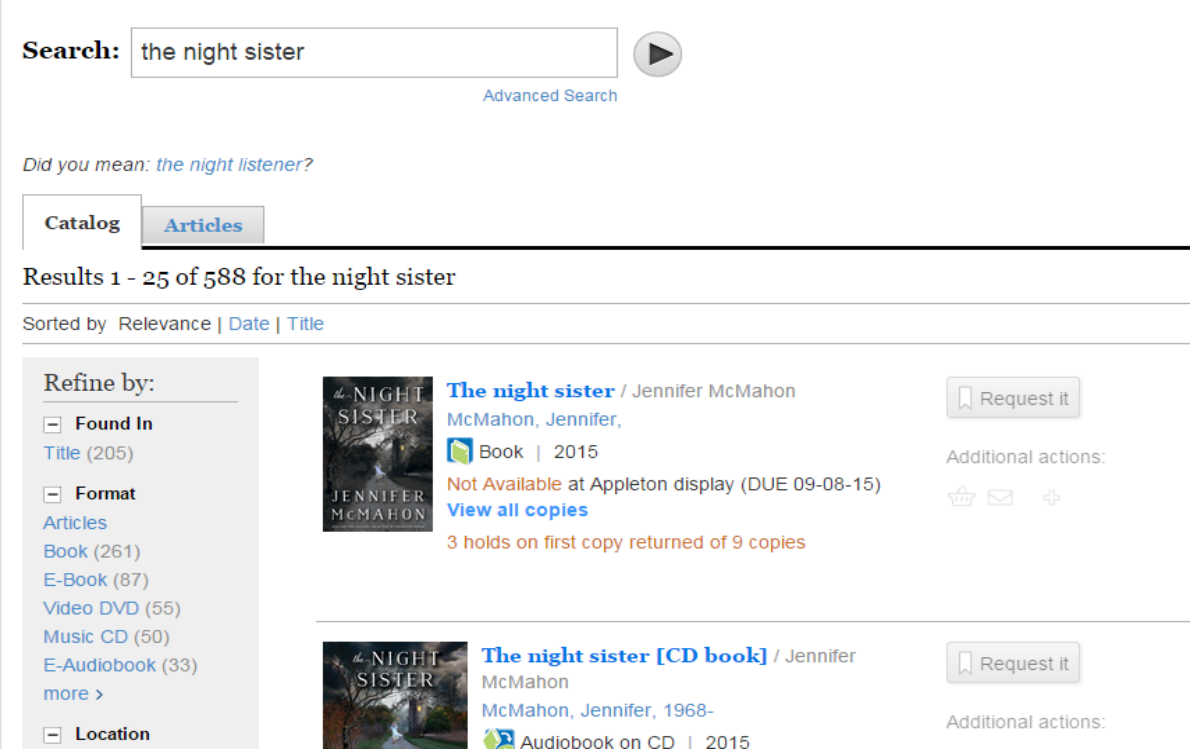
The New InfoSoup -- Searching

Searching

To begin, enter a title, partial title, author or subject into the search box. Names can be entered First-Last or Last-First. Any order or combination of words will work. Click the search button or press enter to continue. The search results are sorted by Relevance, but you can choose to sort them by Date or Title. On the results page, each item listed will include:

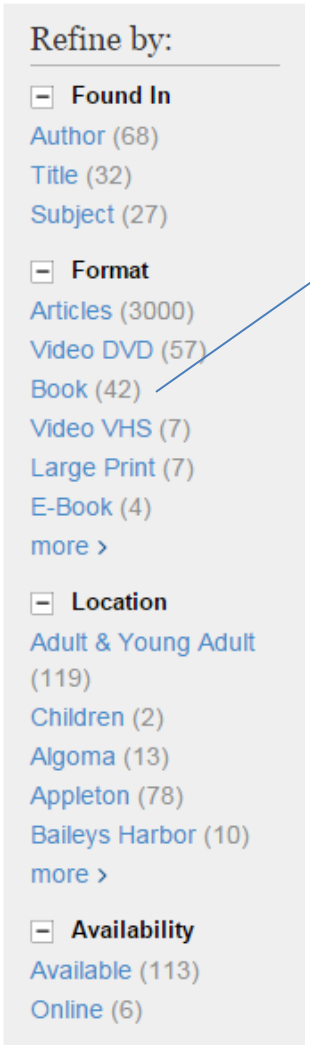
- Title and Author
- Type of item (Book, Audiobook on CD, Video DVD, E-Book, etc.) and the publication date
- Availability and Hold information
- Request it button to place a hold
- Cart icon (under Additional actions). Use the cart to place holds or save to a list.

Click on View all copies to quickly see who owns the item and if it is available, or click on the title or cover to view more information about the title and to see a list of owning libraries.

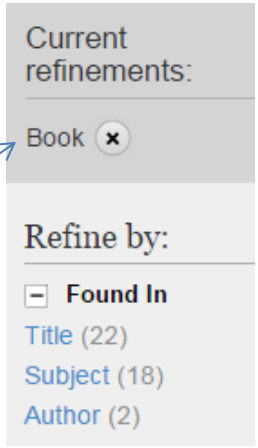


Refining your Search

The new catalog offers a number of facets (or limiters) to help you quickly refine your search. For instance, let's say you do a search for Katharine Hepburn. The search returns 125 items.



Looking at the **Format** facets on the left side, you can see that we have 57 DVDs, 42 Books, 7 Large Print books, etc.



If you select Book, the side bar facets and counts will change to reflect that limit. If you were looking for an autobiography, you could then select Author under **Found In**.

You could also choose a **Location** limit to see if your local library owns a copy.

To remove a limit, just click the **X** next to the limit under Current refinements.

Availability

Used on its own, the Available facet will limit your search to titles that are currently available at an InfoSoup library or items that are online. Online items may or may not be currently available.

To find items available at a specific library, enter your search terms. Under **Location**, select your library. If you want a specific format, select a **Format** limit next. Then select Available to view items available at your library.*

*May include online items if you do not select a format.

Complete description of "Refine by" options

Found In
Limit results by where the search term was found within the record. Options can be author, title, subject, and sometimes community tag. **Found In** can be useful when searching on a name. Selecting Subject will give you biographies of that person while selecting Author will return books written by that person or movies in which that person is an actor.

Format
Limit your search to books, large print, articles, audiobooks on CD, DVDs, music CDs, eBooks, eAudiobooks, graphic novels, etc.

Location
Limit to a specific library location that owns the item, or limit to a reading level (adult, young adult, children). Limiting to a library will also return online items, unless combined with a format, such as books or DVD. Limiting to a reading level will exclude online items.

Language
Limit to items in foreign languages or translations. You can also eliminate them from your results by selecting English.

Availability
Limit to whether an item is currently available at a library or available online.

- Used on its own, selecting Available returns items that are available at one or more libraries or are online.
- Used with a library location, selecting Available returns items that are available at that library or are online.
- Used with a format and location, selecting Available returns items that are available at the selected library in the selected format.

Tag
Limit to items tagged with the selected subject or key word. Tags can be added by librarians and members of the library community.

Place
Limit by geographic region depicted in the book or film.

Publish Date
Limit your search to a range of publication dates. This can be helpful if looking for current titles on a subject. Note that sometimes a publication date can be misleading. An old film or book republished or rereleased will have a new publication date.