

There are five basic search screens in CAT:

1. **EASY** allows simple searches for items in your school library.
2. **ADVANCED** allows you to search for items in any library in your school district and allows more search options.
3. **MORE LIBRARIES** – allows you to search other school libraries in your area. It also includes links to nearby public libraries and electronic resources.
4. **READING PROGRAMS** – allows you to search by Reading Program (Accelerated Reader, Reading Counts), Reading Level, or Points in the Reading Program.
5. **VISUAL SEARCH** – allows you to search by selecting pictures of general topics and then narrowing your search to a more specific topic.

Other Features:

1. **Spellchecker** – identifies misspelled words and offers suggestions.
2. **Book bag** – allows you to select specific titles to create a list or bibliography.
3. **Help** – gives you directions for the screen you have displayed.
4. **My Account** – Some schools may allow you to look at your library record. Ask your librarian if this is available for your school.

Easy Search:

1. Enter your search term.
2. Click on the search type. You can press [enter] if the search type you want is already selected.

Easy Search

INFOhio CAT

EASY ADVANCED MORE LIBRARIES READING PROGRAMS VISUAL SEARCH

HELP GO TO CAT JR. LOG OFF

Search For:

Clear Text Previous Next

Select a search type.

All fields	Example: dinosaurs For more help...
Author	Example: Twain, Mark. (Last name, first.) or Mark Twain (Firstname, first.) For more help...
Title	Example: gone wind (will find "Gone with the wind.") For more help...
Subject	Example: dragons. For more help...
Series	Example: Nancy Drew. For more help...

1. Search For:

2. Select one below:

Columbus Public Schools
 Barrett Middle School
 Crestview Middle School
 Medina Middle School

*Multiple selections are no longer available.
 Some libraries may have been grouped for
 your searching convenience.*

3. Limit the search: (optional)

By collection: By material type: By date: By language: By funding source:

4. Select a search type below, then click Search to begin:

Search Type:

Use "All Fields" for combined searching with [boolean operators and qualifiers.](#))

1. Enter your search topic in the box.
2. Choose the library in your school district you want to search.
3. Limit your search, if you wish, by collection, material type, date, language, or funding source. You can choose one criteria in each area.
4. Select a search type or build a combined search.

1. Search For:

2. Select one or more libraries below:

- Ohio Aligned Lesson Plans
- Ohio Media Resources
- *infohio_sirsi
- *librarians_uc
- *noacsc_libraries
- Allen East Local Schools
- Findlay City Schools
- Kalida Sirsi Z39.50 Server
- Ottawa Glandorf Local Schools
- Pandora Gilboa Local Schools

PCs use Ctrl-LeftClick and MACs use Command-Click to select multiple libraries.

3. Limit your search: (optional)
 By Date: By Language: By Record Type:

4. Select a search type below to submit your search:

Didn't find what you were looking for? See more suggestions below!

INFOhio Electronic Resources
[Encyclopaedia Britannica](#)
[EBSCOhost](#)
[SIRS Discoverer Deluxe](#)
[American National Biography](#)

Public Library Web-based OPACs
[Auglaize County District Public Library](#)
[Bluffton-Richland Public Library](#)
[Brumback Library in Van Wert](#)
[Delphos Public Library](#)
[Findlay-Hancock County Public Library](#)
[Kaubisch Memorial Public Library](#)
[Lima Public Library](#)
[McComb Public Library](#)
[Mercer County Public Library](#)
[North Baltimore Public Library](#)

Statewide Resource Sharing

 Check with your Library Media Specialist to see if your school is participating.

1. Enter your search topic in the box.
2. Select the libraries you wish to search. Use the scroll bar - the list is quite long.
3. Limit your search, if you wish, by date, language, or material type.
4. Click on desired search type. Your results will be listed by school. You can merge all of them into one results list, or just choose one school.
5. Hyperlinks are at the bottom of the screen. They will link you to INFOhio Electronic Resources or libraries in your area.

INFOhio CAT Reading Programs

EASY | ADVANCED | MORE LIBRARIES | READING PROGRAMS | VISUAL SEARCH

HELP | LOG OFF | GO TO CAT JR. | MY ACCT

Reading Program: Accelerated Reader
 Reading Level: ANY
 Points: ANY

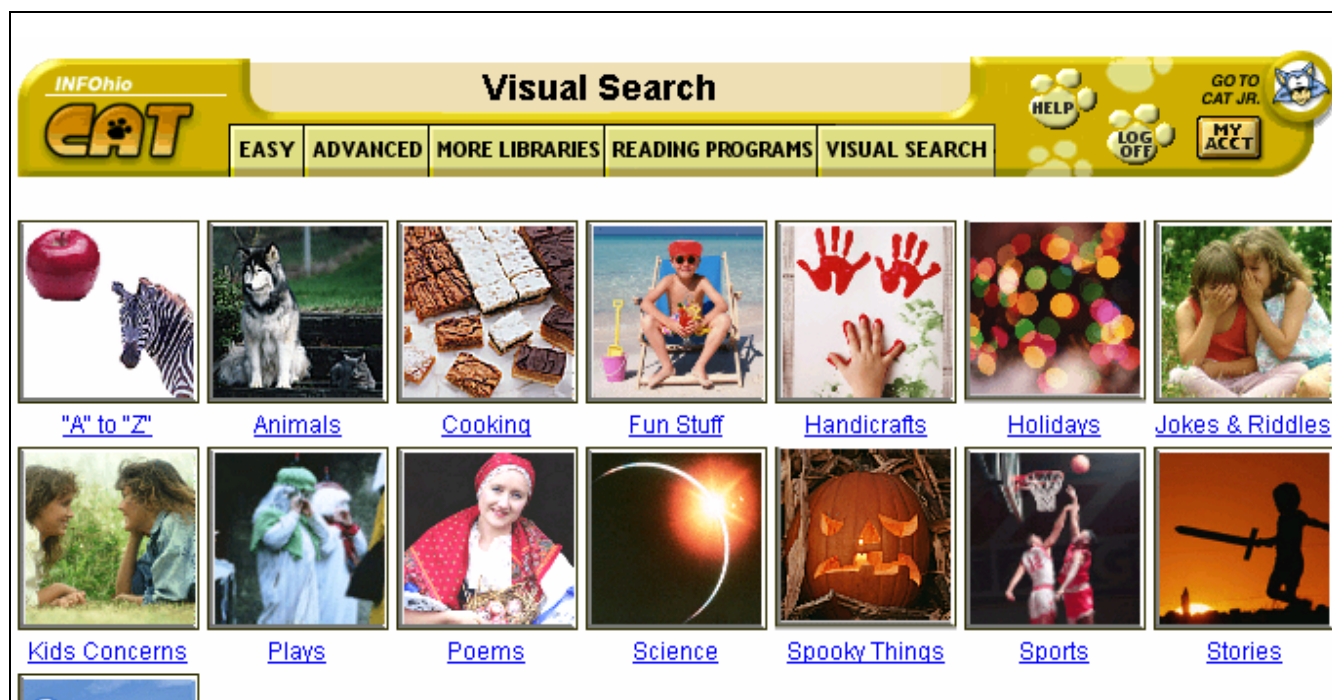
Search For:

Submit your search: [Search](#)

[Reset Search Settings](#) [Help Window](#)

1. Use the drop down menus to make your selections for Reading Program, Reading Level, and / or Points.
2. Enter your search topic.

Visual Search



1. Select a topic of interest.

2. Some selections lead to more lists. Continue selecting topics until you get a list of titles.
3. Results are displayed in the usual Brief or Full Record List.

Searching with CAT

Tips and Tricks

Entering a search

1. **Author** – author can now be entered with either first or last name first.
2. **Title** - You don't need all the words - leave out "a," "and," "the," etc.
3. **All Fields** – lets you search author, title, and subject at the same time.

= items **about** Mark Twain and **by** Mark Twain.

4. **Combination Searching** – Some combination searches to use:
Au for author Ti for title Su for subject
Connect them with the Boolean operators AND, OR, and NOT.

= books by Mark Twain that are about the Mississippi.

= all items written by Mark Twain and all items about the Mississippi.

= items written by Mark Twain but not about the Mississippi.

5. **Limiting a search** - click on the arrow and highlight your preferences - pick a date, a language, collection, funding source, and/or a material. This would be a good way to limit your results to recent videos, old maps, or anything from the 50's.

The Results

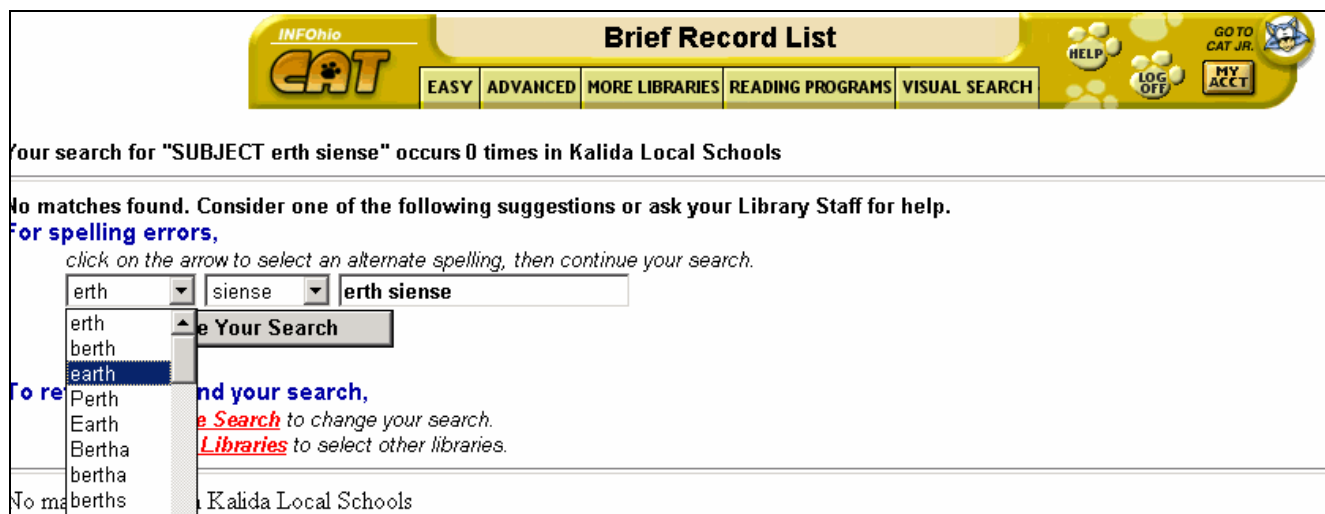
1. The brief record list will display title, author, shelf number, and item status
2. You can sort the items in your brief record list by author, title, subject, material, or date.
3. To see the Full Record, click on the title.
4. Full records contain hypertext links to related subjects and titles by the author.
5. When the Full Record is displayed, click Brief Record List on the menu bar. This will return you to the same screen on the brief list that contains that item.

Buttons and Features

1. The **Clear Text** button will remove anything in the Search For: box.
2. The **Previous** and **Next** buttons will allow you to display earlier searches.
3. Refine Search will return you to the search screen.
4. Underlined titles and subjects are hypertext links. Clicking on them is a quick way to search and will take you to a brief record list.


If you misspell one or more words in your search, CAT will present you with several options. Simply choose the correct spelling and you can perform the search again from that screen.

For example, if you enter "erth siense" instead of "earth science," you will see a screen like this:



1. Click the **down arrow** next to the first misspelled word. This will present you with a list of possibilities. Scroll down if you don't see the word you're looking for.
2. **Click on the correct word.** It will appear in the search box.
3. Correct each word that is necessary.
4. Click on **Continue Your Search** to get your results.

Note: If you want to change your search type (for example, from Title to Subject), you must click on Refine Search to start over. You do not get a Search Type option on this screen.



Brief Record List

[HELP](#)
[GOTO CAT JR.](#)







EASY | ADVANCED | MORE LIBRARIES | READING PROGRAMS | VISUAL SEARCH



Your search for "TITLE earth" occurs 37 times in Kalida Local Schools

[Full Record List](#) | [Summary Search Results](#) | [Refine Search](#) | [View Your Book Bag](#) | [Add All Items to Book Bag](#)

Result Pages: [[<< prev](#)] [1](#) [2](#) [3](#) [4](#) [[next >>](#)]

Unsorted Sort Now

1.	 	<p style="color: red;">** We interrupt this broadcast : the events that stopped our lives-- from the Hindenburg to the death of John F. Kennedy Jr. / by Joe Garner foreword by Walter Cronkite and narrated by Bill Kurtis Garner, Joe.</p> <p style="color: green;">Kalida High School - PROFESSIONAL PROF 070.1 GAR AVAILABLE</p>	
2.	 	<p style="color: red;">** Earth-shattering poems / edited by Liz Rosenberg.</p> <p style="color: green;">Kalida High School - NONFICTION 808.81 ROS AVAILABLE</p>	





1. Use the  button to select titles. It will change to  when selected.
 - You can choose titles from your own library or other libraries.
 - You can add all items from a results list at once by selecting "[Add all Items to Book Bag](#)" from the menu bar.
 - Titles can be sorted by author, title, date, subject, or material.

View your book bag

Working with Your Selections:

[Display/Save Brief Citation](#) | [Display/Save Pickup List](#) | [Email Brief Citation](#) | [Email Pickup List](#)

Unsorted

- | | | | | |
|----|---|--|----------------|-----------|
| 1. |   | We interrupt this broadcast : the events that stopped our lives-- from the Hindenburg to the death of John F. Kennedy Jr. / by Joe Garner foreword by Walter Cronkite and narrated by Bill Kurtis Garner, Joe. | | |
| | | Kalida High School - PROFESSNAL | PROF 070.1 GAR | AVAILABLE |
| 2. |   | The last safe place on earth / Richard Peck. Peck, Richard, 1934- | | |
| | | Kalida High School - FICTION | FIC PEC | AVAILABLE |

- Display / Save Brief Citation will display the bibliographic information.

```
Peck, Richard, 1934-  
    "The last safe place on earth "  
    New York : Bantam Doubleday Dell Books for Young Readers, [1996], c1995.  
    161 p. ; 18 cm.
```

- Display / Save Pickup List will display shelf number so you can locate items easily.

```
Author:      Peck, Richard, 1934-  
Title:      The last safe place on earth / Richard Peck.  
Imprint:    New York : Bantam Doubleday Dell Books for Young Readers, [1996], c1995.  
Series:     Laurel-leaf books  
Description: 161 p. ; 18 cm.  
ISBN:      0440220076  
Holdings:  
CALL NUMBER: FIC PEC      LOCATION: Kalida High School - FICTION
```

- Email Brief Citation or Email Pickup List

Some schools have chosen to allow students to email these lists. Check with your librarian to see if this option is turned on for your school.