



**Florida Institute  
of Technology**

Evans Library

## Catalog Search Tips

A screenshot of the Evans Library Catalog search interface. The page has a dark red header with the text "Evans Library Catalog". Below the header is a navigation bar with links: "Search/Home", "Contact Us", "Research Resources", "I Need Material", "Reserve Desk", "My Account", and "Quick Search". Underneath the navigation bar are links: "Go Back", "Help", and "Library Home". The main content area features a "Quick Search" box with a search input field, a dropdown menu set to "search everything", and a "Search" button. Below the search box is a link for "Advanced Searches". At the bottom of the page, there is a "Powered by: SirsiDynix" logo, the text "Evans Library Catalog", "Copyright © 2000 - 2005, SirsiDynix", and a "TOP" link.

1. **Enter the word(s) you want to find.**
2. **Choose a target search field from the drop-down menu.** Search everything targets all indexed fields within a record. All other choices (author, title, subject, series, periodical title) target specified fields within a record.

### Additional search tips to remember are:

- Default is a Quick Search.
- Phrases can be searched with single quotation marks (example: 'artificial intelligence').
- Most words in the Catalog's computerized records are indexed and therefore searchable.
- Boolean operators AND, OR, XOR, and NOT may be used to narrow or expand searches.
- Truncation/wildcard symbols are "\$" (any number of characters) and "?" (single character).
- Subject searching works best with Library of Congress Subject Headings.
- Hypertext links in the catalog record can facilitate continued searching.
- Search results may be printed or emailed. Also they may be saved to be imported into RefWorks.
- The catalog disregards stop words (such as a, an, as, at, be, but, by, do, for, if, in, is, it, of, on, the, to) unless they are surrounded by double quotation marks.
- An Advanced Search (accessed via the Advanced Searches link) provides a grid that allows limiting by field, publication year, and location.
- Call Number (accessed via the Advanced Searches link) allows searching by a Library of Congress or Superintendent of Documents call number.