

# Search Tips for the State Library

## Catalogue

### **KEYWORD**

When searching by Keyword, enter a word or words from the author, title, series title, subject, organization, conference name, contents, summary or a line in a poem or song.

### **AUTHOR**

When searching by Author enter as much or as little of the Author's name as you like. All items written by an Author whose name begins with the words you have entered will be retrieved.

For example:

If you enter the name 'west, david' the following Authors will be retrieved.

West, David

West, David A

West, David Alexander etc

### **TITLE**

All items containing titles which begin with the words you have entered will be retrieved.

For example:

If you enter the word 'cooking' the following Titles will be retrieved:

Cooking

Cooking at a glance

Cooking at weekends etc

### **AUTHOR/TITLE**

Items containing the Author you have entered and then limited by words in the Title you have entered will be retrieved.

For example:

If you enter the Author 'jennings, p' and words in the Title ' rascal ' the following items will be retrieved:

Jennings Paul : Rascal in trouble

Jennings Paul : Rascal takes off

Jennings Paul : Rascal the dragon

Jennings Paul : Rascal's trick

etc.

### **SUBJECT**

All items on the Subject that begin with the words you have entered will be retrieved.

For example:

If you enter the subject term 'sport', items on the following subjects will also be retrieved.

Sport

Sport Clothes

Sport Stories

Sporting Goods



## Limit/Sort Search

Once you have retrieved a list of titles you may wish to further specify your search with any of these options:

**YEAR of publication**

**MATERIAL type**

**LANGUAGE:**

**PUBLISHER:**

*For Example:*

*If you are looking for current travel books on*

*ITALY, after your initial Search you may Limit/Sort to Year of Publication AFTER 2005 to get the most recent title.*

### Icons



Books and Serial Publications (ie., magazines, newspapers, etc)



Videos, Films and DVDs



Spoken Records: Stories on CD or Cassette



Computer Files. CD ROMs

There are more icons which may appear, for a full list go to

<http://henrietta.liswa.wa.gov.au/screens/mediagif.html>