titles in there are older, however, you will find some wonderful stories and illustrations that you may not find in other places. You need to check the box by eBook before you launch your search. The results will be on the right side of the screen. You will find directions to download the eBooks onto various devices on each record.