



Library Staff Instructions

Searching the Catalog

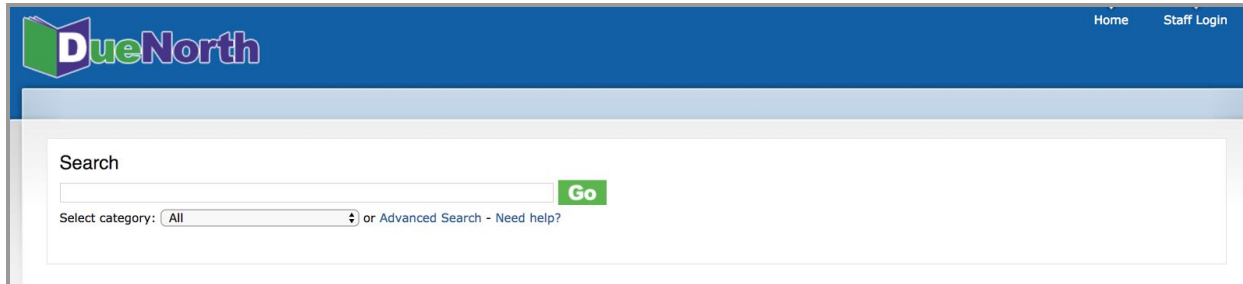


Figure 5: Simple search

Simple Search

The Search box at the top of the DueNorth home page is also called Simple Search. It allows for keyword searching. You can combine terms from a title and author. A common title such as Tale of Two Cities or the terms “Dickens tale” will return a large number of hits. Following is an example of a simple search that returned a small number of hits. This search was for the title The grizzly bear family book by Michio Hoshino. The words ‘grizzly’ and ‘michio’ were entered.



Figure 6: Simple search results

Advanced Search

The advanced search lets you:

- Combine terms, author and title as well as subjects and ISBNs.
- Change the sorting of the results list.
- Change the number of results per page.
- The system defaults to “All of these words.”

The screenshot shows the 'Advanced Search' page of the 'Regional Catalog and Resource Sharing System'. The page features a blue header with the 'DueNorth' logo and the text 'Regional Catalog and Resource Sharing System' and 'Advanced Search'. Below the header, a message states: 'This page allows you to enter more detailed search terms. The more fields you fill in, the smaller your set of results will be.' The search form includes fields for 'Keyword(s)', 'Title', 'Author', and 'Subject(s)', each with an empty input box. To the right of these fields are three rows of radio button options: 'All of these words' (checked), 'Any of these words', and 'This phrase'. Below these fields are 'Sort by' (set to 'relevance'), 'Results per page' (set to '20'), and 'Categories' (set to 'All'). At the bottom, the 'Your query:' field is empty, and a 'Search!' button is located in the bottom right corner.

Figure 7: Advanced search

This screenshot shows the same 'Advanced Search' page, but with search terms entered. The 'Title' field contains 'Great Gatsby' and the 'Author' field contains 'Fitzgerald, F. Scott'. The 'All of these words' radio button is selected for all four search fields. The 'Your query:' field now displays the generated search string: 'ti="Great Gatsby" and au="Fitzgerald, F. Scott"'. The 'Search!' button remains in the bottom right corner.

Figure 8: Advanced search using Title and Author



Figure 9: Results display

The format Books was selected to narrow the search below. In the Search box, the word All is now highlighted in an amber color. Click on All to undo the narrowing selection and return to the previous screen.

Click on the title to display the holding libraries.



Figure 10: Limited results display

The title screen displays holding libraries. Many catalogs will display the local availability. If it does not, click on the name of the library to go to that library's catalog and identify the circulation status of the material. For some libraries, a '-' or dash indicates that the item is available; a date listed indicates the items is checked out.

Format
Books

Source
CEF Library System
Jefferson-Lewis SLS
North Country Library System

Dates
1997

HARRY POTTER

Harry Potter and the philosopher's stone, J. K Rowling

Author Rowling, J. K

Title Harry Potter and the philosopher's stone

Description Pagination may vary. First published in 1997 by Bloomsbury. This was published in the United States as 'Harry Potter and the Sorcerer's Stone' by Scholastic Corporation in 1998. Rescued from the outrageous neglect of his aunt and uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Witchcraft and Wizardry

Request

Source	Location	Call Number	Local Availability		
CEF Library System	Alexessene Library	JF ROW	Available	View MARC	RIS
North Country Library System	OGDENSBURG	YA ROWL	8/8/2017		
North Country Library System	POTSDAM	PS J ROWL	8/3/2017		
North Country Library System	POTSDAM	PS J ROWL	-	View MARC	RIS
Jefferson-Lewis SLS	JSHJ	F ROW	-	View MARC	RIS
CEF Library System	Willboro Paine Memorial Library	J F ROW	Available	View MARC	RIS

Figure 11: Title screen showing availability

If you have questions about using the DueNorth catalog, please contact Christi Sommerfeldt at christi@nnyln.org or call (315) 265-1119.