

# San Diego Public Library Catalog



## Search Tips

In the catalog (see screen below), you can:

- Log into the Library's Catalog by entering your Library Card # and Pin. Log in here and you'll only need to enter your Library Card # and Pin one time.
- Select the type of search such as Keyword, Browse, or Exact,
- Enter the author, title, subject, words or phrase in the Search for box.
- Choose the search index. Options include words or phrase (Keyword), author, title, subject, series, and/or periodical title.
- Access the advance catalog screen by clicking on [Advanced Catalog Search](#) link.
- View your account and/or renew materials by clicking on the [My Account & Renew My Materials](#) link.

The screenshot displays the San Diego Public Library Catalog website. At the top, there is a navigation bar with links for Search Tips, Search/Home, eCollections, Articles & Databases, Other Resources, My Account & Renew My Materials, and Isabel Schon Center. Below this is a search area with a search bar and a dropdown menu for 'Library' set to 'ALL'. There are buttons for 'words or phrase', 'author', 'title', 'subject', 'series', and 'periodical title'. A 'Login' button is visible in the top right corner. The main content area includes a notice about a \$1.00 Restock Fee and a 25 title hold limit. Below this is a 'Search Catalog for:' section with radio buttons for 'Keyword', 'Browse', and 'Exact'. The 'Recommended Reading' section is divided into three columns: 'Recommended Reading' (Agatha Award, Man Booker Prize, Caldecott Medal), 'Best Sellers' (New York Times Fiction, New York Times Nonfiction, Publishers Weekly Children's), and 'Hot Sites...' (Chappatte: The Editorial Cartoon Site, Health Care Reform).

### Words or Phrase Search is a Keyword Search

Type in search terms and click the **Words or Phrase** button. Search terms can be combined using AND, OR, NOT. For example:

- *outcasts united*
- *blind side and bullock*
- *caught and coben*
- *Seuss not butter* (any book by Dr. Seuss except *The butter battle book*)

## Author

To find titles by one author, type in the last name (first name if available) and click the **Author** button.  
For example:

- *John Grisham*
- *Grisham John*

To find titles by more than one author, type in both last names (first names if available), and click the **Author** button.  
For example:

- *Douglas Preston and Lincoln Child*

## Title

To search for a title, type in a few words and click the **Title** button. For example:

- *U is for undertow*
- *Hurt locker*
- *Sundays at Tiffanys*

Use the **Exact** search option to search for an author, title, subject, etc. The Exact search can also be useful when searching for one word titles such as Caught by Harlan Coben or Innocent by Scott Turow.

**Search Catalog for:**

Catalog  Keyword  Browse  **Exact**

Search for

Library

[Advanced Catalog Search](#)

Click Exact, enter the title and click the Title button. Today this search returns...

**Search Results**

title "caught" search found 5 titles.

<b>#1</b>	<b>FIC/COBEN</b> <b>Caught</b> Coben, Harlan, 1962- New York : Dutton, c2010. 9780525951582 (hardcover) : \$27.95 No copies currently available. (Estimated wait is 48 days)	<b>2010</b> 
<b>#2</b>	<b>[LP] FIC/FOSTER</b> <b>Caught!</b> Foster, Lori, 1958- Waterville, Me. : Thorndike Press, 2009. 9781410414939 (hardcover : alk. paper) : \$30.95 No copies currently available. Estimated wait undetermined.	<b>2009</b> 

## Subject

To search for a subject, type in a few words of the subject, then click the **Subject** button.  
For example:

- *jaguar repair manual*
- *Olympic games*
- *Paris guidebooks* (also try Words/Phrase: *Paris and guidebooks*)

## Series

For titles in a series, type in the title of the series and click the **Series** button. For example:

- *Magic School Bus*
- *Adventures of the Bailey School kids*
- *Left behind*

## Periodical Titles

For periodical titles (magazines, newspapers, etc.), type in the title and click the **Periodical Title** button. For example:

- *Architectural Digest*
- *People Weekly*
- *Newsweek*

## Advanced Catalog Search

The Advanced Catalog Search link opens a new search box that allows more search parameters to be entered.

Click on **Advanced Catalog Search** link and fill in the appropriate fields with the information you want to find.

Other limiters can be set for example

- Language
- Type of material such as Book, DVD, Music CD, etc.
- Genre (Mystery, Sci-Fi, Western, Graphic Novel, etc.)
- Reading Level
- Publication Year
- Sorting preference.

Use the **Match on** feature to select how the terms are searched such as Keyword, Left to Right, or Exact Content.

**Advanced Catalog Search**

words or phrase  And

author  And

title  And

subject  And

series  And

periodical title

Library

Language

Type

Genre

Reading Level

Match on

Pubyear

Sort by

## Limiting Searches

Searches can be limited in two ways, first by using the **Advanced Catalog Search** window or second by clicking on the **Limit Search** link in the green menu bar.



The screenshot shows the San Diego Public Library Catalog interface. At the top, there is a blue header with the SDPL logo and the text "San Diego Public Library Catalog" and "Your Link to the Past & Gateway to the Future". Below the header is a navigation bar with links: Search Tips, Search Home, eCollections, Articles & Databases, Other Resources, My Account & Renew My Materials, and Isabel Schon Center. A green menu bar contains links: Go Back, Help, Limit Search (highlighted with a black box and an arrow pointing from the text above), New Search, Next, Kept, My Profile, and Logout.

The main content area is titled "Search Results" and shows the search query "drought tolerant plants" found 39 titles. It displays two results:

- #1** 635.9525/WATER  
**Water-wise plants for the southwest [Rev. ed.]**  
Sterman, Nan  
Brentwood, Tenn. : Cool Springs Pr, c2010.  
9781591864684 (pbk.) : \$19.95  
1 copy available at Central Library in  
On order  
Copies on order  
2010
- #2** 635.9525/COOKE  
**Waterwise gardening : water, plants and climate : a practical guide**  
Cooke, Ian, 1949-  
London : New Holland, 2008.  
9781845379858 (pbk.) : \$19.95  
3 copies available at Linda Vista, Rancho Penasquitos,  
and North University Community  
2008

Each result has buttons for "Details", "Keep", and "Place Hold". To the right of the results are two sidebars: "You Found Titles in Categories:" with links for Agriculture (General), Botany, General Works, and Plant Culture; and "About the Library" with links for Why log in?, Library Home, Policies & Procedures (New), Contact Us, Administration, and More information.

## Substitution and Truncation

Use the **question mark (?)** symbol as a substitute for a missing character in a search term. For example, type **wom?n** in the search field. The appropriate records containing either "woman" or "women" will be displayed.

Use the **dollar sign (\$)** symbol to truncate a search term. The \$ can represent a single character, many characters, or no characters. Follow the \$ symbol with a number and the system limits the number of characters matched. When more than one term in a search expression is truncated, each term is searched for all variations.

For example, enter **JAMES\$** and the system locates the specified records containing the terms "Jame," "James," "Jameson," and "Jamerton."

## Browsing

Browse searches can be made from the **Search Catalog for:** screen or by clicking on the **Advance Catalog Search** link and the **Browsing** link in the Catalog Searches box.

The screenshot shows the San Diego Public Library Catalog search page. At the top is the SDPL logo and the text "San Diego Public Library Catalog" and "Your Link to the Past & Gateway to the Future". Below this is a navigation bar with links: Search Tips, Search/Home, eCollections, Articles & Databases, Other Resources, My Account & Renew My Materials, and Isabel Schon Center. A secondary navigation bar includes: Go Back, Help, My Profile, and Logout. A notice states: "A \$1.00 Restock Fee is assessed for each hold not picked up. There is a 25 title hold limit. Holds may not be placed on reference titles, magazines or electronic materials. You will be notified when your HOLD is available at your pick-up location. Items are not immediately available for pick-up." The main search area is titled "Search Catalog for:" and contains radio buttons for "Catalog", "Keyword", "Browse", and "Exact". The "Browse" option is selected. Below this is a search input field containing "turow scott" and a "Library" dropdown menu set to "ALL". There are buttons for "words or phrase", "author", "title", "subject", "series", and "periodical title". An "Advanced Catalog Search" link is at the bottom. To the right is an "About the Library" sidebar with links: Why log in?, Library Home, Policies & Procedures (New), Contact Us, Administration, and More information.

Browsing searches produce a list of author, title, subject, series, and/or periodical title headings in the alphabetic vicinity of the search word. The number of entries with the search word in that index is displayed to the right of the search result.

For example, a Browse search for the author Scott Turow would produce a list similar to the one below. The second entry shows that there are 46 records with the author Scott Turow.

Catalog Browse by Author: "turow scott"	
Turow, Joseph.	3
Turow, Scott.	46
Turow, Scott. Burden of proof.	1
Turow, Scott. Pleading guilty. Portuguese	1
Turow, Scott. Presumed innocent.	2
Turow, Scott. Reversible errors.	1
Turowicz, Jerzy.	1
<b>see related headings for:</b> Turowskaja, Maja	
Turp, Craig	1
<b>see related headings for:</b> Turpan Filmes	
<b>see related headings for:</b> Turpan Films	