

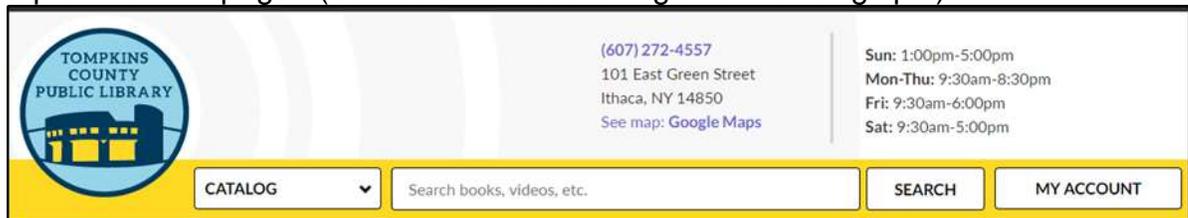
Tips for Browsing and Searching the Catalog

If you need assistance browsing the catalog, call TCPL during open hours at (607) 272-4556 or email askalibrarian@tcpl.org– to help find an item, to place a hold, or for suggestions of what to read, watch, or listen to.

From home, you can do many of these things yourself, if you prefer.

How do I find what I am looking for?

- Go to <https://tcpl.org>
- On a computer, search for the item you are looking for via the search box at the top of the front page. (See below for searching and browsing tips.)



- On a phone, click the small magnifying glass image on the top right of the screen to unveil the search boxes. (See below.)

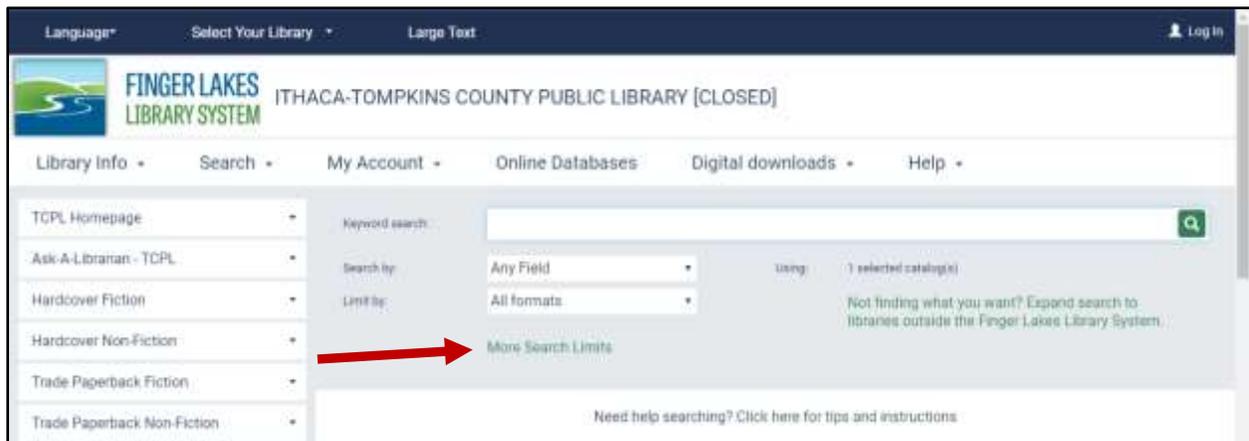


- Select the **Search by** arrow symbol, and select a search field from the list:
 - Any Field** - All the indexed information fields
 - Title** - Title fields
 - Author** - Author fields
 - Subject** - Subject fields
 - Genre** - Forms or types of materials, such as science fiction, romance, biography, mystery, or large type books.
 - Series** - Series fields (Search by title of the series)
 - ISBN** - International Standard Book Number, a 13-digit number that is assigned to a specific book or edition of a book when it is published. Type the wildcard character * at the beginning and end of the number you enter for best results.

Are there other ways I can narrow down my search?

On the computer, on the left hand side, there will be a list of many ways to limit your results to better match what you are looking for. On a phone, it's located at the bottom of your list of results. Ways you can refine your search include: by type of material (book, DVD, CD), publication date, or Lexile reading level.

1. Click on More Search Limits



2. This screen will open up.

The screenshot shows a search filter interface with four sections:

- Libraries:** A dropdown menu with 'All' selected. Other options include 'Alternatives Library [CLOSED]', 'Apalachin-Apalachin Library [CLOSED]', and 'Auburn-Seymour Public Library [CLOSED]'.
- Publication Dates:** A dropdown menu with 'All' selected. Other options include '2021', '2020', and '2019'. There is an 'Exclude' checkbox below the dropdown.
- Detailed Material Types:** A dropdown menu with 'All' selected. Other options include 'Book' and 'Book-New'.
- Target Audiences:** A dropdown menu with 'All' selected. Other options include 'Adolescent (not used)' and 'Adult (not used)'.

At the bottom right, there are three buttons: 'Set Search Options', 'Clear', and 'Close'.

Here you can limit your search to:

1. **Library** (Any library in Finger Lakes Library System)
2. **Publication date**
3. **Material types** (such as Book, Audiobook, Ebooks, Eaudiobook, Book-New, DVD (Videodisc), World Language, Adult Literacy, CD),
4. **Target Audience** (Juvenile, General for Adult)
5. **Collections** (Limit by genre, such as mystery, romance, science fiction; Limit by Paperback; Limit by Large Type, World Language, Adult Literacy; Limit by Graphic Novel)
6. **Languages**

Are there tips to help me while I search?

Case, spaces, punctuation - Letter case, multiple spaces, and punctuation are ignored. Omit hyphens in numbers. However, you can include the following characters if they immediately precede or follow a letter or number (no space between): **+ # % \$**

Multiple words - If you type more than one word, your results may include materials with the words in any order. If you want to find the words in the exact order, begin the phrase with double quotation marks.

Wildcard characters - You can type a part of a word and use a wildcard character. The wildcard character asterisk (*) represents the rest of the word. For example, if you type **King***, the results include words such as *King*, *Kingsley*, and *Kingford*. The wildcard character question mark (?) represents exactly one character. For example, **wom?n** finds *woman* and *women*.

How do I find the new books and DVDs?

Check the area at the side (computer or tablet) or bottom (phone) of the first page. Click on sort by and choose publication date. The newest titles will be found at the top of the list of results.



How do I find just books for kids or teens?

When typing in the search box, adding “**juvenile**” to your subject or keyword search will narrow the results to just items for kids and teens. “**Juvenile fiction**” will further limit it to just fiction titles, and “**Juvenile literature**” will limit it to non-fiction for kids and teens.

Check out our video “[Placing Holds during Curbside/Lobby Pickup – YouTube](#)” for step by step instructions.