**Using the Library Catalog & Search Tips**

Direct Link to Keller Library Catalog: **catalog.library.gts.edu**

*Where to Search*

* The **basic search box** searches by keyword and is best for: very specific titles, authors, or subjects
* The **advanced search page** allows you to set search parameters and further specify your results. It is best for: searching a subject topic, reducing the amount of results you receive, searching for a specific type of item (thesis, reference)

*Finding the Right Results*

* Use the **facets** in the column at the left of the page to limit your results by item type, location, language, author, and subject
* Sort your results in the way that best suits your needs (sort newest to oldest, by call #)
* Look for the item type (circulating book, ebook, microfilm) and location (stacks, Dewey)

*Tools in the Catalog*

* Use the **cart** as a temporary holding place for titles you plan to use
* Use the **lists** feature for a more permanent way of tracking the materials you want to use and to save to your account
* Use the **course reserves** page (from the library website or the top of the catalog) to see what books are on reserve for your class, access reserve ebooks, and see if books are currently available or checked out
* Use your **online account** (click on the link in the upper right hand corner of the catalog) to renew books, manage email preferences, and access your private lists
* Use the “**browse shelf”** feature to see items that are located physically and intellectually near your result
* Use **subject classifications** to see others items classified in a similar category

*Using Operators in Your Search:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Boolean Operator** | **Use for** | **Example** | **Result** |
| **AND** | Fewer, more specific results with keywords that should appear together | religion AND theology | Results where "religion" and "theology" are both included |
| **OR** | More search results | Episcopal OR PEC | Results where the Church is referred to as "Episcopal" or the "PEC"  \*\*Use carefully & sparingly |
| **NOT** | Fewer, more specific search results excluding a possible keyword | Spirituality NOT Medieval | Results pertaining to spirituality, excluding medieval spirituality  \*\*Use carefully & sparingly |
| **" "** | A specific phrase | "church history study" | Results containing the phrase "church history study" |
| **\*** | A word that could have several endings | Liturg\* | Results including all possible keyword endings: liturgy, liturgies, liturgical, liturgics |