



# Catalog Search Tips & Hints

## Limit By

Looking for a particular format or only interested in items currently available at a particular BCCLS library? The Limit By drop-down menu will allow you to limit your search to available items only, or to a particular format (i.e., books, audiobooks, etc.).

## More Advanced Search Options

There are more than 5 million items in the BCCLS catalog. For more precise keyword searching, click on the More Advanced Search Options link. This will allow you to limit your search to include or exclude one or more libraries, publication dates, detailed material types, target audiences, collections, and/or languages. You can select more than one option from each of these categories by using the control or shift keys.

## Narrow Your Search

Too many search results? Try using the Narrow Your Search options on the left side of the search page! Select the limiters you are interested in from the available categories (i.e., library, type of material, subject, author, etc.) and your search results will automatically update.

## Search Suggestions & Did You Mean

The catalog may make suggestions about what you are looking for, either when you are typing your search terms or after you have run your search. These suggestions can be very useful, but not always. Please feel free to disregard them.

## Sorting Search Results

You can sort your search results by relevance, most popular, publication date, and more. Try sorting the same search in different ways to see which yields the most helpful results. No one sort will always work better than another – it all depends on what you're looking for.

## Browse Search

Great when you know the EXACT title you're looking for. It even breaks the titles down by format (i.e., books, large print, DVDs, etc.)!

## Username

Tired of typing your 14-digit library card number? Try using a username instead! Log into your account to create one that is as unique as you are!

## Item-Level Request

To place a request for a particular volume, edition, or copy of a title, click on the Availability button for the title you are interested in. Then, click on the  icon to the left of the call number of the specific volume, edition, or copy you are interested in.

## View in Large Text

You can enlarge the text within the catalog by clicking on the Large Text tab on the top left.

## Text a Call Number

Go straight to the shelves – no scrap paper needed! You can now text a call number from within the catalog by clicking on the  symbol to the left of the call number you want to text.

## Map It

Want to know where to go to get the item you want? The Map It feature offers a quick snapshot of where it's available near you. You can also use Map It to find contact information, directions, and closings info for all owning libraries. Check it out!

## Special Features

When searching, explore the special features that may be available for each item. The BCCLS catalog offers a wealth of extra content, including professional reviews, Google Previews, summaries, and more!