

Types of Searches

- **Basic Search** lets you quickly perform a search by entering terms and selecting a single search field. You can search for your terms in the Keyword, Title, Author or Full-Text fields. Basic Search is prominently featured on the home page and is also available on the right side of every non-search page. Some search fields are not applicable for all types of eContent.
- **Advanced Search** lets you construct more complicated searches using multiple fields (Title, Author, Full Text, Subject, ISBN, Narrator), Boolean operators (and, or, not), and limits (year, publisher, duration, language, format). Some search fields and limits are not applicable for all types of eContent.

Search Fields and Limits

- **Keyword** searches for your terms in the title, author, Library of Congress subject heading, publisher, and ISBN fields. Enter a single term (example: *programming*) or multiple terms that can be found in the same or different fields (example: *pride prejudice* or *midsummer Shakespeare*).
- **Title** searches all titles for the terms you entered. Enter the exact title (example: *A Tale of Two Cities*) or any portion of the title in any order (example: *Huckleberry adventures*). It is not necessary to enter beginning articles in the title (the, a, an).
- **Author** searches all authors for the name(s) you entered. Enter the name in any order, with or without punctuation, and capitalization is not necessary (example: *Twain, Mark* or *mark twain* or *Twain Mark*).
- **Narrator** searches all narrators for the name(s) you entered. Enter the name in any order, with or without punctuation, and capitalization is not necessary (for example: *Guidall, George, george guidall, or Guidall George*). This search is only available for audiobooks.
- **Full Text** searches for your terms in every word of all full-text eContent. Use this field to search for words that can appear in the text of eContent but not in the title or other fields. When using this search field, be as specific as possible. You can also use quotation marks to search for full text phrases. For example, you can perform a full text search for "remote authentication" to retrieve all full-text eContent that contains that exact phrase. This search is only available for full-text eContent.
- **Subject** searches Library of Congress Subject Headings for the terms you entered. Enter a single term (example: *computer*) or multiple terms (example: *civil war history*).
- **ISBN** searches for both the print and electronic version for the ISBN you entered.

- **Publication Year** limits your search by the publication date or date range you entered. Dates must be entered in whole years only. Enter a single date (example: *1998*) for titles published in 1998, an inclusive date range (example: *1955-1995*) for titles published in or between 1955 and 1995, the beginning of a date range (example: *-1960*) for titles published in or before 1960, or the end of a date range (example: *1960-*) for titles published in or after 1960.
- **Publisher** limits your search to the publisher name you entered.
- **Duration** searches for audiobooks by duration, the time it takes to listen to the Audiobook, not the amount of time it takes to download the Audiobook. This search is only available for audiobooks.
- **Language** limits your search to items in the language you selected.
- **Subject Centers and Databases** limits your search to items in the specific Subject Centers or databases you selected. This limiter is only available for libraries that provide access to other specialized Subject Centers or databases.
- **Format** limits your search to items with the format you selected. If your library has licensed the Adobe Content Server, you will also see the option to limit your search to Offline eContent, eContent that can be downloaded and viewed offline using Adobe® Reader® 6.0 or higher. If your library has purchased audiobooks, you will also see the option to limit your search to audiobooks.

Using Boolean Operators in Your Search

If you do not specify a Boolean operator, the "and" operator is the default.

- **And** searches for both terms (for example: *history and European*)
- **Or** searches for either term (for example: *heart or cardiac*).
- **Not** searches for the first term, but not the second term (for example: *nursing not home*).
- **Double quotes** ("") searches for the entire specified phrase (for example: *"civil rights"*).
- **Single asterisk** (*) searches for all terms which start with the pattern (for example: *cook** searches for cook, cooks, cooking, cookery, and cookbook).
- **Double asterisk** (**) searches for all forms of a term (for example: *drive*** searches for drive, drove, driving, and driven).

Search Results

From the search results page, you can view/download an eContent title, see more information about the title, and add the title to your list. The type of eContent displays in parentheses in red beside the title of each item. You can

revise your search criteria and you can resort your results. The bold, non-linked option is the current sort order. To resort your results, click on a different sort option.

- **View this eBook** opens the full-text eContent in the online reader without requiring you to login or create an account. You actively view the eContent (turning pages, searching within the full text, etc.) in 15-minute increments. If you are not actively viewing the eContent, it returns to the library for someone else to view. Only available for full-text eContent.
- **Download this Audiobook** begins the process to download the audiobook title to your personal computer and checks out the title to your account. You must be logged into your account. This feature is not available in some libraries.
- **Show Details** displays detailed information about the eContent, including the author, ISBN, and the subject classification. You can also view/download or checkout the eContent from this page or listen to a preview of an audiobook.
- **Add to My List** automatically adds the eContent title to your list. You must be logged in to add items to your list. If you are not logged in, the system prompts you to login.

Specialized Searching

If your library provides access to other specialized Subject Centers or databases, specialized search pages and additional search limiting options are available. Links to specialized search pages for Subject Centers or databases appear on the NetLibrary home page beneath the Basic Search box, on the Advanced Search page in the "Specialized Searching" area to the right of the main search boxes, and on the Whats Available page. The Advanced Search page provides additional search limiting options for some Subject Centers or databases.