



Tips for Searching in *NoveList K-8*

How does the Basic Search work?

You can use the Basic Search box at the homepage to search for a title, author, series or topic. The Basic Search will search the full-text of all *NoveList K-8* content, which means that it will look for your search terms in annotations, reviews, and feature content (articles or lists). You can also perform a more focused search right from the search box.

Notes on the Basic Search:

- By default, the AND Boolean operator will be applied between the search terms you enter in the Basic Search box. For example, typing in "space shuttle" will pull up results for space AND shuttle.
- You can use Boolean operators (AND, OR, NOT) in the Basic Search box. When you are searching a phrase which includes one of the Boolean operators, it will be searched as the Boolean operator. To search it as a word within the phrase, you must place quotation marks around the word or the search phrase.
- The Basic Search is defaulted to search in all fields, but you can search in just the author or title field using the Additional Search options. Limiting your search to a particular field will limit the feature content that is pulled up at the Result List.
- If you want to search for an exact phrase, the phrase must be enclosed by double quotations marks.

Sample Searches Using the Basic Search

Searching for books by an author:

Because the Basic Search box searches the full-text of reviews and articles, when you enter an author name in the Basic Search, *NoveList K-8* will search for all instances of the author name. Your Result List will contain books by the author you entered, as well as any books that have reviews that mention the author. This is great when you are looking for read-alikes for the author, as some reviews offer suggestions for fans of a certain author.

What if you only want to pull up the titles by that particular author? You can do this by using the Additional Search options under the Basic Search box.

*For example: Type **Gary Paulsen** in the Basic Search box, select to search **Author** and click the **Search** button. *NoveList K-8* will pull up a list of the author's works.*

To search for an author whose name includes "de" (which is a field code in *NoveList K-8*), enclose the name in quotations.

*For example: Type **AU "De Paola, Tomie"** or **AU "Tomie de Paola"** in the Basic Search box.*

To perform a broader search that includes an author's pseudonyms or books that list the author as a contributor (such as illustrator, editor, etc.), go to the Advanced Search page.

*Type **Pinkney, Brian** or **Brian Pinkney** in the first Find box at the Advanced Search page, select **AK Targeted Author Search** from the drop-down menu and click the **Search** button to retrieve all titles either written or illustrated by Brian Pinkney.*



Tips for Searching in NoveList K-8, Continued

Searching for a specific title:

As with searching for a specific author, you can limit this search to just the title field.

*For example: Type **Little House on the Prairie** in the Basic Search box, select to search **Title** and click the **Search** button.*

If you are searching for a one-word title or a title that contains some common words, you may pull up more than just that one title. Instead of limiting your search to just one field, you can use the Basic Search to search all fields by entering both the title and the author's last name.

*For example: Type **Speak Anderson** in the Basic Search box to quickly locate *Speak* by Laurie Halse Anderson.*

Searching for books with certain plot characteristics:

In *NoveList K-8* you can search for plot characteristics right from the homepage using the Basic Search box.

For example:

1. *A patron wants to reread a book, but can't remember either the author or the title. It's about a boy who lives on his grandfather's farm. The grandfather will have to sell the farm if he can't raise a lot of money, fast. The boy enters a dogsled race to help raise the money.*

*In the search box, enter the words: **boy grandfather farm dogsled race** and select to search **Describe a Plot**, to find the title: *Stone Fox* by John Reynolds Gardiner.*

2. *A patron comes to you and wants to read a book that he/she has heard about. They couldn't remember the author or the title, but remembered it was about children who, using sleds, smuggled gold past Nazi soldiers during WWII.*

*In the search box, enter the words: **Nazis gold snow** and select to search **Describe a Plot**, to find the title: *Snow Treasure* by Marie McSwigan.*



Tips for Searching in NoveList K-8, Continued

Searching for a series:

You can search for a series from the Basic Search, by entering a series name or even a main character from a series and selecting to search in the Series Title field. For more help with series searching, see the Searching and Printing Series Lists in NoveList K-8 Help Sheet, found under the Training page in Help (or link to it directly using the Tour NoveList link at the homepage).

For example:

1. In the Basic Search box, you can enter any of the following: **Chronicles of Narnia**; **A Series of Unfortunate Events**; **Shiloh** (main character from a series).
2. Select the **Series Title** radio button to search the series field.
3. Click the **Go** button.
4. The series master record will display with the titles listed in reading order.

If there is more than one series that matches the terms you entered you will get a list of all of those series at the Series tab of your Result List. To pull up only titles from a particular series click on the series link and the series will display in reading order, or search the exact Series Title.

Searching by author's nationality and/or cultural identity:

You can limit your search to authors of a particular nationality or cultural identity by selecting Advanced Search, then clicking on the desired limiters.

For example: A patron wants to find titles to use with her fifth-grade class during Black History month, and is specifically interested in titles by African-American authors.

1. Click on the **Advanced Search link** from any page in NoveList K-8.
2. Scroll down the Advanced Search page, to the Limit your results section.
3. From the Reading Level limiter, select **Older Kids**.
4. From the Author's Cultural Identity Limiter, select **African-American**.
5. Click the **Go** button.

*The patron can either browse the rich Result List, or limit further by choosing options within the **Sort by** drop-down menu. For example, to search for the most recent titles, choose **Date Descending** from the Sort by drop-down menu.*