

Welcome to the Evergreen Indiana Online Catalog!

EVERGREEN
INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Now Searching Evergreen Indiana

Go!

Keyword All Formats

Advanced Search Choose a library to search My Account

Basic Searching Guidelines

1. Type your search term into the data line next to the **Go!** Button.
2. Select the type of search you want to do from the drop-down menu [choose from Keyword; Title; Author; Subject; or Series].
3. Select the format you want [choose from All Formats; Books; Large Print Books; Audiobooks, which includes books on tape and CDs; Videorecordings, which includes VHS and DVD; Music, which includes audiotapes and CDs; or Electronic Resources, which are CD-ROMs].
4. Click the **Go!** Button to run your search.
5. From the results screen, look at all the options brought up by your search and view records by clicking on the title.
6. In the **Copy Summary** near the bottom of the page, clicking on **Details** will give you more information about where to find the item.
7. You may start another Basic Search session at the top of the results page.
8. Click on the **Go Back** Button to return to the previous screen.
9. Ask a librarian for help!

For Advanced Searching Guidelines, see opposite side!

Welcome to the Evergreen Indiana Online Catalog!

Text Size: Regular / Large

A screenshot of the Evergreen Indiana Online Catalog's Advanced Search page. The interface is divided into several sections: a top navigation bar with "Home", "Advanced Search" (highlighted), "My Account", and "Login"; a central "Search Input" area with three rows of search fields, each with a "Keyword" dropdown and a "Contains" dropdown; a "Search Filters" panel on the right with dropdown menus for "Item Form", "Item Type", "Literary Form", "Language", and "Audience"; a "Sort Criteria" section with dropdowns for "Relevance" and "Ascending / A to Z"; and a "Search Library" section with a "Search Library" dropdown and a "Choose a library to search" link. There are also "Reset Form", "Add Search Row", and "Submit Search" buttons. A "Quick Search" section is visible on the left, and a "MARC Expert Search" section is at the bottom left. Colored arrows point from the text in the guidelines to specific elements on the screen.

Advanced Searching Guidelines

1. From the **Basic Search** screen that the computer defaults to, click on **Advanced Search** at the bottom left; you will see the screen illustrated above.
2. Using the **Search Input** fields, type in as many fields of text as you desire and select what type of information you want for each field from the drop-down menus. [choices include Keyword; Title; Author; Subject; or Series and the Google-like operators [contain; does not contain; or matches exactly]
3. Click the **Add Search Row** to add more fields.
4. Using the **Search Filters** along the right side, you may narrow your search [Item Form; Item Type; Literary Form; Language; Audience; and Shelving Location].
5. The more **Search Filters** you use, the fewer results you will get; also, the more filters you use, the greater the chance that you will get zero results!
6. You may use the **Sort Criteria** drop-down menu to sort your results.
7. In the upper right corner of the screen [not shown here], you can change the size of the text from **Regular** to **Large**.
8. Click **Submit Search** when you are ready to search.
9. Then, follow Steps 5 through 8 on the **Basic Search** Guidelines.
10. Ask a librarian for help!

For Basic Searching Guidelines, see opposite side!