

NExpress Catalog Searching

It's wonderful to have the shared resources of many other libraries easily available, however it can be a little overwhelming at times when you're searching the catalog!

Searching the NExpress shared online catalog in a few easy steps:

BASIC KEYWORD SEARCH

1. Enter Search terms
2. Click Ottawa Library on the left sidebar to see our holdings*
3. Click on Title to see availability

Do a Keyword search for a title...in the basic search box enter [Plain Truth] and click Go. (hitting the enter key will also start search) Does the Ottawa Library own it? Yes/no
Is it available? yes/no

*Another way to limit to our holdings is to add Ottawa to any search. However, it's important to remember this is a keyword search which looks at every word in the record.

First try this with [plain truth Ottawa]

Then try [war and peace Ottawa] How many Results?:

This means that Ottawa owns (how many?) _____ titles that have the terms "war" or "peace" somewhere in the MARC record.

SPECIFIC SEARCH

If you are looking for a title with keywords that are likely to be plentiful, a better way to search is to use a title search in an Advanced Search. Use the pull down menu to select "title" and search [war and peace] Results:

Try this again, limiting to Ottawa Library. Results:

You can also use Boolean terms in a basic search box to narrow results: [ti="war and peace" and Ottawa] Results:

ADVANCED SEARCH PART TWO

If you want to search for a specific format like dvd, it's best to use the Advanced search and limit to the format. Again, you can also limit to a specific library here if you wish.

Does Ottawa own the movie [Harry Potter and the Sorcerer's Stone]?

Is it in?

AUTHOR SEARCH

Try doing an author search (Stephen King, or whoever you prefer) with:

- a. first name last and
- b. first name first

Is there any difference in the results?

TITLE SEARCH

Do we have a book called "Jewels" (by Danielle Steel)?

Type [Jewels] in the basic search box and click on Go. How many results?

Click on Ottawa Library on the left sidebar. How many results?

Try [Jewels Ottawa] in the basic search box. How many results?

Try an Advanced search, choose title and limit to Ottawa.

CHARACTER IN A BOOK

You know that an author has a series with a character named Richard Jury, but can't remember the author's name. In the basic keyword search box, type [Richard Jury] and search. Who is the author?

SERIES SEARCH

In Advanced Search, there is a choice in the drop-down menu to search by series. Results can be mixed.

Try a series search [Left Behind] Results:

Try a series search [Spanish Bit] Results:

Then try the same searches in a keyword search. Is there any difference in results?

It is often helpful to use the KDL "What's Next" site to find the order of titles in a series and then search the catalog for the title you need.

SERIES PART TWO

COMPARE STAFF SEARCH WITH PUBLIC SEARCH

A patron wishes to place a hold on Naruto #16. Can you do it?

In the staff catalog, search [naruto]

[naruto volume 16] How many results? ___ V.16 is what # in the results list? ? ___

[naruto vol 16] How many results? ___ V.16 is what # in the results list? ? ___

[naruto v 16] How many results? ___ V.16 is what # in the results list? ? ___

[naruto 16] How many results? ___ V.16 is what # in the results list? ? ___

In the public catalog, search [naruto]

[naruto volume 16] How many results? ___ V.16 is what # in the results list? ? ___

[naruto vol 16] How many results? ___ V.16 is what # in the results list? ? ___

[naruto v 16] How many results? ___ V.16 is what # in the results list? ? ___

[naruto 16] How many results? ___ V.16 is what # in the results list? ? ___

SONGS

Do we have a CD that includes the song "Danny Boy?"

In Advanced Search, limit to MusicCD and Ottawa Library and search [Danny Boy] There is also a song index notebook at the Circulation Desk.

SUBJECT SEARCH

Someone wants a book on ADD...

Keyword Search: [ADD] how many results? ___

Keyword Search: [add] any difference in the results?

Keyword Search [Attention Deficit Disorder] Results:

How do you explain the difference?

Search: [Attention Deficit Disorder and adults] Results:

SUBJECT SEARCH PART TWO

Do a Subject search for jokes, limiting to Ottawa Library Results:

Do a Keyword search for jokes, limiting to Ottawa Library Results:

SORTING RESULTS

Keyword Search [videorecording\$ Ottawa] Locate the Sort By drop-down menu on the right and change it to sort by newest to oldest.

Another way: You can also go to Advanced Search, select item type dvd, Ottawa Library, and sort by newest to oldest, then search.