


Instructions on How to Do An Advanced Search in the Online Catalog

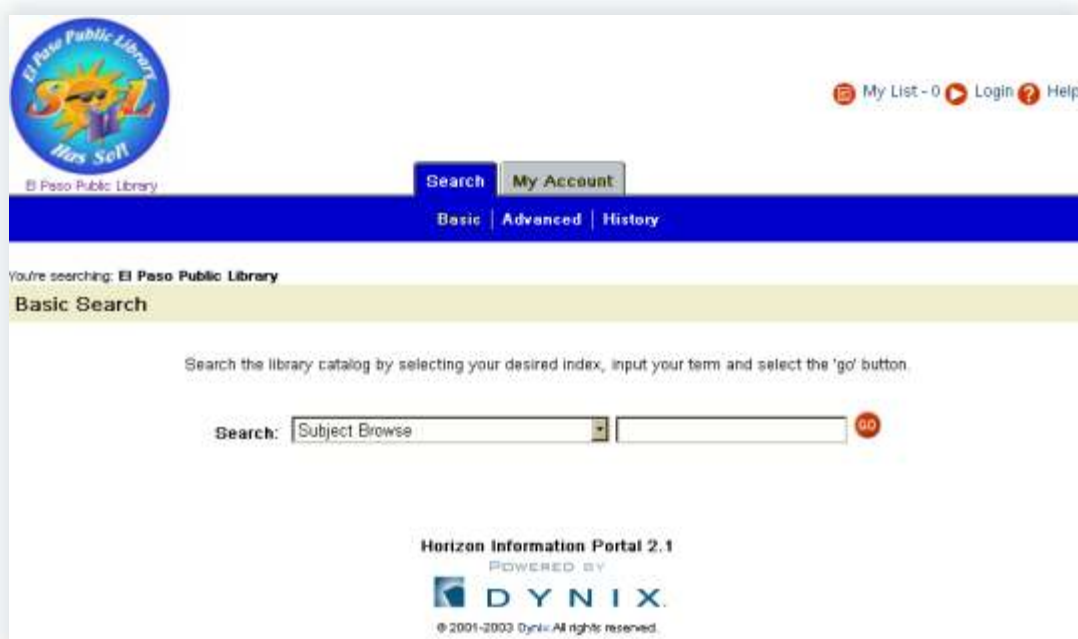
Below are our instructions on how to do an advanced search in our online catalog. You can also select the  [Help](#) button in the upper right corner of the catalog screen. Feel free to phone, Ask-A-Librarian, or visit our libraries if you have any further questions. Our staff will be glad to assist you.

From any of the library's web pages select

Catalog or My Account

from the menu on the left.

You will then see the following web page. This is our online catalog and where you can search for a book or access your account.



For Advanced searching select the Advanced option.



The catalog will open up to a page where you can enter multiple search terms and refine your search.



El Paso Public Library

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You're searching: **El Paso Public Library**

Advanced Search

Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be.

Search by:

Author Keyword	<input type="text"/>	AND	<input type="button" value="GO"/>
General Keyword	<input type="text"/>	AND	
Series Keyword	<input type="text"/>	AND	
Subject Keyword	<input type="text"/>		

Refine your search (optional):

You can refine your search by selecting a limit or sort option.

Limits

Limit results by selecting one or more pre-defined limits.

Accelerated Reader	<input type="checkbox"/>
Award Winners	<input type="checkbox"/>
Braille Mat1	<input type="checkbox"/>
Children's Archives	<input type="checkbox"/>

User defined limits

Limit results by selecting limit type, desired operator and value.

None	=	<input type="text"/>
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Sorting

Sort your results by selecting a sort option.

Select...

Instead of searching by one term, you can search by multiple terms in the Advanced search. For instance, you can specify that you want to search by Arthur Keyword for the name "Martin" AND Title Keyword "cat". Your results will give you all of the materials that had "Martin" in the author field and cat in the title field.

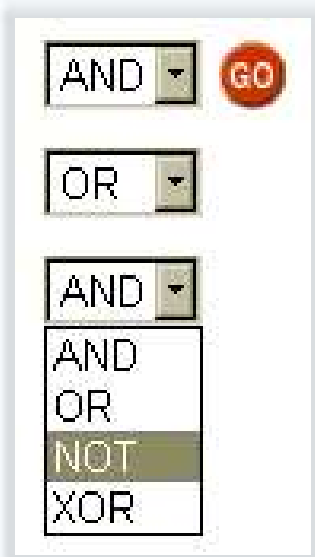
Search by:

Author Keyword AND

General Keyword AND

Series Keyword AND

Title Keyword



Notice the Boolean operators to the left. Boolean operators are the words: **AND, OR, NOT**. These operators help you expand or limit your search.

AND - your results will include ONLY those items that have all of the terms you entered. In the above example with "Martin" and "cat", we only got the results that had BOTH "Martin" and "cat".

OR - your results will include all the items in every term you enter. For "Martin" and "cat" your search would return all the books with "Martin" in the Author field and all the books with "cat" in the Title field.

NOT - your results will eliminate a term from the search. If we said NOT for "cat", our search would return all the books with "Martin" in the author field BUT would eliminate those books that had "cat" in the title field.

You may further refine your search. This is optional.

Refine your search (optional):

You can refine your search by selecting a limit or sort option.

Limits
Limit results by selecting one or more pre-defined limits.

Accelerated Reader
Award Winners
Braille Mat1
Children's Archives

User defined limits
Limit results by selecting limit type, desired operator and value.

None =

Sorting
Sort your results by selecting a sort option.

Select...

Limits or Limit by

You can limit your search results while doing a search or after your search results are returned. Choose any limits that you want to apply to the search results from the Limits drop-down list. You can choose multiple limits by holding down CTRL while clicking each limit that you want to use.

Sorting or Sort by

You can sort your search results while doing a search or after your search results have been returned. When you sort your results, you may choose from the following sort criteria: Author, Media, Publication date, and Title. Your results will then be displayed by the sort term you chose.