

Searching for a Specific Subject Heading (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. The *Quick Search* option can be used to identify works about a specific subject.

- 1) Go to **[http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/)**
- 2) Choose *Quick Search*.
- 3) In the *Search for* box, type a word or phrase describing a subject.
- 4) Within the *Search by* menu, choose *Subject Headings*.
- 5) Click the *Search* button to view the results of your search. You will retrieve a list of subject headings. The subject headings are the formal terms used by the library to categorize and group items. In the left column, you also may notice a *See Also* button, which indicates that there may be additional subject headings that relate to your search. Clicking on this button allows you to view these additional references.
- 6) To retrieve titles associated with a subject, click on a subject heading. If the subject heading search retrieves more than one item, you will see a list of titles. To view the full record for an item, click on the title.

Searching by Subject Keywords (Advanced Search)

The *Advanced Search* is helpful when you do not know the precise subject term for your topic but know keywords that apply to your topic.

- 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 subject keyword(s) you want to search.
- 4) From the *All of These Words* pull down menu, 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) From the *Search by* menu, choose *Subject Words*.
- 6) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will retrieve a list of titles. To view the full record for an item, click on the title.

Limiting Your Search

You can make your *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 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.