

How to Search in L4U

1. Quicksearch

This search is the simplest of all the searches. The search criteria entered for this type of search can be a single entry, multiple words or a phrase. To use Quicksearch:

1. Go to the teacher portal on the homepage and click on the Library Links tab and then CRC or any library. Type in the search criteria in the field provided
 - This can be a single word, multiple words or a phrase (*theme box, kit, big book*)

2. Click the icon that represents the type of search to perform
 - Pressing ENTER on the keyboard performs a Keyword search
3. The Library Link on teacher portal shows the iPAC which displays a list of items that match the search criteria.

Title & SubTitle	Author	Availability	Status	Call Number	Location
<input type="checkbox"/> Writing power : engaging thinking through writing /	Gear, Adrienne.	0 of 1	Out	PD 372.62 GEA	Central Resource Centre
<input type="checkbox"/> Theme box 1-5 kit : Basketball is here [big book kit] /		1 of 1	In	FY10EWBL THE	Central Resource Centre
<input type="checkbox"/> Theme box 4 : Reaching readers (ELA) /		1 of 1	In	FY10EWBL THE	Central Resource Centre
<input type="checkbox"/> Cornerstones 4 : anthology B /		30 of 30	In	TB4/428.6/COR	Central Resource Centre
<input type="checkbox"/> Cornerstones 4 : anthology A /		30 of 30	In	TB4/428.6/COR	Central Resource Centre
<input type="checkbox"/> Inviting writing into the science classroom : how teachers open the door : a handbook /	Saigeon, Lori.	1 of 1	In	TR/372.35/SAI	Central Resource Centre
<input type="checkbox"/> Comprehensive literacy resource for grades 3-6 teachers /	Trehearne, Miriam.	2 of 2	In	TR/372.6/TRE	Central Resource Centre
<input type="checkbox"/> Unstoppable writing teacher : The real strategies for the real classroom /	Cruz, M. Colleen.	1 of 1	In	TR/372.6/CRU	Central Resource Centre
<input type="checkbox"/> Teaching for comprehending and fluency [CD kit] : thinking, talking, and writing about reading, K-8, copy 2 /	Fountas, Irene.	1 of 2	In	KT/372.47/FOU/#2	Central Resource Centre
<input type="checkbox"/> Teaching for comprehending and fluency [CD kit] : thinking, talking, and writing about reading, K-8, copy 1 /	Fountas, Irene.	1 of 2	In	KT 372.47 FOU	Central Resource Centre
<input type="checkbox"/> Big ideas for expanding minds : teaching English language learners across the curriculum /	Cummins, Jim.	1 of 1	In	TR/372.652/CUM	Central Resource Centre



Note: Searches are not case sensitive and do not recognize articles (the, and, a, etc.). Quicksearch works exclusively with keywords and not all words are keyworded.

Combining Search Terms

When you wish to use more than one word as search criteria, L4U can search using one of two words. If the default is set to OR, a more expansive list of items will result. For Example: If you enter Dog Cat as the search criteria, the results will include item records containing the words Dog or Cat or both Dog and Cat.

The more restrictive, or more accurate search, would be an AND search. Using the same example, the results would include only item records containing the words Dog and Cat. Search types available on the Home page are Keyword/SoundsLike and table specific searches (i.e. Subject, Title, Author, Series, Ed/Illus).

Types of Searches:

Keyword - The keyword search is performed by entering the search criteria and either pressing the ENTER key on the keyboard or by clicking the *Keyword* icon. When this option is selected, L4U searches the keywords of each item record looking for a match to the search criteria. Keywords are derived from various fields within the item record. There are two search options that effect how the search is conducted. The comparison value between multiple words entered can be set to AND or OR. Selecting OR will return results that contain any of the words entered whereas, selecting AND will return results that contain all of the words entered. *Using keywords results in a greater hit rate than using a single search category.*

SoundsLike - The SoundsLike search is a phonetic search tool. It is especially useful for those hard to spell terms and patrons who experience difficulty with spelling. To use the SoundsLike search, enter the word as it sounds phonetically and then click *SoundsLike*. For Example: Entering **elifant** will produce those records with a keyword of 'Elephant'. L4U searches a list of phonetic keywords that has been generated from the item keywords.

Subjects - To search for a Subject, Enter the Subject or a portion of the Subject and click *Subject*. For Example: **plan** would produce records with Subjects such as 'Plants', 'Trips--Planning' or 'Planets'. Enter a complete term for more exact searching. If multiple search criteria has been entered, L4U will apply the *Authority Keyword Searches* preference setting and look for matching items in the Subjects keywords table.

Title - To search for a Title, Enter the Title, or a portion of the Title excluding all articles (The, An, A, etc.) and then click *Title*. Example: enter **cat** and the results will include items such as 'Cat in the Hat, The', 'To catch a mocking bird' and 'Catcher in the Rye'. Enter a complete term for more exact searching. If multiple search criteria has been entered, L4U will apply the *Authority Keyword Searches* preference setting and look for matching items in the Title keywords table. If an exact match is desired, please use the advanced search. The Advanced Search doesn't use keywords and looks at the complete title.

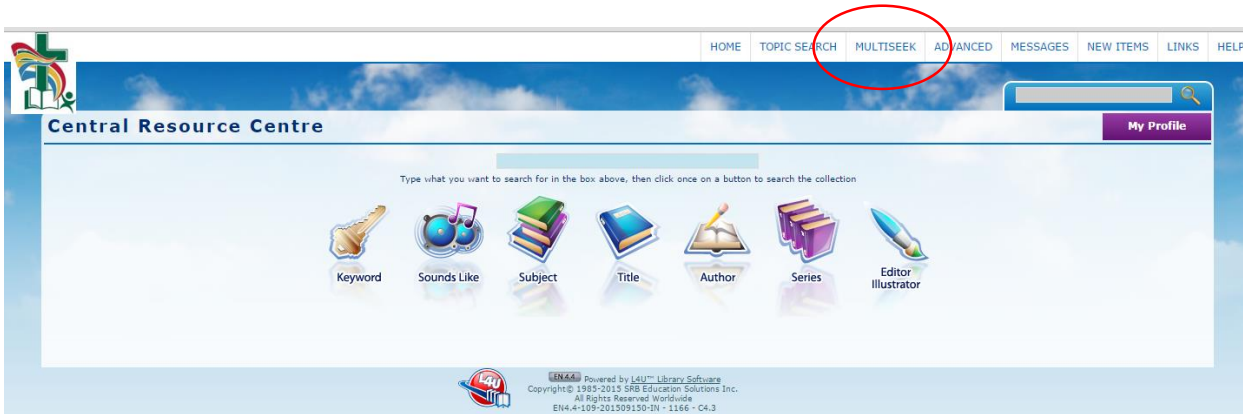
Author - To search for an Author's name, enter the search criteria and click *Author*. The name does not have to be entered completely or in direct order. For example: Entering **alex smith** can produce a result of 'Smith, Alexander'. If multiple search criteria has been entered, L4U will look for matching items in the Author keywords table.

Series - To search for a Series, Enter the Series or a portion of the Series and click *Series*. For Example: **read** would produce results such as 'Reading rainbow' or 'Step into reading'. Enter a complete term for more exact searching. If multiple search criteria has been entered, L4U look for matching items in the Series keywords table.

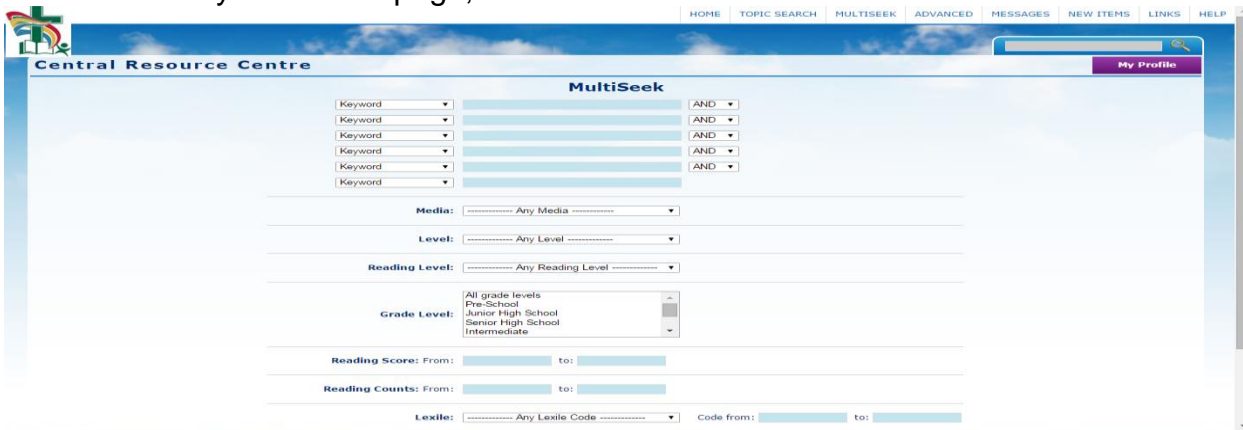
Editor Illustrator - The Editor/Illus search applies the same method as the Author search. To search the Editor/Illustrator field, Enter the search criteria and click *Editor Illustrator*.

2. MultiSeek

The Multi Seek option provides the client with the ability to search on multiple topics at one time. To perform a MultiSeek search:



1. On the library links homepage, click *MultiSeek* on the toolbar or the menu.



2. From the drop down menus on the left, Select the field(s) to search

3. In the field(s) provided, Enter the search criteria

4. From the drop down menus, Select search operand:

- **OR** - used to receive search results that contain either of the items before and after the **OR** operand. Example: Selecting 'cat **OR** dog' will produce results that contain both cat and dog, as well as only dog or only cat.
- **AND** - will produce results that contain both items before and after the **AND** operand. Example: Selecting 'mouse **AND** elephant' will only produce results that contain both mouse and elephant.
- **NOT** - will produce results that contain the item(s) before the **NOT** operand but excludes items after the **NOT** operand. Example: selecting 'cat **NOT** elephant' will produce results that contain cat, but will exclude items which contain cat as well as elephant.

5. Media and/or Level can be used in conjunction with the MultiSeek search criteria.

- If Media and/or Level are used, **AND** is always used with respect to the other criteria specified.

6. Click *Search*

- *Reset* will reset the search to default so that a new search can be entered

7. The Results screen will display the number of hits in the Title Bar and list them in the main screen.