

San Diego Public Library Catalog Search Tips

The Library Catalog can be used to search the San Diego Public Library collections of books, e-books, journals, magazines, newspapers, government publications and A-V materials, including printed and recorded music and films on DVD and VHS.

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

- Log into your library account by entering your Library Card # and Pin.
- Select the type of search such as Keyword, Browse, or Exact that you would like to perform.
- Enter the author, title, subject, words or phrase in the Search for box that you would like to search.
- Choose a search option 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](#) link.

The screenshot shows the San Diego Public Library Catalog search page. At the top, there is a blue header with the library name and a login section for Library Card# and PIN. Below the header is a green navigation bar with links like Search/Home, New Additions, Find It Fast!, etc. The main content area is divided into several sections: a search form with radio buttons for Catalog, Keyword, Browse, and Exact; a 'What Others Are Reading' section with 'Hottest title', 'Hottest author', and 'Hottest subject'; and three columns of 'Recommended Reading', 'Best Sellers', and 'Hot Sites...'. A right sidebar contains 'About the Library' links. The page is framed by green navigation bars at the top and bottom.

Overview of Key Features and Functionality of the Library Catalog

Types of Searches: Keyword, Browse, Exact, Advanced

The Quick Search Page:



The main search page of the catalog is the Quick Search Page. From here, three types of searches are available:

- [Keyword](#)
- [Browse](#)
- [Exact.](#)

Keyword search

Keyword searching allows you to search the catalog using words or phrases. This is a flexible type of search that permits you to search for words or phrases that appear in the title, subject headings, author's name, or elsewhere in the catalog record. You can combine words and phrases using Boolean operators such as AND, OR, NOT. For details about these and other operators, please see [Searching Using Boolean Operators](#) below.

Words or Phrase Search

Type in search terms and click the **Words or Phrase button**.

For example:

- outcasts united
- 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*

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*

Browse Search

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.

Search Catalog for:

Catalog Keyword Browse Exact

Search for

Library

[words or phrase](#) [author](#) [title](#) [subject](#) [series](#) [periodical title](#)

[Advanced Catalog Search](#)

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 50 records with the author Scott Turow. Because this is a Browse search, other headings that are near (the alphabetic vicinity) to your search are included.

Catalog Browse by Author: "turow scott"

1.	Turow, Joseph.	3
2.	Turow, Scott.	50
3.	Turow, Scott. Burden of proof.	1
4.	Turow, Scott/ Herrmann, Edward (NRT)	1
5.	Turow, Scott. Innocent. Spanish	1
6.	Turow, Scott. Pleading guilty. Portuguese	1
7.	Turow, Scott. Presumed innocent.	2
8.	Turow, Scott. Presumed innocent. German	1
9.	Turow, Scott. Reversible errors.	1
10.	Turowicz, Jerzy.	1
11.	see related headings for: Turowskaja, Maja	
12.	Turp, Richard.	23
13.	see related headings for: Turpan Filmes	

Exact Search

An Exact search is similar to a Browse search except that it skips the browse list and leads directly to the record(s) in the catalog that match the information you provide. This type of search is best used when you are searching for a particular title, author, or subject and you already know the precise title, author name, or subject heading. Omit initial articles when using the Exact search option.

The Exact search can also be useful when searching for one word titles such as *Caught* by Harlan Coben or *Innocent* by Scott Turow.

Click Exact, enter the title and click the Title button.

Search Catalog for:

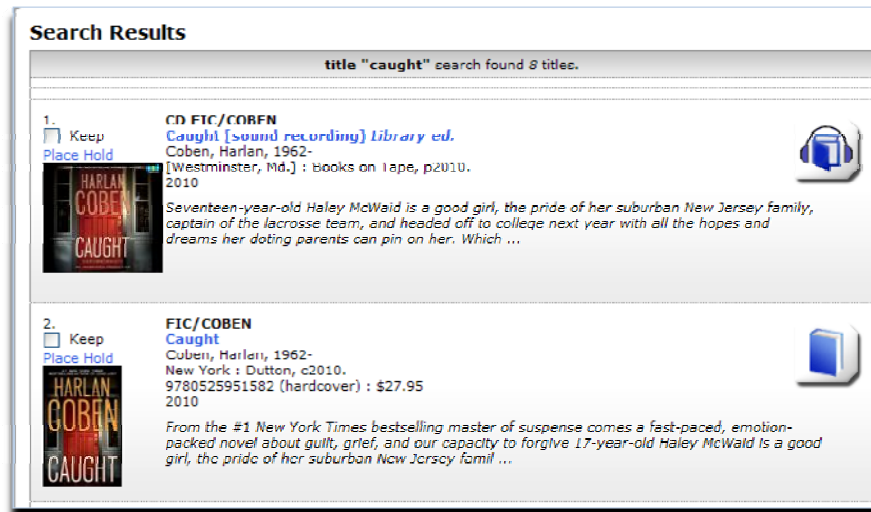
Catalog Keyword Browse Exact

Search for

Library ▼












[Advanced Catalog Search](#)

You are taken directly to the search results. Today, it found 8 titles.



About the Search Results screen:

Item type icons to the right of the title provide a visual description of the title format. Item types include:

- | | | | | | |
|---|----------------------------------|---|----------------------------------|--|-------------------|
|  | Audio Book |  | All books, including Large Print |  | Books on Cassette |
|  | Electronic resource (eAudioBook) |  | Electronic resource (eBook) |  | DVD |
|  | Music CD |  | Music Score |  | Periodical |
|  | Special Collection |  | Videocassette | | |

For more about the Results screen and other enhancements, please see our [Web Catalog Enhancements](#).

At the bottom of the page of most search results is the **Search Again** form (This form can vary depending on the type of search you began with, i.e. basic or advanced). This lets you change or narrow your original search by:

- **Language:** Spanish, French, etc.
- **Type:** Book, DVD, AudioBook, etc.
- **Genre:** Mystery, Large Print, etc.
- **Reading level:** Adult, Young Adult and Juvenile
- **Pubyear:** Year the title was published
- **Sort by:** Choose by author, title, subject, relevance, old to new, new to old.

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. Advanced Search is much like the Search Again box but adds the ability to combine different search terms using **Boolean operators**.

Searching Using Boolean Operators (AND, NOT, OR, XOR)

Boolean operators (AND, NOT, OR, XOR) allow you to locate records containing all or any or some of your search terms.

Advanced Catalog Search

words or phrase	borg	And
title	star trek	And

The results show 9 titles were found

Use the AND operator to locate records containing all of the specified search terms. For example, if you search for "borg AND star trek", the Catalog locates records containing all of the specified terms.

Search Results

words or phrase "borg" AND title "star trek" search found 9 titles.

words or phrase	borg	Or
title	star trek	And

The results show 375 titles were found

Use the OR operator to locate records matching any or all of the specified terms. For example, if you search for "borg OR star trek", the Catalog locates records containing the first search term or the second or both.

Search Results

words or phrase "borg" OR title "star trek" search found 375 titles.

Pages << 1 2 3 4 ...10 ...19 >>

words or phrase	borg	Not
title	star trek	And

The results show 84 titles were found

Use the **NOT** operator to locate records containing the first search term but **not** the second search term. For example, if you search for "**borg NOT star trek**", the Catalog locates records containing the first search term (borg) **but not the second (star trek)**.

Search Results

words or phrase "borg" NOT title "star trek" search found 84 titles.

Pages << 1 2 3 4 5 >>

words or phrase	borg	XOR
title	star trek	And

The results show 366 titles were found

Use the **XOR** (exclusive or) operator to locate records matching any but not all of the specified terms. For example, if you search for "**borg XOR star trek**", the Catalog locates records containing either the first search term or the second, **but not both**.

Search Results

words or phrase "borg" XOR title "star trek" search found 366 titles.

Pages << 1 2 3 4 ...10 ...19 >>

Substitution and Truncation Symbols

The Substitution and Truncation Symbols are special characters used to find variations (different forms, spelling, etc.) of a word. These two symbols can be used together or separately, and at the beginning, middle, and end of a term. To literally search these symbols, enclose them with quotation marks.

The question mark (**?**) symbol is used as a substitute for a missing character in a search term, usually when you are unsure of a spelling or when you want to find two forms of one word.

For example:

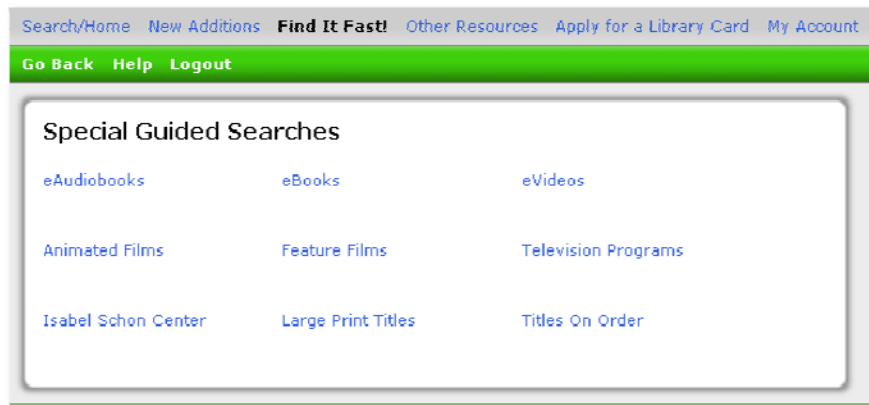
If you enter WOM**?**N, the web catalog locates records containing either "wom**a**n" or "wom**e**n."

The dollar sign (**\$**) symbol is used to truncate search terms and can represent a single character, many characters, or no characters. If you follow the \$ symbol with a number, the web catalog 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:

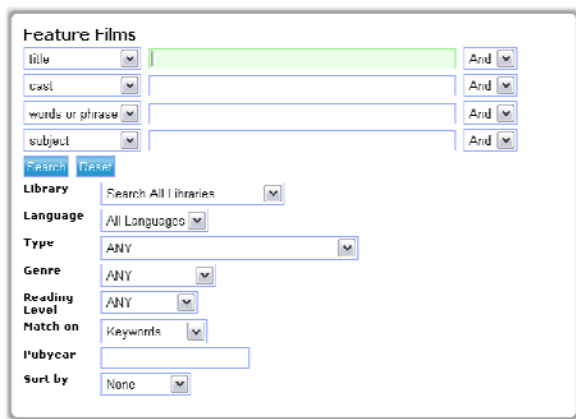
If you enter JAME**\$**, the web catalog locates the specified records containing the terms "Jame," "James," "Jameson," and "Jamerton."

Find It Fast!



The **Find It Fast!** feature is an Advanced type search that allows you to quickly find specific lists of titles such as downloadable audio books, books, videos, animated or feature films, television programs, Isabel Schon items, large print titles and Titles On Order.

Click one of the links in the **Special Guided Searches** box then click the Search button to get a list of all of those titles in the collection.

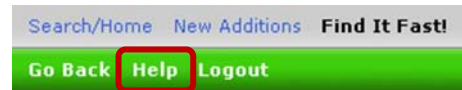


Limiting the Search

Searching for example, all the feature films would give you a list of over 17,000 videos! Use the Power Search options to narrow your search results into a more manageable number.

- Select a **Library** to limit your search to a specific library branch or group of libraries, or select ALL to search in all branches. This is useful for finding titles currently at your local branch.
- If you are looking for a specific language, select a **Language**.
- If you want a specific format (such as Book, DVD, printed music, Audio Books, etc), select a **Type**.
- If you want to narrow your search down to genre such as Mystery, Large Print, Graphic Novel, etc. select a **Genre**.
- Choose a **Reading Level** for Adult, Young Adult or Juvenile materials.
- You can have your search match on a particular part of a catalog record (such as keywords only) by selecting a portion to **Match On**.
- In the **Pubyear** box, type the year the item was published.
- You can sort your search results by selecting criteria in the **Sort By** box.

This is just a general overview on the searching capabilities available to you. For more search strategies, click on the Help link



Searching for journals, magazines or newspapers.

To search for articles published in journals, magazines or news papers please use the indexes and databases listed on the [Magazine and Journals List](#) page. In many cases, you will be able to access the full article in digital format, directly from the library database. If the index or database you are searching does not provide the full article, you can then use the Library Catalog and Magazine and Journals List to determine if the journal, magazine or newspaper in which the article was published is available at the library in print or in another library database.

- You may also use [Magazine and Journals List](#) to find out what titles are available in digital format in the [libraries' online databases](#).
- **Individual articles are not indexed or catalogued in the Library Catalog.** For example, you can use the catalog to find out if the Library has Newsweek magazine, but you cannot use it to search for articles published in Newsweek.