



## Search Types in the Library Catalogue Transcript NAIT Library

---

Hello and welcome to the NAIT library tutorial on search methods available through the library catalogue.

Start at the NAIT Library homepage [www.nait.ca/library](http://www.nait.ca/library); click on **Full Search** under **Quick Catalogue Search** on the right.

Begin your search by typing your search words in the search box.

Search options—ways of restricting your search—are found in the **within** box on the right of the search box. Select the type of search by choosing from the dropdown menu.

Let's review the search types.

The highlighted default search is **All Fields**. This search yields results that contain the search terms anywhere in the catalogue record. A search for **business ethics** brings up results containing both the word **business** and the word **ethics** in the catalogue record. The two words don't have to be located next to each other although they may be.

A **Title** search yields results with the search terms anywhere in the title. **Health Workers** as a **Title** search brings up a list of items with both the word **health** and the word **worker** found somewhere in the title.

Use a **Subject** search to retrieve a list of all subject headings that contain your search term. Entering **communication** as a **Subject** search shows all records that include the word **communication**.

If you are looking for a magazine or journal, try the **Journal Title** search option. Let's check for journals or magazines with **Canadian** in the title. The results are all journals and magazines with the word Canadian somewhere in the title.

Use the **Author** search when you have the name of the author. Let's try an author search to see everything in the library collection written by **Karl Albrecht**. Enter the name with the last name first and then click **Search**. This search retrieves all material with Karl Albrecht listed as an author.

An **Author** search will also locate corporate authors such as businesses, organizations, or government bodies. Let's do an author search for the **American Entrepreneurs Association**. Try entering corporate names as an author to see materials produced by organizations.

The **Left to right Title match** is useful if you are searching for a title and you have the exact title, or know some of the title words. Let's try searching for **Canadian Business**. The results all have Canadian Business in the results, in that order. We will not see results with these words out of order, so we won't find a title such as "Business in a Canadian context."

A **Call Number search** retrieves all materials with that call number. A **Call Number search** for **641.5** retrieves a list of all resources with call numbers that start with 641.5. You can browse through them online in the same way you would look at the books on the shelf.

This tutorial has demonstrated the search types available in the library catalogue. The type of search you choose will depend on whether you are starting with a title, author, or a general subject. The variety of search types available will help you effectively and efficiently locate resources for your research.

If you have questions about using the library catalogue, or want to know more about our services and resources, please use one of the **Ask Us** options listed on the library website. Thank you.