



Tips on Searching the GWAEA Online Catalog

KEYWORD SEARCH

A **Keyword** search looks for the term(s) in the title, synopsis, series title and subject headings. Don't use too many words in this type of search. Remember the computer must find EVERY word you have used in the record for that item to appear in your results list.

Boolean operators OR and NOT only work in **Advanced search**.

To search for an exact phrase, enclose the words in quotes. Example: "staff development" will find those two words side by side in that order.

Truncation: Entering letters plus an asterisk will search for all words beginning with those letters. For example, typing math* will find all words beginning with math.

Punctuation is ignored and text on either side is treated as separate words. Example: two-step will look for two and step.

By pulling down the menu under **Keyword**, you will have the option of searching on the following: **Title; Titles by Series; Titles by Subject; Titles by Dis/Pro/Pub; Titles by Author; Series Browse; Subject Browse; Author Browse**.

TITLE SEARCH

Rather than entering long titles, it is better to type in a few key words from the title. If your version of the title doesn't match EXACTLY, you will not get any results even though we may have the title you are searching for.

SUBJECT SEARCH

Before limiting your search, be sure you know what subject headings are being used for your topic. It is helpful to think of synonyms you may wish to search for first in either **Keyword** searching or **Subject** searching.

The **Subject Browse** feature allows you to review what subjects are used by entering a term you wish to check. Example: by typing reading in a **Subject Browse** search, you will find many different headings that include the term reading. From this list, you can choose relevant subject headings.

"Browse our Subjects" is a button that links to options for viewing subject headings. This is a link to an option where a complete list of subject headings can be viewed.

DISTRIBUTOR/PRODUCER/ PUBLISHER SEARCH

The **Titles by Dis/Pro/Pub** feature allows you to search for a company name. The field is limited to 35 characters. For companies with long names, you may find that the last part does not display and therefore, you get no hits if you type in the entire name of the company as your search. An example: National Council for the Social Studies

Acronyms are used for some companies such as National Council of Teachers of English which is listed as NCTE.

For these reasons, if you wish to do a thorough search, you will need to determine the variations by experimenting.

AUTHOR SEARCH

The authors identified on a book are searchable in a **Titles by Author** search. You may enter the name as – first name, last name or last name, first name.

Authors, editors, and speaker/presenters are listed in the Added Entry field in the GWAEA Online Catalog. Use a **Keyword** search to find these names.

Tips on Searching the GWAEA Online Catalog continued...

GRADE LEVEL SEARCH

If you are looking for materials on a specific grade level, you will find the variations in the **Audience level** menu.

The dropdown menu for audience level, from which you select all or one specific choice, can be expanded so that you may customize your search. Click the "Expand" button, and then click on the check boxes of your choice. The search form at the bottom of the expanded search page includes a "Return" button to go back to the dropdown menu selections.

If you are looking for professional resources, it is not necessary to adjust the grade level. All of the professional materials have an "Adult" grade level assigned to them.

ADVANCED SEARCH

Advanced search can be found under **Simple search** in the dropdown menu. This search allows you to use Boolean operators in your searching. This is especially useful if you want to expand your search by using the "OR". Example: grading OR report cards.

It is also useful in excluding words you don't want by using the "NOT". Example: in a **Titles by Subject** search in **Advanced** you can enter "literacy NOT media" and eliminate all records that have the subject heading "Media Literacy." The system searches for a single word after the "NOT".

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ADDITIONAL SEARCH TIPS

Wildcard searches

Leaving the search term entry box blank with any combination of search parameters will give you everything in the collection within those parameters.

Example: The following search will give you a list of all books on CDs with a Primary grade designation:

Search: (Leave Blank)
Format: Book Compact Disc
Audience Level: Primary

Reset button

Press the "Reset" button to remove all of the changes you have made to the search options and reset them to their default positions.

New titles

New titles are flagged with one of the following icons:

Newest	Added in the last 90 days
Newer	Since the July 1 st that is more than 6 months ago
New	Since the July 1 st that is more than 18 months ago

DE streaming and Learn360 digital video titles

Digital video titles from DE *streaming* and Learn360 are available through the GWAEA online catalog for client access.

The titles listed as DE *streaming* and Learn360 in the online catalog are digital video titles with catalog records provided by the company. These records do not include subject headings, so they will not appear when doing a subject search. All other searches will include DE *streaming* and Learn360 titles.

The search result list will display DE *streaming* digital titles with US in front of the title number and Learn360 digital titles will have the letter L in front of the title number.

ADDITIONAL SELECTIONS

RSS Feeds available

RSS links are now available for selected categories under each Resource Area. Resource Areas can be found under the "Information" column on the first page of the Online Catalog. Select your Resource Area of interest and either print a PDF or sign up for RSS where available.

E-mail Updates

Sign up for interest areas and receive e-mail notifying you of new titles added to the GWAEA Media Center in your area of interest. Under the "Our Collection" column on the first page of the Online Catalog, click on Options Menu. (You will be prompted to login if you have not already done that.) Under the "Update" column, click on "Interest Areas" and follow the prompts.

Or sign up for RSS Feeds or E-mail Updates under "Subscribe" in the "Our Collection" column on the first page of the online catalog.

Individuals who sign up for these services will receive new titles when they are added to the catalog.

Mediagraphies

A mediagraphy is a group of titles that has been selected as a subset of the full catalog.



Questions or comments about this information should be forwarded to:

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