## WPLC Wisconsin Public Library Consortium – Guide to Searching the Digital Collection

When searching for a book, you can use the Quick Search on the homepage or use the Advanced Search.

## Search Example

When you search for Michael Connelly in the quick search box:



## You get 658 results.



The first 4 pages of results are all Michael Connelly titles. On page 5, you start seeing titles like:

- The Butcher's Boy Thomas Perry (with an introduction by Michael Connelly)
- Dangerous Women (a collection of stories from suspense writers, including Michael Connelly)
- The Great Book of Boston Sports Lists Andy Gresh & Michael Connelly (this Michael Connelly is a longtime New England sportswriter)

These are appearing because after the search has gone through all of the exact **Michael Connelly** matches, it starts showing you what is closest and then begins displaying matches for **Michael** – chef Michael Symon, the Michael Bennett Series, the Michael Kelly series, etc... and matches for **Connelly**, like the Harper Connelly series.

To make this show <u>only</u> **Michael Connelly** books, use quotations. Searching for "Michael Connelly" brings 48 results instead of 658. (See example on next page.)

To narrow it down to only show Michael Connelly <u>eBooks</u> that are <u>available for check out</u>, use the filter boxes above the quick search box or use the Advanced Search features.

Advanced Search allows you to search by:

- Title
- Creator/Author
- Keyword
  - Keep in mind, not all books have keywords attached by the publisher.
- ISBN
- Format
  - This is a great way to look for Kindle books only or MP3 audiobooks only to make sure the title is compatible with your specific computer or device.
- Language
- Publisher
- Subject
- Awards
  - Searching by awards can help find recommended new books. It's also a helpful feature to offer suggested titles based on books you've enjoyed. For example, if you read *The Book Thief* by Markus Zusak and see that is has the Best Books for Young Adults award attached under the "Format Info", you can search and find the other books in the collection that are also labeled "Best Books for Young Adults" to see if anything else looks interesting.
- Date Added to Site

You can filter how many **Results you see per page** (the default is 10 but you can also select 5 or 25) and you can filter to **Only show titles with copies available.** This will display only what is ready to be checked out immediately and hide the books that you would have to place a hold on.



