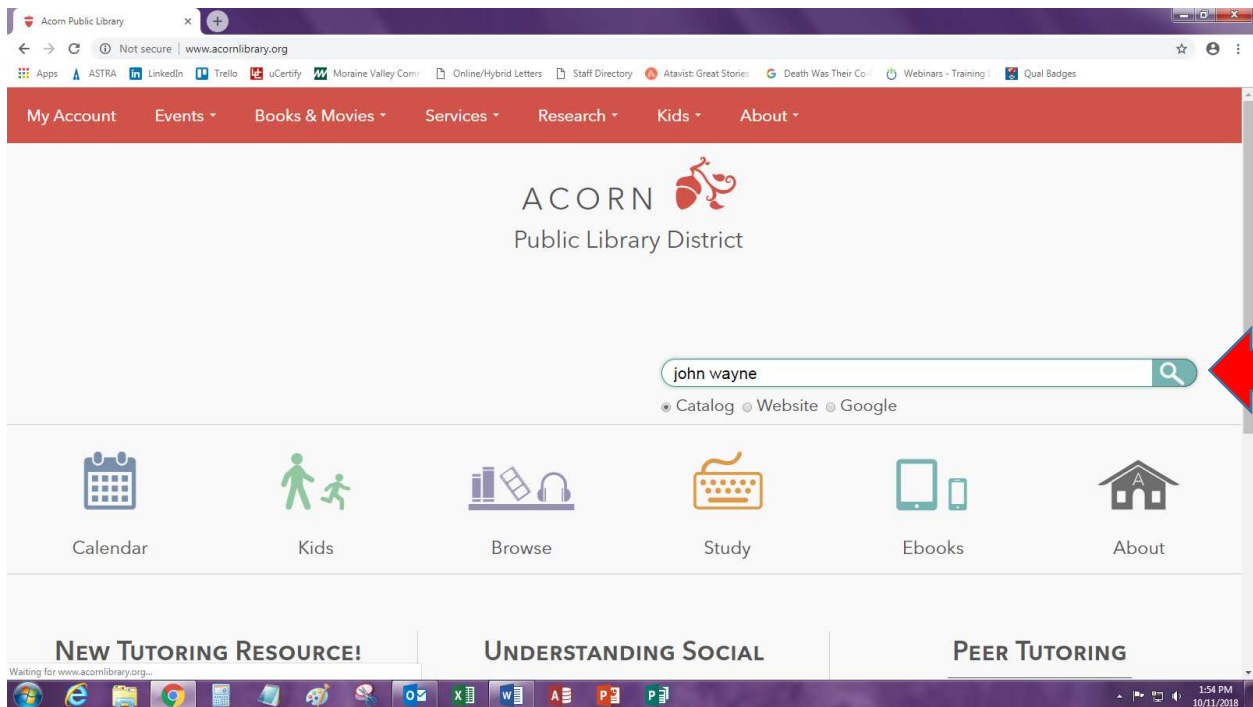


How To Filter or Narrow Down Your Search Results

Acorn Public Library

Catalog Tutorial Series

When you use the “Limit Search Results” or “Filters” in the catalog, you are able to narrow down your search results. Instead of scrolling through pages and pages of items, you’ll be able to find what you’re looking for easier and faster.

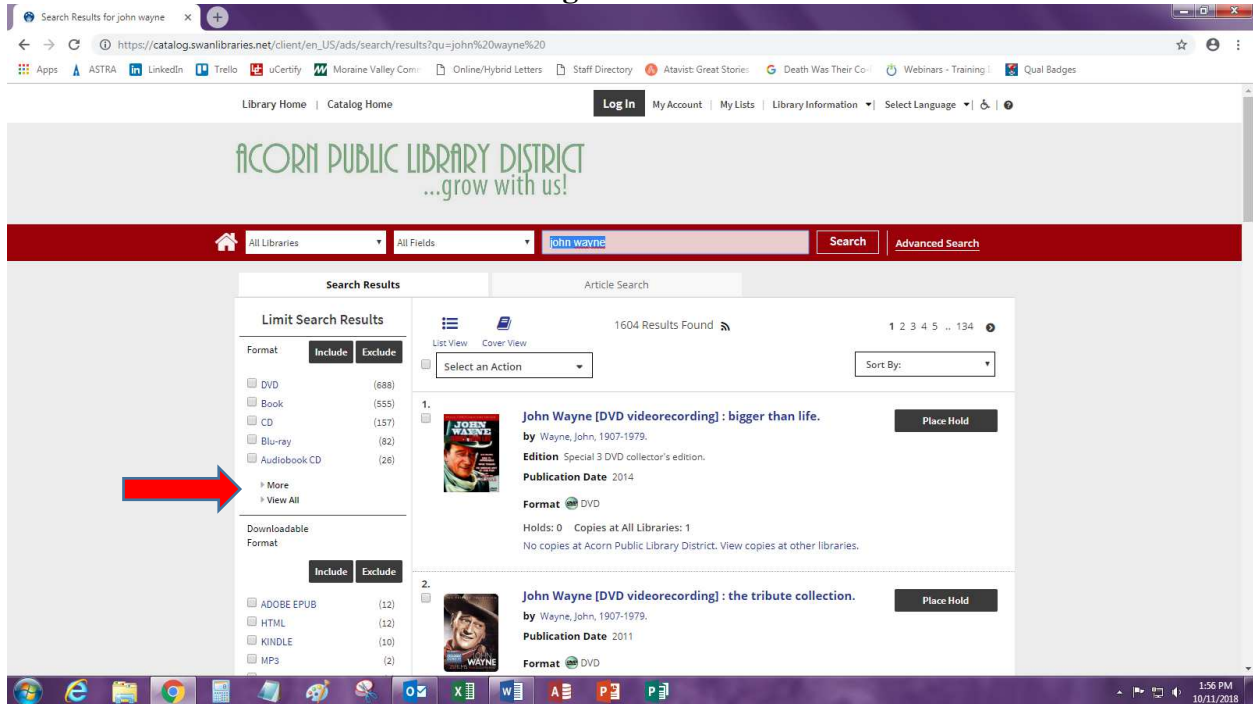


To get started, go to the library’s website (www.acornlibrary.org) and left click on the search bar. For this example, I typed in “John Wayne.” Then, left click on the small magnifying glass next to it. This will start your search. In the picture above, the red arrow is pointing on the small magnifying glass.

How To Filter or Narrow Down Your Search Results

Acorn Public Library

Catalog Tutorial Series



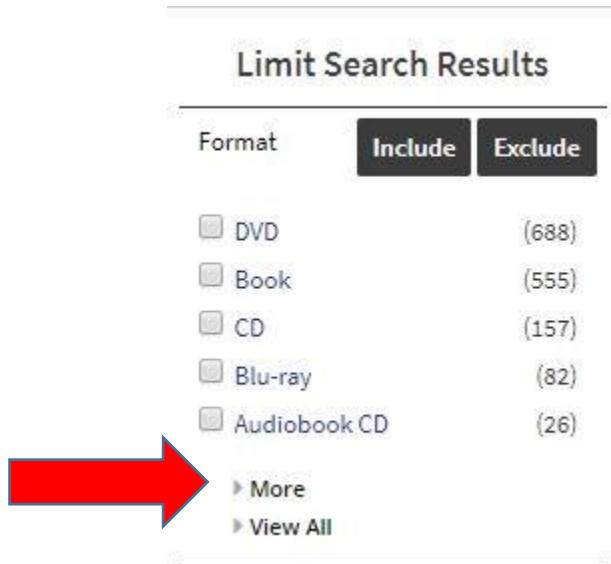
Here are the search results. There are some 1,600 items relating to “John Wayne,” and that’s a lot to scroll through and look through. What if you only want to see books about John Wayne? Or movies? Or a book on CD to listen to? You can filter your search results by **format**, so you only see items of a particular format.

On the left side of your screen is the “Limit Search Results” or “Filter” panel. The very first section is “Format,” where you can filter by format. In the picture above, the red arrow is pointing at it. Directly underneath it, you will see a list of the most common item formats—the catalog has DVDs, books, CDs, audiobooks, etc. If you don’t see what you’re looking for, left click on “more.” This will show more format options. In the close-up picture below, the red arrow is pointing at “More.”

How To Filter or Narrow Down Your Search Results

Acorn Public Library

Catalog Tutorial Series

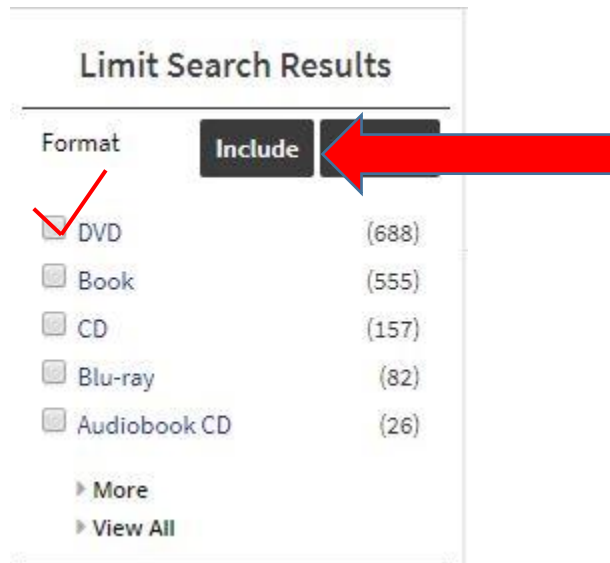


The screenshot shows the 'Limit Search Results' section of a library catalog. It features a table with columns for 'Format', 'Include', and 'Exclude'. The 'Format' column lists DVD (688), Book (555), CD (157), Blu-ray (82), and Audiobook CD (26). Below the table are links for 'More' and 'View All'. A large red arrow points to the 'More' link.

Format	Include	Exclude
<input type="checkbox"/> DVD		(688)
<input type="checkbox"/> Book		(555)
<input type="checkbox"/> CD		(157)
<input type="checkbox"/> Blu-ray		(82)
<input type="checkbox"/> Audiobook CD		(26)

▶ More
▶ View All

Here's a close up of that section!



This close-up screenshot shows the 'Limit Search Results' section. The 'Format' column lists DVD (688), Book (555), CD (157), Blu-ray (82), and Audiobook CD (26). A red checkmark is placed next to the 'DVD' checkbox. A red arrow points to the 'Include' button.

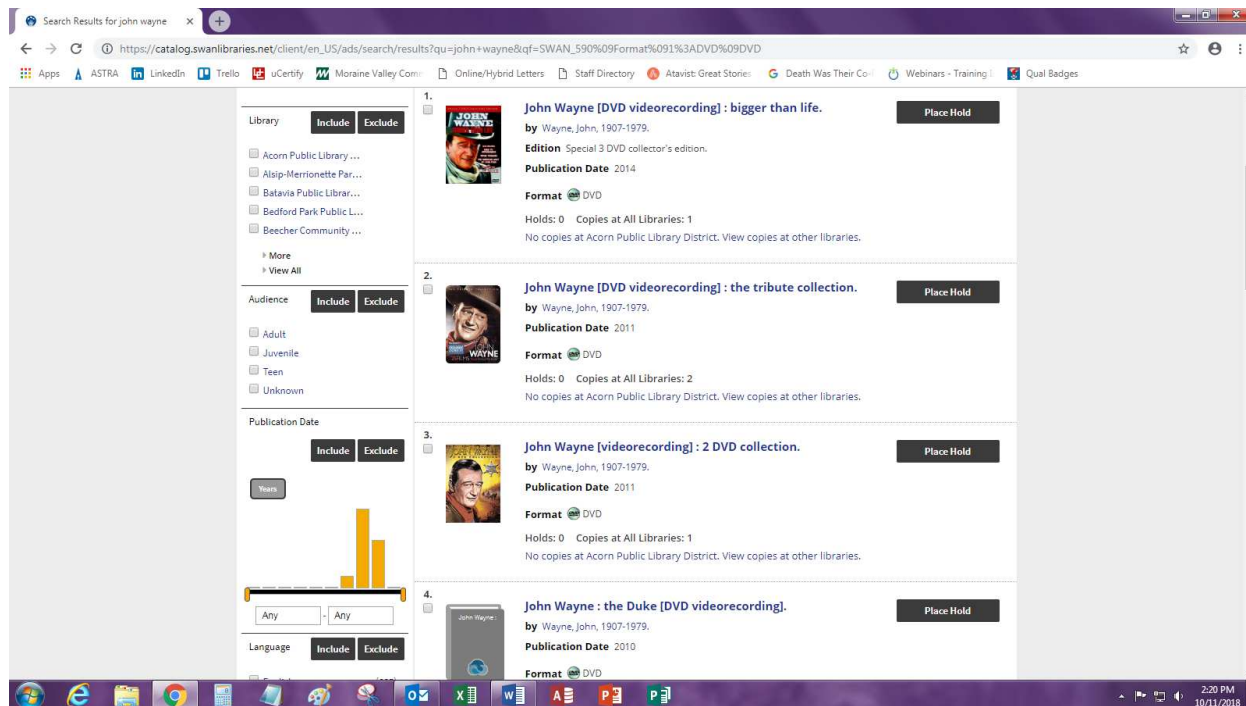
Format	Include	Exclude
<input checked="" type="checkbox"/> DVD		(688)
<input type="checkbox"/> Book		(555)
<input type="checkbox"/> CD		(157)
<input type="checkbox"/> Blu-ray		(82)
<input type="checkbox"/> Audiobook CD		(26)

▶ More
▶ View All

Say, for instance, you only want to see DVD movies about John Wayne. You don't want to see John Wayne books, or audiobooks, or anything else. All you have to do is go next to "DVD," and left click on the white box that's to the left of it. When you left click on it, a checkmark will appear in the box. In the picture above, I put a red checkmark next to DVD.

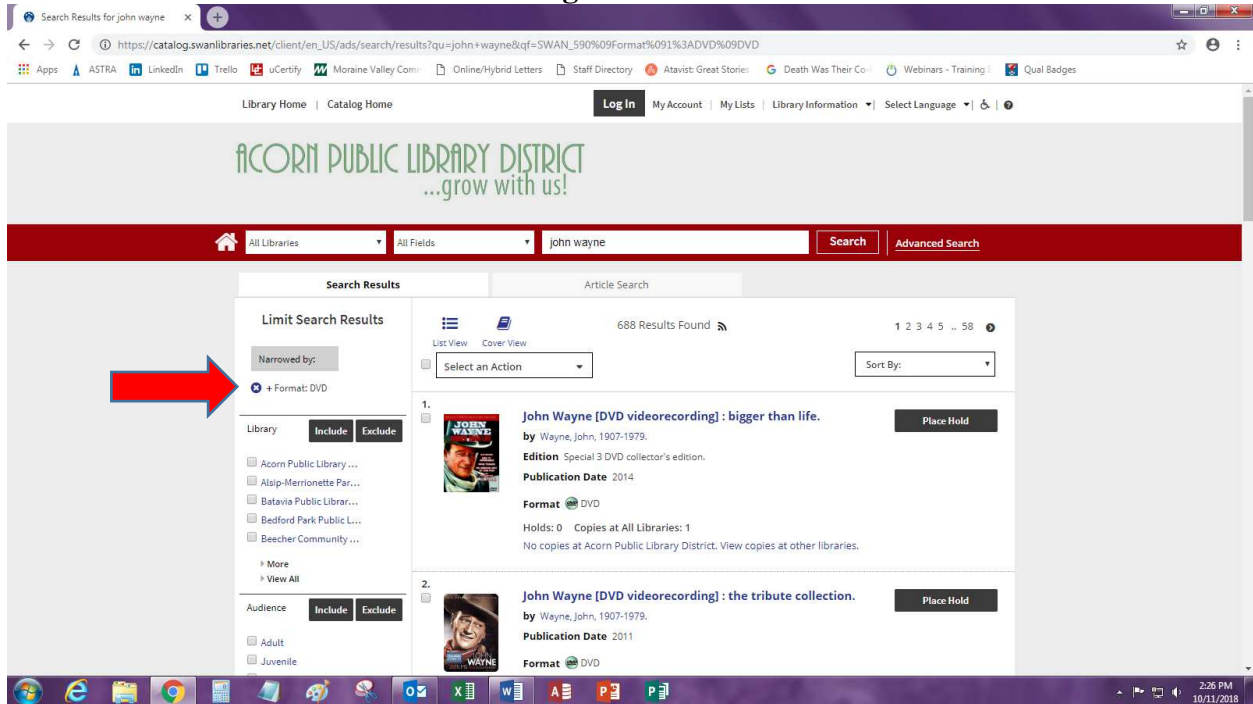
How To Filter or Narrow Down Your Search Results Acorn Public Library Catalog Tutorial Series

Afterward, left click on “Include.” In the above picture, the red arrow is pointing at “Include.”



Now, your results list will include only DVDs featuring John Wayne!

How To Filter or Narrow Down Your Search Results Acorn Public Library Catalog Tutorial Series



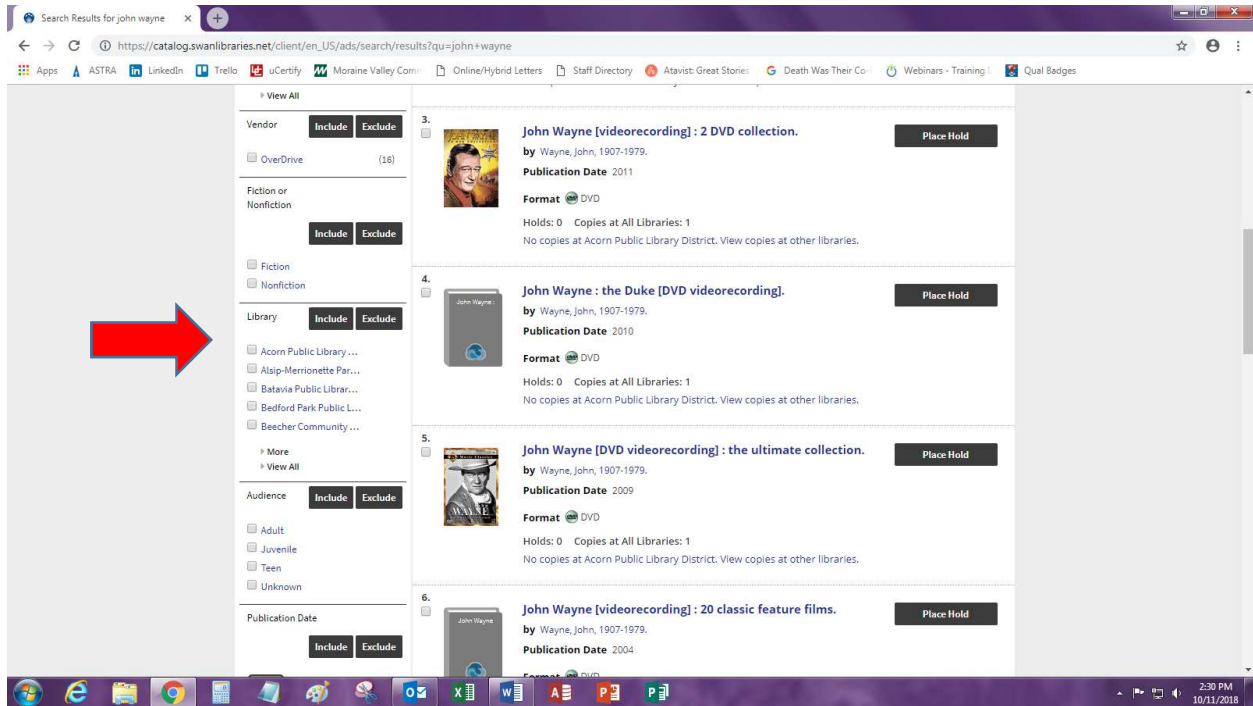
To **remove a filter**, left click on the blue circle with the “X” in it, just under where it says “Limit Search Results.” In the above picture, the red arrow is pointing at it.



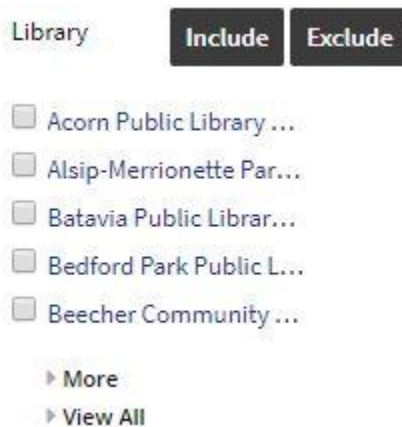
Here’s a closer look at that section! When you left click on the blue circle with the “X” in it, the filter that you set up will be entirely removed.

How To Filter or Narrow Down Your Search Results Acorn Public Library Catalog Tutorial Series

It's also possible to filter your search results by **library location**. Say, for instance, you'd like to see what a specific library has. This filter will help you.



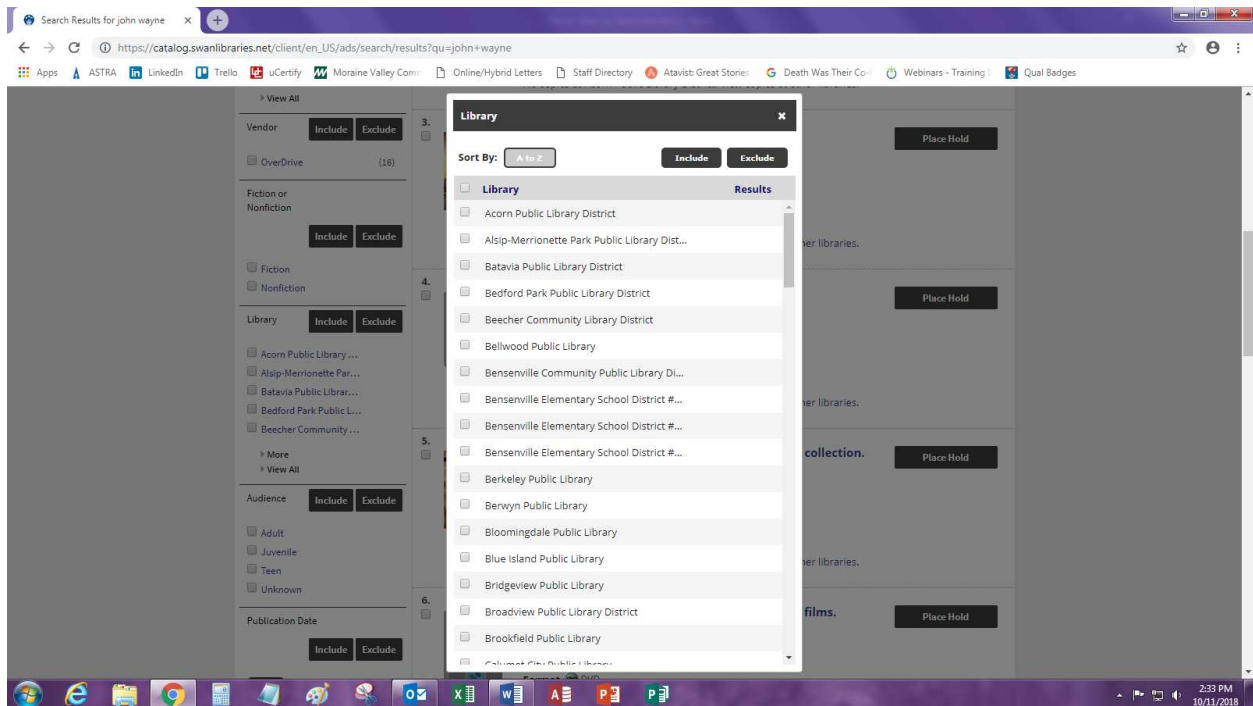
We'll continue with the "John Wayne" search here. Scroll down a bit until you see "Library" on the left side of your screen. In the picture above, the red arrow is pointing at it.



How To Filter or Narrow Down Your Search Results Acorn Public Library Catalog Tutorial Series

Here's a closer look at that section. In this section, the libraries are listed in alphabetical order.

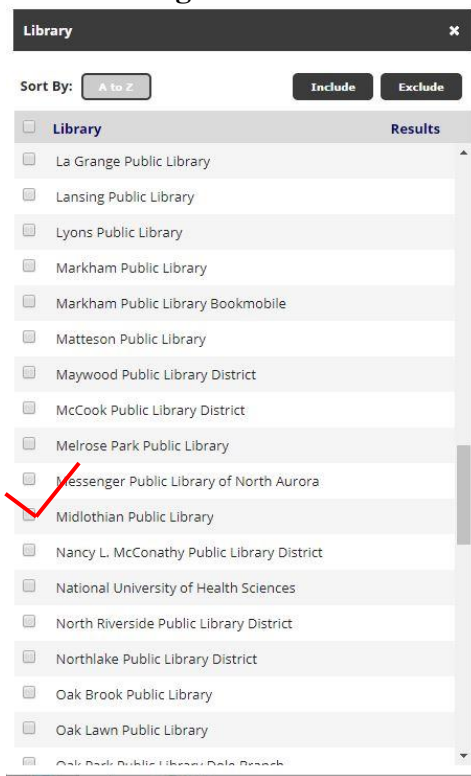
To see more libraries, you can either left click on “More” or left click on “View All.” If you left click on “View All,” a large box will appear on your screen with all the libraries.



Upon clicking “View All,” this is the large box that you’ll see. Scroll down until you find the library that you want.

How To Filter or Narrow Down Your Search Results

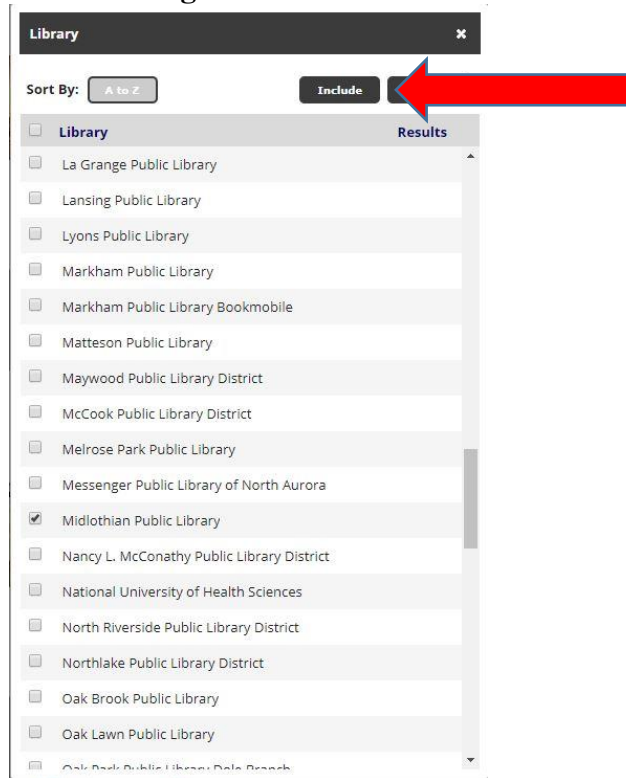
Acorn Public Library Catalog Tutorial Series



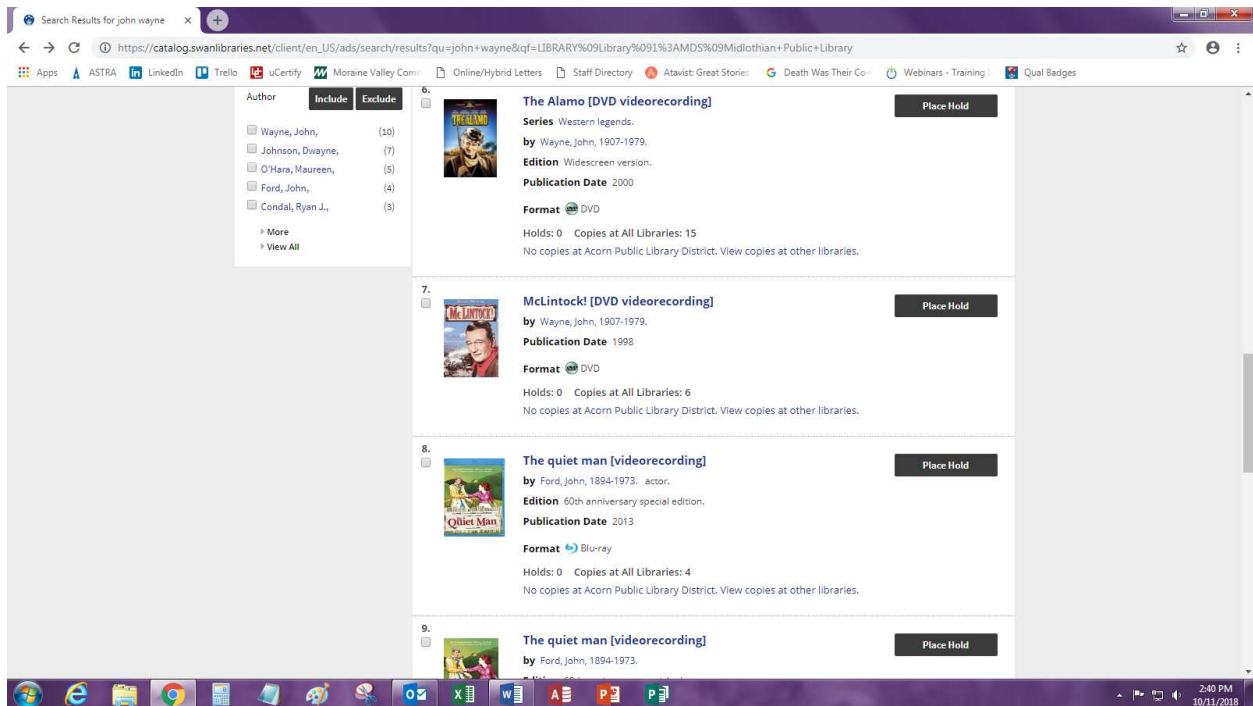
Here's a closer look. Left click on the white box that's to the left of it. When you left click on it, a checkmark will appear in the box. I'm going to use Midlothian Public Library in this example. In the picture above, I put a red checkmark in the box next to "Midlothian Public Library."

How To Filter or Narrow Down Your Search Results

Acorn Public Library Catalog Tutorial Series



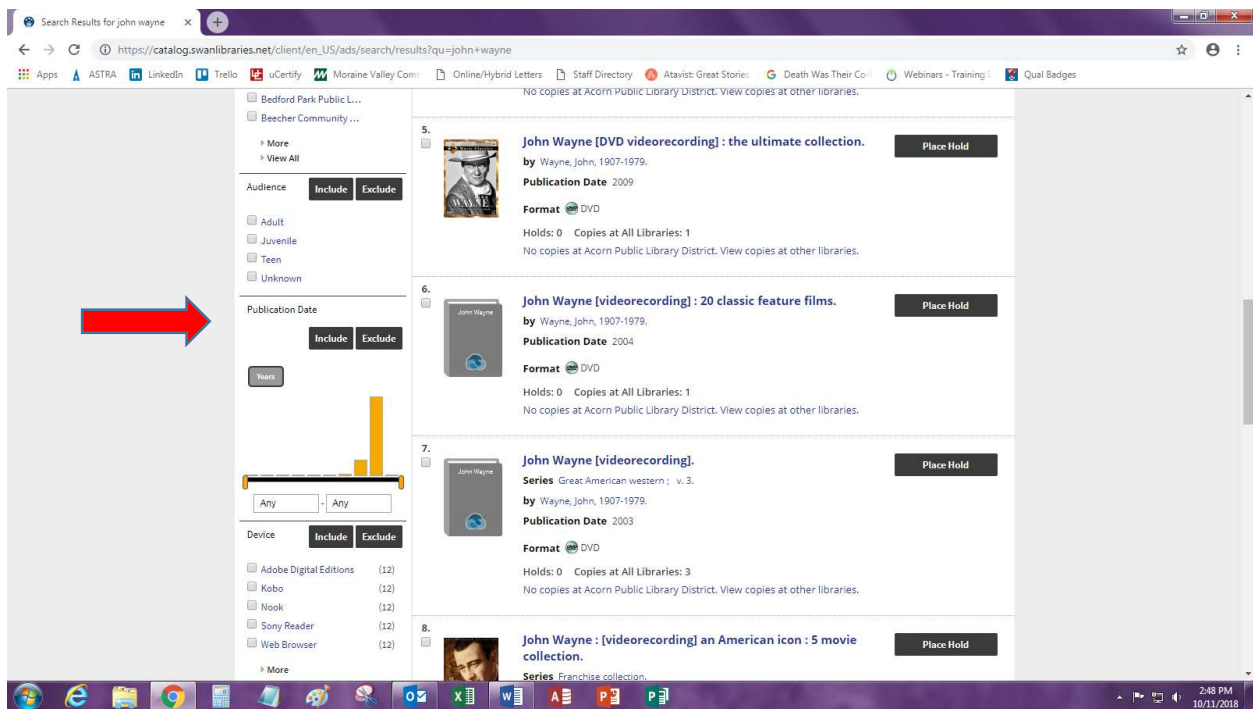
Next, left click on “Include” at the top of the box. In the above picture, the red arrow is pointing at “Include.”



How To Filter or Narrow Down Your Search Results Acorn Public Library Catalog Tutorial Series

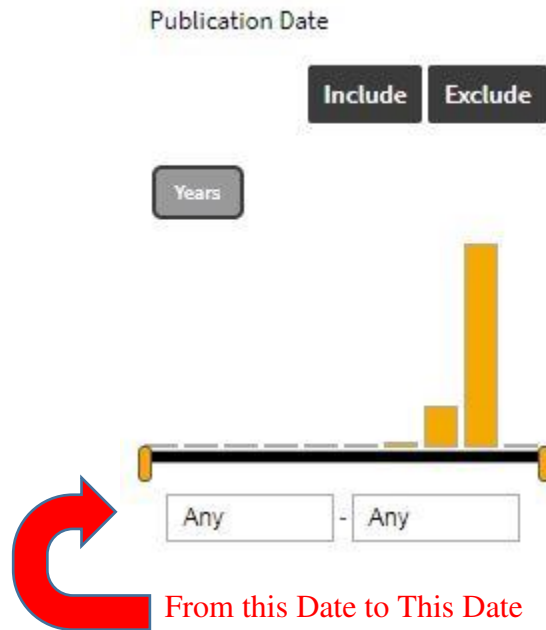
Now, all the items that you see in the results list will be items that are housed at Midlothian Public Library.

You can also filter items by **publication date**. This allows you to see only the items that were published or created within the time period of your choosing. What if you want to see only items made within the last 5 years? Or items from the 1990s? Or only items from this year? You can do that with this filter.

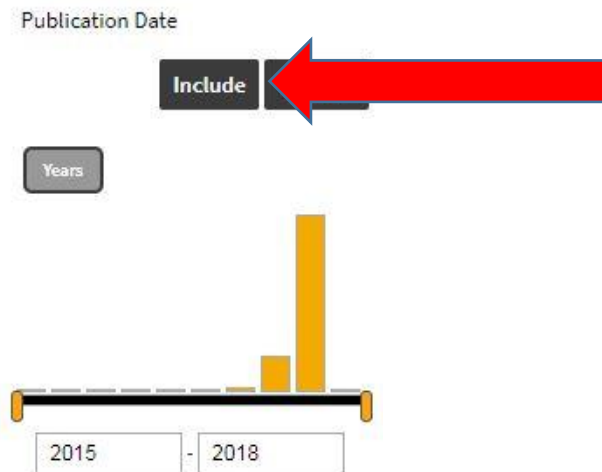


Scroll down until you find “Publication Date” on the left side of your screen. In the above picture, the red arrow is pointing at it.

How To Filter or Narrow Down Your Search Results Acorn Public Library Catalog Tutorial Series



Here's a close up of this section. There are a few different ways that you enter in dates. The easiest is to left click into each box that says "Any." You must enter the dates with 4 digits (2018). If you try to put in 2 digit dates (18), it will not work.

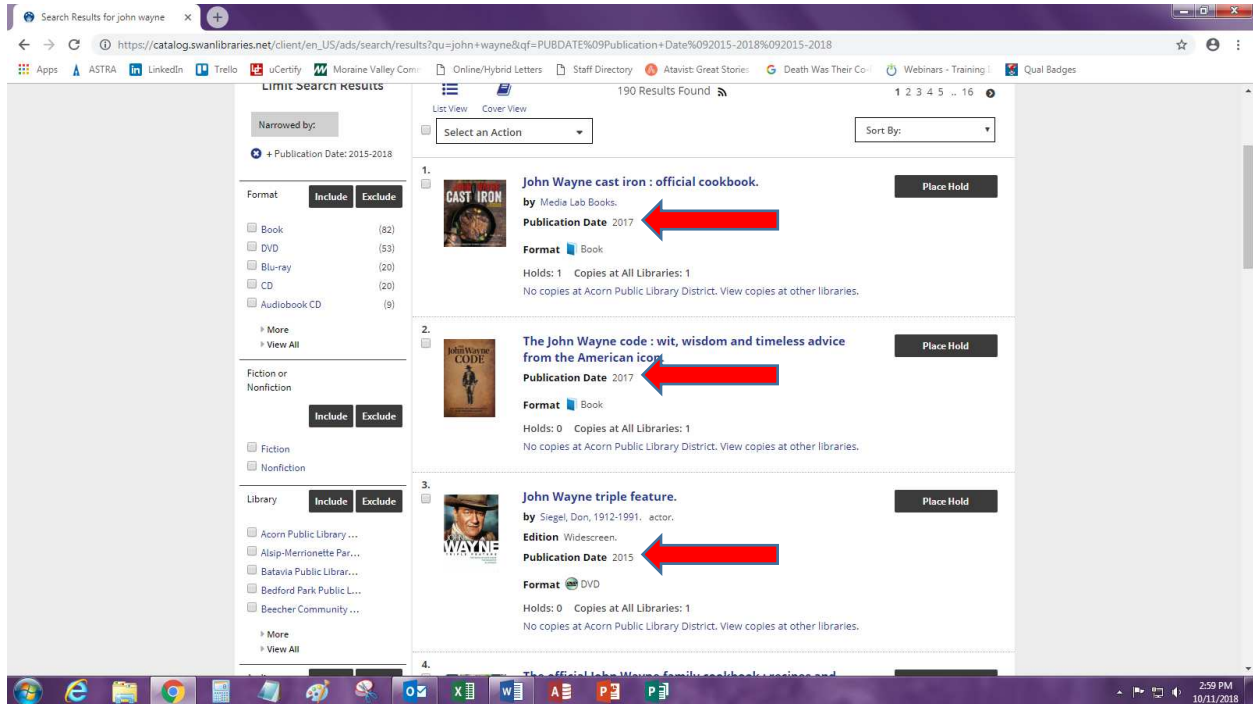


For this example, I'd like to see all John Wayne items that were published or created within the last 3 years—from 2015 to 2018. Once dates are typed into both boxes, left click on "Include." In the above picture, the red arrow is pointing at "Include."

How To Filter or Narrow Down Your Search Results

Acorn Public Library

Catalog Tutorial Series



In your search results, you can see that the items in it are items from 2015 to 2018 by looking at the “Publication Date” of each record. The red arrows in the picture above are pointing at the publication dates.

Other filters exist, and they can be used by following the same “check the box and click ‘include’” technique that you’ve seen in this handout. You can also filter your search results by:

- 1) **Audience** (if you want to find items specifically for adults, teens, and juveniles)
- 2) **Downloadable Format** (if you use an e-reader for e-books)
- 3) **Language** (if you want to find items in a specific foreign language)