

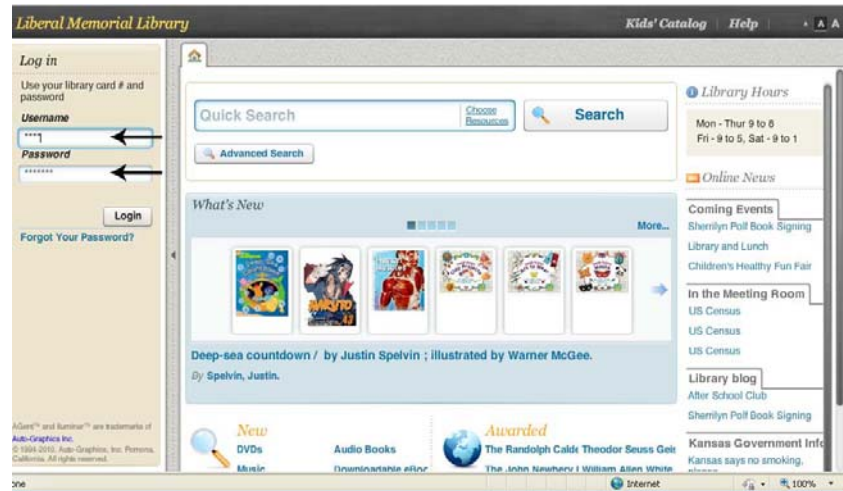
# Basic Search on the Library Catalog

Go the library's catalog

<http://www.lmlibrary.org/catalog>

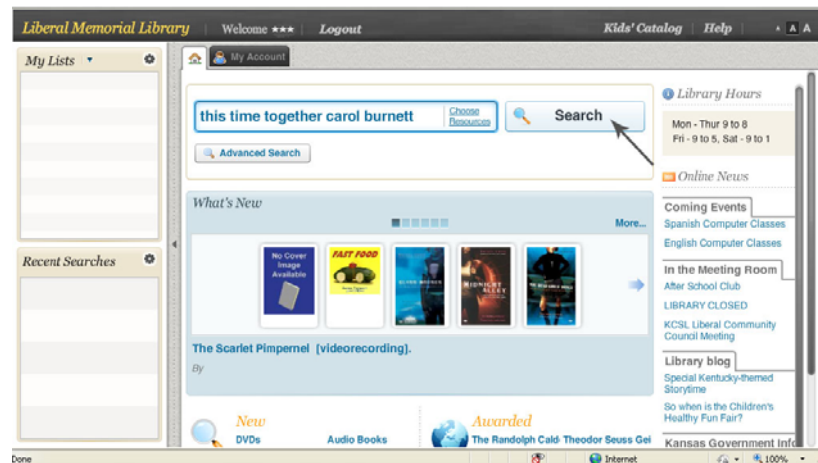
Log in on the left side of the screen using your library card number and password. The password is the same password you use to login to the computers or use the self-check machine.

If you do not know your password, you can ask at the front desk.



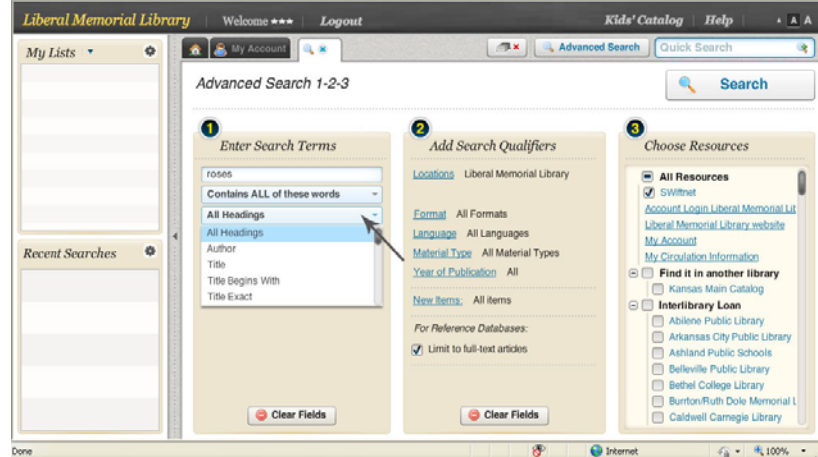
Quick Search will search by All Headings, including title, author, subject, and notes.

If you know the title and author you're looking for, you can type them both in the search box to do a quick search. Hit enter on the keyboard or click Search.



In this search I'm looking for "This time together" by Carol Burnett. →

If what you're searching for has a common name like "Roses" and you're not sure of the author's name, you can do an Advanced Search to narrow the search.



There are three sections in Advanced Search

- 1 Enter Search Terms
- 2 Add Search Qualifiers
- 3 Choose Resources

If you leave sections 2 and 3 as is when doing a search, it will search through all of our library's items to find what you want.

Under 1 Enter Search Terms, type what you're looking for "Roses"

Click on All Heading to change what you're searching by.

You can search by **All Headings** (Keyword), **Author**, **Title**, **Title Begins With**, **Title Exact**, **Subject**, etc.

**Title** means what you're searching for "Roses" is somewhere in the title. (Something roses something)  
**Title Begins With** means the title starts with what you're searching for. (Roses something something)  
**Title Exact** means what you're searching for is the entire title of the item. If there are any other words in the title, it won't show in the search results. (Roses)

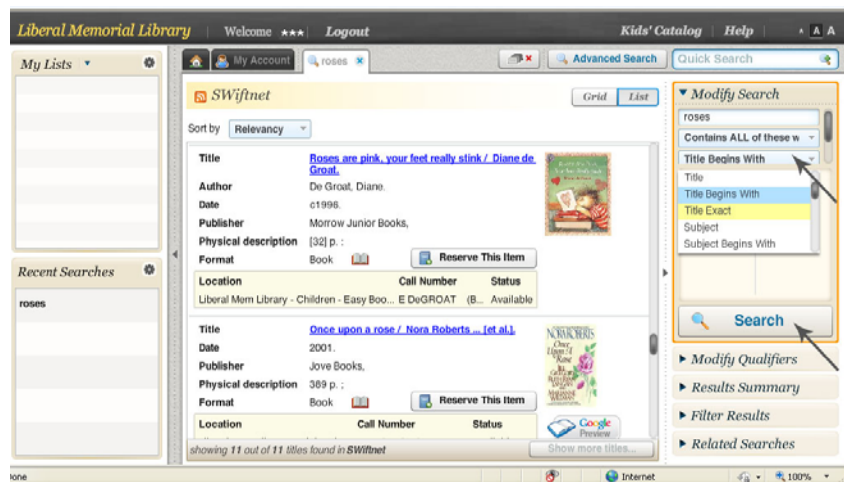
You may get some strange results where the title seems to have nothing to do with what you searched. That's because searching by Title includes the series title and other titles in the items record, such as individual titles in a book of short stories.

I searched by **Title Begins With** for "roses" and have 11 results. I want to narrow my search with **Title Exact**.

Click on **Modify Search** in the upper right of the screen.

Click on the dropdown to change **Title Begins With** to **Title Exact**.

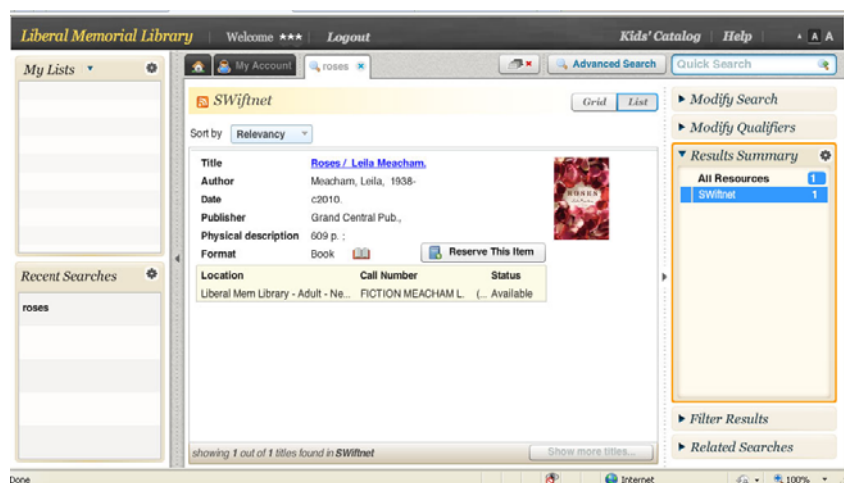
Click on  Search



The results have been narrowed down to one book.

You can see the Location and Status of the item in the location bar beneath the title and book cover.

Point the mouse to the location bar to see the rest of the location if it is cut off.



This is a fiction book in the New section and it's available.