

tips for searching our library

The search facility allows you to search for books in different ways. The main search facility is by Category, Author, and Reader. You can also search books by keyword and format. You can also limit your search to books available in MP3 format, or to books available to members with dyslexia.

Limiting your search

To find books in MP3 format, or books for people with dyslexia, go to the first dialogue box on the 'What's in the library' page. To limit your search to books available in MPs, select 'Yes' on the first line of that box. For dyslexia, select yes on the second line. Then click on 'set preference'. For example if you select MP3 then Trollope, it will find the Trollope novels available on MP3 disk and ignore the ones available on cassette.

Note that you will need to set your preference each time you use the catalogue.

The 'Search books by keyword' function

The second search box allows you to search the library in many ways. For example you can search for:

- An author – just type in the surname and from the drop-down menu click on 'author's surname';

- A catalogue number – type in the number and select ‘catalogue number’ in the drop-down menu;
- A book title – type in the full title or the first part of it (for example ‘Town like’ when you want to see ‘Town like Alice’) and select ‘title’ from the drop-down menu;
- A subject – the search function will find any word in the title or in the synopsis of the book. For example if you want to know which books we have on ‘dogs’, just type ‘dogs’ in the search box and select ‘all textual fields’. When you use this function you may find it helps to broaden rather than narrow your search. For example the word ‘garden’ finds more books than the word ‘gardening’.

Searching by category, author or reader

At the bottom of the page are three columns allowing to search by Category, author or reader.

- **Authors** – click on the surname you want in the Author column and, when you find the author you want, click on the name to see all the books by that author.
- **Category** – in the ‘Category’ column click either ‘Children’s books’ or ‘Main library’. These open up lists such as educational key stages (for children’s books) and (main library) thriller, biography, contemporary fiction and so on. Then click on the type of book you want to search.
- **Reader** – you can find books read by your favourite readers by clicking on the letter of the surname.