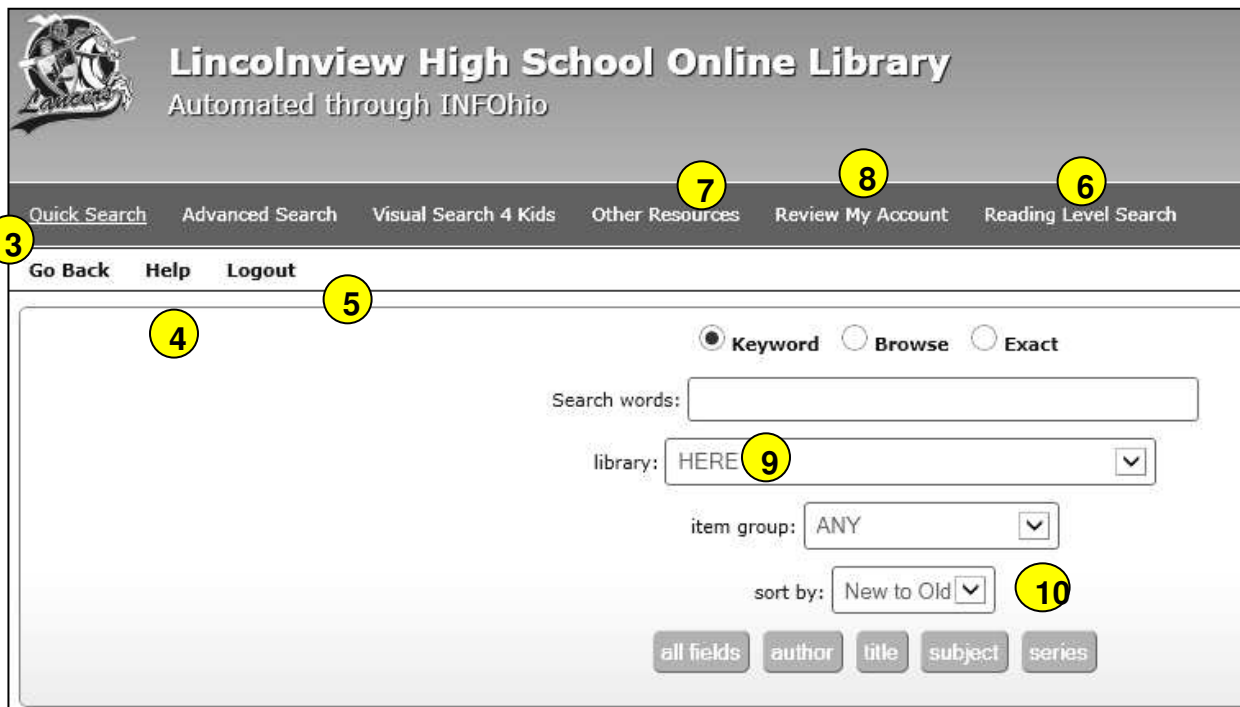


Searching with CAT

1. **Click** on the CAT link.
2. *Quick Search screen displays.*
3. **Toolbar** – displays options.
4. **Help** - provides directions for the displayed screen.
5. **Log Out** – returns to opening page.



6. **Special Searches** (click *Reading Level Search* to find *Reading Program* and *Lexile* searches)
7. **Other Resources** – INFOhio resources and others.
8. **Review My Account** – This option is available for everyone. Check with your librarian for your login information. (Librarians – see report “Labels for MY ACCOUNT” in online manual <https://www.infohio.org/educators/library/workflows-handbook/category/back-to-school>)
9. **Library** – “HERE” is library you are logged in to.
10. **Sort By** – allows you to sort your results as shown.



11. **ISearch** – when used from the search page, it is a direct link to ISearch. If used from a results list, this will relaunch your current search for you within ISearch. More info here: <https://www.infohio.org/students/er/item/isearch>

(at *BOTTOM* of Quick search page)

12. **What Others are Reading** – includes Hottest Titles, Authors, and Subject from your library. Click on More Items to locate additional items.
13. **Recommended Reading** – provides recommended reading lists.
14. **Best Sellers** – Best Seller lists from major reviewers.

What Others Are Reading 12

Hottest title: Diary of a wimpy kid : the third wheel

Hottest author: Gutman, Dan

Hottest subject: School stories. sears

[More items](#)

<p>Recommended Reading 13</p> <p>Buckeye Children's Book Award of Ohio</p> <p>Caldecott Medal (Children's)</p> <p>Newbery Medal (Children's)</p> <p>Michael L. Printz Award (YA)</p> <p>IRA Children and Young Adult Book Awards</p> <p>More recommended reading lists</p>	<p>Best Sellers 14</p> <p>New York Times Children's Picture Books</p> <p>New York Times Fiction</p> <p>New York Times Nonfiction</p> <p>Publishers Weekly Children's Fiction</p> <p>Christian Booksellers Association</p> <p>More best seller lists</p>
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There are eight basic search options:

1. **QUICK SEARCH** - allows simple searches for items, defaults to your library.
2. **ADVANCED SEARCH** - search for items in any library in your school district and allows more search options.
3. **VISUAL SEARCH 4 KIDS** – search by topic using pictures.
4. **OTHER RESOURCES** – Includes links to the INFOhio electronic resources, other electronic resources, public libraries and access to Ohio Statewide resource sharing.
5. **BROWSE CALL NUMBERS** – A Browse search is like walking through the "shelves" in the library. It lets you see items that are next to each other on the shelf.

6. **BROWSE HEADINGS** – groups subject headings to give you additional searching terms.
7. **READING PROGRAM SEARCH (Reading Level Search link)** – search by Reading Program (Accelerated Reader, Reading Counts), Reading Level, or Points in the Reading Program.
8. **LEXILE SCORE SEARCH (Reading Level Search link)** – search by lexile range.

Quick Search:

1. **Select** search type by clicking the appropriate radio button.
2. **Enter** your search term.
3. **Select** item group, if desired, to filter by item group.
4. **Sort by**, author, subject, title, relevance, old to new, or new to old, or leave default for none.
5. **Click** on the search type. Press [enter] if the search type you want is already selected (by default “all fields” is selected).
6. **Previous Searches** allows you to review or launch a previous query.
7. **Go Back** takes you back to your last screen.
8. **Help** will open online help information.
9. **Logout** will end your search session.

The screenshot shows a search interface with the following elements and callouts:

- 8**: Callout for the navigation bar containing "Go Back", "Help", and "Logout".
- 7**: Callout for the main search area.
- 1**: Callout for the search type radio buttons: "Keyword" (selected), "Browse", and "Exact".
- 2**: Callout for the "Search words:" input field containing "Harry Potter".
- 3**: Callout for the "item group:" dropdown menu set to "ANY".
- 4**: Callout for the "sort by:" dropdown menu set to "New to Old".
- 5**: Callout for the search scope buttons: "all fields", "author", "title", "subject", and "series".
- 6**: Callout for the "Previous Searches" dropdown menu set to "--Choose a previous query--".

Search Results screen displays.


1. **Click** on the Title to select desired title.

2. **Click** on the CLCD Review icon for review information.

all+fields "harry potter" search four


Keep All on this Page

1. Keep




AR_FIC ROW
Harry Potter and the deathly hallows 1st ed.
Rowling, J. K.
New York, NY : Arthur A. Levine Books, 2007.
759 p. ; 24 cm.
2007
1 copy AVAILABLE at Parkway Elementary School

2. Keep



AR_FIC ROW
Harry Potter and the half-blood prince 1st American ed.
Rowling, J. K.
New York : Arthur A. Levine, 2005.
x, 652 p. : ill. ; 24 cm.
2005
3 copies AVAILABLE at Parkway Elementary School

3. Keep

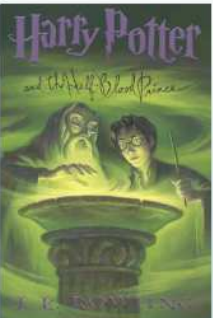


AR_FIC ROW
Harry Potter and the Order of the Phoenix
Rowling, J. K.
New York : Scholastic, [2004], c2003.
xv, 870 p. : ill. ; 20 cm.
2004
1 copy AVAILABLE at Parkway Elementary School

record 2 of 7 for search all+fields "harry potter" Change Disp

Item Details


Keep



Find more by this author
Find more on these topics
Nearby items on shelf

Brief Description | **A Look Inside** | **Full Description**

Title Harry Potter and the half-blood prince
Author Rowling, J. K.
Physical description x, 652 p. : ill. ; 24 cm.
Audience 1030 Lexile.
Reading program Accelerated Reader MG+- Level=7.2- Points=29.0
89154
ISBN 0439784549
Item info 3 copies AVAILABLE at Parkway Elementary School.

 **2**

Holdings	Copies	Item Group	Status
Parkway Elementary School	2	Fiction Collection	Available
AR_FIC ROW	1	Nonfiction Collection	Available

[All content](#)

3. **Click** the *Next* and *Previous* buttons to move through search results.

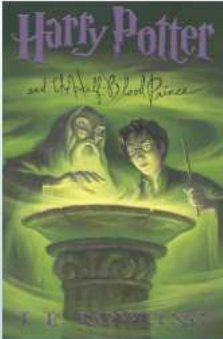


4. **Click** the appropriate tab to view *Brief Description*, *A Look Inside*, or *Full Description*

record 2 of 7 for search all+fields "harry potter" Change Display

Item Details 4

Keep



Find more by this author 5b
Find more on these topics
Nearby items on shelf

Brief Description | **A Look Inside** | **Full Description**

Title Harry Potter and the half-blood prince
Author Rowling, J. K.
Physical description x, 652 p. : ill. ; 24 cm.
Audience 1030 Lexile.
Reading program Accelerated Reader MG+- Level=7.2- Points=29.0 89154
ISBN 0439784549
Item info 3 copies AVAILABLE at Parkway Elementary School.

Parkway Elementary School	Holdings	Copies	Item Group	Status
AR_FIC ROW All content 5a	3		Fiction Collection	Available

5a. **Select** All Content (summary, further book reviews... etc) –

5b. Find more by this author; Find more on these topics; Nearby items on shelf

Advanced Search:

To further define your search, you may select as many or as few options as you wish to narrow the search.

Go Back Help Logout

1

Keyword ▼ hogwarts And ▼

Title Words ▼ And ▼

Author ▼ rowling x And ▼

Subject ▼ And ▼

Series ▼ And ▼

Search Reset

1. For a combined search, **Enter** the search topic in the appropriate search type boxes and select the appropriate Boolean operators.
2. **Select** a library or all libraries in your school district to search.

- Limit the search, if you wish, by specific item information that may be in your item record. You may select one criterion in each area.
- Select** the sort by option, using the drop down menu.

library:	ALL
language:	ANY
item group:	Fiction
material type:	ANY
funding source:	ANY
curricular area:	ANY
grade level:	ANY
genre:	ANY
match on:	Keywords
pubyear:	
sort by:	New to Old

Tips and Tricks

Entering a search

- Author** – author can be entered with either *first or last name* first.
- Title** - You do not need all the words - leave out "a," "and," "the," etc.
- Combination Searching** – Some combination searches to use: Author, Subject, Title
Connect them with the Boolean operators AND, OR, and NOT.

Author twain AND *subject Mississippi* = books by Mark Twain that are about the Mississippi.

Author twain OR *subject Mississippi* = all items written by Mark Twain and all items about the Mississippi.

Author twain NOT *subject Mississippi* = items written by Mark Twain but not about the Mississippi.

- Limiting a search** - click on the arrow and highlight your preferences - pick a language, an item group, material type, funding source, match on (keyword, left to right, exact content), pubyear (ex. >1990, <2007 or =2005) and/or a sort order. This would be a good way to limit your results to recent videos, old maps, or anything from the 50's.

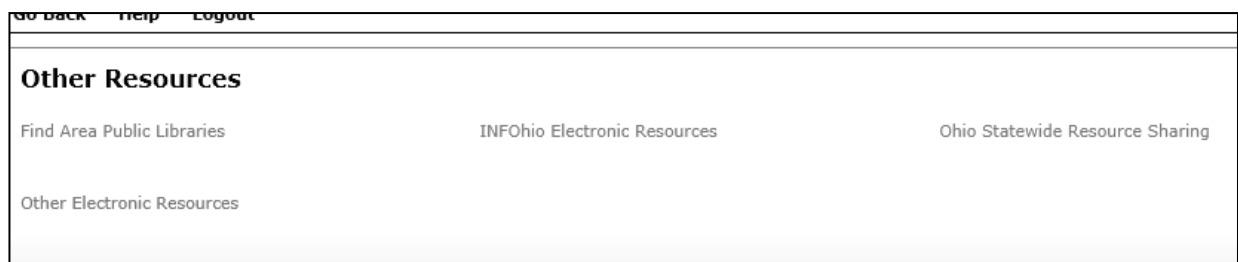
Visual Search 4 Kids:

Allows a topical search of items in your school's libraries.



Other Resources:

Includes links to the INFOhio electronic resources, other electronic resources, public libraries and access to Ohio Statewide resource sharing.



- Find Area Public Libraries – is a list of links to public libraries.
- INFOhio Electronic Resources – links to the INFOhio web site Resources.
- Ohio Statewide Resource Sharing – is a link to MORE libraries.
- Other Electronic Resources – is a link to additional resources.

Reading Level Search – Reading Program:

1. **Select** Reading Program Search by highlighting the appropriate radio button.
2. **Select** Accelerated Reader or Reading Counts program.
3. **Enter** the reading level range.
4. **Enter** the reading points range.
5. **Enter** a search term, if desired.
6. **Choose** library.
7. Search results display # of titles available within this range.

Reading Programs

Reading Program Search Lexile Score Search

Reading Program: Accelerated Reader 2

Reading Level: 1.0 3 to 1.5

Reading Points: .5 4 to 2.0

search term: dog 5

library: Parkway E 6 elementary School

[Show Matching Books](#)


Search Results

words or phrase "ACCELERATED ADJ1 READER" SAME words or phrase "{READPROG}>=10<=1" search found 26 titles. 7


Pages << 1 >>

[Keep All on this Page](#)

- Keep



E GRO
The dog who cried woof 1st ed.
Grogan, John, 1942-
New York : HarperCollins Publishers, 2011.
32 p. : ill ; 24 cm.
2011
1 copy AVAILABLE at Parkway Elementary School
- Keep



E GRO
Marley : messy dog 1st ed.
Grogan, John, 1942-
New York : HarperCollins Publishers, 2011.
32 p. : ill ; 23 cm.
2011
1 copy AVAILABLE at Parkway Elementary School

Reading Level Search – Lexile Scores:

1. **Select** Lexile Score Search by highlighting the appropriate radio button.
2. **Enter** the lexile score range.
3. **Enter** a search term if desired.
4. **Choose** library.
5. Search results display # of titles available within this range

Spell Checker

1. Search term is misspelled:
2. Browse list displays, with suggestions for other possible spellings (drop-down list):

The Results

1. The brief record list will display title, author, and shelf number.
2. You may sort the items in your brief record list by author, subject, title, relevance, old to new, or new to old.
3. To see the Full Record, click on the title and then choose the Full Description tab.
4. Full description may contain hypertext links to related subjects and titles by the author.
5. When the Full Record displays, click Go Back on the menu bar. This will return you to the Search Results page.

Results Features

1. **Go Back** takes you back to previous screen.
2. **Help** is online.
3. **Limit Search** pops you to bottom of current page where you can “revise” your search and resubmit.
4. **New Search** will return you to quick search.
5. **Next** allows you to display the next page of records in the results list.
6. **Kept List** navigates to the kept list
7. **Logout** logs out the session.

Quick Search Advanced Search Visual Search 4 Kids Other Resources Review My Account Reading Level Search

Go Back Help Limit Search New Search Next Kept List Logout

Search Results

all+fields "american girl" search found 33 titles.

Pages << 1 2 >>

Keep All on this Page

1. Keep

AR_FIC KUR
Lanie
 Kurtz, Jane.
 Middleton, WI : American Girl, c2010.
 108 p. : col. ill. ; 23 cm.
 2010
 1 copy AVAILABLE at Parkway Elementary School

Select the title – **ITEM DETAILS** displays:

Item Details

Keep

Brief Description | **A Look Inside** | **Full Description**

Title	Lanie
Author	Kurtz, Jane.
Physical description	108 p. : col. ill. ; 23 cm.
Audience	760 Lexile.
Reading program	Accelerated Reader MG- Level=4.
ISBN	1593696825
Item info	1 copy AVAILABLE at Parkway Ele

Parkway Elementary School
AR_FIC KUR
[All content](#) **11**

[Find more by this author](#) **8**

[Find more on these topics](#) **9**

[Nearby items on shelf](#) **10**

- 8. **Find more by this author** allows you to locate other titles.
- 9. **Find more on these topics** allows you to locate similar items.
- 10. **Nearby items on shelf** allows you to “browse” the shelf as if in a library.
- 11. **All Content** displays a summary of the item.

Using the Keep Feature

Check the *Keep* box to select titles from your brief results list or on the brief description view of the item. Once you click the *Keep* button, it changes to *Kept*.

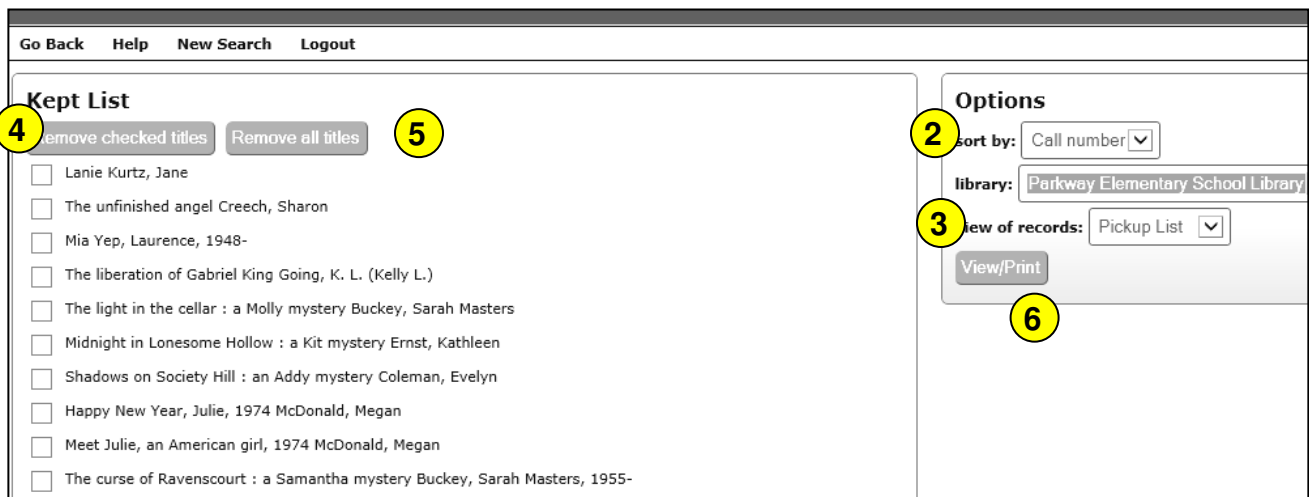
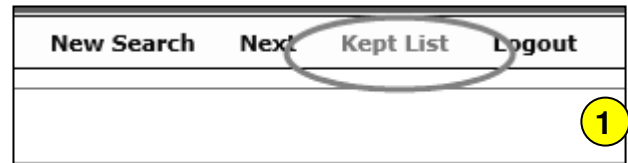


1. You can search for titles from your own library or other libraries.
2. You can add all items from a results list at once by selecting *Keep All on this Page* at the top of the page.



View your Kept List:

1. **Click** the *Kept List* feature from the menu bar to see your selected items.
2. **Sort** your list using the *Sort by:* drop down menu, you may choose to sort titles by author, title, or call number.
3. **Click** *View of Records* to choose Pickup List or Reading List.
4. **Click** *Remove Checked Titles* to delete unwanted titles,
5. **Click** *Remove all titles* to clear your Kept list.

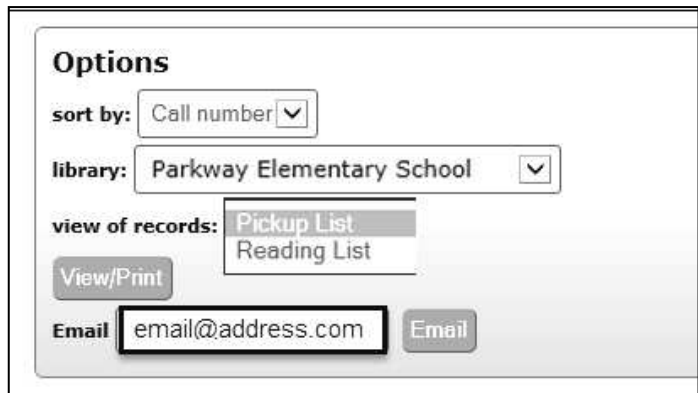


6. **Click** View/Print to display the bibliographic information.

TITLE: I am Japanese American / Vivian Emery.	PUB INFO: New York : Rosen, 2003.
AR 973 EME BOOK AVAILABLE Parkway Elementary School	
TITLE: Boxes for Katje / Candace Fleming ; picture	PUB INFO: New York : Farrar, Straus and Giroux, 2
AR_E FLE BOOK AVAILABLE Parkway Elementary School	
AR_E FLE BOOK AVAILABLE Parkway Elementary School	
TITLE: Virgie goes to school with us boys / by Eli	PUB INFO: New York : Simon & Schuster Books for Y
AR_E HOW BOOK AVAILABLE Parkway Elementary School	
TITLE: The curse of Ravenscourt : a Samantha myste	PUB INFO: Middleton, WI : Pleasant Company, c2005
AR_FIC BUC BOOK AVAILABLE Parkway Elementary School	
TITLE: The light in the cellar : a Molly mystery /	PUB INFO: Middleton, WI : American Girl, c2007.
AR_FIC BUC BOOK AVAILABLE Parkway Elementary School	

7. **Email Pickup OR Reading List**

Some schools have chosen to allow students to email these lists. Check with your librarian to see if this option is turned on for your school.



My Account features –enabled for everyone. (For details, see tip sheet in online Handbook, PUBLIC PORTALS/My Account Section).

