



Heilig Resource Center

SEARCH TIPS for the online catalog

What if my search returns too many results to wade through?

With over 7000 resources and a Simple Search that searches every word, that can easily happen!

- use fewer words in the Search Phrase box
- choose a Media Type in addition to your Search Phrase
- choose Exact Phrase or All Keywords instead of Any Keywords
- use the Advanced Search in order to narrow your search even further

[Example: Searching "Paul Bible Study" returns 852 resources because it's searching for any resource with the word 'Paul,' and any resource using the word 'Bible,' and any resource using the word 'Study.' Searching "Paul" and "DVD" returns 17 resources.]

What if I know the title—and I know it's in the resource center—but it doesn't show up?

In this case, usually, less is more. Sometimes just a small difference in entry—or a typo!—can cause a resource not to show up.

- use the Exact Phrase feature
- search for just one of the words in the title...perhaps the most unique

[Example: Searching for "Davey and Goliath" and "Exact Phrase" will not bring up the popular kids' series, even though we have all 42 episodes in our collection. Why? Because the title is listed as "Davey & Goliath." Searching for "Davey" will get you what you need.]

What if the list doesn't give me enough detail? I want to know length, publisher, etc.

The Advanced Search is for you! Not only does the Advanced Search option allow you to narrow your search by many criteria simultaneously, it also allows you to see the details of each resource as they're listed. Follow these steps:

- Choose Advanced Search
- Enter criteria...generally speaking, fewer criteria offer greater return and vice-versa
- Change the final search option from Brief List (Quick List) to Detailed List

[Example: If you're looking for books for preschoolers and choose "Media Type: PR," "Age Group: Preschool" and type "story" in the Title box, you'll find 24 resources listed. The Brief List will give you Title and Author, while the Detailed List includes Publisher, Year Published, Length and more.]

What if all else fails?

Sometimes the web-hosting server we use goes down. Sometimes even the best-planned searches come up empty. In those cases, just call [704-633-4861, x121 or 800-560-7292, x121] or email cfink@nclutheran.org. We'll do our best to help you find what you need!