

Searching by a Specific Name (Quick Search)

The Online Library Catalog offers many different types of searches. The *Quick Search* option is the most basic and efficient manner of searching. Using *Quick Search*, you can identify works by a particular author, editor, composer, or performer.

- 1) Go to [http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/)
- 2) Click on *Quick Search*.
- 3) In the *Search for* box, type the last name and then the first initial or name (if known) of the person. If searching for items by an organization or group, type the organization or group name.
- 4) From the *Search by* menu, choose *Author (last name, first name)*.
- 5) Click the *Search* button to view the results of your search. If your search retrieves more than one name, you will receive a list of names. To view the items, click on the name.

To Search by Name Keywords (Advanced Search)

The other type of search offered by the Online Library Catalog is the *Advanced Search*. *Advanced Search* is helpful when you know a person's first or last name, when you want to find items that are about a person, or when you know some words in the name of an organization or group but not the complete name.

- 1) Go to [http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/).
- 2) Choose *Advanced Search*.
- 3) In the *Search for* box, type the last name and then the first name (if known) of the person. If searching for items by an organization or group, type the organization or group name.
- 4) Click on the *All of These Words* menu and choose the appropriate option. If you entered a phrase, choose *These Words as a Phrase*. If you entered keywords, but not as a phrase, select *All of These Words*.
- 5) Within the *Search by* menu, there are several different types of author/name searches:
 - Choose *Author Words* when searching for the works of an individual.
 - Choose *Publisher* when searching for the works of a publisher.
 - Choose *Corporate Author* when searching for a work or series of works that were created by a corporation, non-profit group, government agency, or other entity.
 - Choose *By and/or About a Person* when searching for biographic materials.
- 6) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will receive a list of titles. To view the full record for an item, click on the name.

Limiting Your Search

You can make your Name Keyword Search (*Advanced Search*) more precise by applying *More Limits*. Set limits before you begin searching.

- 1) Click on the More Limits button (lower right corner of screen).
- 2) Within the *Search Limits* option box, there are several different limits. You can apply one or more limits to your search.
 - *Language* - items in a specific language
 - *Location* - items in a specific campus library
 - *Year of publication* - items published in a certain year or range of years
 - *Primary Format* - items in a specific format (e.g., books, magazines, musical scores, films, etc)
 - *Additional Format Specification* - items in other formats (e.g., microforms, atlases, globes, artwork, etc.)
 - *Place of Publication* – items published in certain states or countries

Select the limits needed in the appropriate boxes. Hold the control key or apple key to select multiple options from the lists.

- 3) Click *Set Limits*. Red bold text will appear on the screen stating: “Search Limits are in effect!” To remove any limits you have set, click on the *Clear Limits* button in the lower right corner of the *Advanced Search* screen.

Catalog Assistance

Questions? Please visit “Ask A Librarian” at <http://www.library.uiuc.edu/askus/> to find out how to contact us in person, via phone (217-333-2290), e-mail (reflib@uiuc.edu), or chat.