

## How to search the web based catalog

There are two ways to search for items: Basic Search (the default) or Advanced Search.

**Basic Search:** there is one search box for you to enter your keywords in. You can also change what you search for: Keyword or Title or Author or Subject etc. Use the search type menu to make that selection. If you are searching for a phrase, be sure you click the “yes” words adjacent. You can also use quotation marks around your words.

Example: type: nuclear medicine, then click yes to words adjacent. Or you can:  
type: “nuclear medicine”

The screenshot shows the library's search interface. At the top, the Herkimer County Community College logo and 'LIBRARY' are displayed. A navigation bar includes links for 'Sign In /User Info', 'SUNY Connect Union Catalog', 'WorldCat', 'Other SUNY Libraries', 'HCCC New Books', and 'CCL'. Below this is a secondary navigation bar with 'End Session', 'Basic Search', 'Advanced Search', 'Results List', 'Previous Searches', 'Basket', and 'Help'. The main content area is titled 'Basic Search' and features a 'Change Database' dropdown set to 'Active: HCCC Public Catalog'. A 'Search type:' dropdown menu is open, listing options like 'Words Anywhere', 'Words in Title', 'Title begins with...', 'Words in Author', 'Author (lastname, firstname)', 'Words in Subject', 'Subject begins with...', and 'Words in Series Name'. A callout box points to this menu with the text 'What are you searching for?'. To the right is a 'Search term(s):' input field with a callout box saying 'Type your keywords here'. Below the input field is an 'Examples:' box showing 'old sea Hemingway'. There are radio buttons for 'Words adjacent?' with 'No' selected and 'Yes' unselected. A callout box points to these buttons with the text 'Do you want to search as a phrase?'. At the bottom are 'Go' and 'Clear' buttons. A 'Search hints:' section follows, providing tips on using quotation marks, case sensitivity, Boolean operators, and wildcards. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Advanced Search: there are three search boxes for you to enter keywords in. You can still change what you search for, the same as the basic search. In this search there is the option to use Boolean Operators (AND, OR, NOT). AND is the default setting.

Example:

nuclear AND medicine. Will retrieve all items with nuclear AND medicine in them.

nuclear OR medicine. Will retrieve all items that have nuclear OR medicine in them. This gives you the most results.

nuclear NOT medicine. Will retrieve items that have nuclear but NOT medicine in them.

If you are searching for a phrase be sure you click the “yes” words adjacent. You can also use quotation marks around your words.

In the Advanced search you can limit your results by item type (Books, Journals, Media etc...) or by what collection the item belongs to (Reference, Circulating, Bestsellers etc...)

What are you searching for?

Type your keywords here. You can use the Boolean operators (and, or, not).

Do you want to search as a phrase?

The screenshot shows the 'HERKIMER LIBRARY' logo at the top left and 'You are Searching: HCCC Public Catalog' at the top right. Below the logo is a navigation bar with links: 'Sign In /User Info', 'SUNYConnect Union Catalog', 'WorldCat', 'Other SUNY Libraries', 'HCCC New Books', and 'CCL'. A secondary navigation bar contains: 'End Session', 'Basic Search', 'Advanced Search', 'Results List', 'Previous Searches', 'Basket', and 'Help'. The main section is titled 'Advanced Keyword Search' and includes a 'Change Database' dropdown set to 'HCCC Library Catalog'. There are three search input boxes, each with a 'Words Anywhere' dropdown and an 'AND' operator dropdown. Below these is a 'Words adjacent?' section with radio buttons for 'No' (selected) and 'Yes'. There are 'Go' and 'Clear' buttons. The 'Limit search to:' section includes 'Year from:' and 'Year to:' fields, a 'Language:' dropdown set to 'All Languages', a 'Format:' dropdown set to 'All Formats', a 'More Collections:' dropdown set to 'All Collections', and a 'Document Type:' dropdown set to 'All Document Types'. A 'Search hints:' section at the bottom provides instructions on using multiple lines and the 'Words adjacent' feature. The browser's address bar shows 'Internet' and '100%' zoom.

You can save your searches. You can use the check boxes next to the results and add them to your Basket and print it out or e-mail it for future use.

If you are not finding what you need from our online catalog, click on *SUNY Connect Union Catalog* and you will be able to search all of the SUNY Libraries.

World Cat is another catalog, and you can search worldwide for items.

If you find an item you want from another library you can submit an Interlibrary Loan Request through the ILLiad system.

See a Librarian for details.

Click here to search all SUNY libraries.

Click here to search World Wide!

Click here to view the Basket. You will have the option to save, print and/or e-mail your results.

Use the check boxes to select items and then click "Add to Basket".

The screenshot shows the library catalog interface for Herkimer County Community College. The top navigation bar includes links for 'Sign In / User Info', 'SUNY Connect Union Catalog', 'WorldCat', 'Other SUNY Libraries', 'HCCC New Books', and 'CCL'. Below this is a secondary menu with 'End Session', 'Basic Search', 'Advanced Search', 'Results List', 'Previous Searches', 'Basket', and 'Help'. The search results are for the term 'internships', sorted by year in descending order. The results table has columns for '#', 'Cover', 'Author', 'Title', 'Year', 'Call Number', 'Copies Owned/Out', and 'Availability'. Four items are listed, with items 2 and 3 checked in the selection column. A 'Jump to #' field and 'Previous Page'/'Next Page' buttons are also visible.

#	Cover	Author	Title	Year	Call Number	Copies Owned/Out	Availability
1		Yager, Fred,	<a href="#">Career opportunities in the film industry /</a>	2009	PN1996.9.P75 Y34 2009 Circulating Collection - 2nd Floor <a href="#">Table of contents only</a>	( 1 owned / 0 out)	<a href="#">Is it here?</a>
2			<a href="#">Internships : a guide for planning, implementation, and assessment /</a>	2007	LC1072.I58 I58 2007 Circulating Collection - 2nd Floor <a href="#">Links to University Senate publications:</a>	( 1 owned / 0 out)	<a href="#">Is it here?</a>
3			<a href="#">Internships 2005.</a>	2004	Ref. LC1072.I58 I585 2004 Reference Collection	( 1 owned / 0 out)	<a href="#">Is it here?</a>
4		Jones, Elizabeth A.	<a href="#">Transforming the curriculum : preparing students for a changing world /</a>	2002	LB2806.15 .J66 2002 Circulating Collection - 2nd Floor	( 1 owned / 0 out)	<a href="#">Is it here?</a>