Searching the Evergreen Catalog

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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

Search the Catalog

Account Summary

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:

1. **The Mighty Johns**
   - **Call number**: M/FIC.c Baldacci
   - 1 of 1 copy available at Evergreen Indiana.

2. **No rest for the dead: a novel**
   - **Call number**: FICTION M GULLI
   - 0 of 1 copy available at Evergreen Indiana.

3. **No rest for the dead: a novel**
   - **Call number**: MFIC NO SIM
   - 36 of 38 copies available at Evergreen Indiana.
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:
Searching FAQs: "The New Baldacci"

1. **The hit**
   - **Baldacci, David.**
   - Call number: F BALDACCI, DAVID
   - 7 of 107 copies available at Evergreen Indiana.

2. **Day of doom**
   - **Baldacci, David.** 2013.
   - Call number: J BAL
   - 24 of 36 copies available at Evergreen Indiana.

3. **Day of doom**
   - **Baldacci, David.** 2013.
   - Call number: JF BALDA
   - 5 of 5 copies available at Evergreen Indiana.

4. **The hit**
   - **Baldacci, David.** 2013.
   - Call number: F BAL
   - 3 of 15 copies available at Evergreen Indiana.
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:
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:
Searching FAQs: One Word Titles

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

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

1. **Suspect**
   - *Crais, Robert*  
   - 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.

2. **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.

3. **Suspect**
   - *Crais, Robert*  
   - p2012.
Another alternative is to do an Advanced Search using both Title and Author fields in combination:
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:

![Search interface](image)

- **Advanced Search**
- **Numeric Search**
- **Expert Search**

### Search Input

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Contains</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Add Search Row

### Search Filters

<table>
<thead>
<tr>
<th>Simple Item Format</th>
<th>Audience</th>
<th>Item Type</th>
<th>Literary Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Recordings</td>
<td>Adult</td>
<td>Cartographic material</td>
<td>Comic strips</td>
</tr>
<tr>
<td>Reproductions</td>
<td>Elementary</td>
<td>Computer file</td>
<td>Dramas</td>
</tr>
<tr>
<td>Sheet Music</td>
<td>General</td>
<td>Kit</td>
<td>Essays</td>
</tr>
<tr>
<td>Video Recordings</td>
<td>Juvenile</td>
<td>Language material</td>
<td>Fiction</td>
</tr>
</tbody>
</table>

### Search Library

- Westfield Washington Public Library – Westfield

### Publication Year

- 2013

Limit to Available

- Yes

- No
The results page displays a list of video recordings with a publication date of 2013:

<table>
<thead>
<tr>
<th>Corporate Author</th>
<th>Topic Subject</th>
<th>Series Title</th>
<th>Call number</th>
<th>Title</th>
<th>Availability</th>
</tr>
</thead>
</table>
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:

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. **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:

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Call number</th>
<th>Available Copies</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clandestine childhood [2013], 2012.</td>
<td>DVD Clandestine</td>
<td>3 of 3 copies</td>
<td>Evergreen Indiana</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>available</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library - Westfield</td>
</tr>
<tr>
<td>2</td>
<td>Searching for Sugar Man [2013]</td>
<td>DVD B Rodriguez, Sixto</td>
<td>22 copies</td>
<td>Evergreen Indiana</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>available</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library - Westfield</td>
</tr>
<tr>
<td>3</td>
<td>House at the end of the street [2013]</td>
<td>DVD House</td>
<td>1 copy</td>
<td>Evergreen Indiana</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>available</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library - Westfield</td>
</tr>
<tr>
<td>4</td>
<td>Hit &amp; run [2013]</td>
<td>DVD Hit</td>
<td>5 copies</td>
<td>Evergreen Indiana</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>available</td>
<td>Library</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1 of 1 copy</td>
<td>Westfield Washington Public Library - Westfield</td>
</tr>
</tbody>
</table>
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:
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

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NUMBER / COPY NOTES</th>
<th>BARCODE</th>
<th>SHELVING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westfield Washington Public Library - Westfield</td>
<td>736.4 HIGGINBOTHAM (Text)</td>
<td>78292000238725</td>
<td>Adult Non-Fiction Collection</td>
</tr>
</tbody>
</table>

Record details
- **ISBN:** 0806975983 (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:

<table>
<thead>
<tr>
<th>Topic Subject</th>
<th>Series Title</th>
<th>Geographic Subject</th>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood-carving</td>
<td>Wood-carving</td>
<td>Florida</td>
<td>Results 11 - 16 of 16 (page 2 of 2), Previous 12</td>
</tr>
<tr>
<td>Wood carving</td>
<td>Friendship</td>
<td>Scandinavia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technique</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Animals</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Früh, Ralf</td>
<td>Berry, Peter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bow, Erin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>1996</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Callnumber: YA Bow</td>
<td>Callnumber: 736.4</td>
<td>Callnumber: 731.4</td>
<td></td>
</tr>
<tr>
<td>25 of 25 copies available at Evergreen Indiana.</td>
<td>1 of 1 copy available at Westfield Washington Public Library.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 of 1 copy available at Evergreen Indiana.</td>
<td>1 of 1 copy available at Westfield Washington Public Library.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. **Woodcarving: get started in a new craft with easy-to-follow projects for beginners**

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Year</th>
<th>Callnumber</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodcarving: get started in a new craft with easy-to-follow projects for beginners</td>
<td>Berry, Peter</td>
<td>1996</td>
<td>736.4</td>
<td>1 of 1 copy available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.</td>
</tr>
</tbody>
</table>

15. **Mastering hand tool techniques**

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Year</th>
<th>Callnumber</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastering hand tool techniques</td>
<td>Bridgewater, Alan</td>
<td>1997</td>
<td>731.4</td>
<td>1 of 1 copy available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.</td>
</tr>
</tbody>
</table>

16. **Woodcarving basics**

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
<th>Year</th>
<th>Callnumber</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodcarving basics</td>
<td>Bridgewater, Alan</td>
<td>1996</td>
<td>731.462 BRIDG</td>
<td>1 of 1 copy available at Evergreen Indiana. 1 of 1 copy available at Westfield Washington Public Library.</td>
</tr>
</tbody>
</table>
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:
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:

- Terrariums
- Glass gardens
- Juvenile literature
- Amphibians as pets
- Reptiles as pets

1. *Nonvenomous snakes*
   - Call number: 639.396 TRU
   - 2 of 2 copies available at Evergreen Indiana.

2. *Terrariums*
   - Kelz, Jill. c2002.
   - Call number: j578.07 K
   - 1 of 1 copy available at Evergreen Indiana.

3. *Stained glass lamps and terrariums*
Searching FAQs: Using Topics

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

1. **Terraria & bottle gardens**
   Call number: 635.982 DAV
   1 of 1 copy available at Evergreen Indiana.

2. **Sand designing for terrariums & aquariums**
   *Miller, Agnes Pamela.* 1975.
   Call number: ISLM SB417 .M55
   1 of 1 copy available at Evergreen Indiana.

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.

4. **Terrarium craft: create 50 magical, miniature worlds**
   *Bryant Aiello, Amy.* c2011.
   Call number: 635.9824 BRY
   7 of 8 copies available at Evergreen Indiana.

5. **The terrarium book**
   *Evans, Charles M.* [1973]
   Call number: 635.9 EVA
   5 of 5 copies available at Evergreen Indiana.
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:
"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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