Basic Search
in the Evergreen Online Catalog

The information in this document applies the Evergreen 2.2 — OPAC using the Template Toolkit.

This document explains how to do a Basic Search in the Evergreen Online Catalog.

The Basic Search Screen

Here is a quick picture of the parts of the Basic Search screen. Each part will then be explained in detail.

Links to signing in to your library account and to get to the Advanced Search screen

The "Search" button: you click this when you want to execute your search.

The "Format" drop down list: from here, you can choose what type of material you are looking for.

The search text box: a text box for entering the text you're looking for; for instance, a title.

The "Keyword" drop down list: here you can choose to search specifically for title, author, or subject.

The "Libraries" drop down list: here you can choose to search all libraries or pick only one library to search.

The "Formats" Drop Down List

Click on the little down arrow and the "Formats" drop down list will appear.

All Formats
Art, Pictures, Images
Audiobooks and Playaway
Books
Books (Manuscripts)
CD, Vinyl and Cassettes
DVD and VHS
Kits
Kits
Manuscript Scores
Maps
Online Resources, Video Games
Print Maps
Printed Music
Puppets, Toys, Puzzles

This drop down list shows all the formats currently available to be searched in the catalog.

If you choose "All Formats", your search will return everything that matches what you have put in the search text box.

If you choose a particular format — "Maps", for example — you will only get search returns that are maps. If no maps match what you have put in the search text box, you will get no returns at all.

(Yes, "Kits" does appear twice and this needs to be fixed. Also, there are some formats missing —"Large Print", for example. These formats are being added for the next version of the Evergreen Online Catalog.)

The Search Text Box

Search
▼ for [   ] Key

This is the text box where you can type in your search terms.

For instance, you might be looking for "Gone Girl" or "The Casual Vacancy". You would type one of these in the search text box:
gone girl
Gone Girl

Or, if you were looking for "The Casual Vacancy" you would type one of these:
the casual vacancy
casual vacancy
Casual Vacancy
The Casual Vacancy

The Keyword Drop Down List

Keyword ▼
Keyword
Title
Author
Subject
Series
Bib Call Number
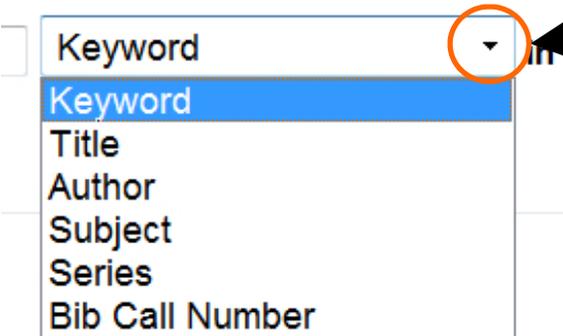
Click on the little down arrow and the "Keyword" drop down list will appear.

There are four main choices that you will use here: **Keyword, Title, Author,** and **Subject.**

You can disregard the other two: Series and Bib Call Number. These are mainly useful to professional librarians. They show up here because the simple search used by librarians is currently identical to the one used by patrons. This will change sometime in the future.

What do these choices mean?

Keyword is the default choice. If you don't touch the Keyword Drop Down List, every record in the catalog will be searched.

Title: If you limit your search to Title, only items in the catalog that have your search terms in the title fields of the records will show up.

Author: If you limit your search to Author, only items in the catalog that have your search terms in the author fields of the record will show up.

Subject: If you limit your search to Subject, only items in the catalog that have your search terms in subject fields of records will show up.

Helpful Hint: Title and Author fields in the records database are given extra weight, so the catalog will often return these results first for you, without you having to choose Title or Author. It is safe to leave **Keyword** as the *default choice* and only use Title, Author or Subject in the event that your search does not return the item you were looking for.

The Libraries Drop Down List

Click on the little down arrow and the "Libraries" drop down list will appear.
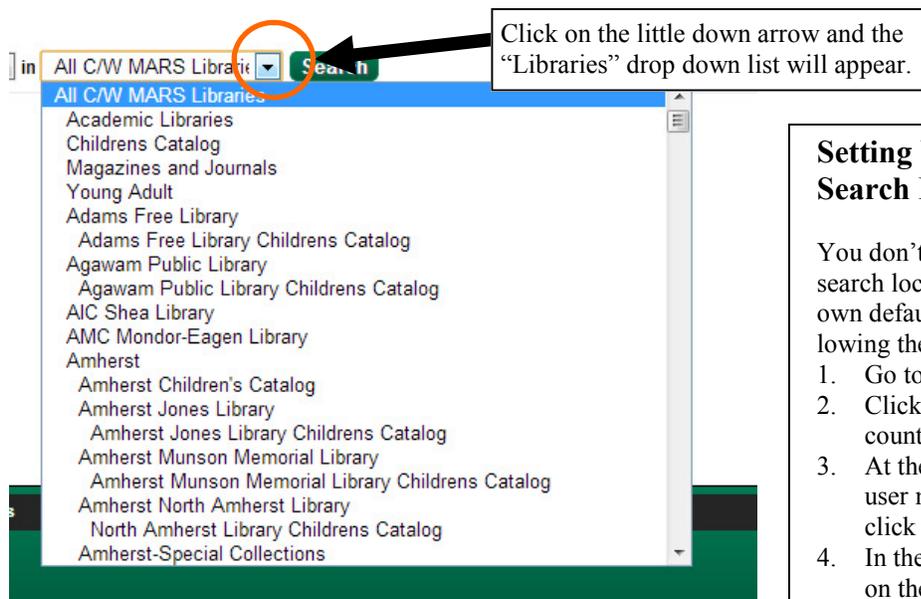
The default search location is set to "All C/W MARS Libraries". This means that, when you search, the collections of every library in the consortium will be searched.

If you want to search your own library, you will have to scroll down the list to find it and highlight it.
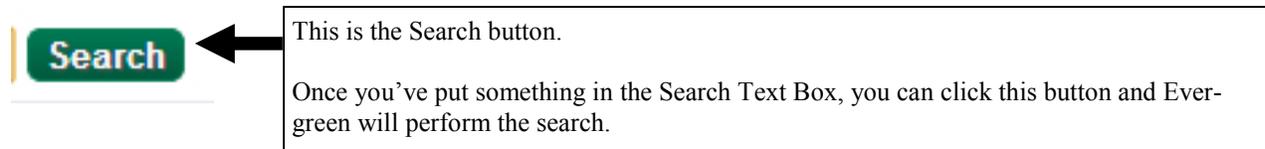
Or you can set your own default search library in your Account Preferences. (Instructions on the right.)

Setting Your Own Default Search Location.

You don't have to keep the default search location. You can set your own default search location by following these steps:
1. Go to http://bark.cwmars.org
2. Click on the "Log Into My Account" button .
3. At the log in screen, enter your user name and password and click the "Log In" button.
4. In the center of the screen, click on the "Account Preferences" tab.
5. Click on the "Search Preferences" tab.
6. From the Preferred Search Location drop down list, choose the library that you want as your default search location.
7. Click Save.
8. If you are logging into your account from a public computer, always remember to **log out**.

The Search Button

This is the Search button.

Once you've put something in the Search Text Box, you can click this button and Evergreen will perform the search.

Special Notes:

1. Depending on how big your computer monitor is or whether it is a widescreen monitor, the Search button can appear in two different places. On smaller monitors, it may appear underneath the Formats drop down list (as it does in the picture on the first page). On a widescreen monitor, it may appear at the end, after the Libraries drop down list.
2. The only place in the Basic Search that you **have** to put something is in the Search Text Box. Without that, there's nothing to search for! You can choose things from the other drop down lists as well before you click on "Search". It is suggested to try your search with the default settings first and, if that doesn't come up with what you want, **then** add choices from the other dropdowns.

Some Example Searches With Results

These are examples of searches that you might do for yourself.

1   Here we Search All Formats for gone girl Keyword in All C/W MARS Libraries.

And here's the top of my search return list with the book we wanted. We can place a hold now, if we wish.

2   Here we Search All Formats for casual vacancy Keyword in All C/W MARS Libraries.

And here's the top of my search return list with the book we wanted. We can place a hold now, if we wish.

A Single Search Result Sample

After you complete your search and find something you want to see in detail, you can click on the title or book cover picture and you will be taken to the full record. Here's what a sample looks like, along with a description of the parts.

The upper part has mostly the same information that you find in your original search returns, with just a little more detail.

For instructions on how to place a hold or how to add things to your lists, please see documentation on the C/W MARS web site.

Here you can see which library has the material, what it's call number and barcode are, where you can find it in the library and, importantly, whether it is checked out or not.

Under **Status**, you might see:
Available—you can place a hold or check it out
Checked out—the item is not available, but you can place a hold.
In transit—the item is on hold for someone, is on its way to their library, but has not be checked out yet.
Missing—the item was never returned or was lost.

If an item is checked out, you can see the date it is due to be returned.

These three sections can be opened or closed by clicking either on the name or on the little arrow next to the name.

Summaries & More
When you open this area, you'll find a link to a picture of the cover image as well as summaries of the book from the publisher.

Contents
When you open this area, you'll see a list of the contents. This is especially useful if you're looking to see the titles on a CD or the stories in an anthology.

MARC Record
Here you will find a detailed view of the actual bibliographic record in the catalog database. Usually this is of use only to librarians. There is nothing wrong with looking at it if you're interested.

What Do I Do If There Are No Results For My Search?

Like other things in life, searching in the catalog doesn't produce the results you're looking for. If nothing is found for your search, you'll see this message (or something very much like it):

Sorry, no entries were found for "nyarlathotep"

In this case, we did a search for Books - nyarlathotep - Title - All C/W MARS Libraries. What this tells us is that there are no books in all the libraries of the consortium that have "nyarlathotep" in the title.
(If we did a search for All Formats - nyarlathotep - Keyword - All C/W MARS Libraries, on the other hand, we do get one book of scary stories by H.P. Lovecraft.)

There are many reasons why a search can return no results or not the results you were looking for. Here are a few:

1. It's possible that there is no material in the catalog that matches your search. Sometimes, for example, people will look for a book and no library in the consortium will have purchased it. This sometimes happens with textbooks or with self-published books.
2. Simple searches often produce the best results. You may try your search again with fewer conditions. For instance, if you used "Book", you could try "All Formats". If you used "Title", you could try "Keyword".
3. Limiting your search to a single library may result is no search returns. This just means that the library you searched didn't have what you were looking for. You can try searching "All C/W MARS libraries".
4. The catalog will try to find records that have all the words you're searching for. A search with fewer words will sometimes succeed where more words don't. For instance, if you search for "spain luxury hotels", you will get no results. If you search for "spain hotels", you will get results that will lead you to materials on luxury hotels in Spain. ("Luxury" may appear in the book; it just wasn't in the catalog record.)

While often we can find things on our own, we should always remember that our local librarians will be happy to help us if we get stuck.