

Tips for searching the library

The main search facility allows you to search for books in a number of different ways such as by title, author, reader or catalogue number. You can also search by keyword, and limit your search to a single format (MP3 or cassette). Alternatively you can browse the library by category.

Clicking on the [Library](#) tag on the Calibre banner will take you to the main library page which includes the [Search library](#) and [Browse by Category](#) functions on the left hand side.

Search Library

Using this function you can search by:

- author, by entering the surname in the **search text** box and selecting 'Author' on the **search on** drop down list
- title, by typing in part of the title in **search text** and selecting 'Title' from the **search on** drop down menu. Always leave out the leading articles 'the', 'a', and 'an'. For example just inputting 'unsuitable job' will bring up 'An unsuitable job for a woman'
- reader, by entering the reader's surname in the **search text** box and selecting 'Reader' from the **search on** drop down menu
- or catalogue number by selecting 'Catalogue Number' from the **search on** menu and typing the number in the **search text** box

Clicking on the title of a book in the **Library search results** list will allow you to see more details, including the synopsis and the publisher. You can also bring up a list of all the books by the author, reader and within the same genre by clicking on the relevant name within the display for an individual book.

TIP Always omit the hyphen when searching double barrel names so that those with and without a hyphen will be picked up. Or you can choose to search on the least common part of the name such as **McCall** for the author Alexander McCall Smith.

You can also search on a topic by selecting **All** on the *search on* menu and typing in a relevant word in the *search text* box. For example, typing in **'dogs'** will bring up a wide selection of books, both fiction and non-fiction, that include the word dogs in the title or synopsis. The broader, or less specific, your search is the more books you will find. Typing in the singular **'dog'** will find even more, although you will have to sift through books read by Doggat and others referring to the shipping area Dogger!

Limiting your search

You can limit your search to a specific format by selecting **MP3** or **Cassette** on the *Book format* drop down menu. Selecting the **MP3 or Cassette** option will bring up all the books in the library related to your search query regardless of format. Don't forget MP3 format refers to both MP3 CDs and memory sticks.

Browsing by Category

Click on one of the options under the *Browse by Category* function on the left hand side of the main library page.

Main Library will take you to an alphabetical list of the 60 book categories available in the adult library. Clicking on a category will bring up all the books assigned to that category, listed alphabetically by title.

Childrens Books will take you to a list of the four Key Stage categories - Key Stages 1 to 4.

Author Listing will take you to a complete list of authors arranged alphabetically by surname.

Both the **Main Library** and **Author Listing** browse facility can be filtered according to book format – just select 'Cassette or MP3', 'MP3', or 'Cassette' from the drop down menu.

TIP If your search produces no results check the spelling or try again using an alternative word, or words.