

## Keyword Searches

1. Subject Keyword – The search term will pull up a list of titles with subject headings that include the search term anywhere in the subject heading. For example, searching for the term, “water”, would pull up titles that included the subject headings: “Water quality” and “Aquariums, Salt Water”.
2. Title Keyword – The search term will pull up a list of titles which include the search term anywhere in the title. It searches the title field and the contents field. For example, if you do a Title keyword search, and enter the term, “water”, the results list will include “Otters under water”, and “Water, water everywhere”. It will also bring up “Puzzles of the Black widowers”, because the contents field includes, “Sunset on the water.”
3. General Keyword – The search term will pull up a list of titles which include the search term anywhere in several fields, including the title, subject headings, and summary. For example, if you enter the search term, “water”, in the General Keyword, the results list will include Florida wildlife” because the notes field refers to the Game and Fresh Water Fish Commission.

By using the Power Search, you can combine more than one of these searches to limit the results to a smaller number. For example, currently if you do a subject keyword search under “literacy”, you will get 779 titles in the results list. However, if in the Power Search you select the Subject Keyword on the first line and enter “literacy”, and you select the Title Keyword in the second line, and enter “grammar”, and search, you will get 7 titles in the results list. You can even limit further by scrolling down the Power Search page, and limit by location.

You can also do multiple searches using the same type of keyword search. For example, on the Power Search page, if you select the Subject Keyword on the first line and enter “literacy”, and then also select the Subject Keyword on the second line and enter “videocassettes”, you will get 26 titles in the results list. Other subject keywords that will help you locate the materials you want:

‘compact discs’

‘audiocassettes’

‘dvds’

‘downloadable’ (*recorded books: using multiple subject keywords – ‘language’ and ‘literacy materials’ – with ‘downloadable’ you will get a list of all downloadable English language learning materials titled “English For ...” which includes different language learners to include Vietnamese, Japanese, Cantonese, Korean, Russian, German and Haitian speakers! These can be borrowed for up to 21 days at a time.*)

‘English language- composition and exercises’

‘English language- grammar’

‘Individualized instruction’

‘Mathematics’

‘Reading (adult education)’

‘Short stories’

‘Vocabulary’

‘Health education’

- 'Learning disabled'
- 'New literates, Writing for'
- 'Reading-phonetic method'
- 'Spelling'
- 'Workplace literacy'
- 'High-interest – low vocabulary'
- 'Life skills'
- 'Training manuals'

To find the Power Search, go to the online catalog, click on the "Search" Tab, and then click on Power (underneath the tabs).

Another way to search is for materials that are part of a series (*multiple levels with a variety of components*) is to use the **Series Browse (includes Bestseller List)** search and the following titles:

- 'Voyager'
- 'Lifeprints'
- 'Discover Intensive Phonics'
- 'In English'
- 'Oxford Picture Dictionary'
- 'Focus on Phonics'
- 'Reading Wise'
- 'Challenger'
- 'Grammar Wise'
- 'Health Stories'
- 'Living in America'
- 'Talk of the Block'
- 'Laubach Way to English'
- 'Laubach Way to Reading'