


Clifton Public Library Process Guide 1: Perform a Basic Search

To Perform a Basic Search

1. Connect to the internet.
2. Open a web browser (i.e., Firefox, Internet Explorer, Google Chrome, etc.)
3. In the address bar, type the following:
www.cliftonlibrary.info
4. To access the catalog, click “Library Holdings” link on the left.
5. A simplified keyword search is the default view.
6. Type the search criteria and press **enter** or click the **GO** button.
7. The results screen appears. **Keyword** searches will go straight to a list of holdings.
8. Use the basic search to refine your search further with the following categories:
 - a. **Keyword** (searches any and all categories)
 - b. **Title** (searches only titles)
 - c. **Author** (searches author’s name: use the format *Last Name, First Name*)
 - d. **Subject** (searches subject matter or category of item as defined by items’ descriptions)
 - e. **Magazine, Newspaper** (searches periodicals)
 - f. **Large Print Title** (limits results to large print collections)
 - g. **Series Title** (limits results to series)
9. Additional notes on the basic search:
 - a. Title, Author, and Subject searches result in a second list of categories or terms which match or nearly match the search criteria. Clicking the resulting categories will display further detailed information.
 - b. To make better use of a search, it is possible to sort and limit results. When available, the **Sort By** and **Limit By** controls will be visible on the upper right corner of the results screen. Selecting **Sort By** allows a user to sort the results by author, title, publication date, or format. Selecting **Limit By** allows a user to limit results to either a single library from all the libraries in the Lincoln Trails Library District or a specific media format.

Point to Ponder While Searching:

-  There can be more than one version of a title. In other words, a title may have a hard cover version, a trade paperback version, a mass market paperback version, an audio book version, a video version, and a DVD version. Look through all of the records to make certain you have found the one you intend.