Performing a Basic Search in the MCC Library Catalogue

Summary

Anyone who can access the library's Home screen can search the library's catalogue, however additional options such as saving searches, book items ahead of visiting the library or submitting book reviews are only available to registered users who are logged in.
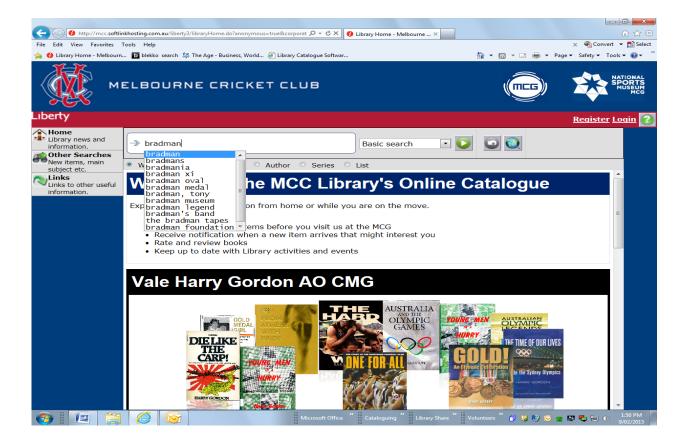
Enter a Basic Search

The default Search Type can be changed and will remain for the session unless another type is chosen or the session has been ended.

1. The *Search Type* will display in the field to the right of the search term entry field. In the screen example below the *Search Type* is **Basic**.

2. By default the **Word** radio button is active. This means the basic search you are about to do will be an *Any word* style search. This can produce a very large number of results.

3. The search term should be entered in the field with the phrase "*Enter your search here...*" The field uses predictive search so only the first few letters of a term need be entered. If entering an author name, type the surname first.

4. A list of matching terms or words will display in a drop down list. If the term required does not display enter a few more letters and the prediction list will adjust accordingly.

5. If the term required is listed, click on it. The term will display in the search field and a results list will display. If no results are obtained, try entering a different but related term.

6. If necessary, refine the results by using the "modify results" option on the left hand side of the screen. This produces a menu of options on the right-hand side of the screen. Alternatively, use the "advanced search" option which allows additional options such as "all words" or "exact match".

7. The search term will be highlighted in the record. It may appear in the title or elsewhere. Not all fields in the record are displayed, so, if the term cannot be seen, it will be in a field that is not publicly displayed.

8. The *Result* list includes information such as the type of resource, title, and classification. For logged in users, there are also options to rate or review the item, or to book it ahead of visiting the library.

   Non-logged in users can print the result list by clicking the Print icon. Logged in users can optionally print extra details.

9. Results can be also be shared on social networking sites, for example *Facebook* or *Twitter*, by clicking on the Share icon.