Searching in the Library Catalog

**Navigation Links** are located in the upper right hand corner of the catalog screen.

- **Log In** lets you log in with your library card number and PIN.
- **My Account** lets you access your record to view your personal information, checkouts, holds and fines.
- **My Lists** allows you to create lists of items that you find through searching that are of interest to you.
- **Library Information** provides the address, phone number and hours of the library.
- **provides an ADA mode of viewing.**
- **offers online help in navigating Enterprise.**
- **Mobile App Info** provides information on how to access the library catalog via your mobile device.
- **Other Libraries** gives you the option to search the catalog of TLN member libraries that are not part of the shared system.
- **Award Winners** provides a list of award winning titles.
- **takes you back to the main catalog page for the library.**
- **Additional Information** can be found on the left and right hand side of the home page for the catalog.

The left side provides links to the library’s homepage, events, other libraries and MeLCat. The right side provides links to access databases and programs. Databases may vary by library depending upon what they subscribe to.

**Searching**

**Search Everything** offers a drop down menu where you can narrow the search to a specific part of the collection.

**All Fields** has a drop down button that you can utilize to narrow the search to an: author, subject, title, series, ISBN, or call number search.

After the initial search, results can be limited utilizing the facets on the left side of the screen.

Click the arrow next to any facet to expand its list. Select the filters/facet(s) (which may include Library, Format, Age Group, Author, Subject, Publication Date, Material Type, Language, Electronic Format, Location, or Electronic Vendor) that you wish to be a part of the search and then click on the “+” symbol that corresponds with the chosen facet. This will narrow the results of the search.

**Items owned by the library that is being searched will be highlighted in green.**
Filtered or Faceted Searching
Facets in the library catalog allow the user to limit their searches. Facets will appear within a search results list on the left side of the screen.

Filtering search results
Check the box next to the facet that you wish to include or exclude.

Then, click the “+” or “-” symbol as appropriate.

Repeat these steps as needed

To view more information on a specific record, click on the title of the record.

Additional information on the record is available in the blue collapsible sections: Summary, Reviews, and Excerpts.

Holds
To place a hold on the item in question, click on the “Place Hold” button.

If you have not already logged in, you will be prompted to enter your library card number and PIN. Confirm the Pickup Library and click the “Place Hold(s)” button. A pop up screen will show that the hold has been placed.

Advanced Searching
Advanced Searching can be used to create specific searches. To initiate an advanced search, click on “Advanced Search”.

A pop up screen will display that will provide a template in which to execute the advanced search. Fill in the fields as appropriate and click on the “Search” button at the bottom of the screen.