

Searching the Evergreen Catalog

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Public Library

Jill Stange, Indiana State Library

Search Basics

- Excellent [help](#) section for us and patrons!

Be specific!

Search Terms

- Don't worry about space, punctuation, or capitalization
- System doesn't recognize order
 - Ex: Golden Compass vs. Compass Golden
 - Author's name
- Use quotations for exact words and order

Stemming

- System reduces words to their stem
 - Ex: Search for Parenting brings back results such as parent and parental
 - Stemming algorithm relies on common English Language patterns
 - Put word in quotes to avoid stemming

Boolean

- Doesn't recognize operators typed in box
- Can use a - (minus sign) for NOT
 - Ex: Vacations -Britain
- Automatically uses AND to join words and phrases
 - Ex: Search for “Golden Compass” “Dark Materials” searches for:
“Golden Compass” AND “Dark Materials”

Results

- Default sort is by Relevance
 - Other options include: author, title, date
- Always show more details
- Why are there so many items with the same title??
 - Different formats
 - Different editions, etc.



My Account



JILL STANGE

My Account

Logout

0 Checked Out

0 On Hold

0 Ready for Pickup

\$0.00 Fines

INSPIRE Indiana State Library Find a Library Near Me Help About Evergreen

Search the Catalog

All Formats

Girl with the dragon tattoo /

Title

in

Evergreen Indiana

Search

[Advanced Search](#)

Account Summary

Items Checked Out

Holds

Account Preferences

My Lists

Account Summary

ITEMS CURRENTLY CHECKED OUT (0)

[View All](#)

ITEMS CURRENTLY ON HOLD (0)

[View All](#)

ITEMS READY FOR PICKUP (0)

[View All](#)

Searching FAQs: "The New Baldacci"

Bestselling authors that publish frequently can present a challenge when a patron wants their newest book. Here are the results for a basic Author search:

All Formats Author in Evergreen Indiana [Advance](#)


[Another Search](#) [Advanced Search](#) Sort by Limit to available items [Show More Details](#)

Search Results Results 1 - 10 of 505 (page 1 of 51) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#)


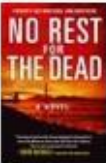
Personal Author	More
Baldacci, David.	(374)
Baldacci, David	(40)
Baldacci, David G.	(6)
BALDACCI, DAVID	(5)
Baldacci, David .	(3)

Corporate Author	More
Baldacci, David	(1)


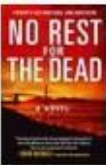
Topic Subject	More
Secret societies	(66)
Conspiracies	(54)
Government investigators	(41)

- 


1 novella & 13 superstar short stories from the finest in mystery & suspense
2002.
Call number: M/FIC.c Baldacci
1 of 1 copy available at Evergreen Indiana.

 Place Hold Add to my li
- 

No rest for the dead : a novel
Gull, Andrew F. c2011.
Call number: FICTION M GULLI
0 of 1 copy available at Evergreen Indiana.

 Place Hold Add to my li
- 

No rest for the dead : a novel
2011.
Call number: MFIC NO SIM
36 of 38 copies available at Evergreen Indiana.

 Place Hold Add to my li

Searching FAQs: "The New Baldacci"

Use the Advanced Search to input an author and the current year, then "Sort by Newest to Oldest" to narrow the results:

Advanced Search Numeric Search Expert Search

Search Input

Author Contains david baldacci X

And Keyword Contains X

And Keyword Contains X

[Add Search Row](#)

Search Filters

Simple Item Format	Audience	Item Type	Literary Form	Language	Bib Form	Sort Results
All Formats	Adult	Cartographic material	Comic strips	Abkhaz	Integrating resource	Date: Newest to Oldest
Audio Books	Elementary	Computer file	Dramas	Achinese	Monograph/Item	
Books	General	Kit	Essays	Acoli	Serial/Magazine	
E-Books	Juvenile	Language material	Fiction	Adangme	Serial component part	

Search Library **Publication Year**

Evergreen Indiana Is

Limit to Available 2013

Search Clear Form Reset form

Searching FAQs: "The New Baldacci"




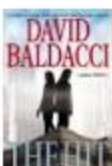
All Formats Keyword

[\[Click to Refine Your Original Search \]](#)

Another Search **Advanced Search** Sort by Limit to available items

Search Results Results 1 - 7 of 7 (page 1 of 1)

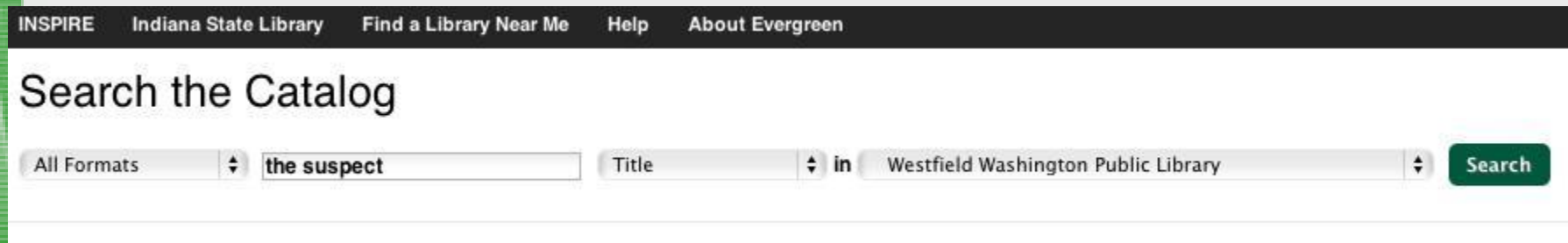
Personal Author	Topic Subject	Series Title	Geographic Subject
Baldacci, David. (6) Baldacci, David (1)	Assassins (4) Betrayal (4) Adventure stories (3) Brothers and sisters (3) Code and cipher stories (3)	39 clues. 06 Cahills vs. Vespers (3) Will Robie novels ; 02 (2) The 39 clues: Cahills vs. Vespers ; 6 (1)	United States (3)

1.		The hit <i>Baldacci, David.</i> Call number: F BALDACCI, DAVID 7 of 107 copies available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold <input type="checkbox"/> Add to my list
2.		Day of doom <i>Baldacci, David.</i> 2013. Call number: J BAL 24 of 36 copies available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold <input type="checkbox"/> Add to my list
3.		Day of doom <i>Baldacci, David.</i> 2013. Call number: JF BALDA 5 of 5 copies available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold <input type="checkbox"/> Add to my list
4.		The hit <i>Baldacci, David.</i> 2013. Call number: F BAL 3 of 15 copies available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold <input type="checkbox"/> Add to my list

Searching FAQs: One Word Titles

There seems to be an excess of one word book titles. This can present a difficulty in the Evergreen catalog, where being specific really matters. When *The Help* by Kathryn Stockett became popular, we figured out that combining the author AND title narrowed the search results quickly and efficiently. However, to use this search strategy, the patron or librarian must know the author's name.

Here we performed a basic Title search for *The Suspect*:



The screenshot shows the top navigation bar of the INSPIRE catalog with links for 'Indiana State Library', 'Find a Library Near Me', 'Help', and 'About Evergreen'. Below the navigation is a search bar titled 'Search the Catalog'. The search bar contains a dropdown menu for 'All Formats', a text input field with 'the suspect', a dropdown menu for 'Title', a dropdown menu for 'in' with 'Westfield Washington Public Library' selected, and a green 'Search' button.

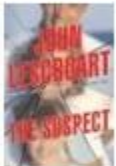
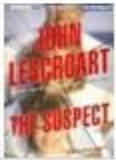


Searching FAQs: One Word Titles

The results are excellent if the patron is looking for author John Lescroart, but not as promising if they are a fan of Robert Crais:

All Formats Title Westfield Washington Public Library

Another Search **Advanced Search** Sort by Limit to available items

Search Results Results 1 - 10 of 17 (page 1 of 2) [1](#) [2](#) [Next](#)

Personal Author	More			
Buckley, Michael. (2)		1.	 The suspect <i>Lescroart, John T.</i> c2007. Call number: FIC LESCROART 84 of 85 copies available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	<input checked="" type="checkbox"/> Place Hold <input checked="" type="checkbox"/> Add to my list
Lescroart, John T. (2)				
Baldwin, Stephen (1)				
1966-				
Coel, Margaret 1937- (1)		2.	 The suspect <i>Lescroart, John T.</i> p2006. Call number: B-CD LESCROART 2 of 2 copies available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	<input checked="" type="checkbox"/> Place Hold <input checked="" type="checkbox"/> Add to my list
Gordon, R. Michael (1)				
1952-				
Corporate Author				
United States Congress. House. Committee on the Judiciary. Subcommittee on the Constitution, Civil Rights, and Civil Liberties. (2)		3.	 The perfect suspect <i>Coel, Margaret.</i> 2011. Call number: MYS Coel 26 of 27 copies available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	<input checked="" type="checkbox"/> Place Hold <input checked="" type="checkbox"/> Add to my list
United States Congress. House. Committee on Armed (1)		4.	 The unusual suspects <i>Buckley, Michael.</i> 2007.	<input checked="" type="checkbox"/> Place Hold

Searching FAQs: One Word Titles

Using a basic Keyword search with The Suspect and Robert Crais:

INSPIRE Indiana State Library Find a Library Near Me Help About Evergreen

Search the Catalog

All Formats Keyword

[Advanced Search](#)

Sort by Limit to available items

Keyword
Title
Author
Subject
Series
Bib Call Number

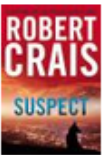
Sort by Limit to available items

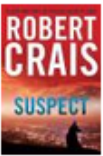
Search Results Results 1 - 5 of 5 (page 1 of 1)


Personal Author	
Crais, Robert (5)	

Topic Subject	More
Investigation (3)	
Murder (3)	
Police (3)	
Cole, Elvis (Fictitious character) (1)	
Ex-convicts (1)	

Series Title	
Brilliance Audio on compact disc (1)	

- 

Suspect
[Crais, Robert](#) c2013.
Call number: **MYS Crais**
40 of 85 copies available at Evergreen Indiana.
0 of 2 copies available at Westfield Washington Public Library.
0 of 2 copies available at Westfield Washington Public Library - Westfield.
- 

Suspect
[Crais, Robert](#)
Call number: **LP-FIC Crais**
12 of 22 copies available at Evergreen Indiana.
0 of 1 copy available at Westfield Washington Public Library.
0 of 1 copy available at Westfield Washington Public Library - Westfield.
- 

Suspect
[Crais, Robert](#) p2012.

Searching FAQs: One Word Titles

Another alternative is to do an Advanced Search using both Title and Author fields in combination:

Advanced Search Numeric Search Expert Search

Search Input

Title Contains the suspect x
And Author Contains robert crais x
And Keyword Title x

Add Search
Search

Simple Item	Audience	Item Type	Literary Form	Language	Bib Form
All Formats	Adult	Cartographic material	Comic strips	Abkhaz	Integrating
Audio Books	Elementary	Computer file	Dramas	Achinese	Monographs
Books	General	Kit	Essays	Acoli	Serial/Monographs
E-Books	Juvenile	Language material	Fiction	Adangme	Serials

Search Library: Westfield Washington Public Library - Westfield Publication Year: Is

Limit to Available

Search Clear Form Reset form

Searching FAQs: New Movies

Patrons often want to find new movies the library has added. This search allows them to see a list of recently released movies and place a hold if permitted:

Advanced Search Numeric Search Expert Search

Search Input

Keyword Contains X

And Keyword Contains X

And Keyword Contains X

[Add Search Row](#)

Search Filters

Simple Item Format	Audience	Item Type	Literary Form
Music Recordings	Adult	Cartographic material	Comic strips
Reproductions	Elementary	Computer file	Dramas
Sheet Music	General	Kit	Essays
Video Recordings	Juvenile	Language material	Fiction

Search Library **Publication Year**

Westfield Washington Public Library - Westfield Is

Limit to Available 2013

Search **Clear Form** **Reset form**

Searching FAQs: New Movies

The results page displays a list of video recordings with a publication date of 2013:

INSPIRE Indiana State Library Find a Library Near Me Help About Evergreen

Search the Catalog




All Formats format(g) between(2013,2013) Keyword in Westfield Washington Public Library - Westfield Search [Advanced Search](#)

[[Click to Refine Your Original Search](#)]

Another Search Advanced Search Sort by Sort by Relevance Limit to available items Show More Details

Search Results Results 1 - 10 of 212 (page 1 of 22)

1 2 3 4 5 6 7 8 Next ▶

Corporate Author	1.	Won't back down [2013] Call number: DVD Won't 16 of 43 copies available at Evergreen Indiana. 0 of 1 copy available at Westfield Washington Public Library. 0 of 1 copy available at Westfield Washington Public Library - Westfield.		Place Hold Add to my list
Wiggles (Musical group) (1)				
Topic Subject	2.	Undefeated [2013]. Call number: DVD 796.332 Undefeated 13 of 20 copies available at Evergreen Indiana. 0 of 1 copy available at Westfield Washington Public Library. 0 of 1 copy available at Westfield Washington Public Library - Westfield.		Place Hold Add to my list
Man-woman relationships (13) Families (5) Heroes (5) High school students (5) Relaciones hombre-mujer (5)				
Series Title	3.	The Carol Burnett show this time together 2013. Call number: DVD Carol 3 of 5 copies available at Evergreen Indiana. 0 of 1 copy available at Westfield Washington Public Library.		Place Hold Add to my list
Disney DVD (3) Disney Blu-ray (1)				

Searching FAQs: New Movies

Use the drop down menu to select "Sort by Date: Newest to oldest" to display the most recent titles at the beginning of the list:

INSPIRE Indiana State Library Find a Library Near Me Help About Evergreen

Search the Catalog

All Formats Keyword Westfield Washington Public Library - Westfield

[[Click to Refine Your Original Search](#)]

Another Search Advanced Search Sort by Show More Details

Search Results Results 1 - 10 of 206 (page 1 of 21) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#)

Corporate Author		
Wiggles (Musical group)	(1)	

Topic Subject		More
Man-woman relationships	(13)	
Families	(6)	
Heroes	(5)	
High school students	(5)	
History	(5)	

- [Clandestine childhood](#)**
[2013], 2012.
Call number: DVD Clandestine
3 of 3 copies available at Evergreen Indiana.
1 of 1 copy available at Westfield Washington Public Library.
1 of 1 copy available at Westfield Washington Public Library - Westfield.
- [The intouchables](#)**
c2013.
Call number: DVD Intouchables
4 of 17 copies available at Evergreen Indiana.
0 of 1 copy available at Westfield Washington Public Library.
0 of 1 copy available at Westfield Washington Public Library - Westfield.

Searching FAQs: New Movies

Toggle the checkbox for "Limit to available items" if the patron wants a movie that they can check out right away:

The screenshot shows a library search interface. At the top, there are navigation buttons: "Another Search", "Advanced Search", "Sort by Date: Newest to Oldest", "Show More Details", and a checked checkbox for "Limit to available items". Below the navigation is a "Search Results" header indicating "Results 1 - 10 of 37 (page 1 of 4)" and a "Next" button.

On the left side, there are four filter categories:

- Corporate Author:** Wiggles (Musical group) (1)
- Topic Subject:** Adventure and adventurers (1), Animals (1), Authors (1), Automobiles in motion pictures (1), Autores (1)
- Series Title:** Disney DVD (2), Film Movement series (1), Spongebob Squarepants (1)
- Name Subject:** China, Lu jun. (1), Highclere Castle. (1), Rodriguez, Sixto (1), Wiggles (Musical group) (1)

The main results area displays four items:

- 1. Clandestine childhood**
[2013], 2012.
Call number: DVD Clandestine
3 of 3 copies available at Evergreen Indiana.
1 of 1 copy available at Westfield Washington Public Library.
1 of 1 copy available at Westfield Washington Public Library - Westfield.
- 2. Searching for Sugar Man**
[2013]
Call number: DVD B Rodriguez, Sixto
12 of 22 copies available at Evergreen Indiana.
1 of 1 copy available at Westfield Washington Public Library.
1 of 1 copy available at Westfield Washington Public Library - Westfield.
- 3. House at the end of the street**
[2013]
Call number: DVD House
1 of 1 copy available at Evergreen Indiana.
1 of 1 copy available at Westfield Washington Public Library.
1 of 1 copy available at Westfield Washington Public Library - Westfield.
- 4. Hit & run**
[2013]
Call number: DVD Hit
1 of 5 copies available at Evergreen Indiana.
1 of 1 copy available at Westfield Washington Public Library.
1 of 1 copy available at Westfield Washington Public Library - Westfield.

Each result includes a small icon of a DVD case and a "Play" button with a checkmark.

Searching FAQs: Using Subjects

Matching up your search with the right subject can generate more results. However, for obscure topics, the subject terminology can often be a challenge.



For example, this patron's basic Keyword search for whittling only found two books of interest at the patron's library:

All Formats Keyword Westfield Washington Public Library

[Advanced Search](#)

Sort by Limit to available items

Search Results Results 1 - 8 of 8 (page 1 of 1)

Personal Author	More			
Higginbotham, Bill.	(1)		Whittling <i>Higginbotham, Bill.</i> c1982. Call number: 736.4 HIGGINBOTHAM 7 of 7 copies available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	<input type="checkbox"/> Place Hold
Refsal, Harley.	(1)			<input type="checkbox"/> Add to my list
Schlesinger, Arthur Meier 1917-	(1)			
Whittle, Chris.	(1)			
Whittle, Fran.	(1)			
Topic Subject	More			
Murder	(2)		Whittling little folk : 20 delightful characters to carve and paint <i>Refsal, Harley.</i> 2011. Call number: 731.462 Refsal 2 of 2 copies available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	<input type="checkbox"/> Place Hold
Civilization	(1)			<input type="checkbox"/> Add to my list
Cosmology	(1)			
Detectives	(1)			
EXPERIMENTS	(1)			

Searching FAQs: Using Subjects

By clicking on the title to see the individual item record, we can see "wood carving" listed as a subject:



Whittling / Bill Higginbotham.
[Higginbotham, Bill.](#) (Author). [Higginbotham, Bill.](#) (Credited).

Available copies

- 7 copies at Evergreen Indiana. ([Show](#))
- 1 copy at Westfield Washington Public Library.

Current holds

0 current holds with 7 total copies.

LOCATION	CALL NUMBER / COPY NOTES	BARCODE	SHELVING LOCATION
Westfield Washington Public Library - Westfield	736.4 HIGGINBOTHAM (Text)	78292000238725	Adult Non-Fiction Collection

Record details

- **ISBN:** 0806975989 (pbk.)
- **Physical Description:** 128 p. : ill. ; 21 cm.
- **Publisher:** Sterling Pub. Co., c1982.

Search for related items by subject

Subject: [Wood carving.](#)









Searching FAQs: Using Subjects

Clicking on the subject link will show additional books for the patron's interest:

Topic Subject	More
Wood-carving	(8)
Wood carving	(6)
Friendship	(4)
Technique	(4)
Animals	(2)

Series Title	More
Dover pictorial archive series	(1)
Home craftsman series	(1)
Start-a-craft	(1)

Geographic Subject	More
Florida	(2)
Scandinavia	(2)

	Bow, Erin 2010 Call number: YA Bow 25 of 25 copies available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	
14. 	Woodcarving : get started in a new craft with easy-to-follow projects for beginners Berry, Peter 1996 Call number: 736.4 1 of 1 copy available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	
15. 	Mastering hand tool techniques Bridgewater, Alan 1997 Call number: 731.4 1 of 1 copy available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	
16. 	Woodcarving basics Bridgewater, Alan 1996 Call number: 731.462 BRIDGEWATER 1 of 1 copy available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.	

Search Results Results 11 - 16 of 16 (page 2 of 2) [◀ Previous](#) [1](#) [2](#)

Searching FAQs: Using Topics

Single Keyword searching can generate a wide range of topics, some of which may not fit the patron's wants or needs.





For example, a basic Keyword search for "terrarium" will display not only moss terrariums but also guides on keeping reptiles and spiders:

All Formats Keyword Evergreen Indiana

Another Search **Advanced Search** Sort by Limit to available it

Search Results Results 11 - 20 of 129 (page 2 of 13) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#)

Personal Author	More	
Griehl, Klaus.	(7)	
Fowler, Virginie 1916-	(4)	
Paul, Aileen.	(4)	
Algarra, Alejandro.	(3)	
Barnes, Julia 1955-	(3)	
Corporate Author		
Creative Educational Society (Mankato, Minn.)	(1)	
Jayhawks (Musical group)	(1)	
Topic Subject	More	

11.	<u>The terrarium</u> <i>Head, Lee.</i> c1976. Call number: H 1 of 1 copy available at Evergreen Indiana.	
12.	<u>Stained glass lamps & terrariums</u> <i>Luciano.</i> 1973. Call number: 748.5 Luc 1 of 1 copy available at Evergreen Indiana.	
13.	 <u>Nonvenomous snakes</u> <i>Trutnau, Ludwig.</i> 1986. Call number: 639.396 TRU 2 of 2 copies available at Evergreen Indiana.	

Searching FAQs: Using Topics

If the patron isn't looking for a specific title, you can narrow the results by clicking on one of the Topic Subject links listed in the left sidebar:

The screenshot displays a library search interface. On the left, there are two sidebar filters. The top filter, titled 'Topic Subject', lists categories with their respective item counts: Terrariums (50), Glass gardens (26), Juvenile literature (21), Amphibians as pets (20), and Reptiles as pets (17). Below it is a 'Series Title' filter with the same list. The main search results area shows a list of items. At the top of the results, there is a pagination control with numbers 1 through 8 and a 'Next' button. The first result is for 'Terrariums' by 'ium' (1976), with 2 of 2 copies available at Evergreen Indiana. The second result is for 'Glass lamps & terrariums' by 'Luc' (1973), with 1 of 1 copy available at Evergreen Indiana. The third result is for 'nonvenomous snakes' by 'Trutnau, Ludwig' (1986), with 2 of 2 copies available at Evergreen Indiana. The fourth result is for 'Terrariums' by 'Kalz, Jill' (c2002), with 1 of 1 copy available at Evergreen Indiana. The fifth result is for 'Stained glass lamps and terrariums' by 'Luciano' (c1973). Each result includes a book icon, a 'Place Hold' button with a green checkmark, and an 'Add to my list' button with a plus sign.

Topic Subject	More
Terrariums	(50)
Glass gardens	(26)
Juvenile literature	(21)
Amphibians as pets	(20)
Reptiles as pets	(17)












Topic Subject	More
Terrariums	(50)
Glass gardens	(26)
Juvenile literature	(21)
Amphibians as pets	(20)
Reptiles as pets	(17)

Series Title	More
Terrariums	(50)
Glass gardens	(26)
Juvenile literature	(21)
Amphibians as pets	(20)
Reptiles as pets	(17)

Item Number	Title	Author	Year	Availability	Actions
	Terrariums	ium	1976.	2 of 2 copies available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold Add to my list
	Glass lamps & terrariums	Luc	1973.	1 of 1 copy available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold Add to my list
	nonvenomous snakes	Trutnau, Ludwig	1986.	2 of 2 copies available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold Add to my list
14.	Terrariums	Kalz, Jill	c2002.	1 of 1 copy available at Evergreen Indiana.	<input checked="" type="checkbox"/> Place Hold Add to my list
15.	Stained glass lamps and terrariums	Luciano	c1973.		<input checked="" type="checkbox"/> Place Hold

Searching FAQs: Using Topics

Clicking on the topic listed as "glass gardens" produces more books about moss terrariums and fewer snakes:

Personal Author	More				
Fowler, Virginie 1916-	(4)	1.	Terraria & bottle gardens <i>Davidson, William.</i> 1989. Call number: 635.982 DAV 1 of 1 copy available at Evergreen Indiana.		<input checked="" type="checkbox"/> Place Hold  Add to my shelf
Evans, Charles M.	(3)	2.	Sand designing for terrariums & aquariums <i>Miller, Agnes Pamela.</i> 1975. Call number: ISLM SB417 .M55 1 of 1 copy available at Evergreen Indiana.		<input checked="" type="checkbox"/> Place Hold  Add to my shelf
Lewis, Glenn.	(2)	3.	How to have fun with an indoor garden 1973, c1974] Call number: JUV 635.9 CRE 1 of 1 copy available at Evergreen Indiana.		<input checked="" type="checkbox"/> Place Hold  Add to my shelf
Axelrod, Herbert R.	(1)	4.	 Terrarium craft : create 50 magical, miniature worlds <i>Bryant Aiello, Amy.</i> c2011. Call number: 635.9824 BRY 7 of 8 copies available at Evergreen Indiana.		<input checked="" type="checkbox"/> Place Hold  Add to my shelf
Bearce, Stephanie.	(1)	5.	The terrarium book <i>Evans, Charles M.</i> [1973] Call number: 635.9 EVA 5 of 5 copies available at Evergreen Indiana.		<input checked="" type="checkbox"/> Place Hold  Add to my shelf

Corporate Author	
Creative Educational Society (Mankato, Minn.)	(1)

Topic Subject	More
Glass gardens	(26)
Terrariums	(14)
Indoor gardening	(3)
Juvenile literature	(3)
Aquariums	(2)

Series Title	More
A Fawcett gold medal book	(1)
A Sunset book	(1)
An Early craft book	(1)
Cassidy, ...	(1)

QUICK EVERGREEN TIPS

Always click “Show More Details”

- Otherwise, you’ll have to scroll back to the top of the screen to see the Shelving Location
- The call number field that is displayed can be deceiving if your library has multiple shelving sections, maybe for “Adult New Books” instead of just the regular “Adult Nonfiction” section for newer items
- Items may also be in a "display" location
- Clicking to show more details also allows you to see if the item is in reshelving status

QUICK EVERGREEN TIPS

Time-Sensitive Topics/Subjects

- For topics where more current information is important - subjects such as medicine, finance, legal matters, and even travel - use the Advanced Search Publication Date feature
- Allows you to specify year or range of years (such as between 2008 and 2013 is the last five years)
- Also helps when finding testing materials or practice test books to make sure your patron is studying for the current version of the SAT/ASVAB/etc.
- Using Publication Date can also help exclude some of the older Federal or Government Documents

QUICK EVERGREEN TIPS

Item Format Icons & Searching

- In a basic search (without specifying format), the icons to the right of each item title in the list of search results give a quick clue as to the item's format
- Use the Format drop down box when you're searching for audio or large print books
- Selecting "Reproduction" format searches for "three-dimensional" items as well - puppets in some of the Evergreen libraries are listed as such:

1.  **[Skippyjon Jones] [realia]**
2009.
Call number: **JREAL S62**
Publisher: Merrymakers, Inc.,
ISBN: 9781579822590
Phys. Desc.: 1 hand puppet : fabric, col. ; 14 in.

Library	Shelving location	Call number	Status
Kendallville Public Library -	Juvenile	JREAL	Checked



QUICK EVERGREEN TIPS

"Home" Key Shortcut

- On a standard keyboard, the "Home" key near the number keypad is a shortcut to jump to the top of a drop-down menu
- When switching from searching your specific library to the entire Evergreen catalog, click the Location drop-down then press the Home key to jump to the top and select "Evergreen"



Questions??

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