

Searching for a Specific Title (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 search for the specific title of a book or journal.

- 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 title of the item you are seeking. Omit initial articles (“a,” “an,” or “the”) at the beginning of the title.
- 4) From the *Search by* menu, choose either the *Start of Title* or *Start of Journal/Magazine Title* option.
 - Use *Start of Journal/Magazine Title* for magazine, newspaper, journal or other periodical titles.
 - Use *Start of Title* for all other materials.
 - If you are not certain, use *Start of Title*.
- 5) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will get a list of titles. To view the full record for an item, click on the title.

Limiting Your Quick Search

There are two options for making your *Quick Search* more precise: *Quick Limit* and *More Limits*.

Quick Limit: Below the *Search for* box, there is a *Quick Limit* option. Click on the down arrow to select an option. You can limit your search results by library, date, format, or location.

More Limits: You can also make your title 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 the limits you have set, click on the *Clear Limits* button in the lower right hand corner of the screen.

Searching by Title 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 some words from a title but not the exact title.

- 1) Go to **[http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/)**
- 2) Choose *Advanced Search*.
- 3) In the first *Search for* box, type keywords from the title of a book, journal, or magazine. In general, it is best to omit common words like “a,” “an,” “the,” and “and.”
- 4) From the corresponding *All of These Words* 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 *Title Words*.
- 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 title.

Limiting Your Advanced Search

There is one option for making your Advanced Search more precise: *More Limits*. For information about *More Limits*, see the section of this handout labeled “Limiting Your Quick Search.” *More Limits* functions the same way for a *Advanced Search* as it does for a *Quick Search*.

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.