

# Welcome to the Evergreen Indiana Online Catalog!



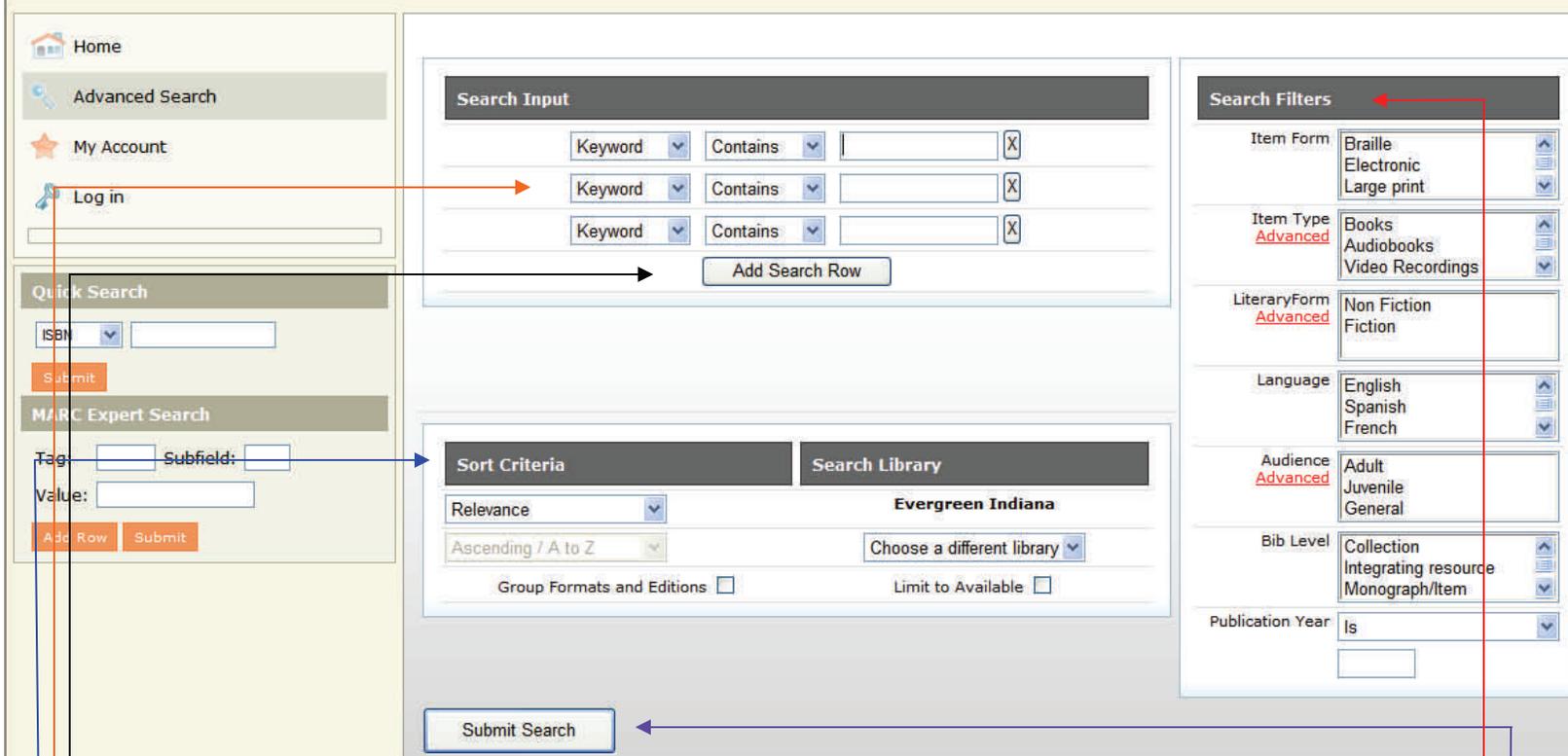
Now Searching Westfield Washington Public Library

A screenshot of the Evergreen Indiana Online Catalog search interface. At the top, there is a search bar with a "Search" button. Below the search bar are two dropdown menus: "Keyword" and "All Formats". Further down, there are three buttons: "Advanced Search", "Local Library System", and "My Account". At the bottom, there is a "Language" dropdown menu set to "English (US)". Colored arrows point from the search bar, the "Keyword" dropdown, the "All Formats" dropdown, and the "Search" button to the corresponding steps in the guidelines below.

## Basic Searching Guidelines

1. Type your search term into the data line next to the **Go!** Button.
2. Select the type of search you want to do from the drop-down menu [choose from Keyword; Title; Author; Subject; or Series].
3. Select the format you want [choose from All Formats; Books; Large Print Books; Audiobooks, which includes books on tape and CDs; Videorecordings, which includes VHS and DVD; Music, which includes audiotapes and CDs; or Electronic Resources, which are CD-ROMs].
4. Click the **Go!** Button to run your search.
5. From the results screen, look at all the options brought up by your search and view records by clicking on the title.
6. In the **Copy Summary** near the bottom of the page, clicking on **Details** will give you more information about where to find the item.
7. You may start another Basic Search session at the top of the results page.
8. Click on the **Go Back** Button to return to the previous screen.
9. Ask a librarian for help!

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## Advanced Searching Guidelines

1. From the **Basic Search** screen that the computer defaults to, click on **Advanced Search** at the bottom left; you will see the screen illustrated above.
2. In the upper right corner of the screen, you can change the size of the text from **Regular** to **Large**.
3. Using the **Search Input** fields, type in as many fields of text as you desire and select what type of information you want for each field from the drop-down menus. [choices include Keyword; Title; Author; Subject; or Series and the Google-like operators [contain; does not contain; or matches exactly]
4. Click the **Add Search Row** to add more fields.
5. Using the **Search Filters** along the right side, you may narrow your search [Item Form; Item Type; Literary Form; Language; Audience; and Shelving Location].
6. The more **Search Filters** you use, the fewer results you will get; also, the more filters you use, the greater the chance that you will get zero results!
7. You may use the **Sort Criteria** drop-down menu to sort your results.
8. Click **Submit Search** when you are ready to search.
9. Then, follow Steps 5 through 8 on the **Basic Search** Guidelines.
10. Ask a librarian for help!